



Whole School Policy

Health & Safety Policy

Applicable to EYFS and Boarding

Action	Policy to be reviewed annually		
	Committee	Date	Completed
Reviewed	Estates and Site Operations Manager	31 August 2023	✓
Reported	Health & Safety Committee	10 October 2023	✓
Approved	Board of Governors	11 December 2023	✓
Next review	Estates and Site Operations Manager	June 2024	

References

Health & Safety at Work 1974	An enabling measure. It sets down general duties and also provides a framework for regulations and approved codes of practice which covers special cases.
Management of Health & Safety at Work Regulations 1999	Set out broad general duties which apply to all employers and which are aimed at improving health and safety management and encouraging a more systematic and better organised approach to Health & Safety.
Health & Safety (Display Screen Equipment) Regulations 1992	Require employers to plan the activities of “display screen equipment users” in order to ensure that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as are necessary. Such users are entitled, on request, to appropriate eye and eyesight tests, paid for by the employer.
Manual Handling Operations Regulations 1992	Provide a comprehensive approach to reducing back problems at work.
Personal Protective Equipment at Work Regulations 1992	Set down general principles for selecting, providing, maintaining and using personal protective equipment.
Provision and Use of Work Equipment Regulations 1998	Aim to ensure the provision of safe work equipment and its safe use.
Welfare Regulations 1992	Aim to ensure welfare for employees.
COSHH Regulations 2014	Sets out the safe use of chemicals and other substances that can be hazardous to health.
Regulatory Reform (Fire Safety) Order 2005	Sets out fire precaution and other safety standards to ensure the safety of persons and buildings.
Approved Code of Practice - The Control of Legionella Bacteria in Water Systems (ACOP L8)" HSE, 2013) and HSG 274 guidance	Requires employers to manage and control water to prevent occurrence of legionella.

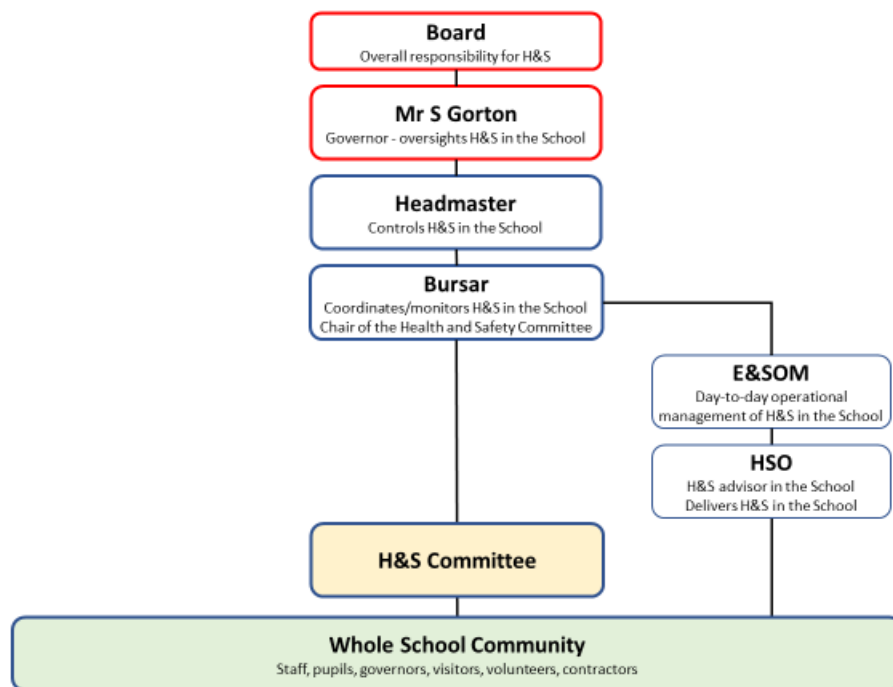
HEALTH & SAFETY

1. The Board of Governors of Greshams School (the School – includes Senior, Prep and Pre-Prep) believes that its employees and pupils are its most important asset and that a happy, successful and forward-looking organisation is one in which health and safety is effectively and proactively managed. The cost of incidents and accidents in terms of human pain and suffering, lost working time, damaged equipment and potentially fines are such that accident prevention is an essential part of a manager's operational judgment and decision making. It is recognised that the development of a health and safety culture, which is supportive and proactive, is essential to achieve adequate control over risks. This culture will be achieved by the active participation of the SLT, managers and employees in a systematic dialogue to identify risks to eliminate or reduce them.
2. **Policy Statement.** It is the policy of Greshams School to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, pupils and visitors. Further to meet, or exceed, the requirements of the Health and Safety at Work Act 1974, and any other pertinent regulations. All employees have a moral and legal responsibility to ensure that their actions, or lack of them, do not place other employees, pupils or visitors in jeopardy from an accident or health hazard. Greshams School regards the legal Health and Safety requirements as a minimum standard and expect managerial targets to be achieved without compromising Health and Safety criteria. Greshams School:
 - a. Acknowledges that the key to successful Health and Safety management requires an effective policy, organisation and coherent underpinning processes that reflect the commitment of the Board and senior management to continued improvement in Health and Safety. To sustain this commitment the School will continually measure, monitor and seek to improve Health and Safety performance.
 - b. Will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, pupils and visitors.
 - c. Will ensure that all Risk Assessments as required by relevant legislation are completed, their recommendations implemented and that all employees, pupils and visitors are provided with sufficient information regarding those assessments.
 - d. Will provide such information, training and supervision as necessary to enable employees to develop and maintain essential Health and Safety skills encouraging the continued growth of a positive Health and Safety culture.
 - e. Will ensure continued consultation with employees via the termly health and safety Committee to enable all viewpoints and recommendations to be discussed.
 - f. Will be proactive in both the selection and disposal of recyclable material and products.
3. **Environmental Policy Statement.** Greshams School acknowledges the impact of its activities on the environment. Therefore, the School proactively seeks solutions, seeks to adopt sound principles and best practice to minimise these impacts. The development and implementation of this policy is a shared commitment of management and employees. Greshams School aims to:
 - a. Integrate environmental management into all aspects of its day-to-day operations to ensure environmental issues are addressed.
 - b. Comply with environmental and health and safety laws and regulations, to the extent that practical implementation aims to exceed government requirements.
 - c. Seek to reduce wastage of natural resources such as energy, water and raw materials, and maximise efficient use of such resources, reuse and recycle rather than dispose of such materials.

- d. Ensure all employees have an understanding and are trained in their responsibilities in relation to the Environmental Policy and management system.
- e. Ensure that suppliers and contractors minimise the impact of their operations on the environment and actively support our environmental policy.
- f. Monitor progress on a regular basis to identify strengths and areas for improvement and highlight actions required.
- g. To reduce our environmental impacts through improvements in:
 - Energy use
 - Waste reduction, including disposal of waste
 - Contamination Management
 - Recycling, including office paper
 - Business travel
 - Purchasing

4. **Organisation and Responsibilities.**

a. **Organisation.**



b. **Responsibilities.**

- 1) **Board of Governors (The Board).** The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. A Governor is appointed to oversight health and

safety and to report his/her findings to the Board. The Board will hold the Headmaster to account in respect of the requirements set out in this policy and delegates the day-to-day delivery and management of health, safety and welfare to him.

- 2) **Headmaster.** The Headmaster has day to day responsibility for controlling health and safety within the School. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. He will ensure that accidents are suitably and appropriately investigated and recorded. He will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Headmaster is responsible for the implementation of an Emergency Plan.
- 3) **Bursar.** The Bursar is responsible to the Headmaster for coordinating and for the monitoring of health and safety across the School, raising any concerns to the Headmaster. The Bursar is to:
 - Chair termly Health and Safety Committee meetings
 - Arrange for sufficient funds, insurance and facilities to meet the requirements of the School's health and safety policy to ensure that the resources provided are utilised to their best advantage
 - Ensure arrangements are in place for safety and security, fire safety, electrical safety, gas safety, water quality, asbestos management, emergencies, staff induction and training and appointment of competent contractors
 - a) **Estates and Site Operation Manager (E&SOM).** The Bursar delegates day-to-day operational management of Health and Safety to the E&SOM. The E&SOM is to:
 - Advise the Headmaster Bursar on key maintenance requirements
 - To report to the termly Health and Safety Committee on compliance, Health and Safety (including results of fire drills and accident trends), security, building management and maintenance, and waste management.
 - Ensure compliance with the Construction (Design and Management) Regulations (CDM), as appropriate
 - Undertake periodic site inspections
 - Be directly responsible for all environmental aspects within the School and actively encourage all employees to develop an awareness of environmental issues
 - Ensure a robust testing, maintenance and records regimes are in place, including fire, electrical, gas, equipment, water quality and asbestos
 - Take the interests of the local community into account, with due regard for public perception and have a regular process of communication with the community where appropriate to his scope of work
 - Ensure competent advice is provided as appropriate – surveyors, engineers, asbestos consultants, legionella consultant, H&S, etc
 - b) **Health and Safety Officer (HSO).** The HSO reports to the E&SOM. The HSO is to:
 - Advise on all Health and Safety matters, including Risk Assessments, whether academic or otherwise
 - Coordinate and ensure that all levels of management and staff receive adequate information and training to enable them to carry out their Health and Safety responsibilities effectively

- Act as first point of contact for all Health and Safety issues
- Ensure that all accidents and dangerous occurrences are investigated and reported
- Ensure that any hazardous substances are correctly used, stored and transported
- Actively encourage consultation and communication between all employees and management to promote the health and safety of all employees
- To ensure that Health & Safety training requirements at all levels within the school are identified, delivered and reviewed
- To meet any statutory training requirements for specific activities
- To induct all new employees with a safety induction briefing to include:
 - fire precautions and safety procedures;
 - first aid and accident reporting arrangements;
 - general information on health and safety;
 - known hazards in the workplace and the control measures in place;
 - the school's policy and procedures;
 - specific topics relating to that person's role and their place of work, including departmental policies and risk assessments

c) **Maintenance Manager.** The Maintenance Manager reports to the E&SOM. The Maintenance Manager is to:

- Ensure all contractors on site are registered, controlled and managed
- Ensure compliance with the Construction (Design and Management) Regulations (CDM)
- Ensure good standards of buildings housekeeping
- Arrange for compliance testing, maintenance and records, including fire, electrical, gas, equipment, water quality and asbestos
- Deliver for a robust testing, maintenance and records regime, including fire, all plant, electrical, gas, equipment, water quality and asbestos
- Deliver Control of Hazardous Substances to Health requirements for staff, as appropriate

d) **Site Manager.** The Site Manager reports to the E&SOM. The Site Manager is to:

- Ensure all contractors on site are registered, controlled and managed
- Deliver Control of Hazardous Substances to Health requirements for staff, as appropriate
- Ensure good standards of buildings and grounds housekeeping

4) **Deputy Head Pastoral, Prep and Pre-Prep Heads.** Accountable to the Headmaster for the welfare of staff, pupils and visitors within their areas of responsibility.

5) **Heads of Department (HoDs).** HoDs are responsible for delivering the requirements of health and safety legislation and codes of practice relevant to their areas of responsibility. In addition, HoDs will within their departments:

- Set up and implement safe methods of working
- Effectively apply all relevant health and safety regulations, rules, procedures and codes of practice
- Instruct staff, pupils and others under their jurisdiction in safe working practices
- Induct new employees working within their department in safe working practices
- Carry out regular safety inspections and keep records of those inspections
- Ensure all plant, machinery and equipment is adequately guarded, is in good and safe working order and that all reasonably practicable steps are taken to prevent the unauthorised or improper use of this plant, machinery and equipment
- Ensure the provision of readily available and appropriate Personal Protective

Equipment (PPE)

- Ensure all toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Act as a conduit for health and safety matters to the termly health and safety meeting
- Report any health and safety concerns, initially to the HSO, in a timely and clear manner

6) **Housemasters and Housemistresses (HSMs).** HSMs are responsible for ensuring that the House is run in accordance with the standards in this Policy, minimum legal standards and relevant guidance from authoritative bodies. In particular, they are responsible for ensuring that all House staff are fully inducted with regard the practical aspects of this Policy, and that they carry out their work in accordance with the regulations and guidance outlined therein. HSMs are responsible for carrying out regular safety inspections of their Houses, keeping records of these inspections and reporting any health and safety concerns.

7) **Employees.**

Health and safety responsibilities - all employees are to:

- Exercise reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Co-operate with Management to enable the Proprietor to carry out their legal duties or any requirements as may be imposed
- Not intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare
- Comply with this Health and Safety Policy
- Only carry out work for which they are fully trained
- Fully observe pertinent safety rules
- Report any safety hazard within their work area or malfunction of any item of plant or equipment
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others i.e. Risk Assessments, Method Statements
- Dress appropriately for their particular working environment or task using correct and serviceable PPE
- Maintain all implements, tools and equipment to a good standard - reporting any defects as they occur
- Avoid improvising in any form which could create an unnecessary risk to their personal safety and the safety of others
- Attend as requested, training courses e.g. Induction
- Report all accidents, dangerous occurrences or near misses to their Supervisor and the HSO; ensuring full details are recorded
- Follow all laid down procedures concerning processes, materials and substances used
- Enact the fire evacuation procedures when required and the note the location of all fire extinguishers, fire exit routes, assembly points and where to obtain First Aid in their area of work
- Maintain good housekeeping standards to ensure as a minimum that:
 - Fire exits aren't blocked
 - Combustible materials and chemicals aren't stored under stairs or near/on top of electrical or data components
 - Extension leads are not used on a permanent basis and that extension leads are never 'daisy chained'
 - Fire doors, whether in a corridor or elsewhere, are never propped open using wedges

- Cables are not placed as to cause a trip hazard

Environmental responsibilities – all employees are to:

- Ensure that all waste generated is properly contained, sorted and disposed of appropriately with as much being recycled via the recycling bins, glass bins or cardboard and paper bins
- Make every effort to conserve electricity, gas, water and heating where reasonably practicable

5. **Covid-19.** Since 1 April '22, routine testing has no longer been expected in education and children's social care settings. This is part of the Government's plan to remove remaining restrictions on society while protecting the most vulnerable from COVID-19. (See the DfE's Education Hub, updated in July 2022) Gresham's has baseline infection control measures that are in place to help manage the spread of infection.

- Ensuring all eligible groups are enabled and supported to take up the offer of national vaccination programmes including COVID-19 and flu
- Ensuring occupied spaces are well-ventilated and let fresh air in
- Reinforcing good hygiene practices such as hand washing and cleaning

6. **Accidents and Accident Prevention (RIDDOR).** All accidents, incidents and work-related ill-health of employees, pupils and visitors (including contractors) once dealt with **must** be reported to the Medical Centre and HSO in the first instance, and the details recorded online using the [Accident Report Form](#). The HSO will also fulfil the School's requirement to report certain injuries to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997/2013.

- a. **Accidents/Injuries off site.** Injuries to School pupils occurring on School-sponsored or controlled activities off site (such as field trips or sporting events) **must** be reported to HSO as soon as practicable.
- b. **Major Injuries.** The Medical Centre duty Sister is to report any major injuries to staff, pupils or visitors to the Headmaster's office and the Bursar as soon as possible, and to the HSO will decide if an investigation is warranted or not.
- c. **Termly Reporting.** The Senior Lead Nurse is responsible for providing the health and safety committee termly accident, injury and illness data, together with any trend analysis.

7. **Alcohol and Drugs.** Greshams school takes the view that the effects of taking or being under the influence of alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs. Any member of staff who is, in the opinion of the person in charge of the work location, under the influence of alcohol or drugs will be subject to disciplinary procedures. Any member of staff who is taking a prescribed or proprietary drug which may affect their performance at work must report this to their Line Manager before the start of work.

8. **Fire.** The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor. See:

- **Fire Risk Assessment**
- **Fire Procedures**

9. First Aid. The school has a suitable and sufficient First Aid Policy which is reviewed annually. See

- **First Aid Policy**

10. Risk Assessments. The school has suitable and sufficient Risk Assessments which are reviewed annually. See

- **Risk Assessment Policy**

11. Critical Incident. Where an incident or accident or any other event is declared as a critical incident, see

- **Foreseeable Crises Policy**

12. Risky Areas. Gresham's recognises that it is lucky to have such an open and rural site to educate children in. Part of the attraction of the School for parents is that this site offers a level of controlled risk that other schools on more urban sites cannot. Therefore, we encourage risk-taking in our pupils and seek to facilitate that in some of our facilities. This requires a balance between access to risky areas for personal development, with appropriate supervision, and strict rules surrounding those areas. See

- **Risky Areas Policy**

13. Asbestos. The School understands its legal duty to manage the risk from asbestos and to provide information to anyone who may work in any areas that contain asbestos. The school maintains an asbestos register and the Maintenance Manager and HSO are responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. The Maintenance Manager is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work. If there are any concerns about asbestos, staff should contact either the Maintenance Manager or the HSO. See

- **Asbestos Management Plan**

14. Radiation. The school's radiation protection supervisor (RPS), David Saker is responsible for liaison with the radiation protection advisor of Norfolk County Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

15. Batteries.

- Wet Cell Charging.** During and after charging, batteries give off hydrogen gas, an easily ignited and explosive gas. Connecting or disconnecting batteries or charger connections to battery terminals when batteries are gassing creates incentive sparks. If the sparks ignite the hydrogen gas the battery may explode spraying those near with acid. Metal finger and wrist jewellery should never be worn when working with batteries. Metal in contact with battery terminals causes burns and flash injuries. Always charge batteries in well ventilated areas and follow the manufacturers guidance for rate of charging.
- Dry Cell.** In normal use dry cell batteries should provide no hazard, but you can help prevent any misuse or danger by following this safety advice.
 - Avoid touching dry cell battery contacts with your fingers or metal tweezers because this may discharge the battery. Use the outer edge as this will prevent you from discharging the battery

- Never heat or dispose of the battery in a fire – this may cause leakage, a burst battery or fire
- Charge batteries only with the specified charger
- Batteries are to be stored in a cool dry place, with the ambient temperature around 25°C for best performance. Do not use, store in or expose the battery to a high ambient temperature, such as direct sunlight, inside Company vehicles during hot weather, in front of a heater, etc.
- Inspect battery compartments every few months to be sure that the batteries are not leaking
- Only use batteries as intended and instructed by the manufacturer and also the equipment manufacturer's instructions. If in doubt, consult your Line Manager

16. Compressed Air. Only trained staff are to use compressors. Key requirements:

- When changing tools connected to air compressor lines, you must ensure adequate means of isolation is provided and used, i.e. flow valve in OFF position
- When using air driven equipment, the appropriate PPE must be worn
- All defects must be reported immediately to the Line Manager and defects must be rectified prior to its further use of equipment

17. Display Screen Equipment. The School seeks to optimise the use and application of display screen equipment, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment. The School will, in consultation with staff, carry out an assessment of each workstation considering the display screen equipment, the furniture, the working environment and the worker. Where an employee raises a matter related to Health and Safety in the use of display screen equipment, the Company will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of the action taken

18. Driving at Work Policy. Greshams School as a pro-active employer, recognises its responsibility for the health and safety of both employees and members of the public resulting from staff driving on school business. It is the responsibility of all employees to inform their Line Manager and the Transport Coordinator of any health/fitness reasons which may affect their safety while driving on the organisation's business including any prescribed or proprietary drug which may affect their performance. Employees shall only drive vehicles for which they hold the appropriate licence and insurance. Any changes in circumstances affecting either the drivers' licences and/or insurance must be immediately reported to the Transport Coordinator.

- Daily Checks.** **It is the vehicle driver's responsibility** to ensure that the vehicle is in a safe, roadworthy condition, that the vehicle has sufficient oil, water and that the tyre pressures are correct before any journey is commenced. Any problems are to be reported immediately to the Transport Coordinator.
- Mobile Phones.** Mobile telecommunication equipment is not to be used in vehicles unless there is a hands-free kit installed.
- Smoking.** Drivers and occupants are not permitted to smoke in Company vehicles at any time.
- Transport and Vehicle Handling.** Various vehicles are used throughout the School as part of day-to-day operations. The School ensures required inspections and maintenance are undertaken on all company vehicles to keep them in a fully roadworthy and safe mechanical condition. The following driver safety rules must be observed:
 - A vehicle must not be used:
 - For any purpose for which it was not designed,

- In contravention of any Statute or Regulations e.g. in respect of tyres, seatbelts, etc.
- For any non-school business-related use
- The vehicle is to be driven in a safe manner at all times - due regard to be given to the requirements of the Road Traffic Act 1972 and the current version of the Highway Code. Courtesy and consideration is to be given to other road users at all times. The vehicle must not be overloaded beyond its stated capacity
- No person under the influence of alcohol or drugs is to drive a Company vehicle
- Unless a course of treatment has been prescribed by a medical practitioner, drugs should not be taken by any driver of a Company vehicle (except those of a minor nature such as aspirin etc.). In the event a drug being prescribed and the employee continuing at work, permission must be obtained from your doctor prior to driving a Company vehicle
 - When reversing, help should be sought to enable the manoeuvre to be completed safely
 - Do not approach or walk near any reversing vehicle when the reversing audio alarm or lights are in operation or activated
 - The driver is responsible for ensuring all loads are carried in a safe and secure manner. Sheeting must be provided and secured where necessary
 - The driver is responsible for ensuring the vehicle is securely locked when left unattended
 - In the event of an accident, the driver is to inform the Transport Coordinator without delay
 - Vehicle inspection forms are available should be completed prior to using a vehicle to ensure the safe operation of the vehicle
 - If you have any doubt as to the condition of any vehicle you should contact the Transport Coordinator immediately

19. Electricity. Electricity is one of the safest forms of power if used correctly but can easily be a killer if misused. Staff should ensure that any electrical equipment or appliances are electrically safe and that they have been inspected and tested as required by their maintenance cycle before use. The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations most of which are RCB protected and meet the requirements of BS767 IEE wiring regulations, and has current electrical test certificates for all buildings. All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

a. **Records.** Records of all fixed-wire, Portable Appliance Testing (PAT) and lightning protection tests are kept by the Maintenance Manager.

b. **Staff Actions.**

- Technicians/Caretakers are to check that all Scientific and DT equipment is switched off at the end of the school day
- All computers, projectors and electronic whiteboards should be switch off every evening and during holidays and weekends
- All tools, switches, sockets, plugs and cables are to be handled with care. Any defects are to be reported and the item removed from use
- All electrical repairs and installation work must be carried out by a competent and qualified person
- Do not allow trailing cables to lie in water or in a position where they may be damaged by vehicles or sharp edges. Wherever possible tie the cables up out of harm's way and protect the cables where they must pass across vehicle routes

- No appliance may be connected to any electrical system by any means other than the correct plug or connections
- Do not interfere with or open any electrical appliance

20. Gas. There is a danger of fire and explosion from piped gas supplies and gas cylinders. Toxic fumes e.g. carbon monoxide, are produced if appliances are not working properly. Explosions can occur in gas and oil-fired plant such as ovens, stoves and boilers. All work on gas boilers and appliances is carried out by registered Gas Safe engineers. All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.

a) **Suspected Leak.** If the smell of gas is detected, open all doors and windows immediately and evacuate the building. Turn off the gas supply and ensure the Maintenance Manager, or his deputy, is informed **AT ONCE. DO NOT CHECK FOR LEAKS WITH A NAKED FLAME.** Allow a period of at least 20 minutes for the gas to disperse before re-entering the building. Do not turn the gas back on until the leak has been dealt with by a competent person.

b) **Gas Cylinders.**

- Handle all cylinders with care - never slide or roll cylinders and never lift by means of the valve. In use, ensure they are secured in an upright position preferably in a properly designed cage or stand
- Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition
- Ensure that all cylinders are kept away from any source of heat and that adequate ventilation is provided during use and storage
- Cylinders must not be stored inside any building, store or vehicle, when not in use they should be secured in an open outside cage or compound
- Do not store oxygen cylinders with LPG cylinders
- Never attempt to repair or modify cylinder valves or safety relief devices. Report all damaged valves immediately to the Maintenance Manager
- LPG cylinders must be clearly marked Highly Flammable, never remove or obscure official labelling on cylinders and always check the identity of gas before use

21. Services. Working near services, either underground or overhead, can be fatal if the correct precautions are not taken. Damage to services, particularly electricity or gas, may result in fire or explosions which can lead to severe injury or even fatality to operatives nearby. Prior to any work near, or adjacent to overhead or underground services, a safe system of work (Method Statement) must be produced. In addition, the E&SOM holds digital underground data and can provide print outs of most areas in the School.

22. Hazardous Substances. The Control of Substances Hazardous to Health Regulations 2014 (COSHH) are in place made to protect health. In the course of your work staff may have to handle materials and substances that can be harmful and may damage the skin. Staff should make sure that they are fully aware of the materials/substance being handled and should always read the instructions before handling or using them. No hazardous substance should be used unless a COSHH Assessment has been completed and safety data sheets are available. Staff actions:

- Identify the substance by carefully reading the instructions on the container, Safety Data Sheet and COSHH Assessment
- Ensure appropriate PPE is worn
- Never decant chemicals into different labelled containers and NEVER into soft drink bottles
- Always maintain a high level of personal hygiene by regular and thorough washing, particularly after handling materials and substances that may be harmful. Make full and proper use of barrier creams and hand cleaning materials provided for your added protection and personal hygiene

- Never eat, drink or use the toilet whilst using or handling materials or substances which may be hazardous without first thoroughly washing your hands
- You should frequently change your workwear i.e. overalls and never continue to wear workwear that has become contaminated with hazardous substances, particularly mineral oils
- All hazardous substances not for immediate use must be removed from the workplace and placed in the designated storage area away from extremes of temperature and environment
- In the event of accidental skin or eye contact refer to the First Aid Measures detailed on the Safety Data Sheet and seek advice from a First Aider
- Report immediately to your Line Manager if you feel unwell, any rash develops or sensation of burning or irritation to the skin, throat or eyes occur
- Some dusts and fumes are not harmful and are simply a nuisance, whilst others may permanently damage your lungs. When working in atmospheres in which hazardous dust or fumes are present, it is important that a suitable and sufficient Risk Assessment has been produced and the contents made aware to the relevant personnel. The assessment shall contain any control measures required i.e. respiratory protection. If you suspect that harmful dusts or fumes are present, immediately inform your Line Manager
- Both hardwood and softwood dusts have a Workplace Exposure Limit (WEL) of 5mg/m³ which must not be exceeded
- Cutting paving slabs, kerb stones or other concrete or stone products produces enormous amounts of dust. This dust will contain some very fine dust called respirable crystalline silica (RCS). Exposure to RCS dust can cause serious health problems which may eventually prove to be fatal

23. Legionella. The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place. Legionnaire's disease is a type of pneumonia that is caused by naturally occurring bacteria. The bacteria proliferate in water at temperatures between 20° and 40° centigrade with optimum growth taking place at 37° centigrade. The bacteria is also known to colonise warm components and fittings used in water systems. Infection is caused by inhalation of contaminated airborne water droplets. The School ensures all systems are regularly cleaned, disinfected and maintained by a competent person. Current records of maintenance are readily available from the Maintenance Manager.

24. Leptospirosis. Two types of leptospirosis infection can affect workers in the UK.

- **Weil's disease** - a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.
- **The Hardjo form of leptospirosis** - transmitted from cattle to humans.

Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal. Persons working on plant and equipment which may have had contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weil's disease). The infection can enter the body via damaged skin or accidental ingestion through the nose or mouth. Personnel working on plant and equipment which are likely to have been contaminated should ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing. After contact with raw water the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

25. Lifting Operations. All lifting operations shall be planned and carried out in accordance with BS7121 and LOLER 1998 by trained and competent personnel. Lifting operations involving the use of mechanical lifting equipment and lifting tackle (slings, chains, shackles etc.) will only be carried out by trained authorised employees. Staff actions:

- Safe working loads (SWLs) must be displayed on all lifting equipment and accessories, and should NEVER be exceeded
- All lifting accessories must be identified by suitable means (i.e. ID tag) indicating the SWL and Serial Number
- Lifting Equipment:
 - Wire rope slings should be free of cuts, excessive wear, kinking and general distortion of the sling legs.
 - All hooks, chains, roll pins, split pins and locking nuts must be checked daily for security of attachment.
 - Chains should be free of mechanical defects in individual links.
 - Distorted hooks (caused by overloading) should not be used.
 - Never use slings or other lifting gear if its SWL cannot be established.
 - Never make up a sling or alter any lifting gear without instruction from your Supervisor.
- Avoid carrying loads over the heads of other people. If necessary, give warning for them to keep clear
- If you are in control of a load being lifted, always keep it in clear view and make sure you are in continuous contact with the operator of the lifting machine

26. Manual Handling. One third of all injuries received at work are the direct result of bad lifting and carrying practices. Many of these injuries result in permanent damage to the back. Reduce the chances of injuring yourself by:

- Seeking mechanical means of lifting, i.e. cranes, fork lift truck, pallet trucks, etc to reduce the amount of manual handling to a minimum
- Do not attempt to lift and/or move any object without first assessing whether it is in your capability to do so. Assess it for size and weight and also where you are going to move it to. Check the conditions in which you are working e.g. weather, ground conditions, wind, rain, above or below ground level and working alone etc.
- Where possible, break down the load into smaller, more manageable portions
- Getting someone to help you lift heavy loads
- The person carrying out the lift should be close to the load with the feet about hip width apart and the lead foot slightly forward in line with the load
- The knees should be bent so that the body is at the correct height. The load can then be lifted by straightening the knees, placing most strain on the muscles of the thighs and legs
- The back must be kept straight, i.e. canted to an angle not exceeding 20° from the vertical
- The head should be raised and the chin pulled in, to lock the upper part of the spine and avoid sudden backward head movement damaging discs in the neck
- The arms should be close to the body, to keep the load's centre of gravity within the body's base and the palms of the hands and upper parts of the fingers should be used to grasp the load
- Body weight should be used to counterbalance the load by moving the rear leg a little further back as the load is being lifted
- Check for rough or sharp edges
- Always wear appropriate protective clothing including gloves

27. Noise. Exposure to relatively high noise levels for long periods causes permanent damage to hearing. Even exposure for short periods can have a damaging effect if it is repeated often enough.

As a guideline to noise levels, if you have to shout to make yourself understood at 2 metres, the noise is about 85dB. If you have to shout at 1 metre, the noise is about 90dB. In line with the Control of Noise at Work Regulations 2005, action will be taken when working area noise levels exceed 80dB(A). If noise levels cannot be reduced below this level then suitable hearing protection will be provided. If noise levels exceed 85dB(A) and it is not possible to reduce below this level, then the area of 85dB(A) level will be demarcated, ear protection zone warning

signage erected and all personnel operatives must wear personal ear protectors whilst in the zone.

28. Personal Protective Equipment (PPE). The School supplies various items of PPE appropriate to the type of work to be undertaken. Look after this equipment and ensure that it is in good condition before use. Report all damaged/lost or unsuitable PPE to your Line Manager. It is in your own interests that you wear this equipment when required and when there is any possibility of personal injury in the course of your work. Do not take chances - wear the right equipment for the job.

- Injuries to the head can be the most serious injuries of all. Advanced though it is, modern medicine cannot reverse brain damage. The law requires you to co-operate with your employer and wear a safety helmet when instructed
- The law requires that you **MUST** wear eye protection or use effective screens when you are engaged on or in close proximity of certain activities such as filling or disposing of damaged batteries or an acid spillage. Similar precautions must also be observed during the dry grinding, cutting, welding or flame cutting of metals.
- Always wear sound, sensible footwear and avoid not only a painful injury, but the many other problems created by unsuitable footwear.
- You may also sometimes be instructed to wear high visibility clothing or if you have to work in wet and inclement weather, wear waterproof clothing - use it for your own safety and look after it.

29. Vibration. This guidance is applicable to all employees and pupils of the school who may come into contact with activities which may expose them to vibration levels at or above the exposure values as defined in the Control of Vibration at Work Regulations 2005.

a. **Objectives.**

- To ensure that foreseeable working activities where individuals have the potential to come into contact with significant vibration levels are identified
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities

b. **Guidance.** It is the School's policy to undertake an assessment of vibration levels within its premises where staff are considered to be at risk of ill health from exposure to vibration. Vibration surveys will be arranged by the HSO. Where reasonably practicable, engineering controls to eliminate, or reduce the effect of vibration will be implemented by the Maintenance Manager in conjunction with the HSO. If staff are suspected of suffering from the effects of vibration due to work activities then the HSO will arrange for an occupational health evaluation. Any vibration survey that is undertaken will:

- Include grounds machinery, DT workshops, construction activities, general maintenance work and refurbishment activities
- Who is affected
- The frequency of the vibration
- The controls that could be implemented to reduce the vibration levels

30. Working at Heights. This guidance is applicable to all employees and contractors for the school who undertake activities associated with working at height.

a. **Guidance.** The school requires that working at height, including organisation, planning, supervision, and supply and maintenance of equipment is only to be undertaken by competent people. The maintenance Manager and Site Manager will apply the following hierarchy for managing working at height:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls if working at height can't be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- All non-routine tasks must be individually risk assessed and a safe system of work pre-planned.

A list of typical school tasks that may involve working at height includes:

- Putting up displays
 - Placing / retrieving items stored above head height
 - Opening and closing windows
 - Stage support work during drama activities
 - Moving and erecting PE equipment
 - Cleaning
 - General site management / caretaking activities
 - Maintenance and repairs
 - Construction work / projects
- b. **Equipment.** Inspection of equipment used for working at height will be undertaken by a competent person (Maintenance Manager and HSO) as appropriate. Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders.
- c. **Training.** For tasks where school employees work at height they must abide by the guidance and have undertaken suitable and "in date" training.