



## **HEALTH AND SAFETY and RISK ASSESSMENT POLICY**

### **GENERAL STATEMENT OF POLICY**

The Governors fully recognise their collective responsibility as the employer for providing, in accordance with the *Health & Safety at Work Act 1974*, work places and work practices which are safe and healthy for employees, for pupils including those within the EYFS, for visitors (including parents), contractors, hirers and for any others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors ensure that the premises of the School are fit for purpose and suitable for the age of children cared for, the activities undertaken and are committed to promoting the welfare of all in our community so that effective learning can take place.

This Policy covers suitable provision for the EYFS which complies with the requirements of current Health and Safety legislation including fire safety and hygiene requirements.

Governors of St Piran's School fulfil our responsibility by appointing a member of the Finance & General Purposes Committee with responsibility for overseeing Health and Safety as part of their general responsibilities.

The day-to-day responsibilities for the operation of Health and Safety at the School are delegated to the Headteacher and Bursar.

It is the Board's intention that:

- There is a positive Health and Safety culture throughout the School.
- Decisions will reflect the Health and Safety Policy.
- An effective management structure for the implementation of Health and Safety is in place.
- The Health and Safety performance of the school is reviewed annually and any appropriate safety improvements implemented.

In particular, care will be taken to provide and maintain as far as is reasonably practicable:

- Proper arrangements for the safe use, handling, storage and transport of articles and substances.
- Adequate Information, instruction, training and supervision for employees including temporary employees and contractors.
- Safe machinery and equipment, including the operation and maintenance of plant and systems of work.

- A safe and healthy environment with safe access and egress and adequate facilities and arrangements for the welfare of employees at work.
- Appropriate communication with employees.
- Committee arrangements for the consideration of Health and Safety matters.

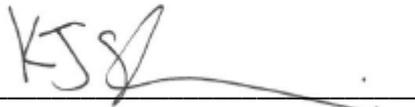
The Governors will ensure that competent professional Health and Safety advice is available and that resources are available for the implementation of Health and Safety improvements. Due regard is made to the DfE's *Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies* (February 2014) as providing best practice guidance.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the Health and Safety Policy and any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved, or who may become involved, in the School's operations.

### **Policy Review**

The Health and Safety Policy will be reviewed annually, taking note of any risks to Health and Safety that have been raised, identified or revised by the Health and Safety Committee or by the annual review of the Corporate Risk Register.

All employees are briefed on where copies of this statement can be obtained on the Staff Live Drive. They will be advised as and when it is reviewed and amended.

Signed: 

Kate Taylor

Chair of Governors

Date: 17 January 2018

## **HEALTH AND SAFETY ORGANISATION**

### **Board of Governors**

The Board has the 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. 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.

### **Headteacher**

The Headteacher will assist the Board in directing the overall management and development of the Policy and communicating the responsibilities associated with the management of Health and Safety within the School. The Headteacher will ensure compliance with this policy across the School, report to the Board on Health and Safety performance and assist the Board in the implementation of the Policy.

### **Bursar**

The Bursar will have day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and Security.
- Fire Safety.
- Electrical Safety.
- Gas Safety.
- Water Quality.
- Asbestos Management.
- Lightning Protection.
- Emergencies.
- Vehicle Movements.
- Minibus Operations.
- Site Maintenance.

The Bursar will arrange, as appropriate, for external consultants to advise on matters of Health and Safety within the school and ensure, in conjunction with the Facilities Manager, that maintenance and servicing requirements are met for the School's plant, equipment and lift.

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Head on maintenance requirements.
- Co-ordinating advice from specialist safety advisors and producing associated action plans.
- Monitoring Health and Safety within the School and raising concerns with the Head.
- Compliance with the Construction (Design and Management ) Regulations.
- Chairing the School Health and Safety Committee.

## **Heads of Department (Teaching)**

The Heads of Department will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessments are required for:

- Art (including harmful substances and flammable materials) – Head of Art.
- Catering – Catering Manager.
- Cleaning – Cleaning Manager.
- Drama – Head of English.
- Design & Technology (DT) – Head of DT.
- Food Technology – Head of DT.
- Outdoor Lessons – Director of Studies.
- Science (including harmful substances and flammable materials) – Head of Science.
- Sports Activities – Head of Boys' and Head of Girls' Games.
- Swimming – Head of Swimming.
- Trips and Visits – Educational Visits Officers – Dep Head, Head of Lower School and Director of Studies.
- Pond – Head of Eco Schools.

## **Facilities Manager**

The Facilities Manager will assist the Bursar with the implementation of the following:

- Site and building security.
- Premises management and maintenance.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with other members of staff as appropriate).
- Registration and control of contractors.
- Site vehicle movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, lightning protection.
- Good standards of housekeeping and site maintenance, including drains, gutters etc.
- COSHH for grounds and estate management activities.

## **School Matrons**

Matrons will, amongst other duties:

- Provide medical treatment and advice where required.
- Keep a record of First Aid or medicine given to each child, sending a blue card from matron's office with the child to inform parents, or telephoning as appropriate.
- Ensure parents sign a form for them to administer medicine in the School.
- Restock/replenish the First Aid boxes sited around the School.
- Keep a comprehensive medical record of all children. Parents are encouraged to inform the School of any changes that their child might have with regard to their medical requirements.

- Ensure that an ambulance, or other professional medical help, is summoned when appropriate.

## **Staff**

All members of staff, whether teaching or non-teaching, are duty bound to act responsibly and take reasonable care of their own safety, that of pupils, colleagues, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteacher, the Bursar and other members of the Senior Management Team (SMT) in order to enable the Governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting to their Head of Department or the Bursar any significant risks, hazards, potential hazards, defects in equipment or shortcomings in the School's work systems or procedures. They are expected to be aware and knowledgeable of Health and Safety procedures relating to their particular areas of work and of the site in general.

Staff are required to:

- Follow the Policy.
- Take reasonable care for the Health and Safety of themselves and others who may be affected.
- Follow requirements imposed on the school or any other person under Health and Safety Law and co-operate fully so as to enable the duties upon them to be performed.
- Carry out all reasonable instructions given by managers/senior staff.
- Make proper use of anything provided in the interests of their Health and Safety such as protective equipment.
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **HEALTH & SAFETY COMMITTEE (HSC)**

While the overall responsibility for Health and Safety rests with the Board of Governors, the management of Health and Safety will be implemented by the Headteacher and Bursar through the HSC. The Bursar will chair the meetings of the HSC which will meet termly. The members of the HSC are:

- Headteacher.
- Deputy Head
- Director of Studies
- Head of Early Years.
- Head of Lower School
- Head of DT.
- Head of Science.
- Heads of Boys' and Girls' Games.
- School Matrons.
- Facilities Manager.
- St Piran's Centre Manager.
- Governor responsible for overseeing Health and Safety.

The role of the HSC is to:

- Discuss matters concerning Health and Safety and changes in regulations.
- Monitor the effectiveness of Health and Safety within the School.
- Review any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports.
- Monitor progress on recommendations from specialist safety advisors and contractors.
- Ensure that Risk Assessments are reviewed and updated.
- Monitor the effective implementation of the Health and Safety Policy.
- Consult and communicate with employees on matters concerning Health and Safety.

At any time, employees are invited to raise Health and Safety concerns through any of the HSC members.

### **INDIVIDUAL RESPONSIBILITY**

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this Health and Safety Policy.

Each individual must:

- Make sure that work is carried out in accordance with this Policy, procedures, risk assessments and associated documents.
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices.
- Adhere to training and instructions.
- Inform their immediate line manager, Head of Department or supervisor of any new hazards identified.
- Offer any advice and suggestions that they think may improve Health and Safety.
- Report all accidents, ill health, fires or incidents as soon as practicable.
- Report all defects or maintenance issues as soon as practicable.
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment.

If any individual is in doubt about any safety matter they must consult their line manager, Facilities Manager, Bursar or, if necessary, the Headteacher.

### **ACCIDENT RECORDS & NOTIFICATION**

#### **Recording and Reporting Accidents to Staff, Pupils and Visitors, including RIDDOR Recording**

All schools are required to keep detailed records of illnesses, accidents, and injuries, together with an account of any first aid treatment, non-prescription medication or treatment given to a pupil or employee.

#### **Reporting of Injuries, Diseases and Dangerous Occurrences**

*The Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR)* require that employers report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**. Guidance on its applicability to schools can be found in the HSE's *Education Information Sheet No 1 (Revision 3) (October 2013 - Incident-reporting in schools (accidents, diseases and dangerous occurrences))*. All fatal and specified major injuries and any injuries that result in an employee being incapacitated for over seven (7) consecutive days, and accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Under the requirements of the Regulations, all reportable work-related injuries and incidents under RIDDOR 2013 must be reported using the **Health and Safety Executive's (HSE)** online reporting forms database located on their website: [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) within 15 days of the incident. Fatalities and major incidents or injuries should be reported immediately via telephone to the **Incident Contact Centre (ICC)** on 0845-300-9923 during normal office hours. The ICC operator will complete a report form over the phone and a copy will be sent to the school.

A schedule of injuries and conditions which are required to be reported is as follows:

### **Reportable Specified Injuries To People at Work**

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs serious burns (including scalding), which:
  - Cover more than 10% of the body; or
  - Cause significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury.
- Asphyxia.
- Any other injury from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness; or
  - Requires resuscitation or admittance to hospital for more than 24 hours.

### **Over-Seven-Day Incapacitation of a Worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-Three-Day Incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

### **Non-Fatal Accidents to Pupils and Other People Who are Not at Work**

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of, or in connection with, a work activity; or
- An injury arose out of, or in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident **is not reportable to HSE**, but it will be recorded at school and records retained.

**An injury to a pupil or visitor is considered to have arisen out of or in connection with work, if the incident was caused by:**

- Failure in the way a work activity was organised (e.g. inadequate supervision of a school trip);
- The way equipment or substances were used (e.g. lifts, machinery, experiments, etc); and/or the condition of the premises (e.g. poorly maintained or slippery floors).

### **Occupational Diseases**

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

### **Stress**

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of, or in connection, with work.

### **Dangerous Occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- The accidental release of biological agent likely to cause severe human illness;
- The accidental release or escape of any substance that may cause a serious injury or damage to health;
- An electrical short circuit or overload causing a fire or explosion.

## **Reporting an Incident**

The School Matrons are responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This occurs by staff completing the accident book (usually detachable forms) when an individual requires first aid. This responsibility transfers to the Bursar or Facilities Manager during school holidays. The Head and Bursar must be notified of any reportable incidents.

Completed accident forms are to be kept for a minimum of 3 years and should be categorised (pupils, staff, visitors). In the case of pupils, records must be kept until they are 21 years old.

## **Report of Violent, Abusive or Threatening Behaviour**

An employee is required to report any act of violence, abusive or threatening behaviour arising out of, or in connection with, work and directed towards him/her by any person – including children, pupils, colleagues, members of the public, etc, to the Headteacher, who will decide on the appropriate course of action.

## **Monitoring and Review**

An analysis of reports and near-misses will be undertaken at intervals and reviewed as necessary by both the HSC and Board of Governors for further consideration.

## **ASBESTOS**

It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

An asbestos management survey is regularly undertaken and any remedial work is arranged by the Bursar and/or Facilities Manager. This is supported by an asbestos register showing the location, type and condition of the asbestos. The Bursar and Facilities Manager will be responsible for the upkeep of the register.

The asbestos register is available to all occupants of the building and visiting contractors (as required).

The asbestos management plan is formulated by an external competent person, in conjunction with the Bursar to either:-

- Encapsulate any asbestos present and monitor its condition; or
- Have the asbestos removed by a licensed contractor.

The Bursar will have responsibility for the management of the plan.

Where any work is likely to involve contact with asbestos containing materials, the Bursar/Facilities Manager will appoint an HSE licensed contractor to undertake the works. Where any refurbishment work is required in a building that contains asbestos, the School may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.

Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they are accidentally exposed.

Where an employee/contractor/pupil believe they have discovered asbestos, they should contact the Bursar immediately so that appropriate action can be taken.

## **CATERING**

The School employs an external contractor to cater for pupils, staff and school events. The contractor's staff need to be familiar with this policy and the Statutory Instruments and Regulations as issued from time-to-time.

The Catering contractor is responsible for ensuring that HACCP plans, risk assessments, COSHH, staff training and safe systems of work, food hygiene and service are implemented and reviewed to ensure the service of safe food.

The School retains responsibility for the kitchen premises and equipment, both of which must be properly maintained. Any premises or equipment maintenance issues must be referred to the Bursar or Facilities Manager for action.

## **CHILD PROTECTION and STAFF BEHAVIOUR**

The School maintains stand alone policies for safeguarding of children and staff behaviour. These are available on the school website or on request from the Bursary.

## **CLEANING**

The School employs an external cleaning contractor to undertake the daily cleaning of the school premises and facilities. The cleaning contractor's staff need to be familiar with this policy and Statutory Instruments and Regulation as issued from time-to-time. Where substances used are controlled under specific regulations such, as COSHH, Workplace Solutions are responsible for ensuring that appropriate control measures are adopted. They will liaise with the Bursar/Facilities Manager to ensure that the School provides appropriate on-site storage facilities for hazardous substances.

## **CONSTRUCTION "PROJECTS"**

The School is aware of its obligations under the Construction (Design and Management) Regulations 2007 (CDM) and where projects fall under these regulations the School, as client, will ensure that the contractors undertake their work in line with the CDM Regulations.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The COSHH Regulations apply to activities where hazardous substances are used and to activities which produce hazardous substances.

Hazardous substances are often used in science, art, technology, cleaning work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed.

After evaluation of the risks, the School will require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

**Hazardous Substances will often comprise:**

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram.
- Biological agents connected with work with micro-organisms.
- Substantial quantities of any dust.
- Substances with a maximum workplace exposure limit assigned by the HSE.
- Substances similar to those above, eg pesticides.

**Areas for Consideration**

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance.
- Biological agents, such as bacteria and micro-organisms.
- Adhesives, paints, cleaning agents etc used in Art, DT, drama, maintenance, cleaning and catering activities.
- Fumes from soldering and welding in DT, workshops & maintenance.
- Wood dust from DT, workshop and maintenance.
- Pesticides in grounds maintenance, pest control.

Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained.
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides.
- Appropriate personal protective equipment will be available.
- Hazard signs will be displayed at locations where substances are stored.
- That pupils using hazardous substances are supervised at all times.
- Any health surveillance requirements are identified and appropriate surveillance implemented.
- Appropriate information, instruction and training, together with the keeping of records takes place.
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use/generation of hazardous substances has been undertaken.

Maintenance, examination and testing of control measures will be the responsibility of the Bursar/Facilities Manager/Head of Department. Such arrangements will cover:

- The rocket composter.
- Respiratory protective equipment.
- Other personal protective equipment, eg gloves, aprons, eye protection.

Records will be kept by the Bursar/Facilities Manager/Head of Department and will include Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years.

### **Assessment of Risk to Health**

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. Managers and Heads of Departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories can be useful) and assessed. Any Workplace Exposure Limit (WEL) should be identified and taken into account, as an indicator of risk, as should 'checks' on controls and methods of disposal. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment.

Assessment MUST consider and the written assessment must detail:

- Whether it is practicable to use a non-hazardous or a less hazardous substance – this is the preferred option.
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved.
- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

**NB** - model assessments if not 'customized', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

### **Control of Exposure**

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV) for woodworking machines.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided to supplement any control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

### **Control Measures**

Control measures including PPE must be properly installed and well maintained.

Engineered controls must be thoroughly examined and tested after installation and in the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

### **Information, Instruction and Training**

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

### **FIRE PRECAUTIONS**

The Regulatory Reform (Fire Safety) Regulations 2005 require the School to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any employees and in relation to relevant persons who are not employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

In addition, Fire Risk Assessments are conducted by an independent Fire Risk Assessor. The School Fire Safety Policy and Risk Assessment is available on the Staff Live Drive. Fire alarms are tested weekly and termly fire drills are instigated and recorded. All staff receive fire awareness training and Fire Marshalls are appointed.

### **FIRST AID**

The School maintains a stand-alone First Aid Policy which sets out the procedures and arrangements which are used in the School and which comply with current legislation and regulations.

The School Matrons are responsible for reviewing and updating the First Aid Policy. All staff undertake Emergency First Aid at Work training and there are several staff who have more in depth First Aid at Work training. First Aid kits are available across the school site and there is a defibrillator positioned in the St Piran's Centre which is readily available in the event of an incident anywhere on the school site.

### **MANUAL HANDLING**

Over a quarter of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations are designed to reduce this total. The legislation affects employees, not pupils, but pupils should never be required to undertake manual handling operations likely to cause injury.

The School understands its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. However, a large number of manual handling operations go on each day and these tasks are not banned. The intention is to target operations which cannot be eliminated and which are liable to present a significant risk of injury and it is this category which will be subject to specific assessment.

Specific assessments will consider the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

The Task	<ul style="list-style-type: none"> <li>• How will the load be manipulated?</li> <li>• What posture will be adopted?</li> <li>• Is stooping or stretching involved?</li> <li>• What distance is the load to be handled?</li> <li>• How many similar tasks are to be carried out?</li> <li>• How many people are involved?</li> </ul>
The Load	<ul style="list-style-type: none"> <li>• Weight</li> <li>• Bulk or size</li> <li>• Stability, centre of gravity</li> <li>• Is it sharp or difficult to grasp?</li> </ul>
The Environment	<ul style="list-style-type: none"> <li>• Amount of space around the operation</li> <li>• Type of floor or work surface</li> <li>• Lighting, etc.</li> </ul>
Individual Capability	<ul style="list-style-type: none"> <li>• Adequacy of training</li> <li>• Strength of person</li> <li>• Male or female and age</li> <li>• Existing health problems of the employee</li> <li>• If female, whether 'new' or expectant mother (see section on risk assessment)</li> </ul>

The assessment will indicate the best way to reduce the risk of injury. A typical list of measures to be considered is:

- Eliminate.
- Automate.
- Mechanise with handling aids.
- Share the load.
- Reduce the weight of individual items.
- Train the employees concerned.

Each line manager must consider the manual handling in their area of responsibility, commit assessments to writing and provide training where necessary. Key members of the Support Staff undertake formal manual handling training.

#### **OFF-SITE ACTIVITIES (Including trips and visits)**

The responsibility for ensuring that risk assessments falling within this category are carried out, implemented and reviewed by the Educational Visits Coordinators (EVCs). The EVCs (Dep Head, Director of Studies, Head of Early Years and Head of Lower School) publish and maintain detailed guidance on risk assessments, which is given to all individuals planning to take pupils out of school as part of their education. This guidance must be followed by anyone seeking to obtain approval for an off-site activity.

St Piran's maintains a stand-alone Educational Visits Policy which sets out the procedures and arrangements which are used in the School and which comply with current legislation and regulations.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

The School will:

- Provide PPE to employees (free of charge) and to pupils whenever it is identified by risk assessments that Health and Safety risks are not adequately controlled by other means.
- Select PPE suitable for the risks, the employee, the pupils and the work environment.
- Maintain the PPE and provide suitable accommodation for storage.
- Ensure that the PPE is properly used (by training and instruction as necessary).

PPE for use at work can only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier must always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair and replacement.

The School must ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE must be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE (If tight fitting respiratory protective equipment is used as a COSHH control measure, then fit testing is required).
- The way in which the PPE is to be maintained and stored

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

### **Eye Protection**

BS EN 166 provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the Standard number then the eye protection is for basic use.

Three kinds of eye protection are suitable for chemical hazards found in schools:

- Safety spectacles - these do not offer complete protection against splashes from the sides or below.
- Goggles - these provide virtually complete protection against splash injury to the eyes.

In schools, spectacles to BS EN 166 are suitable for most of the operations in which pupils are engaged.

However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others

whenever they observe or take part in any operation involving chemicals, or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes.

Art, design and other activities such as pesticide spraying and use of a strimmer can also give rise to risks to the eyes and therefore the need for adequate protection.

The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

### **Protective Clothing**

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen and grounds work.

Safety footwear must be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination and substances.

Grounds staff must be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

Requirement - managers must assess where and how PPE is to be used and maintained. Training records must be kept. Assessments must be readily available for inspection.

### **PREMISES**

Workplace Health, Safety and Welfare Regulations concern basic workplace conditions and the School follows the associated requirements which are:

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature – the minimum temperature in a workplace (including classrooms) should be 16 degrees Celcius. If the work involves rigorous physical effort, the temperature should be at least 13 degrees Celcius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.
- There should also be protection from excessive solar radiation.
- Lighting - this will be sufficient to enable people to work without risks to Health and Safety. Outdoor routes used by pedestrians must be lit after dark.
- Cleanliness – workplaces should be regularly cleaned to ensure that dirt or refuse is not allowed to accumulate and spillages and deposits are removed or cleaned up as soon as possible.
- Windows - it should be possible to access these for opening and closing with safety.
  - Windows must not open into an area where persons may collide with them.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed. The School recognises that it has duties to ensure safe access and egress to the windows, to ensure that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.

- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating – will be safe and comfortable. The Display Screen Equipment Regulations apply to staff who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). DSE assessments are undertaken for staff identified as DSE users.
- Floors and traffic routes - these will be designed to be used safely, kept in a safe condition and have anti-slip qualities in high risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Floors must not be overloaded. There are significant numbers of slips, trips and falls each year in schools and the prevention of these accidents is one of our high profile objectives.
- Low level glazing - all areas of low level glazing where there is risk of injury on impact must be physically robust enough to withstand impact and manifestations will be required if there is risk of persons being unable to identify where glazing is located.
- Provision of guarding or other protection - this is required at any place where any person might fall and be injured.
- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences, etc. to be provided for people at work, e.g. from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation. Facilities - accommodation for employees' clothing, facilities for rest and eating meals and medical accommodation for pupils shall be provided.
- Drinking water must be provided.
- The workplace in its entirety should be maintained in efficient working order and in good repair.

## **SPORTS, GAMES & ACTIVITIES**

It is not unusual for both curriculum and non-curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these are competent and, where necessary, holders of recognised qualifications.

The Heads of Boys' and Girls Games' and the Activities Co-ordinator are responsible for ensuring that Risk Assessments are undertaken, recorded, reviewed and updated in light of any changes to legislation and for ensuring that changes to practices or procedures are briefed to staff as appropriate.

Risk assessments for sports games and activities are available on the Staff Live Drive

## **STRESS**

Stress may give rise to ill health conditions that can occur when there is an unresolved mismatch between perceived pressures and the ability to cope. The SMT recognises that pressures at work can trigger illness and they will work with those affected to develop coping strategies and practicable solutions. This may include:

- Induction training, career development and training, review of workload, allocation of resources, and relations with disruptive pupils.

- Review of management styles and methods of communications.
- Understanding external factors (such as parental expectations and work/life balance).

Risk assessments for potential stressors follow the five steps to risk assessment process. Factors to be considered by assessors are:

<b>Demands</b>	Such as workload and fear of exposure to physical hazards
<b>Control</b>	The degree of control an employee has in the work that they do
<b>Relationships</b>	In particular, harassment or bullying
<b>Change</b>	In the way organisational change is managed and communicated
<b>Role</b>	Whether an employee understands their role, in particular, if any employee has conflicting roles.
<b>Training</b>	Whether training has been provided to enable employees to undertake the core functions of their job
<b>Support</b>	Provided by peers and line managers
<b>Individual Factors</b>	Whether allowance has been made for individual differences.

Assessments are carried out on request from an individual employee; when an employee has been absent on a stress related illness; where a member of the SMT or HoD have concerns over the employee's ability to cope with their workload and where an individual job with a high level of stress has been identified. If necessary, an Occupational Health Professional may be asked to assist in this process.

## **SWIMMING**

Whenever pupils, employees and others are using the pool area there are competent life savers present. Pool safety rules are spelled out clearly and enforced. A copy of the rules can be found within the Pool Safety Operating Procedures.

There is always adequate lifesaving and first aid equipment.

### **Hygiene**

The safe operating limits of the pool pH and free chlorine in particular is established and regular testing is carried out and records kept. When in use, the swimming pool and adjacent areas are kept clean.

### **Operating Procedures**

The Swimming Pool is managed in accordance with the Normal Operating Procedures (NOP) and includes the Emergency Action Plan (EAP).

The person responsible for the pool at any time must always have read the up-to-date Normal Operating Procedures and Emergency Action Plan.

## **VISITORS**

- All visitors are required to sign in at the School Office. Visitors will be collected by the member of staff concerned or escorted to the appropriate area of the School.
- Hirers of the school premises are to use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers are made aware of their obligations in relation to Health and Safety when making the booking.
- Whilst on site, all visitors and contractors must wear a visitor's badge. If members of staff meet someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School Office or off the site, as appropriate.
- If an intruder is unco-operative in going to the School Office or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone. Staff should not put themselves at risk.

### **Contractors**

All contractors must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of pupils, school staff and others affected by their actions.
- Observe the safety rules of the School.
- Comply with and accept our Health and Safety policy and site rules, if they do not have adequate provision.
- Dress appropriately, sensibly and safely when on school premises and for the task being undertaken.
- Conduct themselves in an orderly manner in the work place.
- Use all safety equipment and/or protective clothing as required by their methods of work and as indicated in the risk assessment for the task.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment has a current test certificate.
- Report all accidents and serious incidents to the School whether an injury is sustained or not.
- Ensure that their employees only use equipment for which they have been trained.
- Observe all agreed procedures for safe access/egress, processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes.
- Provide adequate first aid arrangements unless otherwise agreed with the School.

## **WORKING AT HEIGHT**

The School is aware of the requirement to control work at height in order to comply with the requirements of the Working at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become affective.

The regulations apply to all access equipment which covers ladders, stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to comply with these regulations, the following will be taken into account:

- Working at height will be avoided where possible.
- Working at height will be properly planned and organised.
- Those involved in work at height will be properly trained and competent.
- A risk assessment will be carried out to establish the correct access equipment.
- Using work equipment or other measures to prevent falls where working at height cannot be avoided.
- Equipment for work at height will be properly inspected and maintained.
- Risks due to work on or near fragile surfaces will be properly controlled.

## **RISK ASSESSMENT**

From January 2015, it has been a requirement to ensure that the welfare of pupils at a school is safeguarded and promoted by the drawing up, and effective implementation, of a written risk assessment policy; appropriate action must also be taken to reduce risks that have been identified.

Risk assessment is a systematic examination of those issues associated with any of the School's activities, whether on or off site, that could cause harm to people. As a result, risk assessment helps the School determine whether it is doing enough to promote the welfare and safety of pupils, staff and all other individuals who could be affected by its activities, or whether further actions are required in order to reduce the likelihood of injury or ill-health.

The policy of the School is to complete a risk assessment of all known and reasonably foreseeable Health and Safety hazards relating to our premises, people, equipment and activities. Classroom risk assessments are undertaken every term. Our aim is to control risks and to plan and prioritise the implementation of the identified control measures.

In order to implement this policy, the School will ensure that:

- Assessments are carried out and appropriate records are kept.
- All control measures introduced as a result of assessments are implemented and followed up.
- Employees are informed of the relevant results and provided with necessary training
- Any injuries or incidents lead to a review of the relevant assessment(s).
- Assessments and the effectiveness of control measures are regularly monitored and reviewed.
- Suitable information, instruction and training is provided to all persons involved in the risk assessment process.

## **Responsibilities**

It is the responsibility of the HSC, on behalf of the Headteacher, to ensure risk assessments are carried out, implemented and reviewed in accordance with this policy. In practice, the actual assessment process will be delegated to other individuals, including line managers whose duties

include the promotion of Health and Safety. Whenever a new academic course is adopted or developed, all activities are checked against current risk assessments and significant findings incorporated into the relevant documentation used daily by members of staff.

Model risk assessments may be used as part of this process, though the individual conducting the assessment must:

- Establish that the model risk assessment is appropriate to their work
- Adapt the model to their actual work situation.

Risk assessments for curriculum activities will be carried out using the relevant codes of practice and subject guides.

**Reviewed By:** Bursar  
**Date:** January 2018  
**Next Review Date** January 2019