



## Table of Contents

<b>General Statement</b> .....	<b>2</b>
<b>Health and Safety Committee</b> .....	<b>2</b>
<b>Policy Statement</b> .....	<b>2</b>
<b>The Policy</b> .....	<b>2</b>
<b>Responsibilities</b> .....	<b>4</b>
<b>Organisation</b> .....	<b>5</b>
<b>Policies</b>	
Fire Policy .....	12
Electrical Systems & Equipment Policy .....	16
Risk Assessment Policy .....	19
Vehicle & Driving Policy .....	22
Smoking Policy .....	23
Hazardous & Dangerous Substances Policy .....	25
Design & Technology Policy .....	28
Field Work Policy .....	31
Working at Heights Policy .....	34
Monitoring & Review Policy .....	37
Lone Working Policy .....	41
Slips, Trips & Falls Policy .....	46
Educational Visits Policy .....	51
Manual Handling Policy .....	58

## GENERAL STATEMENT

The Health and Safety at Work etc Act, 1974 (HSWA) requires all organisations employing five or more people to have a written health and safety policy. This must contain a general policy statement and the arrangements and organisation for putting the policy into practice. This policy operates in conjunction with relevant legislation and regulations as set out by the Health and Safety Executive (HSE).

## HEALTH AND SAFETY COMMITTEE

The school health and safety committee will be chaired by the Headteacher and meet at least once per term. The committee will consist of an appointed Governor, The Headteacher or Deputy, the School Business Manager and the Premises Officer. For this reason the Health and Safety Committee will combine with the Resources Committee.

## POLICY STATEMENT

It is the policy of St Stephen's C of E Primary School and Children's Centre to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school and children's centre activities. The school and children's centre operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools.

All staff, pupils, parents, visitors, volunteers, contractors and any other external visitors are bound to abide by this policy whilst on school site.

## THE POLICY:

1. To identify, assess and control the risks to health and safety arising from our work, school and children's centre activities and equipment and through the use of materials and substances we work with.
2. To provide employees with information, instruction, supervision and training and to ensure all employees are competent to carry out their tasks.
3. To prevent accidents and ill health from work, school and children's centre activities and to investigate incidents that might have resulted in harm to employees, pupils, parents and visitors.
4. To seek support from and consult with employees on matters concerning their health and safety.
5. To provide safe equipment and safe working practices and to keep and maintain our equipment in good order.

6. To provide clear instructions on actions to take in the event of emergencies.
7. To provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities.
8. To monitor and review this policy and the systems and arrangements for controlling health and safety and to revise them whenever considered necessary.

In order to ensure the above policy is put into practice, the following pages detail the responsibilities delegated and the arrangements made.

The following general arrangements are in place in order to meet the above requirements:

- A Health and Safety Organisational Chart is kept and updated as appropriate that is designed to clearly identify the specific roles and responsibilities of any individuals or groups of individuals who have been appointed or delegated responsibility. It clearly shows the reporting lines for any employed person regarding matters of health and safety.

***SPECIAL NOTE: The reporting lines in the organisational chart for health and safety may differ in some ways from those reporting lines that are applicable for any other issues or concerns.***

- A Health and Safety Law Poster is clearly displayed (as required by law) that summarises the responsibilities of employers and employees and gives specific contact details for key organisations and personnel.
- Regular meetings between senior staff that includes health and safety as a fixed agenda item.
- The appointment, and where necessary, the appropriate training of various persons to assist in carrying out the requirements of this and all other health and safety policies.
- A system of checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner and to assist in identifying any problems that may occur.
- This policy and all other policies relating to health and safety will be reviewed at least on an annual basis and/or more frequently if considered necessary.
- The signing and dating of the last page of this policy will signify that this policy and all other policies relating to health and safety have been reviewed or considered for review.

## RESPONSIBILITIES

**The HSE places responsibilities on both employers and employees, a summary of which is as follows:**

### **Senior Staff and Managers:**

It is the duty and responsibility of senior staff and managers to ensure that everything reasonably practicable should be done to prevent foreseeable personal harm or injury to any employees whilst carrying out work activities or to others who may be affected by such activities, such as our pupils and students, visitors and contractors etc.

The arrangements detailed in this and other policy documents are for the health, safety and welfare of all our staff and students and depend upon the responsible attitude of all concerned in ensuring their effectiveness.

### **Employees:**

It is equally the duty of every employee to act responsibly and to do everything they can to prevent harm or injury to themselves and their fellow workers. Any deficiencies noticed by employees regarding health and safety practices and controls must be reported straight away via their immediate superior.

Senior staff and managers will have additional duties to ensure the staff and the areas they are responsible for meet the health and safety requirements that the organisation lay down in this and any other policy.

### **Co-operation:**

Co-operation at all levels is not only a legal requirement, but also is an essential ingredient to the health, safety and welfare of all those who are part of this organisation. Co-operation is therefore actively and openly encouraged through consultation and communication. In particular, co-operation in following the health and safety systems and procedures that exist is both required and expected

Good communication between all staff at all levels is a vital contribution to the health and safety of all. A poster summarising the Health & Safety Law applicable to all is displayed and should be read and understood by all.

**OVERALL AND FINAL RESPONSIBILITY FOR HEALTH AND SAFETY ON OUR PREMISES IS THAT OF:**

**The Governing Body**

## ORGANISATION

### a) **Responsibilities of the Governors**

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- ❑ Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of St Stephen's C of E Primary School and Children's Centre;
- ❑ Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the school's Health and Safety Policy and any legal requirements relating to health and safety;
- ❑ Ensuring that health and safety standards in the school and children's centre are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term;
- ❑ Ensuring that school and children's centre premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ❑ Ensuring that where contractors are engaged to undertake work on school or children's centre premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, school or children's centre staff, or pupils at risk;
- ❑ Ensuring that where volunteers are used to give assistance to the school or children's centre activities, or undertake work on school or children's centre premises, such work is adequately planned, organised and supervised. Also ensuring the volunteers used have sufficient competence so as to ensure the health and safety of both those undertaking the work and anyone who may be affected by it.

**DAY-TO-DAY RESPONSIBILITY FOR ENSURING THIS AND OTHER HEALTH AND SAFETY POLICIES ARE PUT INTO PRACTICE IS DESIGNATED TO: The Headteacher, the Premises Officer and the School Business Manager**

**THE SCHOOL BUSINESS MANAGER IS ALSO RESPONSIBLE FOR ENSURING THAT THE HEALTH AND SAFETY ORGANISATIONAL CHART IS KEPT UP TO DATE AND POSTED IN APPROPRIATE LOCATIONS AROUND THE PREMISES**

**FURTHER DETAILS ON INDIVIDUAL RESPONSIBILITIES CAN BE FOUND ELSEWHERE IN OTHER RELEVANT HEALTH AND SAFETY POLICIES**

**b) Headteacher**

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- ❑ To ensure that the health and safety standards detailed in Lambeth Health and Safety Management Manual are implemented and maintained at the school;
- ❑ To ensure that school and children's centre staff receives adequate health and safety training appropriate for their responsibilities;
- ❑ To ensure that staff are adequately consulted on health and safety matters either through the school Senior Leadership Team, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- ❑ To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Lambeth Health and Safety Management Manual is presented to the Governors at least every term by the Premises Committee;
- ❑ To sit on the school Resources Committee chaired by a member of the Main Governing Body;
- ❑ Attend any required health and safety training provided by the school or the Council;
- ❑ To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Lambeth Education Directorate Health and Safety Manual, are implemented;
- ❑ To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;

- ❑ To ensure for any off-site event or trip, organised by or on behalf of the school, adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils and that these arrangements must at least meet any minimum standards specified by the Education Directorate;
- ❑ To ensure that specific risk assessments are undertaken and recorded for each and every educational visit;
- ❑ To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant Education Directorate risk assessments, are implemented;
- ❑ To ensure there are adequate arrangements for first aid, both on school and children's centre premises and on school outings, or activities, in accordance with the Education Directorate guidelines. This will include a qualified first-aider (with at least 1 day emergency training) on any school outing.

c) **Fire Safety Manager, Premises Officer**

The Headteacher will have responsibility for overall planning and organisation of fire safety matters within the school. In particular she will:

- ❑ Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Lambeth Health and Safety Management Manual (Section 4) and that practice fire evacuation drills are undertaken at least every term;
- ❑ Ensure that all staff are aware of their particular responsibilities in the event of fire;
- ❑ Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- ❑ Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a verbal or written report is provided to the Headteacher on the results of this check.

d) **Teaching Staff**

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- ❑ Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
- ❑ Ensuring that they are familiar with the school fire procedure and their role in it;
- ❑ Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ❑ Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- ❑ Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- ❑ Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- ❑ Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- ❑ Attending any required health and safety training provided by the school or the Council;
- ❑ Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- ❑ Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, the Premises Office or the School Business Manager as appropriate.

e) **Premises Officer**

The Premises Officer is responsible to the Headteacher for:

- ❑ Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are kept;
- ❑ Acting as the school representative in any dealings with contractors who are to work at the school;
- ❑ Assisting the school and children's centre to assess the competence of any contractors who it is intended to use for undertaking work at the school or children's centre, and monitoring the standards of health and safety whilst the work is undertaken;
- ❑ Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- ❑ Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ❑ Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- ❑ Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- ❑ Arranging any necessary corrective action identified by health and safety inspections detailed above;
- ❑ Maintaining a register of dangerous and hazardous substances used or stored by the Premises Officer at the school and ensuring that this register contains copies of up to date material safety data sheets;
- ❑ Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- ❑ Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;

- ❑ Ensuring that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

f) **The Administration team**

The Admin. team is responsible for:

- ❑ Ensuring that a list of first aider's is maintained, together with the dates for refresher training;
- ❑ Arranging necessary refresher training for first aider's;
- ❑ Maintaining records of health and safety training undertaken for school staff;
- ❑ Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- ❑ Creating a staff training programme for risk assessments including those to be newly inducted onto the staff.
- ❑ Reporting to the Headteacher the need to train further first aider's in order to meet the minimum required for the school;
- ❑ Ensuring that notices displaying the name and location of first aider's are kept up to date;
- ❑ Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance;
- ❑ Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- ❑ Ensuring that fire assembly points are well marked and are known to all staff;
- ❑ Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- ❑ Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;

- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Policy;
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

**g) Other School Staff**

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

**h) School Pupils**

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

**i) Parents**

All parents of children at the school are required to act in accordance with any school health and safety rules and procedures and encourage their children not to behave in a way which would put themselves or others in danger. Parents using the premises are also required not to interfere with, or misuse, any fire-equipment.

Please note: The responsible person(s) for each policy can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

## FIRE POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention and the arrangements by which this is brought about.

### **RESPONSIBLE PERSONS: Headteacher / Premises Officer / School Business Manager**

The primary function of the named persons is to assess the fire risks as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported

### **The Policy:**

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls
- A check list monitoring system, used on a regular basis, to ensure that standards do not decline on a day-to-day basis
- A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it
- Fire detection systems, such as smoke alarms, appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke
- A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point

- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
- Various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked
- A system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc.
- A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power
- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety
- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher
- A smoking policy (under a separate heading) to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults
- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches
- A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide
- An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide

- The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc. are included.
- The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.
- Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Officer.
- Self-closing fire doors provided in the school to delay the spread of fire and smoke must not be wedged or left open. Such doors are labelled “fire door keep shut”.
- The Fire Safety Manager (Premises Officer / School Business Manager) holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

### **Responsibilities:**

All staff have the following responsibilities:

- Take responsibility for any pupils and students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point
- Keep all fire exit routes clear and free from obstacles and waste materials
- Not to restrict access to or reduce vision of any mounted fire extinguishers
- Not to leave fire doors propped or wedged open
- Fully co-operate in any evacuation drills
- Store all flammable substances and materials in appropriate locations after use
- Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources

- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge
- Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- Take note and comply with all signs posted around the premises
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.
- Scanning in and out as they enter and exit the building. This includes leaving and returning for lunch and leaving and returning from school trips. Staff must also use the signing in and out forms when needing to scan more than four times in one day.
- To ensure that all visitors sign in the appropriate visitors books and signing in pages and wear a visitors badge visible at all times.

**Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the safe and speedy emergency evacuation procedures
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of fire extinguishers
- All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation.

## ELECTRICAL SYSTEMS AND EQUIPMENT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the safety of electrical systems and equipment and the arrangements by which this is brought about.

### **RESPONSIBLE PERSON: Premises Officer**

The primary function of the named person is to assess the electrical risks as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, responsibility for ensuring the electrical distribution system throughout the organisation is maintained and certificated as deemed appropriate under legislation and approved codes of practice, and that all portable appliances, particularly hand-held appliances, are checked and maintained to a pre-determined schedule.

### **The Policy:**

- To ensure that all electrical systems and equipment are correctly specified when arranging for their design and installation by the use of competent persons or competent contractors and that all installed wiring meets the current IEE wiring regulations.
- To ensure that all electrical systems and equipment are properly serviced and maintained and to obtain appropriate certification as and when required under current legislation.
- To ensure that any work carried out on electrical systems and equipment is done safely, by competent individuals and under a safe system of work.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from electrical systems and equipment and the identification of adequate preventative controls
- A permit-to-work system that ensures that any work carried out on electrical systems and fixed installations and equipment is done safely and without any risk of electrocution
- A system of both visible and electrical checks on all portable appliances and extension leads that maintains the integral safety of such equipment

- A purchasing policy designed to ensure that all electrical items to be purchased conform to European safety standards and are marked to show compliance (CE Mark)
- A system by which electrical equipment of any type that is obtained by any means other than through the official purchasing system is not put into service without obtaining prior approval from the responsible person named at the head of this policy document, or from a person to whom this responsibility has been delegated
- Various information signs clearly displayed warning of any specific electrical risks and appropriate instruction notices clearly posted where required
- Restricted access to any high risk electrical distribution systems and areas.
- The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Premises Officer who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.
- All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due (these may be included in a typed report as opposed to labelling). The Premises Officer will be responsible for organising these tests, using an NICEIC electrical contractor usually once every year. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.
- Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Officer. Such work will only be undertaken when the relevant part of the installation has been isolated.
- Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.
- Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical

inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must not change bulbs in such equipment.

- Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.
- Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

### **The Responsibilities:**

All staff have the following responsibilities:

- Not to obtain, bring onto the premises and use or provide for others' use, any electrical equipment that has not been authorised by the responsible person named at the head of this policy document, or from a person to whom this responsibility has been delegated
- To report any faults or visible damage to electrical equipment, leads and plugs at the earliest opportunity and to stop using the equipment and to take it out of service and label it accordingly
- To visibly check any hand-held electrical equipment they are responsible for prior to each day's use and to report any faults or visible damage
- To not store any items or waste materials in any cupboards or areas containing electrical switching and cabling of mains voltages or higher.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be shown the way to visibly check portable electrical appliances for any damage that may pose a risk when using the equipment
- All staff will be trained in the basics of electrical safety either through the organisation's own internal training system or by arrangement through an external competent organisation.

## RISK ASSESSMENT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the safety the premises and the arrangements by which this is brought about.

### **RESPONSIBLE PERSONS: Premises Officer / School Business Manager**

The primary function of the named persons is to carry out General Risk Assessments as required under the current Management of Health and Safety at Work Regulations and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In addition, the above named persons has a responsibility to carry out, or arrange to be carried out, by a competent person or organisation, any risk assessments as identified and required by any specific sets of regulations that may apply. It will also be the responsibility of the above named person to determine the level of competency required to carry out these specific risk assessments and to ensure that the requirements of both the specifically applicable regulations and those of the Management of Health and Safety at Work Regulations are met.

### **The Policy:**

- To ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable
- To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable
- To use only competent persons to carry out risk assessments
- To call upon and utilise the knowledge and experience of all staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary
- To promote the understanding of risk and 'risk taking' to all students and pupils under our control.

## **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable
- Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner
- An appropriately located master manual(s) that contains a copy of any current and applicable risk assessments carried out on behalf of the organisation. This manual is available for any member of staff to access and consult at any time
- A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified.
- Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.
- The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Premises Officer, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

### **The Responsibilities:**

All staff have the following responsibilities:

- To familiarise themselves with the contents and findings of any risk assessment that is applicable to them
- To follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions
- To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability
- To not carry out any tasks or operations that are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the head of this policy, or their delegated representative, should be contacted before hand.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of risk assessment either through the organisation's own internal training system or by arrangement through an external competent organisation.

## VEHICLE AND DRIVING POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding those who drive on behalf of the organisation, the conditions under which they carry out such driving and the integrity of the vehicles they are required to drive, as well as the arrangements by which this is brought about.

### **RESPONSIBLE PERSON: School Business Manager**

The primary function of the above named person is to ensure that all vehicles used to transport children or staff for school business are only competent sub-contracted organisations.

In addition, the above named person has a responsibility to ensure that all those authorised to drive on behalf of the establishment are competent to do so through appropriate documentation checks on a regular a basis as deemed necessary. Where external organisations are utilised, the responsibility includes obtaining evidence to verify that the organisation carries out their own checks as required above.

### **The Policy:**

- To provide a safe and effective means of transportation for all members of staff, pupils, students and parents, where applicable, to and from any location arranged by the organisation
- To ensure that such transportation is only carried out by competent and trustworthy individuals or is arranged through an external organisation that meets these standards.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- Staff are not to drive pupils in their personal cars. Taxis or contracted mini buses / coaches are to be used for all school travel involving pupils.
- Only in exceptional circumstances and with the express written permission from the parent / carer are staff to drive pupils in their personal cars. In the event that this happens, the staff member must provide the evidence that they have full comprehensive insurance on their car.

## SMOKING POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding smoking, taking into consideration the risks from an outbreak of fire

### **RESPONSIBLE PERSONS: Premises Officer / School Business Manager**

The primary function of the above named persons is to ensure that all those persons who are on the premises, whether staff, students, contractors or visitors, are aware of the organisation's policy on smoking.

In addition, the above named persons have a responsibility to ensure that this policy is monitored through appropriate means and to ensure rigorous enforcement.

### **The Policy:**

- No Smoking is allowed anywhere on school or children's centre premises at any time.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- An absolute rule of 'NO SMOKING' in all buildings on the premises, irrespective of type or location and irrespective of the person(s).
- An absolute rule of 'NO SMOKING' in any external locations of the premises
- Clear signs to inform all persons who enter the premises and any of the buildings will be posted to state that they are entering a 'No Smoking' area
- A system by which all contractor organisations who are contracted to carry out any work on the premises are informed of the rules and arrangements as a condition of the contractual arrangement. This will normally be an inclusion in any purchase order and as part of a site induction programme prior to any contractual work taking place
- Letters will be sent before the start of each year to all parents of those under 18 regarding the rules on smoking and the existence of this policy. This will normally be included as part of an information pack
- A set of 'Staff Disciplinary Procedures' for dealing with anyone who breaches this policy. (Note: It should be understood by all that any such transgression is considered to be an example of 'Gross Misconduct' on the grounds of health and safety).

### **The Responsibilities:**

All staff have the following responsibilities:

- To report anyone seen to be breaking any of the above rules and arrangements and to politely remind any visitor or parent who may have absent-mindedly broken any of the rules and arrangements
- To report any visible signs (such as cigarette ends, match sticks etc) that someone may have broken any of the above rules and arrangements
- To politely inform or remind any contractors, visitors and parents for whom they are responsible at the time of the above rules and arrangements.

### **Training:**

Whilst there are no specific areas of training required, the organisation will ensure that all persons newly employed, whether temporarily or otherwise, will be clearly informed of this policy as part of any induction programme.

In addition, the responsible person named in this policy and any delegated persons will be provided with sufficient guidance and information on the subject, the contents with which they will be expected to become familiar.

## HAZARDOUS AND DANGEROUS SUBSTANCES POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the storage and use of hazardous substances, taking into consideration the risks to the health of those who are required to use them and to the safe segregation and storage in appropriate locations. Included in this policy are references to the safe storage of flammable substances or 'dangerous' substances as defined under the law.

### **RESPONSIBLE PERSON: Premises Officer**

The primary function of the named person is to ensure that all those persons who are on the premises, whether staff, pupils, students, contractors or visitors, are not put at risk to their health from the storage or use of any hazardous substances. Assessment of the health risks to those who are required to use hazardous substances and ensuring that any risks posed by such substances are assessed prior to receiving them on the premises is a particularly important function

In addition, the above named person has a responsibility to ensure that this policy is monitored through appropriate means and to ensure its rigorous enforcement.

### **The Policy:**

- To control the purchasing and receiving of all hazardous substances required by this establishment
- To assess the risks to the health of all those who are required to use hazardous substances before they are used
- To safely store hazardous and flammable substances, and where appropriate, segregate them in order to avoid undesirable interactions between incompatible substances
- To constantly seek to substitute hazardous substances with less hazardous alternatives
- To restrict the access to hazardous and flammable substances by unauthorised persons.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A chemical substance purchasing system that requires a Material Safety Data Sheet to be sent either prior to or with receipt of any chemical substance

- A log of all chemical substances kept on the premises, including names and contact details of relevant suppliers
- A goods-in quarantine system that requires any chemical substance that does not appear on the COSHH Assessment list (an up-to-date copy of which is kept in goods-in) is clearly labelled as 'Quarantined till Assessed'. (Note: The chemical substance is not held in goods-in for safety purposes)
- A COSHH risk assessment system that enables a suitably trained individual to assess the risks regarding storage and use of any hazardous or dangerous substance brought onto the premises
- A COSHH risk assessment system that enables a suitably trained individual to assess the risks regarding any substances knowingly produced on the premises as a result of curriculum activities or similar
- Controls over what substances are allowed to be brought onto site and what are not
- Official reference and guidance publications that are kept up to date to establish any newly discovered properties and risks to known substances to be taken into account
- Appropriate storage facilities for flammable substances and for segregation of incompatible hazardous substances
- A labelling system to ensure the labelling and appropriate warnings to be clearly displayed on the containers of any substances actually produced on the premises and/or to be transported from the premises.

### **The Responsibilities:**

All staff have the following responsibilities:

- To ensure that they do not bring onto the premises any hazardous or flammable substances of any quantity without prior written authorisation, other than standard, proprietary products purchased for personal use, such as toiletries and medicines. A separate policy on Drugs and Alcohol covers other issues regarding substances
- To ensure that, where any drugs and medicines are required for personal use, these are kept safe and secure from access by any other persons.

## **Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of dealing with hazardous and flammable substances through the organisation's own internal training system or by arrangement through an external competent organisation
- Selected, voluntary staff will be fully trained to carry out COSHH risk assessments as required under the regulations
- Some selected staff will also be trained in dealing with dangerous substances (flammables) as required under the fire regulations and other related regulations if and when required.

## DESIGN & TECHNOLOGY POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the subject of safety in Design and Technology and the arrangements by which this is brought about.

However, this policy focuses on the areas in which design and technology tasks and activities take place, whilst other policies will address similar issues that cover the whole establishment.

### **RESPONSIBLE PERSON: Headteacher**

The primary function of the named person is to assess the general risks related to design and technology activities as required under current legislation and through appropriate codes of practice and guidance from relevant professional bodies and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

Due to the wide range of issues that may be associated with the tasks and activities in design and technology, it is an important function of the above named person to ensure that the arrangements in place are complimentary to those arrangements in place under all other policies. To avoid any possible misunderstandings over the lines and levels of responsibilities, the above named person is expected to work closely with and to be supportive of those persons charged with carrying out the requirements of establishment-wide policies. This is particularly important regarding risk assessments and monitoring procedures.

### **The Policy:**

- To have and maintain a safe and effective area (or areas) in which all design and technology tasks and activities can take place.
- To ensure that those members of staff involved in the delivery of the design and technology curriculum are fully and appropriately trained to those standards laid down in approved codes of practice.
- To control the design and technology class sizes to a level that does not impose additional health and safety risks.
- To provide sufficient levels of supervision in design and technology classes commensurate with the numbers of pupils being taught, the nature of the equipment and materials used and the types of tasks and activities taking place.

- To provide training and instruction to pupils on matters that may affect their health and safety whilst in the design and technology areas, including personal hygiene.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- Membership of at least one recognised professional body associated with design and technology.
- A risk assessment system that covers the evaluation of both general risks and the more specific risks associated with certain tasks and activities in design and technology, many of which may come under specific sets of regulations. These include:
  - Use of machinery and equipment
  - Use of personal protective equipment
  - Use of hazardous and dangerous substances
  - Exposure to hazardous substances
  - Provisions and arrangements for first aid and trained personnel
  - Fire hazards and precautions
  - Manual handling operations
  - Exposure to noise
  - Use of display screen equipment
- Pre-check lists for use prior to carrying out a particular task or activity.
- Controls over who is authorised to enter design and technology areas and who is not.
- Procedures for the instruction of pupils in the use of any potentially hazardous or dangerous tools, equipment, substances or materials prior to use.
- Provision of an adequate wash facilities and appropriate cleansing materials.

### **Responsibilities:**

All staff have the following responsibilities:

- To ensure all DT areas are kept and maintained to the standards laid down.

- To ensure that they do not use the facilities and equipment provided unless authorised to do so.

**Training:**

The following training will be undertaken by the organisation:

- All DT teaching staff, supervisors, additional helpers etc to be trained in accordance to DATA standards.
- All DT teaching staff and supervisors to be trained in emergency first aid as a minimum. Full first aid training will be encouraged.
- Where relevant, DT teaching staff and supervisors to be trained and certificated on the use of specific items of equipment.

## FIELD WORK POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding field work and the arrangements by which this is brought about.

### **Definition of 'Field Work':**

Field Work in this establishment is meant as a generic term to cover a wide range of general activities in external locations, typically in the countryside, towns, sea shores, forests, in fact almost anywhere considered appropriate for educational purposes to take a group of pupils to see and experience things for themselves.

This policy therefore covers those issues common to all types of field work and is supported by a number of more detailed procedures relevant to each of the different types of field work encountered.

Note that this policy, whilst generally applicable to all types of field work, does not include any highly specialised arrangements for field work in a foreign location or of a particularly hazardous nature. Any such arrangements will be subject to individual risk assessment and approval.

### **RESPONSIBLE PERSON: Headteacher**

The primary function of the named person is to assess the general risks related to field work as defined above and as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

They will also play an integral part in the selection and approval process for field work locations and activities and in completing any applications when and where required.

### **The Policy:**

- To recognise the importance of field work in the educational development of all our pupils.
- To have an effective system and procedure for the selection of safe locations and appropriate activities to enable field work of all types to be undertaken safely.
- To ensure that all those in a position of responsibility are appropriately trained and provided with the resources and equipment to carry out their role.
- To ensure that all pupils who carry out field work are made aware of their personal responsibilities to themselves, their fellow pupils and any other persons who may be affected by their field work activities.

- To provide a sufficient level of supervision during field work activities that supports both the activity and the safety of such activities.
- To avoid wherever possible lone working for any of our pupils or staff during field work activities. Where unavoidable, such lone working will always be subject to a risk assessment specific to both the activity and the lone worker.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risks from field work activities and the identification of adequate preventative controls.
- Provision of all resources and equipment required for pupils and staff to engage in field work activities, based on guidelines provided for individual activities.
- Appropriate insurance arrangements to cover all standard field work activities for both pupils and staff.
- At least one person appropriately trained in first aid for all field work activities.
- A full set of guidelines produced by the establishment that covers all field work procedures and activities.

### **Responsibilities:**

All staff and students have the following responsibilities:

- To treat all time spent on field work as 'field work' whether field work activities are involved or not. Any leisure activities during such time, for example, are therefore included as field work and the actions and behaviour of all concerned should reflect this at all times.
- To work together as a group and to support each other during field work activities, ensuring, for example, that no unauthorised lone working activities take place.

In addition, all field work staff have the following responsibilities:

- To maintain a level of supervision and control that reflects this policy at all times.
- To be fully familiar with, and follow the guidelines provided by, the establishment for all aspects of field work.

## **Training:**

The following training will be undertaken by the organisation:

- All applicable staff will be trained in the specific use of any equipment required to undertake field work that they are involved in.
- All applicable staff will be trained in the supervision of field work and in the assessment of risks whilst on field work activities.
- Appropriate staff will be trained in any specialist activities required to be undertaken during field work.

## WORKING AT HEIGHT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding any activities that may involve the need to carry out work above ground level and/or where a fall may occur.

Work at height covers a wide range of activities, from contracted construction workers carrying out repairs to roofs to anyone with the need to access something above head height that cannot be reached without a ladder, stool or other means of assistance.

Falls from height are common from levels of less than two metres and usually result in serious injury. Current legislation places no minimum height restrictions, nor does it only apply to falls from above ground level. Access into pits or underground areas poses the same risks of a fall as do areas above ground.

Note: there is an absolute rule within this organisation that ONLY equipment formally designated fit for use to access anything at height or to carry out any form of task or activity at height can be used. This will always preclude the use of chairs of any type, tables, desks, boxes etc or any other items for which the primary function is not for such use.

### **RESPONSIBLE PERSON: Premises Officer**

The primary function of the named person is to assess the various activities that the organisation requires to be carried out that involves any need to work at height, as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for carrying out any work at height are adhered to. This applies to any internal operations as well as to the activities of any external organisation contracted in to carry out work. In such cases, external contractors will not be authorised to carry out any work at height unless they have satisfied the above named person(s) that they will do so in a manner that is safe to themselves and to all others in our establishment.

### **The Policy:**

- To have an effective and proactive system of ensuring that all work carried out at height (or where a fall may occur) is done so in a safe manner
- To ensure that any equipment used for working at height is subject to appropriate safety checks prior to its use

- To endeavour to remove the need to carry out work at height through pre-consideration of the location and the safe access to various items, fixings and equipment etc that may require work to be done to them or access to be gained
- To ensure that all those who are required to use specific equipment for accessing and working at height are, where deemed appropriate, trained both in the use of such equipment and the safety checks required prior to such use
- To ensure that only designated personnel are authorised in the use of such equipment for accessing and/or working at height.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system for determining whether any proposed work at height can be avoided
- A risk assessment system and generic assessment form available for assessing the risks to carrying out work at height
- Systems and procedures for assessing the competency of external contractors, in particular for ensuring that all work carried out, including that done at height, is done so safely
- Safe working practices and instructions for specific internal tasks and activities
- Method statements from external contractors for carrying out specific tasks and activities
- The provision of appropriate equipment for access to and, where required, working on any internally or externally located items and fixings at height
- A system of pre-checks for checking essential safety components on equipment required for work or access at height prior to use
- A system of formal inspection of equipment required for work or access at height to determine whether it is safe for use over an extended period of time.
- Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Premises Officer. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless

there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

### **Responsibilities:**

All staff have the following responsibilities:

- To ensure that equipment not specifically designed for access to or working at height is not used for carrying out any task or activity at height
- To inform their immediate supervisor or manager of any concerns they may have or observations they may have made on any equipment provided to them for accessing or working at height
- To ensure that the relevant safe working procedures and instructions for accessing or working at height are followed.

Staff authorised in the use of specific equipment for access to and work at height have the following responsibilities:

- To ensure they carry out all safety pre-checks prior to use each time
- To report immediately and take out of any further service any of the above items of equipment that the pre-checks have indicated is or may be unsafe or unfit for use.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of any equipment provided for accessing at height or for work at height. Such training may be carried out internally or through a designated competent organisation.

## MONITORING & REVIEW POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding monitoring health and safety and the systems we have put into place and reviewing the standards and practices we set.

### **RESPONSIBLE PERSONS: Premises Officer / School Business Manager**

The primary function of the named persons is to assess the monitoring and review systems as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named persons has responsibility for ensuring that any checks and monitoring systems are carried out in a timely manner at the intervals prescribed in this document and that any problems encountered are brought to the attention of the management team. In addition, any health and safety actions that arise during the course of work must be added to the Risk Assessment so that priorities and responsibilities can be assigned.

### **The Policy:**

- To have an effective and proactive system of monitoring health and safety through a system of audits, inspections and checklists.
- To ensure that any shortfalls or inadequacies in our health and safety systems are picked up at the earliest practicable point and rectified accordingly.
- To rectify any health and safety issues by a system of priorities and assigned responsibilities.
- To formally review all our health and safety systems on an annual basis.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A Risk Assessment onto which all health and safety actions are entered and a priority and responsibility assigned.
- Termly Senior Leadership Team meetings whereby any health and safety issues can be raised and discussed and any outstanding actions can be further prioritised.

- A reporting system that enables any staff member to raise any concerns regarding the current health and safety arrangements.
- A proactive schedule of service and maintenance for all equipment (fixed and mobile) that is considered essential for reasons of health and safety and to endeavour to identify problems before they manifest themselves.
- A system of daily checks on selected equipment and/or components considered to have a high risk to health and safety as a consequence of failure. Some of these may be considered necessary to record the fact that the check has been carried out.
- A system of recorded weekly checks on various common but critical health and safety issues, including both general workplace issues and those for fire fighting, fire prevention and emergency evacuation.
- A system of termly checks to be carried out by those responsible. This includes consideration of any changes or proposed changes to operations and procedures that may affect health and safety.
- A system that enables the organisation to review all its health and safety systems and procedures at a senior level and to record its findings. This is likely to be in the form of meetings on a termly basis where health and safety is a permanent agenda item.
- A formal system of review of all the operations of the organisation on an annual basis at senior level, including reviews of policies, procedures and documentation and with a view to determining the appropriateness and effectiveness of health and safety procedures on an organisation-wide basis.
- A system of monitoring health and safety legislation, both new and revised or amended, with a view to determining whether any of it applies to the organisation and any changes required in order to comply.
- In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Premises Officer.
- Inspections will be undertaken once a term and will cover each area of the school. A team consisting of the Premises Officer and School Business Manager will undertake the inspections (the Health and Safety Governor may be included). The Senior Leadership Team will review the inspection reports and necessary actions followed up. The governors also review summaries of the results of inspection reports. Where problems identified by inspections cannot be satisfactorily resolved at school level the

Headteacher would raise the matter with the Education Directorate, Governing Body and Southwark Diocese Board of Education.

- The governors meeting will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.
- The Education Directorate will undertake periodic health and safety inspections and where necessary audits at least every three years. Reports on Education Directorate Health and Safety Inspections/Audits will be provided to the governors for consideration and action.

### **Responsibilities:**

All staff have the following responsibilities:

- To co-operate with any audit and inspection activities and with those carrying out the audit and inspection, whether from an internal or external source. This applies in any case to all such activities, whether audits and inspections involve health and safety matters or not.
- To inform their immediate supervisor or manager of any concerns they may have or observations they may have made that might affect the health and safety of themselves and/or any other persons.
- To participate, where requested, in any spontaneous workplace inspections that are to be carried out.
- To ensure that, where the relevant responsibility has been designated, any formal checks and checklists required to be completed and recorded are done so in a timely manner as required.

Senior staff have the following responsibilities:

- To take ownership of their respective areas in terms of health and safety and to ensure that any checks, inspections and reporting requirements are carried out within their area of responsibility in a timely manner.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.

- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of any relevant checklists and the checking of health and safety issues within their designated area.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in carrying out formal audits and inspections.

## LONE WORKING POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding any activities that may involve the need to work alone. There are many issues regarding lone working that need to be understood by all employees and in particular by those in a position of responsibility for others.

Lone working in the context of this policy is generally defined as follows:

Someone who is working and is out of the eye-line OR out of ear-shot (OR both) of at least one other person. (Note: this will apply of course to staff as well as pupils or students).

However, lone working will need to take into account several additional factors, such as the abilities and capabilities of an individual who may be working alone as well as the nature of the work itself. In some instances, carrying out a task alone is unacceptable in any case, whether the individual is within an eye-line or ear-shot or not. For example, certain manual handling tasks, work at height tasks involving a ladder that needs to be footed or certain situations where there may be a risk of violence.

In many instances, lone working is perfectly acceptable if it involves a low risk activity (such as office work), but in all cases, a lone worker should NOT work without some means of communication with another, or without some arrangement whereby a regular check is made on the lone worker by another.

Most workers will find themselves working alone at some point or other for short periods of time as they go about their day-to-day tasks and activities, which is a natural consequence of everyone 'getting on with their jobs'. However, whilst for the most part this will be of little or no risk to the lone worker, it is important that all workers recognise and understand what is considered to be unacceptable practice. Typical 'problem' periods occur during overtime working where not only will lone working be a more likely scenario, but that the normal day-to-day support facilities and arrangements, such as those for first aid, and security, may be limited or absent altogether.

Particular attention should be paid to those who are considered to be less familiar with the premises and the arrangements (and hence more vulnerable), such as visitors, contractors (such as cleaners), temporary workers etc. Visitors, for instance, should be accompanied at all times, whether carrying out any work or not.

Care should also be exercised in determining any lone working situations that involve a student, especially on any field work activities, for example.

## **RESPONSIBLE PERSONS: Headteacher / Premises Officer / School Business Manager**

The primary function of the named persons is to assess the various activities that the organisation requires to be carried out that involves any need to work alone, as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named persons has responsibility for ensuring that any systems and procedures laid down for carrying out any lone working are adhered to. This applies to any internal operations as well as to the activities of any external person or organisation contracted in to carry out work. In such cases, external contractors will not be authorised to carry out any lone working unless they have satisfied the above named person(s) that they will only be carrying out a task or activity that presents little or no risk and that in any case, the period of time associated with such lone working is controlled by one of the appropriate arrangements in this policy.

### **The Policy:**

- To aim to avoid all lone working wherever practicable and possible.
- To limit any lone working to those tasks and activities considered to be of little or no risk to the individual concerned.
- To minimise the period of time that anyone needs to be working alone.
- To ensure that appropriate arrangements are put into place to consider the health and safety of those who are authorised to carry out lone working.
- To recognise lone working situations that may crop up from time to time and to give clear guidance on what is acceptable and what is not acceptable.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system for determining which activities and tasks are considered to be safe for someone to carry out alone.
- A generic risk assessment form that lists the predicted risks of carrying out lone working and the appropriate controls to put into place.
- Systems and procedures for determining the work schedules and activities of external contractors (as can be obtained from their work plans, method statements and risk

assessments) and for ensuring such contractors are made aware of our lone working policy.

- Safe working practices and instructions for specific internal tasks and activities.
- Appropriate communication systems provided to/for those who have a need to work alone. (Note: these will range from telephones, mobile phones, pagers, personal and/or panic alarms etc).
- Records indicating those persons who may be particularly vulnerable to medical conditions that may result in them requiring urgent attention.
- Any staff member attending the site during school holidays, must inform premises staff that they are on site and when they leave.
- Where considered necessary, at least one suitably competent person in first aid procedures appropriate to the risks from any tasks or activities outside of normal working hours. (Note: this is not specific to lone working, as this will apply also to any persons or groups of persons working outside normal hours).
- Security checks and procedures prior to locking up at the end of the working day.
- Permit to Work systems by which the hazardous nature of any work to be carried out on site can be controlled and the appropriate conditions laid down.

### **Responsibilities:**

All staff have the following responsibilities:

- To ensure that any requirement for lone working is raised with their immediate supervisor or manager prior to carrying out the work.
- To inform their immediate supervisor or manager (or any other responsible person) of any situations that may suddenly arise that leaves them or someone else in a position of unacceptable lone working (Typical examples given at the end of this policy document).
- To check to ensure that any communication device provided for use during lone working situations is in good working order and that they have been instructed in its use.
- To only carry out the tasks and activities for which they have been authorised and to not carry out any that are unacceptable or prohibited.

Staff who are in a position of responsibility where they may authorise or refuse either lone working or out of hours working:

- To ensure that, where any such lone working MUST take place, the appropriate procedures and risk assessments are taken into account and the applicable controls are put into place.
- To ensure that any lone worker for whom they are responsible is fully aware of the arrangements in place and is fully conversant with the means by which communication should be made in the event of a problem arising.
- To report any lone working seen or known to be unacceptable or prohibited. Where considered to be of a hazardous or dangerous nature, steps should be taken to stop the work immediately until appropriate arrangements are put (back) into place.

*(Note: appropriate arrangements may not be immediately obvious, but if, after questioning the lone worker, it is clear that they are not aware of any and/or do not have the means by which to alert someone should a problem arise, it should be taken that the arrangements in place are NOT acceptable and thereby should be stopped unless or until the proper arrangements are in place and that all relevant personnel, including the lone worker, are conversant with them).*

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in systems and procedures of this organisation for recognising and dealing with lone working and in the various arrangements available by which lone working can be authorised.

### **Examples of Unacceptable/Prohibited Lone Working:**

The following are examples of tasks and activities not to be carried out or authorised in any way where lone working is involved: **This list is not exhaustive.**

*Note: the following, if they are to take place at any time, MUST have the appropriate arrangements in place to ensure the health and safety of the person involved. These arrangements MUST include appropriate first aid, appropriate means of communication (in good working order) and the means by which regular monitoring of the individual's personal safety is carried out.*

- Any lone working in workshops that involve the use of hazardous machinery or equipment where there is a need for a second person to assist in its safe operation.
- Any manual handling task that requires a minimum of two persons to carry out and/or requires an additional person to guide the carrier.

*(Note: such manual handling tasks can be referred to in the appropriate risk assessments for manual handling).*

- Any type of work carried out by an expectant woman.
- Any type of situation where there is a risk of violence to the individual.

*(Note: For example, receptionists, persons handling or carrying large amounts of cash, staff visiting parents etc where there may be a risk of violent reactions).*

- Any type of work carried out by someone who may be at additional risk or vulnerability.

*(Note: for example, a woman or a young person in certain situations, someone with a known medical condition who may require urgent attention, someone at risk of violence as stated above, a disabled person who may need particular support in the event of a fire, a new employee or temporary worker etc)*

- Any travel to and from locations that may put the individual in a position of increased risk through a lack of preparation.

*(Note: Ensuring that a safe and appropriate means of travel is provided, especially when out-of-hours travel is reasonably foreseeable or possible, clear directions for getting to and from the destination, appropriate information regarding the reasons and objectives of a visit, due regard to any potentially hazardous situations that may be encountered, information and relevant instruction on any hazardous materials to be carried, appropriate equipment required for handling heavy, difficult or awkward loads, clear arrangements*

## SLIPS, TRIPS AND FALLS POLICY

The purpose of this policy is to state how our establishment deals with the particular problem of slips, trips and falls, which is one of the commonest forms of accidents in any type of establishment.

Distinction does need to be made between accidents that occur as a result of:

- An unsafe condition that could have been avoided
- Accidents that occur as a result of (acceptable, authorised or planned) physical activities that may result in slips or trips or falls as part of that activity.

There will be occasions where some external physical activities may become increasingly hazardous under certain conditions (such as icy surfaces) that may require careful evaluation and treatment before proceeding or that require monitoring during the course of the activity. This is an example of an unsafe condition that could be avoided, as the (playing) surface may clearly have been affected significantly.

Slips, trips and falls as well as collisions, are likely to occur in playgrounds, sports fields and gymnasiums for any number of reasons whilst partaking in any number of games and sporting activities, but should not occur purely as a direct result of an unsafe condition that could readily have been avoided, such as:

- a wet and/or slippery floor in a gymnasium (or any internally located area, for that matter)
- holes in a playground (or any other surface) as a result of lack of maintenance or excessive wear and tear of the surface.

Whilst every effort is made to avoid conditions that would increase the risk of a slip, trip or fall, there are certain responsibilities that all staff must be fully aware of and attention is drawn to the appropriate section of this policy.

### **RESPONSIBLE PERSONS: Headteacher / Premises Officer / School Business Manager**

The primary function of the named persons is to co-ordinate all issues and controls regarding the potential for slips, trips and falls to occur with appropriate parties, to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with slips, trips and falls and the selection of suitable persons and methods of dealing with them are adhered to.

In addition, the above named persons is responsible for ensuring that all reported issues of slips, trips and falls are taken seriously and followed through in the appropriate manner. This includes establishing the causes and the monitoring and reviewing of developments and any solutions on a regular basis.

### **The Policy:**

- To provide an establishment where the risks from slips, trips and falls have been assessed and reduced to as low as reasonably practicable.
- To provide effective surfaces, flooring and carpets appropriate to the use for which they are intended.
- To monitor the conditions of all areas within the establishment on a regular basis to prevent the conditions that may result in a slip, trip or fall.
- To provide an effective cleaning and/or maintenance programme to all walking surfaces, activity areas and onsite pathways.
- To provide adequate lighting and visibility to all walking surfaces and activity areas at all times that the establishment is open.
- To provide adequate hand rails and other supporting structures to all steps and stairs wherever practicable.
- To provide adequate storage facilities that minimise the need to store anything on open floors.
- To ensure that only suitable footwear is allowed in specialised areas such as sports halls and gymnasiums, kitchens and food halls.
- To ensure a system of control is imposed for all areas used by pedestrians, internally and externally, that encourages a normal walking pace at all times.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A reporting procedure for incidents involving slips, trips and falls and for observed conditions that may lead to such an incident. These reports are reviewed by the Senior First Aider on a termly basis.
- The provision of competent cleaning services for all internal pedestrian access areas of the establishment.

- The use of approved floor treatment methods and materials for minimising the risks of slipping in all relevant areas.
- Display of various signs and posters around the establishment to raise awareness of common causes of slips, trips and falls.
- Appropriate means of warning and dealing with spillages of all kinds and slippery surfaces.
- Housekeeping routines, supported by regular check and monitoring procedures, that seek to maintain clear access in corridors and on steps and stairs at all times.
- The avoidance, wherever possible, of trailing cables and the use of protective strips wherever cables have to run along or across walkways and other pedestrian access points.
- Classroom rules that require each class to clear up after them and to enter and exit in an orderly fashion.
- The provision of adequate supplies of salt and grit for the treatment of all external areas used by pedestrians.
- Provision of non-slip tiles, mats and other suitable anti-slip devices in areas of particular risk, such as showers and changing rooms, gymnasiums and sports halls, kitchens and food halls etc.
- Provision of appropriate carrying and transporting equipment and/or additional personnel for awkward and/or heavy loads.

### **Responsibilities:**

All staff have the following responsibilities:

- To ensure that any issues or problems that they become aware of or are reported to them regarding unsafe conditions that may result in a slip, trip or fall to anyone are noted and reported to the responsible person named at the front of this policy and/or their appointed deputy or support staff.
- To take appropriate steps to stop and/or report any unacceptable activities in areas that are clearly not for the purpose of that activity. ***Examples of these are given at the end of this policy.***
- To ensure that all pupils are reminded of the need to maintain a sensible walking pace along all internal corridors and on steps and stairs whenever examples of transgression are observed.

Teaching staff also have additional responsibilities, including:

- Ensuring that classrooms are entered and vacated in an orderly fashion.
- Ensuring that before dismissing the pupils at the end of a lesson, appropriate standards of tidiness and general housekeeping are applied. This includes ensuring that all equipment and materials are stored correctly and desks, chairs, tables and any other equipment are in their designated spots.

Maintenance Staff have the following responsibilities:

- To maintain all external walkways and pedestrian areas (including playgrounds) during icy and snowy conditions by appropriate clearing and salt/grit application.
- To monitor the general state of repair of the above and to isolate/section off and post appropriate signs around any parts that are considered to be potentially dangerous until they have been repaired.
- To monitor and do likewise as above for internal areas where any water leaks or spillages are found until such time as the affected area has been cleared up and any leaks repaired.
- To ensure that all hand rails and other support aids on stairs and steps are in good condition and promptly repaired where required.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All staff will be made aware of the typical causes of slips, trips and falls and of the common hazards to look out for.
- All staff will be informed of what is considered to be acceptable and unacceptable forms of footwear and in what areas they apply to.
- All maintenance staff will be trained in understanding the standards of condition and repair expected for all walkways, corridors, carpets, tiling etc and external pedestrian areas in and on the premises.
- Key staff, as identified by the responsible person(s) named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

### **Examples of Unacceptable Activities:**

The following are examples but the list is by no means exhaustive. Staff are expected to report any other examples that they may come across, whether listed here or not.

- Running along any internal corridors or in and around any rooms.
- Running up or down stairs or taking more than one step at a time up or down.
- Playing any sort of physical games or activities in any locations other than purpose-designed areas, such as gymnasiums, playgrounds, sports fields etc.
- Standard activities being carried out in inappropriate footwear.

## EDUCATIONAL VISITS POLICY

This establishment recognises the importance of educational visits and the stimulus they can provide for all those pupils and students who partake in them.

The scope of this policy covers a very wide range of potential activities, whether a short trip to a local museum or travelling long distances for a specific activity at a specially selected location. The same principles will also be applied to those types of visits that are purely for enjoyment and enhancement of life experiences, such as swimming and sporting activities.

The benefits from pupils and students visiting venues and gaining first hand experience and/or partaking in activities is absolutely invaluable in their educational and personal development.

We also recognise that the selection of appropriate venues that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit.

Equally crucial in the success of educational visits is the need to involve parents and to gain from their support and enthusiasm.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and take into account the health and safety issues that may foreseeably arise during any visit.

Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

### **RESPONSIBLE PERSON: Headteacher**

The primary functions of the named person is to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.

This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.

In addition, the above named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.

### **The Policy**

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any pupil with special needs, whether educational, physical or medical.
- To ensure adequate provisions and arrangements have been included for all pupils and students with special needs during educational visits.
- To categorise each educational visit and to plan and organise accordingly. (Note: visit categories are summarised at the end of this policy document.)
- To ensure a suitable group leader is appointed for each type of visit, irrespective of the nature and duration.
- To ensure that any selected group leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the pupils and students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand, with the exception of local trips in which permission has been sought from the parent at the beginning of each academic year.

- To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit.
- To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.

### **The Arrangements**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks.
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit.
- A reporting procedure for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents in a trips accident book.
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.
- First aid provisions and trained first aiders appropriate to the assessed needs of any educational visit.
- Adequate insurance arrangements appropriate to the nature of the visit covering (where appropriate):
  - Luggage and equipment
  - Accident and medical cover
  - Cancellation
- Provision of relevant, more detailed and updated internal guidelines, checklists and procedures to ensure a safe and successful visit.
- Checklist systems to ensure the following are accounted for:
  - Names of all pupils and students on the visit and accountability during the visit
  - Emergency contact details of parents

- A list of provisions and equipment required for the visit, including specific medical and first aid provisions
  - Itineraries and schedules for all proposed travel and activities
  - Appropriate and adequate provision of information and instruction to all those who require them
  - Appropriate mobile communication methods, systems and equipment
  - Additional specific requirements based on the nature and location of the visit.
- The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.
  - The assessment of appropriate modes of travel and provisions for alternative arrangements in the event of an emergency.
  - Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventurous activities organised by the school will only be undertaken at centres or with providers holding a current licence under the Adventure Activities Licensing Regulations. The school may organise residential visits and adventurous activities from time to time where school staff lead the activities. These activities will only commence when the Headteacher is assured that the staff have had the necessary training or hold certificates to enable them to carry out such activities.

## **Responsibilities**

### *Group leader*

- Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
- To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.

- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store safely and correctly.
- To ensure parents are provided with all necessary information of the educational visit and any equipment etc they need to provide and the standards of conduct expected of their child(ren).
- Where appropriate, invite parents to any briefing sessions. This should take account of any difficulties that parents may have if English is their second language.
- To brief all group members, including pupils and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- To finalise all details and arrangements with the responsible person named in this policy.

#### *Teaching staff involved with educational visits*

- Support the group leader in all requirements and follow instructions.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
- Assist in the general control and discipline requirements.
- Inform the group leader of any concerns, observed or otherwise.
- Not to force pupils to partake in any activities during the visit that they may not wish to do.

#### *Parents*

- Must provide emergency contact details prior to the educational visit.
- Sign and return a consent form, except in the event of a local trip.
- Provide any relevant information known to them regarding the (current) health of their child.

- To disclose any specific details of concerns for their child(ren) that may be appropriate to the nature of the visit and any activities planned.

### *Pupils*

- Must dress and behave sensibly and strive to meet the expectations placed upon them.
- Must follow the instructions given to them by any accompanying adults.
- Must not take any unnecessary risks or place their fellow pupils at unnecessary risk.
- Report to any supervising adult any concerns they may have during the visit and in particular if and when they are asked to partake in any activities.

### **Training**

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All staff will be trained in understanding the health and safety requirements of educational visits, particularly in relation to those identified in the relevant risk assessments.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

### **Summary of educational visit categories**

#### Category 1:

Regular visits to venues within the locality that are well-known and of low assessed risk.

#### Category 2:

A visit to a venue that may require significant travel outside the locality and/or may be a rarely visited venue, but is still assessed as low risk.

#### Category 3:

Any type of visit in the UK that requires residential accommodation for at least one or more nights, assessed as low risk.

#### Category 4:

Visits abroad that require residential accommodation for at least one or more nights, assessed as low risk.

Category 5:

High risk activities in the UK, residential or not.

Category 6:

High risk activities abroad, residential or not.

**Examples of high risk activities**

All action adventure activities

Field Work

## MANUAL HANDLING POLICY

This establishment recognises the importance of the need to minimise the risk of injury through manual handling tasks and operations, especially as this is one of the commonest causes of injury amongst workers in all types of operations.

The scope of this policy covers the principles of the Manual Handling Operations Regulations and seeks to eliminate or reduce, wherever practicable, the need for manual handling through the provision of manual handling aids and training.

The fundamental requirement of the above regulations is to assess the risks from all types of manual handling and to take into account the abilities and capabilities of individuals.

### **RESPONSIBLE PERSON: Premises Officer**

The primary functions of the named person is to ensure that all significant manual handling tasks and operations carried out in this establishment are identified and assessed for the risks they present.

This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with manual handling and the selection of suitable persons and organisations involved for training are competent to do so and follow the principal requirements of this policy.

In addition, the above named person is responsible for keeping under review any risk assessments carried out and for seeking to find easier and safer methods of manual handling through good practice.

### **The Policy:**

- To identify all significant manual handling tasks, where 'significant' in this case means such tasks and operations that may pose a reasonable risk of injury.
- To ensure that all significant manual handling tasks and operations are assessed for their associated risks.
- To seek to eliminate or reduce the risks wherever reasonably practicable to do so.
- To ensure that those who are required to carry out any significant manual handling tasks and operations are suitably trained by a competent person or organisation.

- To take account of the individual abilities and capabilities of individuals, particularly those who are likely to be more vulnerable, such as through inexperience, physical limitations or medical dispositions.
- To try to take account of current good practice and guidance in finding solutions to difficult manual handling problems.

### **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who undertake significant manual handling tasks and to determine the necessary precautions required to adequately control the risks.
- The provision of various manual handling aids, such as sack barrows, pallet trucks and anything else that is deemed appropriate as an aid.
- A reporting procedure for any accidents or incidents that may occur as a result of manual handling.
- A system for evaluating individual abilities and capabilities that includes reference to any medical records available to the organisation.
- The provision of official manual handling guidance books and publications that can be used to assist in finding solutions.
- Maintenance and servicing schedules for all mechanical and powered manual handling aids, including pre-use checklists where deemed appropriate.
- A reporting procedure for any equipment found to be defective or damaged.

### **Responsibilities:**

#### ***All Staff:***

- To ensure that any equipment they are trained to use as a manual handling aid is only used for such purposes.
- To ensure that any powered manual handling aids are only used by those specifically trained or certificated to do so.
- To carry out any pre-use checks of their equipment using the appropriate form(s) provided.

- To report any concerns they may have regarding manual handling tasks they have been asked to carry out, with particular regards to any changes to their physical or medical condition that may affect their ability to carry them out.

**Training:**

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All relevant staff will be trained in the basic principles of safety in manual handling tasks.
- All relevant staff will be trained in the use of those manual handling aids needed to carry out their normal tasks.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy, such as those trained and sufficiently competent to train others in the principles of basic manual handling safety.
- Key staff may require additional, more specific training in tasks or operations that require two or more persons to carry out.

Agreed by Governors  
(Chair Signature):



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Policy Due for Review:

September 2018