

# **FARNEY CLOSE SCHOOL**



## **HEALTH AND SAFETY POLICY**

May 2019

Issue 2

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<b>HEALTH &amp; SAFETY POLICY CONTENTS</b>		<b>Page no.</b>
PART A	GOVERNING BODIES STATEMENT OF INTENT	4
PART B	ORGANISATION FOR HEALTH & SAFETY	5
PART C	ARRANGEMENTS FOR HEALTH & SAFETY	8
	<b>ARRANGEMENTS INDEX</b>	
1.	Recording & reporting of accidents / incidents	8
2.	Emergency plan	8
3.	Risk assessment	8
4.	Training	8
5.	Union / staff representation	9
6.	Monitoring, audit & review of health & safety	9
7.	Health & safety in the curriculum	9
8.	Off-site activities	9
9.	Sports hall activities	10
10.	Work experience	10
11.	Security on school site	10
12.	Visitor / access control	10
13.	Interview procedures	10
14.	Lone working	10
15.	Receipt of bomb threat	10
16.	Manual handling	10
17.	Display screen equipment	11
18.	Substances hazardous to health	11
19.	Asbestos	11
20.	Expectant & nursing mothers	12
21.	First aid	12
22.	Infection / bodily fluids	12
23.	Catering	12
24.	Storage	12
25.	Fire safety	13
26.	Hot work	13
27.	Work equipment	13
28.	Electrical equipment	14
29.	Work at height	14
30.	Damage to buildings / broken glazing	14
31.	Noise & vibration	15
32.	Smoking	15
33.	Purchasing policy	15
34.	Firearms	15
35.	Contractors on school premises	16
36.	Stress at work	16
37.	Sources of guidance	17
38.	Environment	18
39.	Health & safety manual contents (Appendices to policy)	19
40.	Index of amendments to H&S Policy	20

## **PART A: GOVERNING BODY'S STATEMENT OF INTENT**

### **1. DECLARATION**

The governing body of Farney Close School Ltd. support fully the aims and objectives to achieve Health and Safety at Work. The governing body will, under Sections 2 and 4 (respectively) of the Health and Safety at Work Act 1974, be treated as the employer and person who has control of the school premises. The Chairman has ultimate responsibility for the implementation of this health and safety policy.

It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure Health and Safety at Work.

The governing body are committed to the Health, Safety and Welfare of all persons who may be affected by our undertakings and will promote and develop suitable arrangements with particular attention for the wellbeing of students and safeguarding vulnerable groups.

The governing body recognises and accepts its responsibility for the maintenance of safe access and egress, the maintenance of the premises, and minimising risks to health arising from plant, equipment or substances used on the premises.

Every possible assistance will be given to the Chairman of Governors in his/her legal responsibility to achieve a safe working environment for employees.

### **2. SAFETY DUTIES**

To achieve the objectives laid down above, the governing body accepts the following duties:-

- (a) To participate in and/or arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress.  
The inspection report shall be considered by the governing body who shall determine any follow-up inspection which is required.
- (b) To take reasonable steps to ensure when employing a contractor at the premises that the person is competent to carry out the work and it is undertaken in a safe manner, so that they do not expose employees or other persons using the premises to health and safety risks.
- (c) To ensure that any defect in the premises, plant or equipment etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- (d) To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Principal or members of the governing body.
- (e) To ensure that an item entitled 'Health and Safety etc.' is included on the agenda for termly meetings of the governing body and to include health and safety in an annual report.
- (f) To prioritise actions where resources are required and ensure action is taken
- (g) To co-operate and consult with senior managers and staff so as to achieve his/her legal obligations as specified in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other statutory orders and in particular to:
  1. Undertake Risk Assessments in accordance with school policy and record any actions/plans consequent to their assessments.
  2. Provide training for safety.
  3. Disseminate information.
  4. Provide adequate supervision
  5. Record accidents – reporting to the HSE as applicable.
  6. Monitor and review regularly, Health and Safety standards and systems of management.

The governing body will abide by any instructions and take heed of any information issued by the DfEE and will enhance this where necessary with local rules and procedures to take account of its own responsibilities.

Signed \_\_\_\_\_ (Chair of Governors) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Company Secretary) Date \_\_\_\_\_

## **PART B: ORGANISATION for HEALTH AND SAFETY**

- |   |                       |                     |
|---|-----------------------|---------------------|
| • Chairman of Governors ... ..  | <b>Sue Dean</b>       |                     |
| • Governors with nominated responsibilities for Health & Safety                                 | <b>Sue Dean</b>       |                     |
| • The responsibility for day to day oversight of the Governors responsibility is vested in..... | <b>Sara Hack</b>      | Principal           |
| • The Principal will be assisted by   | <b>Emma Shiel</b>     | Deputy Head Teacher |
| • Staff interests are represented by staff representative .....                                 | <b>Patrick Derwin</b> | Site Manager        |
| • Child interests are recognised by .....   | <b>Sara Hack</b>      | Principal           |

***Responsibilities for the management of health, safety & welfare in specific areas are listed below:***

### **CURRICULUM**

Science  
Design/Technology  
ICT/Business  
English  
History  
Geography  
Mathematics  
Music  
Physical Education  
Art/Ceramics  
Food Technology

### **SENIOR MEMBER of STAFF**

Richard Crewe  
Chris James  
Honor O'Regan  
Kate Thompson  
Kirsten Crosby  
Siobhan Bush  
Leslie Weldon  
Jane Smith  
Clarence Haynes  
Kim Thompson  
Vickie Owens

### **DEPARTMENTS**

Estate Management/Maintenance  
Laundry  
Kitchen

### **SENIOR MANAGER**

Patrick Derwin  
Jane Fry  
Tracy Ross-Horton

### **ACCOMMODATION HOUSES**

Sheila's  
Audrey House  
Edward house  
Sues House  
Kings  
Bomberg  
Eynon  
Sommerville  
Franks  
Burts  
Cedar House  
Bolney Court  
Colebrooke

### **SENIOR MANAGER**

Steve De Souza  
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### **KEY FUNCTIONS**

Site Manager  
Administration/support staff  
Staff Welfare  
Fire Safety  
School security  
First Aid  
Contractors on site  
Health & Safety in the School Development Plan  
Reporting/Recording of Accidents/Incidents

### **MANAGER**

Patrick Derwin  
Alison Carrington  
Sara Hack  
Patrick Derwin  
Sara Hack  
Claire Speed  
Patrick Derwin  
Sara Hack  
Patrick Derwin

## **DUTIES AND RESPONSIBILITIES**

**The following general duties are based on guidance offered by the Health and Safety Commission's - "Education Service Advisory Committee"**

### **PRINCIPAL**

- Day to day management of all health and safety matters in the school.
- Implementing the health and safety policy.
- Ensuring a programme of regular inspections and risk assessments are carried out.
- Submitting inspection reports to the Governing Body.
- Ensuring appropriate action is taken on any matter.
- Passing on information received on health and safety matters to appropriate managers and staff.
- Liaising with Governing Body on policy issues and any problems in implementing this policy.
- Carrying out investigations.
- Co-operation with and providing necessary facilities for trades union safety representatives.

**NB. The day to day implementation of these duties has been delegated t :**

### **AUTHORISED DEPUTY / DUTY PERSON**

- For the effectiveness of health and safety training in all Departments.
- For ensuring that all staff are advised of the Health and Safety Policy and procedures and amendments thereto, and that adequate records are maintained including accidents and health hazards.
- To arrange for regular inspections of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, material or equipment or access and egress.
- To arrange for a regular programme of risk assessments to be undertaken.
- To discuss with the Chairman any problems of responsibility and establish how to rectify the position so that safety is maintained.
- To ensure that any premises defects etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- To record and report any defect or concern together with action taken to rectify the situation. This is to include minutes of any meeting, and of discussions with employees, Principals of departments or members of the Governing Council.
- To liase with contractors regarding health and safety matters.

### **PRINCIPALS of DEPARTMENT, TEACHERS in CHARGE and SENIOR MANAGERS**

Day to day management of health and safety in accordance with the Health and Safety Policy and local school /departmental guidance.

- Drawing up, reviewing and monitoring departmental procedures regularly.
- Carrying out regular inspections and making reports to the School Safety Officer.
- Ensuring appropriate action is taken.
- Identifying staff training needs and arranging for training and information.
- Passing on health and safety information received to appropriate persons.

## **OTHER STAFF**

- Responsible for their own health and safety and other people affected by their actions.
- Day to day management and implementation of health and safety in accordance with the Health and Safety Policy and local school/departmental guidance.
- Checking classrooms and work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures, best practice and instructions are followed.
- Ensuring protective equipment is used when necessary.
- Participating in inspections.
- Co-operating with Company policy and taking a positive attitude towards health and safety
- Making managers aware of problems and matters of concern.
- Not interfering with, or misusing equipment or items provided for health and safety.

## **TRADES UNION / NON-UNION SAFETY REPRESENTATIVE**

Where there is a trade union recognised by Farney Close, any elected Safety Representative will receive full co-operation and assistance from the Company in undertaking their safety duties as laid down in the Safety Representatives and Safety Committees Regulations 1977. These include:

- Investigation of potential hazards, dangerous occurrences and causes of accidents at the workplace.
- Investigation of complaints by employees represented on health, safety and welfare matters.
- Making representations to the employer on matters arising from the above.
- Making representations to the employer on general matters of health, safety and welfare.
- Carrying out inspections of the workplace regularly and also following notifiable accidents, dangerous occurrences or diseases.
- Inspection of and copying of certain health and safety documents.
- Representing employees in workplace consultations with inspectors of the enforcing authority.
- Receiving information from those inspectors in accordance with section 28 (8) of the HASAW Act 1974
- Attending safety committee meetings in the capacity of safety representative in connection with the above duties.

Where there is no recognised union, the employer will consult with employees either directly or through a representative elected by a group of employees.

Non- union Safety Representatives will be provided with the same facilities as union Representatives.

Their role involves:

- Regularly monitoring the workplace to ensure that health, safety and hygiene standards are being applied and implemented.
- To report areas of concern to the Senior Health and Safety Officer or appropriate manager.
- To stimulate awareness and interest on health, safety, welfare and hygiene matters amongst staff.

## **PART C: ARRANGEMENTS FOR HEALTH AND SAFETY**

Managers and staff should be aware of and follow the general arrangements contained in this policy. Further guidance and references on a range of issues are contained in the Farney Close Health and Safety Manual and supporting publications. Managers should ensure the appropriate information is brought to the attention of, and readily accessible to members of staff as required.

### **1. RECORDING AND REPORTING OF INCIDENTS/ACCIDENTS**

- The Health and Safety Officer is responsible for overseeing the arrangements for accident/incident reporting and recording within the school.
- Any member of staff who has had an accident must report to a Manager or the staff Health and Safety Representative who will record details in the "Accident Book" which is located in the Care office. This report must then be filed in the Principal office.
- All accidents or injuries sustained by pupils must be reported immediately to the Principal or authorised Deputy.
- The "Accident Book" will be reviewed on a regular basis.
- All RIDDOR reportable incidents will be reported to the HSE incident reporting centre by the Health and Safety Officer as the Responsible Person. This can be done online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Fatal and major injuries can be reported by phone on 08453009923
- Parents/guardians be informed of appropriate accidents or incidents involving their child as soon as is reasonably possible.
- All incidents relating to security of school premises and violence to persons must be reported to the Principal/Company Secretary.
- Significant accidents /incidents must be investigated by Senior Managers.

See also: Farney Close Health and Safety Manual Ch.5  
Farney Close PPP Manual for Healthcare.

### **2. EMERGENCY PLAN**

- The Principal and Governing Body will have in place guidance and procedures for dealing with emergencies, critical incidents and sad events.

### **3. RISK ASSESSMENT**

- The Health and Safety Representative and are responsible for co-ordinating and overseeing the general risk assessment process within the school.
- Principals of Department and Senior Managers will oversee arrangements with respect to risk assessments within their own work areas. Where generic guidance contained in the Schools Health and Safety Information System is not sufficient to control risks, a specific risk assessment must be carried out.
- Risk assessments must be reviewed periodically and whenever conditions or circumstances change.
- Any significant findings of a risk assessment should be communicated clearly to those who need to know.

See also: Farney Close Health and Safety Manual Ch.3

### **4. TRAINING**

- The Health and Safety Representative will be responsible for co-ordinating and overseeing general arrangements with respect to health and safety training.
- Line Managers will be responsible for identifying training needs of staff under their control.
- All new staff will be given induction training within their department / area of work. This will include information on safety procedures to be followed. E.g. fire drills, first-aid, accident reporting and local safety rules.



## **5. UNION/STAFF REPRESENTATION**

- The Governing Body and Principal will fully co-operate with and provide facilities for Trades Union Representatives in the course of their functions (as laid down by “The Safety Representatives and Safety Committees Regulations 1977”)
- Where there are no trades union safety representatives the Company will consult with employees through a non-union staff representative.

## **6. MONITORING, AUDIT AND REVIEW OF HEALTH AND SAFETY**

- The Governing Body shall receive reports on Health and Safety at governors’ meetings and shall institute regular inspection and monitoring of the premises.
- The Health, Safety, Welfare and Premises Committee shall meet once a term to monitor the overall health and safety performance and also consider agenda items passed from staff, managers and unions.
- Principals of faculty/department and senior managers shall carry out regular inspections of their work areas and pass findings to the Deputy Head teacher
- Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy.
- The operational practice and procedure shall be constantly monitored by the Principal / Health and Safety Representative and in the first place, by Principals of Department and Senior Managers.
- All accidents, incidents and near misses should be recorded. Significant incidents should be investigated by local managers in the first case.
- Accident/Incident report statistics should be analysed by the Health and Safety Committee. This may help identify any increase or trends in particular types of accident.
- The Governing body shall prepare an annual action plan to address deficiencies in health and safety.
- This policy will be reviewed on an annual basis or following a change of circumstances or significant occurrence

See also:

Education Service Advisory Committee publications- “Managing Health & Safety in Schools” and “Safety Guidance for School Governors & Members of School Boards” &

Farney Close Health and Safety Manual Ch. 2 & Ch. 27

## **7. HEALTH AND SAFETY IN THE CURRICULUM**

- Specific guidance contained in the Schools Health and Safety Information System must be followed at all times. Eg. Science, technology, drama and theatre arts, physical education, off-site activities.
- Full use should be made of DfEE and other professional organisations/advisory bodies.

See also section 37 of this policy “Sources of guidance”

## **8. OFF SITE ACTIVITIES**

- Approval for an off-site activity must be sought from the Principal/Governing Body.
- Staff planning and organising off site activities will follow and implement the guidance contained in WSCC document “Regulations and Notes of Guidance for Off-Site Activities”, (in particular the Off-Site Activities Planning Checklist).
- All staff who organise or attend the activities stated below must ensure that they follow the stated procedures for each individual activity. (Campfires, skating, fishing, camping, outside front, cookery, swimming, bike rides).

The procedures for the above activities are kept in an A4 folder in the Duty Room.

- A parental consent form must be completed by all parents/carers before a pupil can undertake an activity.
- Persons supervising swimming activities MUST be competent to do so.

See also: DfEE publication: Health and Safety of Pupils on Educational Visits

Farney Close Health and Safety Manual Ch 24

## **9. SPORTS HALL ACTIVITIES**

- All staff who have occasion to use or supervise activities in the sports hall must follow "Sports Hall Guidelines".

## **10. WORK EXPERIENCE**

- The Management of work experience for pupils will be undertaken in accordance with Farney Close procedures.
- DfES Guidance "Work Experience: A Guide for Secondary Schools" and LSC Guidance will also be adopted.  
See also: Farney Close Health and Safety Manual Ch.34

## **11. SECURITY ON SCHOOL SITE**

- Sara Hack is responsible for the general management of school security matters
- The loss of any keys should be brought to the attention of Patrick Derwin immediately.

## **12. VISITOR/ACCESS CONTROL**

- The School Secretary is responsible for implementing these arrangements.
- A record of visitors will be maintained at all times.
- All visitors and contractors must report to main reception on arrival where they will be required to sign in and be issued with an identity badge.
- All visitors must wear the identity badges at all times.
- All visitors must return identity badges and sign out on completion.
- Any visitor without an official identification badge should be challenged politely by a member of staff, informed of the correct procedures and escorted to reception. (This should only be done if it is considered safe to do so)
- By arrangement with the Company Secretary the Contractor Site Agent may register and obtain the necessary identity badges for all contractor's employees who work on site on a daily basis.

## **13. INTERVIEW PROCEDURES**

- Staff should consider the likelihood of violence and aggression during interviews and ensure that two members of staff are present on such occasions.

## **14. LONE WORKING**

- Lone working should be avoided where possible.
- Staff coming in to school over the weekend /leave periods should inform the Company Secretary and take reasonable care when on site.

## **15. RECEIPT OF BOMB THREAT**

- Procedures for action to be taken upon receipt of a bomb threat are contained in the Farney Close Health and Safety Manual Ch.24
- Copies of the above document should be held in all main offices where it is possible a telephone threat may be received.

## **16. MANUAL HANDLING**

- Manual handling should be avoided so far as is reasonably practicable.
- When a manual handling task cannot be avoided a trolley or other mechanical aid should be used where possible.
- Principals of Department and Senior Managers shall carry out a risk assessment for all significant manual handling tasks.
- All staff who have to carry out such activities should be provided with training in the correct lifting techniques.  
See also: Farney Close Health and Safety Manual CH.8

## **17. DISPLAY SCREEN EQUIPMENT (DSE)**

- is responsible for overseeing the arrangements with respect to safety in the use of display screen equipment.
- A risk assessment is to be carried out for all “DSE users” workstations on site. (Those staff who use DSE for periods of an hour or more regularly throughout the day.) These assessments are to be reviewed on an annual basis or upon alteration / change of workstation.
- DSE users should have work breaks or changes in activity during the course of the day.
- DSE users will be informed of the entitlement to eyesight tests and funding available for glasses prescribed for DSE work.

See also: Farney Close Health and Safety Manual Ch.6

## **18. SUBSTANCES HAZARDOUS TO HEALTH**

- Senior Managers must ensure that risk assessments have been carried out and held locally for all hazardous substances used.
- Manufacturer’s guidelines should be strictly followed when using hazardous substances.
- Appropriate PPE should be available when using hazardous substances.
- Hazardous substances must not be brought in from home.
- Pupils should be made aware of the hazards presented by a hazardous substance and the precautions to be followed for the safe use, storage and disposal. Pupils should be adequately supervised when using such substances in their lessons.
- All hazardous substances are to be kept in appropriate storage when not in use.
- Guidance contained in HSE Information sheet no.5 “Small-scale use of LPG in cylinders” should be followed.
- Guidance contained in CLEAPSS documents must be followed for science/DT curriculum issues.

See also: Farney Close Health and Safety Manual Ch.9

## **19. ASBESTOS**

- A register relating to the type, condition and location of asbestos containing materials on site will be maintained.
- Subcontractors will be informed (as appropriate) of the location of asbestos within the workplace that may affect their, or other person’s health.
- An asbestos management plan will be in place and updated on a regular basis. This will be under the control of the site Manager and contain a plan to control and reduce any risk.
- Employees must not disturb or undertake or allow any work by themselves or outside subcontractors to the fabric or systems of the premises without first consulting the asbestos register and consulting with the Estates Management.
- Employees will be given information on the procedure to be followed following the disturbance or discovery of asbestos. Information is contained in HSE document EM1, “What to do if you uncover or disturb materials that may contain asbestos”.
- Employees must inform their Supervisor and Facilities Manager upon potential discovery or damage of asbestos containing materials
- Only trained and competent persons are permitted to undertake work on asbestos containing materials following authorisation by the Site Manager in conjunction with the Health and Safety Officer and only after having consulted the Asbestos Register.

See also: Farney Close Health and Safety Manual Ch. 28

## **20. EXPECTANT AND NURSING MOTHERS**

- Staff members shall inform their Line Managers if they are an expectant or nursing mother.
- A risk assessment shall be carried out by the line manager/senior manager with a view to identifying, removing or controlling the risks to expectant/new mothers.

See also: Farney Close Health and Safety Manual Ch.18

## **21. FIRST AID**

- The Medical Officer is responsible for the general arrangements and co-ordination of First Aid within the school.
- Suitable and appropriate general first aid cover will be maintained at all times during the school day.
- First aid boxes will be maintained in all Duty Rooms
- The designated member of staff will check first aid boxes are fully stocked on a regular basis.
- A record of all first aid administered will be kept in the School Office.
- The names of first -aiders, position of boxes and general procedures will be brought to the attention of all staff by their Line Manager. This information will also be posted on notice boards in all houses, Main Office, Kitchen, Principals Office, Medical Room, Staff Room and all Classrooms.
- Strict hygiene rules must be followed at all times.
- A bin for the safe disposal of medical waste (soiled dressings etc.) and sharps is contained in the Medical Room.

See also: Farney Close Health and Safety Manual Ch.15

## **22. INFECTION/BODILY FLUIDS**

- Staff should avoid contact with bodily fluids.
- All staff at risk of contracting hepatitis B are advised to obtain immunisation.

See also: Farney Close Health and Safety Manual ch.17

## **23. CATERING**

- The Catering Manager is responsible for the Kitchen, Servery and Washing-up Room.
- The Catering Manager shall follow and implement statutory guidance and Company procedures and policy at all times especially with regard to hygiene.
- Catering staff shall be informed of and given instruction and training on the above. This will include the CIEH level 2 award (or equivalent) in Food Safety in Catering.
- The waste disposal unit in the washroom is to be used by authorised personnel only.
- All due care shall be taken when preparing food. (eg. curriculum, public event, PTA, staff function etc.)

## **24. STORAGE**

- Line managers /teachers are responsible for maintaining storage areas in a clean, tidy and safe condition.
- Where possible items should be stored where they can be reached easily and at a suitable height to assist manual handling.
- Proper safe access equipment must be used to gain access to height in stores.
- All flammable & highly flammable substances are to be kept in flameproof containers and separately from combustible items, such as paper, files and any items of clothing. Such items should be stored in a secure manner.

## **25. FIRE SAFETY**

- All staff must familiarise themselves with fire notices, instructions and procedures in case of fire/evacuation
- Fire risk assessments will be undertaken and reviewed on a regular basis. This will be under the control of the Deputy Head Teacher / Site Manager
- The Deputy Head Teacher/ Site Manager is responsible for co-ordinating fire arrangements during the school day.
- Procedures to be followed in the event of a fire will be prominently displayed in classrooms, corridors, staff areas and pupil accommodation areas and brought to the attention of all staff and pupils.
- In the event of a fire alarm activation the main reception staff will call the Fire and Rescue Service.
- Fire alarms will be tested on a weekly basis. Different locations will be tested each week
- A schedule of inspection, testing and maintenance (of fire detection systems, fire alarms, emergency lighting, and fire fighting equipment) shall be maintained with records of such kept in the "Fire Log" held in Reception.
- Fire drills will be carried out on a termly basis and are to be practised by all staff and pupils.  
Records of these exercises will be kept in the fire log.
- Managers and staff with control of specific areas should ensure fire escape routes are kept clear and unobstructed at all times and fire evacuation notices are posted in prominent positions.

See also: Farney Close Health and Safety Manual Ch.20

## **26. HOT WORK AND PERMITS TO WORK**

- Hot work will be under the control of the Site Manager, must be planned in advance and can only commence with their strict authorisation.
- A "Hot Work Permit to Work" must be in place before any hot work (internal or external), is undertaken.
- Hot work will include electric / gas welding and cutting, use of blowtorches, tar boilers, grinding wheels and use of similar equipment.
- The person (employee or contractor) must fully comply with the requirements of the Hot Work Permit.

See also: Farney Close Health and Safety Manual Ch.20

## **27. WORK EQUIPMENT, MACHINERY AND TOOLS**

- All hazards and repairs including electrical faults should be notified by "maintenance reports" on a daily basis. Urgent faults should be reported to the Site Manager.
- Staff should not attempt to carry out repairs unless authorised to do so.
- The use of extension leads and work equipment is forbidden except by authorised personnel.
- Principals of Department and Senior Managers are responsible for ensuring all work equipment, including machinery and tools is subject to a recorded schedule of inspection, testing and maintenance in accordance with manufacturers guidelines and statutory requirements.
- All staff will receive appropriate training and instruction on the safe use of work equipment.
- Damaged or defective work equipment must be taken out of use immediately and reported to a line manager.
- All pupils who are required to use machines or tools in their lessons will be instructed in their safe use. Pupils shall be adequately supervised at all times.
- Appropriate personal protective equipment shall be worn at all times.

See also: Farney Close Health and Safety Manual Ch.11

BS 4163 (2007) Safety in design /technology- Code of Practice

## **28. ELECTRICAL EQUIPMENT**

- Site Manager is responsible for ensuring a schedule of portable appliance testing (PAT) is implemented throughout the school on an annual basis and records of these tests maintained locally.
- All staff shall check prior to use that electrical equipment is in date for testing. Damaged, defective and equipment not in date for testing should be taken out of use and reported to a senior manager.
- No portable equipment is to be brought from home for use in the school without the appropriate checks/testing.
- Electrical appliances and equipment should be switched off and unplugged when not in use.
- No employee or person under the age of 18 is allowed to operate any machinery considered dangerous unless supervised by a qualified and competent person.
- Maintenance of electrical equipment and wiring of plugs must be carried out by a competent person only. Staff should be able to carry out simple visual checks on electrical equipment before switching it on.
- Pupils should be given instructions on electrical safety where they are required to use electrical equipment.
- Consideration must be given to the use of RCDs (Residual Current Devices) where appropriate to safeguard pupils and staff from electrocution.
- All electrical work will be undertaken by competent contractors in accordance with the Institute of Electrical Engineers 17<sup>th</sup> Edition Regulations
- A regular inspection will be undertaken by a competent / registered electrician of the fixed electrical installation at appropriate intervals with details recorded in a Periodic Inspection Report.

See also: Farney Close Health and Safety Manual Ch.10

## **29. WORKING AT HEIGHTS**

- Work at height will only be undertaken where this is absolutely necessary and cannot be done at ground level.
- All work at height must be planned and an assessment of risk must be undertaken.
- Employees will be provided with suitable and appropriate access equipment to enable them to carry out their work safely. Chairs, tables or other improvised means must not be used.
- All employees who work at height will be provided with appropriate information, instruction and training to enable them to work safely.
- Any person who erects, dismantles or alters a mobile tower scaffold must have attended PASMA (Prefabricated Access Suppliers Manufacturers Association), accredited training in the erection & inspection of this equipment.
- All access equipment (ladders, steps, mobile towers etc) will be inspected and maintained regularly by a competent person. Records of this will be maintained.
- No person should walk on or next to roofs, skylights or fragile materials unless appropriate fall prevention and fall protection measures are in place including crawling boards / walkways, barriers and suitable procedures are in force.

The following HSE guidance sheets will be adopted where applicable.

HSE guidance INDG 402: Safe use of ladders.

HSE guidance INDG 284: Working on roofs

HSE guidance CIS10: Tower scaffolds

See also: Farney Close Health and Safety Manual Ch.25

## **30. DAMAGE TO BUILDINGS/BROKEN GLAZING**

- Damage to the internal or external fabric of the school must be reported to the Site Manager.
- Broken glazing must be reported to the Site Manager and made safe as soon as reasonably possible.
- Damage or defects must also be recorded on a Maintenance Request Form and handed into the School Office.

### **31. NOISE AND VIBRATION**

- Assess noise and vibration levels where appropriate and take appropriate control measures.
- The noise and vibration levels present in any work activity will be reduced to the lowest level reasonably practicable (by means other than PPE in the first instance)
- Provide hearing protection (upon request), to employees exposed to noise levels approaching the lower exposure action value. (80 dB(A))
- Where noise levels reach or exceed the upper exposure level of 85 dB(A), provide hearing protection to employees and ensure it is worn & place mandatory hearing protection signs.
- Consider vibration action levels approaching 2.5m/s<sup>2</sup> for hand arm vibration and 0.5 m/s<sup>2</sup> for whole body vibration.
- Employees will be informed of the hazards associated with noise and vibration, and the control measures in place.
- Suitable and appropriate PPE will be provided to employees. Employees must wear hearing protection in noisy environments.
- Health surveillance will be provided where employees are exposed to noise or vibration levels above or close to the daily exposure limits or where exposure levels may cause harm to health.

### **32. SMOKING AT WORK**

- In the interests of providing a healthy and safe working environment, employees, contractors or pupils are not permitted to smoke inside School premises.
- Smoking is permitted in specified external areas only.
- Suitable containers for the safe disposal of used cigarettes will be provided at the permitted locations.
- Smoking is not permitted within school transport

### **33. PURCHASING POLICY**

When purchasing supplies, substances & equipment for use within Farney Close, due consideration will be given to:

- Purchasing equipment that complies with recognised British, European and other relevant standards. Eg BS / BSEN standards / CE marked.
- Replacing hazardous substances with less harmful substitutes.
- The energy efficiency rating of equipment.
- The environmental impact of the use of particular equipment.

### **34. FIREARMS**

- Definition of firearms is covered by the Firearms Act 1988 (amendment) and covers such items as shotguns, rifles, pistols, air guns, ammunition, crossbows, longbows, catapults etc.
- The use or storage on site of firearms or weapons of any description unless previously sanctioned by the Company Secretary for a specific purpose is prohibited.
- Replica guns are prohibited on site.

### **35. CONTRACTORS ON SCHOOL PREMISES**

- The Site Manager is responsible for overseeing the general school arrangements with respect to the control of contractors undertaking maintenance on the school site so that they do not expose employees or other persons to health and safety risks.
- Arrangements should be in place with the contractor to ensure that persons of a suitable character only work on the school site. (Persons with a history of unlawful relationships with young persons should not work on school site.)
- Prior to commencement of work copies of the contractor's health and safety policy, safe working methods, insurance policies and DBS will be requested and examined.
- All contractors that do not have an Enhanced DBS will be monitored by a member of Farney Close Staff whilst on our site.
- Arrangements should be in place to ensure the HSE are informed of any notifiable work eg. Asbestos removal or work defined by the Construction, (Design & Management) Regulations 2007.
- All contractors must report to reception on arrival at the school and comply with the Company's standard requirements regarding visitors.
- Meetings will be held with the contractor(s) prior to work being commenced to ensure that they understand local procedures and rules to be followed.
- Consideration will be given before work commences of the risks posed to pupils and staff while the contractors are working at the school e.g. vehicular movement, noise, dust and hazardous substances. Measures will be put in place to control the risks while contractors are working at the school. It may be necessary on occasions for work to be carried out outside normal school hours.
- All hazardous substances and equipment should be kept and stored out of pupils reach.
- Pupils and parents will be informed of the work taking place and will be given clear instructions as to rules to be followed whilst the contractors are working at the school.
- Once the contractors have completed the work the site will be checked to ensure it is safe.

See also: Farney Close Health and Safety Manual Ch.32 & 33

### **36. STRESS AT WORK**

- The management of Farney Close School will adopt and implement proactive procedures to manage and reduce the effects of stress. This will include adopting the HSE's Management standards approach
- The provision of support to Staff will be given high priority.
- School therapists and counsellors are available to staff as well as PPP Healthcare which offers a facility for therapy.
- Farney Close has appointed an Independent Occupational Health Consultant enabling Line Managers to refer individuals or self-referrals to be made.
- Staff will be encouraged to report issues relating to stress.
- Farney Close stress initiatives will be based on the HSE's management standards of:
  - Demand: Can employees cope with demands of job
  - Control: Are employees able to have a say about the way work is done
  - Support: Do employees receive adequate information & support
  - Work relationships: Improving work relationships & modifying attitudes & behaviour
  - Role: Do employees understand their role & responsibilities
  - Change: Does the organisation engage employees when undertaking changes

See also: Farney Close Health and Safety Manual Ch. 36

Farney Close PPP Manual



### **37. SOURCES OF GUIDANCE, ADVICE AND STANDARDS**

The schools "PPP document" outlines in detail all school policies. Staff should be aware of those policies and procedures which relate to them.

This Health and Safety policy is supported by the Farney Close Health and Safety Manual which contains a wide range of general information and web links to numerous sources of information.

These publications contain information and guidance on safety measures, safe systems of work and generic advice on how to control and minimise risks. Staff should also remain aware of other "professional body" sources of advice and guidance. Senior Managers must adopt the guidance and standards in these documents.

Sources of guidance may include the following:

#### **PUBLICATIONS**

- The Schools PPP Document
- Schools Health and Safety Manual
- BS4163 (2007) Health and safety in design and technology for schools  
CLEAPSS Technology risk assessments (includes COSHH assessments)
- Safety in Physical Education (BAALPE)
- Science      CLEAPSS Hazcards  
                  CLEAPSS L148a- Storage and handling of chemicals  
                  Laboratory Handbook (CLEAPSS)  
                  Association for Science Education – Topics in Safety (3<sup>rd</sup> Edition)  
                  HSE Guidance note GS 23 – Electrical Safety in Schools
- WSCC - Regulations and Notes of Guidance for Off-site Activities
- WSCC - Working with Young People in the Outdoors
- DfES Guidance: Work Experience: A Guide for Secondary Schools

#### **DfES CIRCULARS & GOOD PRACTICE GUIDES**

4/95	Drug prevention and schools
14/96	Supporting pupils with medical needs in schools
1/98	LEA behaviour support plans
10/98	Section 550 of the Education Act (1996). The use of force to control or restrain pupils
1/99	Registration and inspection of child minders
20/99	What the Disability Discrimination Act means for schools and LEA

#### **Good Practice Guides**

- |   |   |                       |
|---|---|-----------------------|
| • | Health and Safety of Pupils on Educational Visits | PP3DI4/36062/499/54   |
| • | Guidance on First Aid for Schools                 | PP3/34348/698/254     |
| • | Supporting Pupils with Medical Needs              | PP3/1299/53           |
| • | School Security – Dealing with Troublemakers      | PP47D14/31050/1297/54 |
| • | Work Experience – A Guide for Schools             | SPD/WES/01/1199       |
| • | Raising Standards – H&S on Work Experience        | GPS/RS/2              |

Guidance is available from the Department for Education on [www.education.gov.uk](http://www.education.gov.uk)

### **38. ENVIRONMENTAL POLICY**

It is the policy of Farney Close School to conserve energy and to prevent any harm occurring to the environment as a result of its business activities. To achieve this aim, the company is committed to the operation of an environmental management system, compliance with its requirements, and continual improvement of its effectiveness.

The company recognises that the actions of its employees, its use of energy, materials and processes, and the operation of its products in service, may all potentially be detrimental to the environment. It therefore endeavours to ensure that:

#### **In respect of employees:**

- Provide suitable training, information and encouragement to employees to develop environmentally responsible behaviour and awareness and an understanding of the environmental impact of their actions and the safe procedures to be followed.
- This environmental policy and objectives are communicated effectively to all employees and are clearly understood.

#### **In respect of work processes:**

- Where significant hazards exist, plans are developed and maintained, in conjunction with site managers, occupiers of premises, emergency services and other appropriate authorities, to prevent environmental incidents and to mitigate the impact of any that occur.
- Assessing the implications for the environment of any proposed works.
- Every effort is made to minimise energy and water usage.
- Minimising the creation of waste, in particular hazardous waste and recycling wherever practicable.
- The disposal of waste and the discharge to sewers is undertaken in a safe manner giving due regard to the Environmental Protection Act and other relevant legislation

#### **In respect of products used:**

Due consideration is given at the design and planning stages of any work to the potential environmental effects of the products used by the company. This consideration includes:

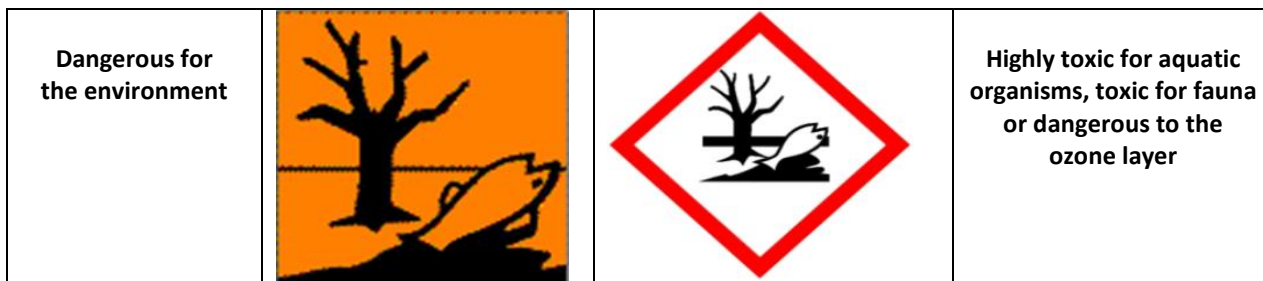
- Due consideration is given to the requirements of the Control of Substance Hazardous to Health Regulations 2002 (COSHH) and the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP3)
- The use of environmentally safe materials and consumables.
- The minimisation of emitted noise, (especially in residential/built up areas)
- The replacement of substances harmful to the environment with more ecologically suitable alternatives.
- The use, where possible of materials that are capable of being recycled.
- The maximisation of energy efficiency.
- The use of environmentally aware suppliers.
- The use of renewable and recyclable packaging materials.
- The carbon footprint relating to materials, equipment, plant and work activities.
- The use of energy-efficient transport, ensuring company vehicles are maintained in an efficient manner taking account of exhaust emissions.
- Due consideration will be given to the requirements of The Waste Electrical and Electronic Equipment (WEEE) Regulations 2006 including:
  - Reducing waste from electrical and electronic equipment
  - Encouraging the separate collection of WEEE
  - Encouraging the treatment, reuse, recovery, recycling and sound environmental disposal of WEEE

### In respect of Disposal and Transportation of Controlled Waste

Farney Close accepts its duty of care under the Environmental Protection Act 1990 and subsequent Regulations for the safe and effective management of waste.

The company recognises the requirement under the Control of Pollution (Amendment) Act 1989, for organisations transporting controlled waste to be a "Registered Waste Carrier".

- Identifying and taking appropriate precautions when working with substances carrying the labels below



### In respect of wildlife and environment:

Due consideration is given at the design, planning and operational stages of any work to the potential harm and disturbance to wildlife. This consideration includes:

- Species (animal and plant) protected by the Environmental Protection Act
- Other wildlife
- Reducing disturbance of natural habitat
- Avoiding the contamination of natural habitats
- Production of site-specific information on the above communicated to all workers. An example of guidance is contained in the Health and Safety Manual.
- Farney Close School. will utilise advice & guidance from the following sources;

Energy Efficiency Advice Centres

[www.savenergy.org.uk](http://www.savenergy.org.uk)

Environment Agency

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Energy Efficiency Best Practice Programme

[www.energy-efficiency.gov.uk](http://www.energy-efficiency.gov.uk)

Waste Watch

[www.wastewatch.org.uk](http://www.wastewatch.org.uk)

### 39. FARNEY CLOSE HEALTH AND SAFETY MANUAL CONTENTS

The Health and Safety policy is supported by the Farney Close Health and Safety Manual. This document contains a wide range of general information and web links to numerous sources of information.

Chapter No.	CONTENTS	Page no.
	Introduction & Foreword	2
1.	Legal Dimension	6
2.	Management of Health & Safety	7
3.	Risk Assessment	12
4.	Training & Information (including induction)	17
5.	Accident/Incident Reporting, Recording & Investigation	20
6.	Display Screen Equipment	28
7.	Ergonomics	39
8.	Manual Handling	41
9.	Hazardous Substances	47
10.	Electrical Safety	71
11.	Work Equipment, Machinery & Tools	74
12.	Workplace Safety & Welfare	78
13.	Personal Safety & Lone Working	83
14.	Disposal of Waste	87
15.	First-Aid	89
16.	Pupil Health/Administration of Medicines	92
17.	Hepatitis B	96
18.	New & Expectant Mothers	100
19.	Safety Signs	104
20.	Fire Safety	105
21.	Firework Safety	109
22.	Suspect Package/Bomb Threat	113
23.	School Minibus & Driving at Work	117
24.	Off-Site Activities	124
25.	Working at Height	127
26.	Grounds Maintenance	135
27.	Personal Protective Equipment	141
28.	Asbestos	146
29.	Confined Spaces	149
30.	Compressed Gasses	152
31.	Artificial Optical Radiation	158
32.	Control of Contractors & CDM Regulations	161
33.	Information for Contractors or School maintenance Team	166
34.	Work Experience Health & Safety Standards	171
35.	Young Persons Employed by Farney Close School	173
36.	Work Related Stress	177
37.	Sources of Information & Guidance on Health & Safety	179

## Index of amendments /Reviews to Health & Safety policy

<b>Issue</b>	<b>Date</b>	<b>Reason for amendment/review</b>	<b>Amended by</b>
<b>1</b>	Dec 2018	Change to personnel & responsibility	P Derwin
<b>2</b>	May 2019	Change to position Nomenclature	P Derwin