



Norfolk House School

# **Health & Safety Policy & Practice**

March 2026

# Contents

Introduction	5
Health and Safety Policy Statement	6
Environmental Statement	7
Food Safety Statement	8
Health and Safety Organisational Structure	9
Health and Safety Management System	10
Health and Safety Responsibilities	15
Fire Responsibilities	36
General Responsibilities	38
The Working Time Regulations	43
Related Policies	44
Access and Egress	45
Accident Reporting	49
Alcohol and Drugs Misuse	54
Asbestos	56
Body Fashion and Jewellery	62
Blood Borne Viruses (BBV)	65
Bomb Threats	67
Cleaning and Disinfection	69
Construction, Design and Management (CDM) Responsibilities	71
Contractors	74
Control of Substances Hazardous to Health	78
Design and Technology Lessons	83

Disciplinary Rules (Health and Safety)	86
Display Screen Equipment	88
Doors	91
Driving at Work	93
Education Premises Management	95
Electricity	99
Emergency Plan	103
Events Safety	106
Gas Safety	108
Glass and Glazing	110
Hand Tools	112
Hazard Reporting	115
Health Conditions	117
Health Surveillance	123
Home Working	128
Housekeeping	131
Information, Instruction, Supervision and Training	133
Kitchen Safety	135
Ladders and Stepladders	138
Legionella	146
Lighting	150
Lone Working	153
Maintenance	156
Manual Handling	159

Monitoring, Inspection and Review	162
New and Expectant Mothers	174
Pandemic and infectious disease management	176
Permit to Work	178
Personal Hygiene - Food Areas	181
Personal Protective Equipment	183
Pest Control	185
Physical Education Classes	187
Portable Electrical Appliances	191
Power Tools	193
Risk Assessment	201
Safety Signs	206
Safe Systems of Work	208
Science Lessons	211
Stress	214
Violence and Aggression	217
Visit by an Enforcement Officer	219
Waste Disposal	221
Welfare	223
Work Equipment	225
Work Experience	229
Work at Height	231
Young Persons	234
VERSION CONTROL	238

## INTRODUCTION

Norfolk House School discharges its statutory duties under Section 2 of the Health and Safety at Work etc. Act 1974 by preparing a written Health and Safety Policy. A copy of the Policy, which outlines the health and safety arrangements in place at the school, is posted in the virtual staffroom to which all members of staff have access. A hard copy is kept at all times in the School Office.

Norfolk House School is aware that all references and information within the Policy must be accurate and kept up-to-date. Should any changes occur within the school, for example the introduction of new processes or systems, or if changes occur which impact on the organisation of health and safety responsibilities, the Office Manager will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any necessary changes to the Policy.

The Policy requires constant monitoring and review by the school's management, particularly following accidents or incidents, to ensure continued legal compliance. Citation Ltd will also review the Policy at the time of its annual inspection.

All members of staff are required by law to co-operate with the school's management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work - most notably pupils. Norfolk House School encourages all employees to inform its management of any areas of the Policy which they feel are inadequate or misrepresented, in order to ensure that the Policy is maintained as a true working document.

## **HEALTH AND SAFETY POLICY STATEMENT**

The following is a statement of the School's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Norfolk House School to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the School and other persons who may be affected by our undertakings.

As a business we acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise, where necessary, our Occupational Health and Safety (OHS) management system to ensure that health and safety standards are adequately maintained.

The Headmistress will implement the School's health and safety policy and recommend any changes to meet new circumstances. The School recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Norfolk House School looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the School aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the School in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The School will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature:

Position: Chair of Directors

Date: 5th March 2026

## **ENVIRONMENTAL STATEMENT**

Norfolk House School is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

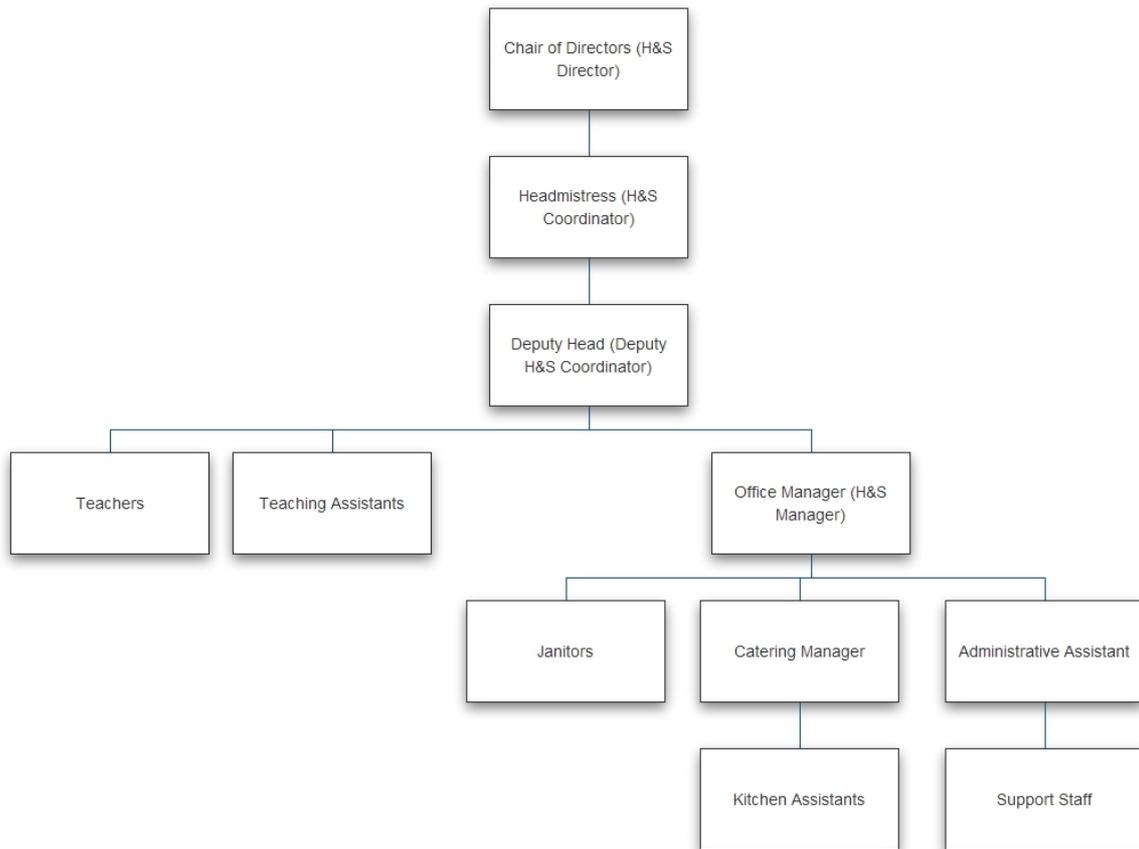
## FOOD SAFETY STATEMENT

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is Norfolk House School's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to employees
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all employees is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded

# HEALTH & SAFETY ORGANISATIONAL STRUCTURE



## **HEALTH AND SAFETY MANAGEMENT SYSTEM**

The Management of Health and Safety at Work Regulations (Regulation 5) requires an employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the School. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

Plan

Do

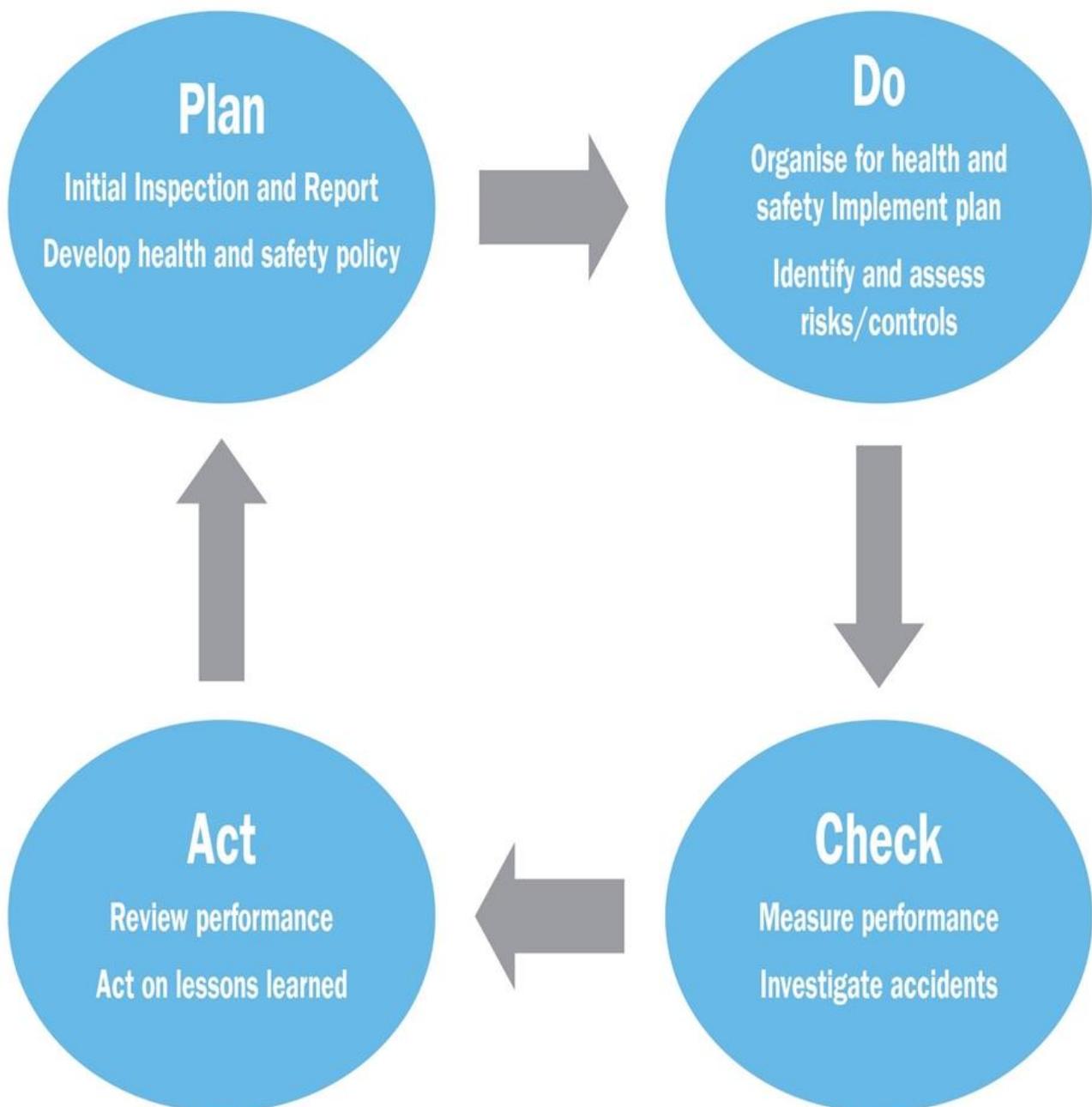
Check

Act

This health and safety policy includes a management structure and arrangements developed for the School to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.

The flow diagram below provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.



1. **Plan** - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The School's

'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

## 2. **Do** - *Organise for health and safety and implement plan*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the School. Management leading by example is essential to fostering a positive health and safety culture.

Norfolk House School commits to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: -

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

## 3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required. Monitoring can include:

- routine inspections of premises, plant and equipment by employees
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents
- monitoring cases of ill health and sickness absence records.

#### 4. **Act** – *Review performance, act on lessons learned*

- Health surveillance to prevent harm to health
- Conducting accident investigations and reviewing statistics
- Monitoring cases of ill health and sickness absence
- Compliance with regulations.

Norfolk House School will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support the School in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become

the next part of the health and safety plan to continue the loop.

## HEALTH & SAFETY RESPONSIBILITIES

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

### Tier 1

The Chair of Directors (H&S Director) will ensure that :-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- The same management standards are applied to health and safety as to other management functions.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.

- Qualified first aid personnel and facilities are provided.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / incidents / near misses are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.

- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Health and safety and food safety issues raised by employees are recorded and investigated.
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Health and safety is a key topic on the agenda of each board meeting.

- All employees fully understand the arrangements for the implementation of the health and safety policy.
- The policy is reviewed for compliance with the objectives for health and safety.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Random safety audits and consultation with safety representatives is undertaken.
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- The organisation's health and safety policy, organisation and arrangements are reviewed.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents / incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- The location of any asbestos containing materials is identified and appropriately managed.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.
- Temperatures are taken for all fridges and freezers a minimum of twice a day.
- Safer Food Better Business records are completed on a daily basis.
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature.
- All stored food is suitably date marked with the appropriate use by date.
- Stock rotation of all food produce.
- All food produce is stored correctly in sealed containers where appropriate.
- All staff are dressed correctly and have all hair tied or covered as appropriate.

## Tier 2

The Headmistress (H&S Coordinator) will ensure that :-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.

- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents near misses in the accident book.
- All accidents / incidents / near misses are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.

- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Health and safety and food safety issues raised by employees are recorded and investigated.
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Health and safety is a key topic on the agenda of each board meeting.
- All employees fully understand the arrangements for the implementation of the health and safety policy.

- The policy is reviewed for compliance with the objectives for health and safety.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Random safety audits and consultation with safety representatives is undertaken.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- The organisation's health and safety policy, organisation and arrangements are reviewed.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents / incidents / near misses that occur within the organisation are compiled.
- The location of any asbestos containing materials is identified and appropriately managed.

- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.
- Temperatures are taken for all fridges and freezers a minimum of twice a day per day.
- Safer Food Better Business records are completed on a daily basis.
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature.
- All stored food is suitably date marked with the appropriate use by date.
- Stock rotation of all food produce.
- All food produce is stored correctly in sealed containers where appropriate.
- All staff are dressed correctly and have all hair tied or covered as appropriate.
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

### **Tier 3**

The Deputy Head (Deputy H&S Coordinator) will ensure that :-

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the company's management systems.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.

- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.

- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Health and safety and food safety issues raised by employees are recorded and investigated.
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Health and safety is a key topic on the agenda of each board meeting.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.

- The organisation's fire safety arrangements are implemented.
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- The location of any asbestos containing materials is identified and appropriately managed.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.
- Temperatures are taken for all fridges and freezers a minimum of twice a day.
- Safer Food Better Business records are completed on a daily basis.
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature.
- All stored food is suitably date marked with the appropriate use by date.
- Stock rotation of all food produce.

- All food produce is stored correctly in sealed containers where appropriate.
- All staff are dressed correctly and have all hair tied or covered as appropriate.
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

## Tier 4

The Office Manager (H&S Manager) will ensure that :

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the

assessments.

- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation.

- Health and safety and food safety issues raised by employees are recorded and investigated.
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Health and safety is a key topic on the agenda of each board meeting.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Random safety audits and consultation with safety representatives is undertaken.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.

- The location of any asbestos containing materials is identified and appropriately managed.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.
- Temperatures are taken for all fridges and freezers a minimum of twice a day.
- Safer Food Better Business records are completed on a daily basis.
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature.
- All stored food is suitably date marked with the appropriate use by date.
- Stock rotation of all food produce.
- All food produce is stored correctly in sealed containers where appropriate.
- All staff are dressed correctly and have all hair tied or covered as appropriate.
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

## Tier 5

The Catering Manager will ensure that :

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Safe access and egress are provided and maintained in all areas within the organisation.
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Health and safety and food safety issues raised by employees are recorded and investigated.

- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Pre-start checks are carried out on all relevant equipment and suitable records are kept.
- Written cleaning schedules are drawn up and are completed on a daily basis.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Temperatures are taken for all fridges and freezers a minimum of twice a day.
- Safer Food Better Business records are completed on a daily basis.
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature.
- All stored food is suitably date marked with the appropriate use by date.
- Stock rotation of all food produce.
- All food produce is stored correctly in sealed containers where appropriate.
- All staff are dressed correctly and have all hair tied or covered as appropriate.
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

## **FIRE RESPONSIBILITIES**

The Headmistress will ensure that:

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified

- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

## **GENERAL RESPONSIBILITIES**

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure that they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

### Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person

who may be affected by their acts or omissions at work.

- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.
- Employees also have a duty to assist and co-operate with Norfolk House School and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety

- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

### Sub-Contractors/Self Employed Personnel Responsibilities

These persons will be made aware of the School's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with the School to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

### Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the Health and Safety Policy and Practice
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons.

- Management and employees have access to Citation's Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

### Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the School then the School will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits

- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

## THE WORKING TIME REGULATIONS

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: -

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

## **RELATED POLICIES**

The chapters in this Policy and Practice deal with discrete areas of Norfolk House School's health and safety regime. However, in accordance with the requirements of the Education (Independent School Standards) Regulations 2014 (as amended) (ISSR) and the Independent Schools Inspectorate, a number of areas require detailed treatment in the form of their own, dedicated policies. Such areas include:

Child collection

Fire Safety

Fire procedures

First aid

Food and kitchen

Foreseeable crisis

Online safety

Risk assessment for pupil welfare

Risky areas

Safeguarding and child protection

School outings

Supervision of pupils

Supervision of pupils (EYFS)

Supporting pupils' mental health

Visitors and security

All of the above policies can be found in the School's virtual staffroom on the Google Drive, or can be requested in hard copy from the School Office. They should be read alongside the Health and Safety Policy and Practice.

## **ACCESS AND EGRESS**

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the School.

### Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and parking areas, where applicable
- Obstructed floor, e.g. furniture, equipment. trailing cables, loose flooring coverings
- Opening in the floor/ground
- Unsuitable/insufficient lighting
- Breaches of security.

### The School's Responsibilities

The Headmistress will ensure that:

- A risk assessment is carried out for safe access, egress and movement within and around the premises and grounds
- Suitable control measures are implemented to minimise harm, and employees and visitors are informed of the applicable procedures

- Suitable security measures are provided to prevent unauthorised access to the premises
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- External public areas, paths and car parks are maintained in a safe condition
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards
- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc
- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are met
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately

- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Employees wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of employees and other personnel when working at the premises.

All Employees and pupils should:

- Remain vigilant and immediately report any suspected breaches of security
- Report to management, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Follow advice and information given by the employer in relation to safe access and egress
- Keep areas clean and tidy
- Not leave trailing cables, rubbish or any other trip hazard that arises from work activities
- Wear appropriate footwear

- Take care when walking around the School premises.

## ACCIDENT REPORTING

There are many hazards present in all Schools. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all employees together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

### School's Responsibilities

The Headmistress will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Where necessary, they notify the relevant authority, e.g. OFSTED, of any accident, dangerous occurrences and work related ill-health incidents
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the School
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via <https://www.hse.gov.uk/riddor/> of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0345 300 9923 (for fatal and specified injuries only) if there is a work related accident where:

- A member of employees, or a self-employed person, working for or on behalf of the School is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public, e.g. a pupils, or other person not at work is killed.

RIDDOR reportable instances include the following. This list is not exhaustive and The Headmistress will contact Citation Ltd's advice line for further guidance, support and clarification.

### Death

- Workers and non workers who have died of a work related accident.

### Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - cover more than 10% of the body, or
  - cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness, or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

### Occupational Disease

- Severe cramp of the hand or forearm
- Occupational dermatitis
- Occupational asthma
- Any occupational cancer.

### Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifting equipment
- Electrical short circuit or overload causing fire or explosion.

### People Not at Work

- A member of the public or person who is not at work has died
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

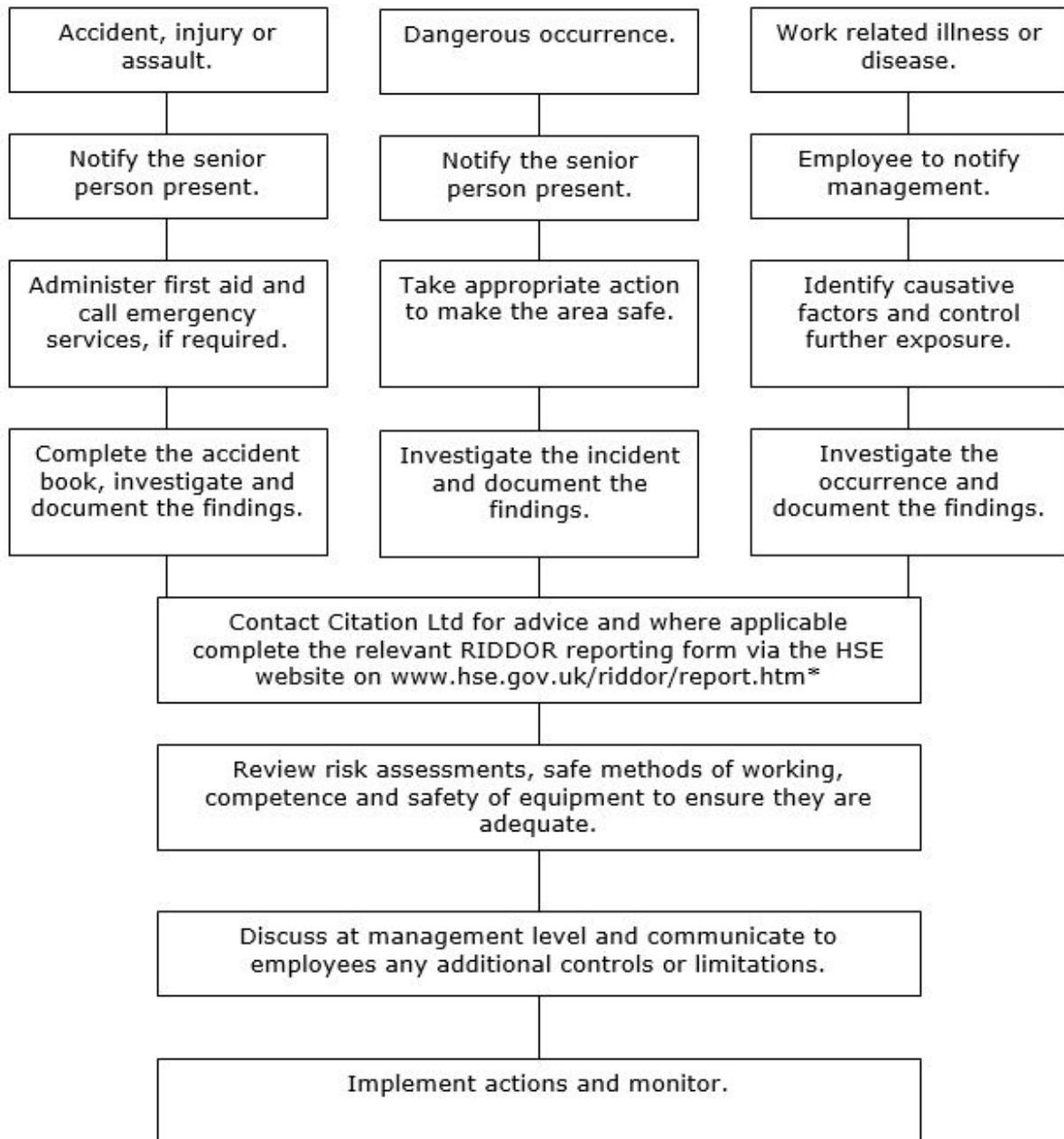
In addition The Chair of Directors will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

### Employees' Responsibilities

Any employees who are involved in, or aware of, an accident must follow the accident reporting procedure and inform the School, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

## Accident and Incident Reporting Flowchart



\*Note the HSE Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities on 0345 300 9923.

## **ALCOHOL AND DRUGS MISUSE**

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In all jobs safety is paramount, and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

### Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger.

### School's Responsibilities

The Headmistress will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees, pupils and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

### Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures

- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

### Employees' Responsibilities

All employees should:

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Advise the Headmistress if they are aware that a colleague has an alcohol or drug related problem that is affecting their work.

## **ASBESTOS - FOR THOSE IN CONTROL OF THE PREMISES (DUTYHOLDER)**

### Description

Numerous School and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials.

Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. Asbestos is a prohibited substance and is classified as a Category 1 carcinogen.

Prolonged exposure for pupils can increase the potential of developing mesothelioma in comparison to that of an adult. Asbestos related illness contributes to hundreds of adult deaths every year within school buildings, which a potential 86% still contain the substance.

### Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer
- Pleural thickening and pleural plaques.

These diseases can take between 15 to 60 years to develop and can prove fatal. Work undertaken on asbestos containing materials is categorised as either:

**Licensable work:** this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensable work they plan to undertake.

**Non-Licensable work:** this normally involves work with asbestos containing materials

which is sporadic and of low intensity and will not, if determined by risk assessment, expose employees to asbestos fibres above the legal control limit. Anyone undertaking non-licensed work must be suitably trained and competent.

**Notifiable Non-Licensed Work (NNLW):** Certain non-licensable works is also **notifiable** to the HSE. However, the following activities are exempt from notification:

1. short, non-continuous maintenance task whilst working only with non-friable asbestos containing materials
2. removal, without deterioration of non degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic
3. where the asbestos containing materials are in good condition and are being sealed or encapsulated
4. air monitoring and control or collection and analysis of asbestos samples.

#### Responsibilities Of The Dutyholder In Control Of The Premises

In its management and reduction of the likelihood of anyone being exposed to asbestos or asbestos containing materials Norfolk House School will: -

- Take reasonable steps to locate and check the condition of materials containing asbestos in non-domestic premises under their control
- Presume materials contain asbestos unless there is strong evidence that they do not
- If confirmed that asbestos is present by an asbestos survey being undertaken, including the taking and analysis of samples, make and keep up-to-date, a record or register of the location, amount, type and condition of the asbestos containing materials and the materials presumed to contain asbestos
- Assess the risk of exposure to staff, pupils, contractors and others to asbestos fibres from any materials identified
- Prepare a plan setting out in detail how the risks from these materials will be managed to prevent exposure to asbestos and record the roles and

## responsibilities for managing asbestos

- Plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released
- Take necessary steps to put the plan into action and inform those who may be affected
- At least annually, review and monitor the plan and the arrangements to keep them relevant and up-to-date
- Regularly check the condition of these materials and search for deterioration, damage or disturbance
- Make safe or, if necessary, remove or make arrangements to have removed any material that contains asbestos where there is a risk
- Keep any material known or presumed to contain asbestos in a good state of repair
- Identify the location, type and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk
- Promote awareness of the risks of asbestos through training and induction of staff
- Ensure that anyone, including contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary
- Check that the HSE have been notified of any licensed work or relevant non-licensed work planned to be undertaken

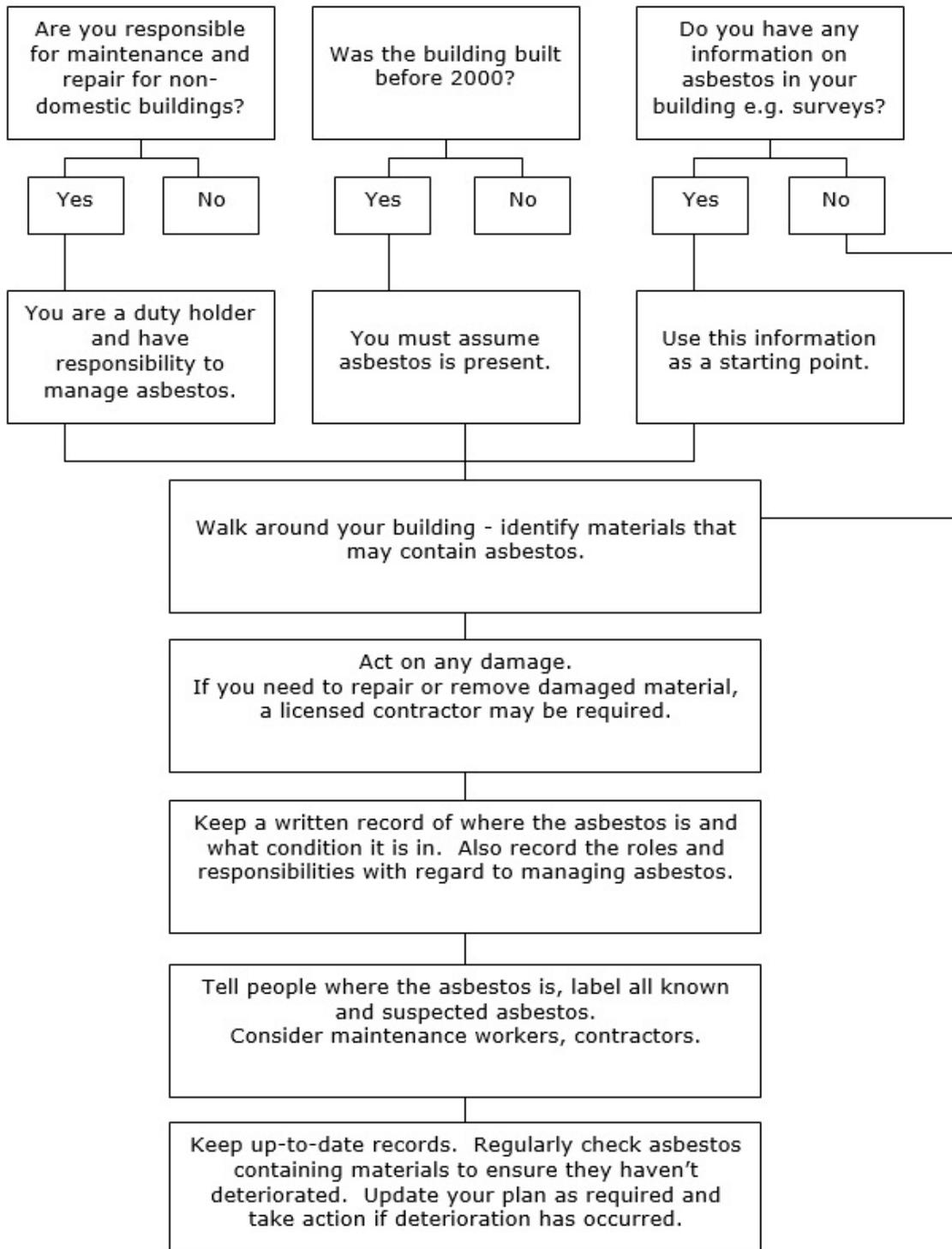
- Ensure that sub-contractors have suitable arrangements, including supervision, to control exposure to asbestos in place prior to commencing work. No work with asbestos to be carried out until a written plan, detailing how the work is to be undertaken, has been prepared
- Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

### Employees' Responsibilities

Employees will:

- Immediately report any damage to the building or building materials to the Headmistress.
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by the Headmistress and are suitably trained
- Follow all information, instruction and training given to prevent injury or ill health.

# Asbestos Management Flowchart



## **Asbestos Emergency Action Plan**

In the event of an uncontrolled or accidental release of asbestos or suspected asbestos fibres, the following emergency action plan is to be implemented:

### **STEP 1:**

Immediately clear all persons in the vicinity and isolate the area by closing and taping all doors which give access to the area. All tools, equipment and belongings are to be left in the area as they may be potentially contaminated. Seal or turn off any electric fans (additional air movement may help spread airborne fibres)

### **STEP 2:**

Secure the area and prohibit access. Under no circumstances should a person knowingly remain in or enter a suspected asbestos contaminated area.

### **STEP 3:**

Immediately inform the Headmistress (or in her absence the Deputy Head) who will arrange for the designated specialist asbestos consultant to access the area using appropriate control measures and determine any further course of action.

### **STEP 4:**

In the event of accidental personal contamination, outer clothing should be carefully removed, placed in polythene bags and sealed. The individual should shower at the earliest opportunity and advise the Office Manager of the actions taken.

### **STEP 5:**

Consider reporting obligations under RIDDOR.

## BODY AND FASHION JEWELLERY

The wearing of body jewellery and fashion jewellery at work could lead to injury or ill health.

Body jewellery includes navel rings, lip studs, tongue studs and eyebrow studs, amongst others.

### Associated Hazards

- Infection/cross infection
- Injury to the wearer (i.e. rips or tears) or to others
- Entanglement in equipment or clothing.

**Note:** the list of hazards associated with the wearing of jewellery is not exhaustive.

### The School's Responsibilities

The Headmistress will ensure compliance with statutory duties in respect of health, safety and welfare and, in particular, fulfil obligations to take effective measures to control and monitor the wearing of jewellery, in particular body piercing practices.

The Headmistress will ensure that a risk assessment identifies:

- Persons at risk (employees, pupils and others)
- Significant risks arising from the wearing of jewellery
- The appropriate controls to be implemented.

Where significant risks are identified, the School will eliminate these by implementing a no-jewellery policy with an exception being made in the case of wedding bands. Where this policy conflicts with the cultural beliefs of the wearer, the risks arising from the wearing of jewellery will be effectively controlled, to reduce them to the lowest practicable level.

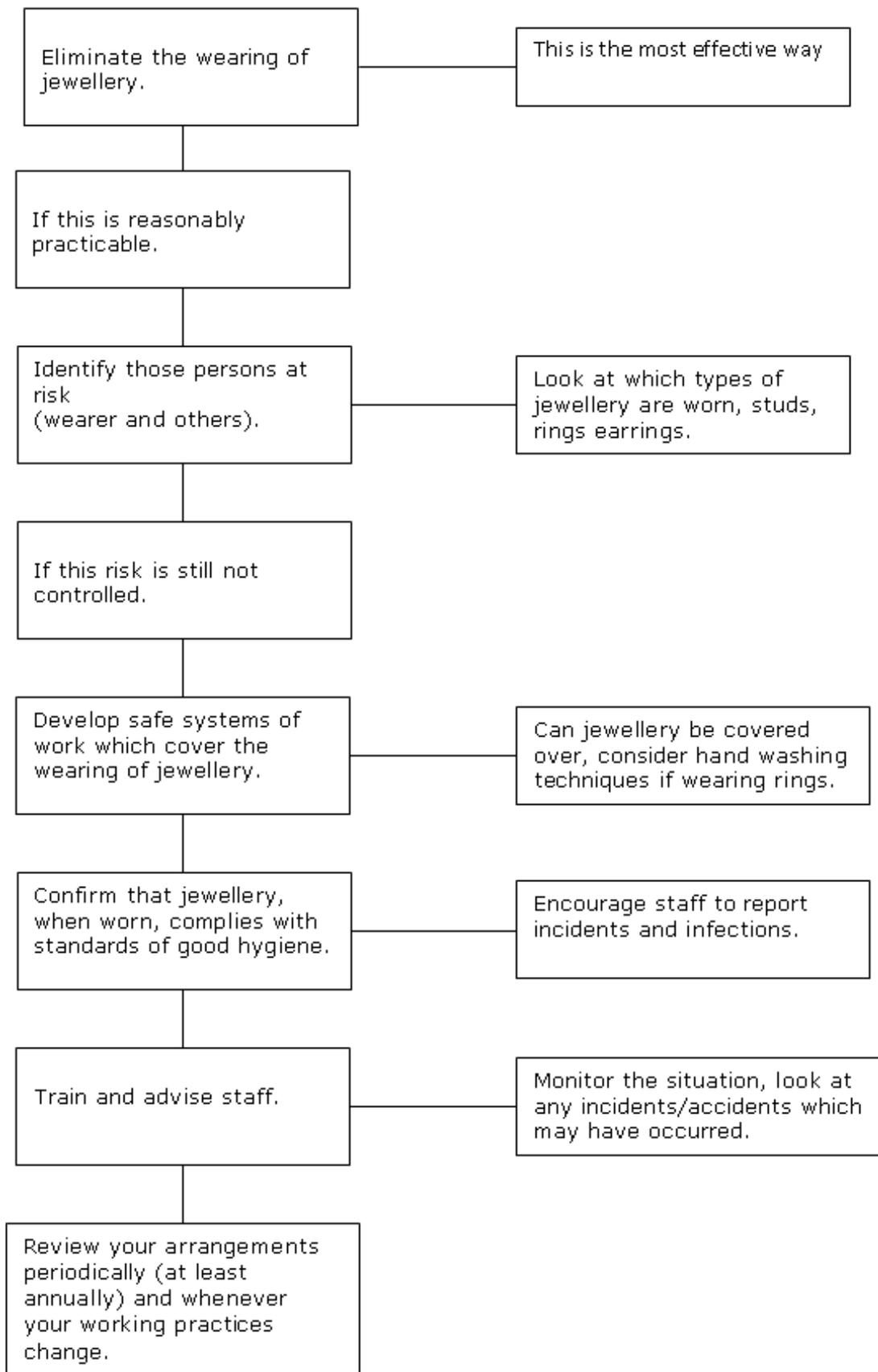
In addition, the School will manage risks further by:

- Providing advice and guidance on the wearing of both fashion and body jewellery in the School
- Developing safe systems to cover the wearing of both fashion and body jewellery
- Ensuring that employees and pupils follow instructions at all times, in accordance with the guidance provided
- Regularly monitoring and reviewing the effectiveness of these working arrangements
- Confirming that jewellery, when worn, complies with standards of good hygiene
- Ensuring that teachers and pupils report any instances of infection arising from piercing(s).

### Employees' Responsibilities

All employees are required to take care of themselves and others and ensure that the only jewellery that is worn complies with School policies.

## Body and Fashion Jewellery Flow Diagram



## **BLOOD BORNE VIRUSES (BBV)**

The Chair of Directors recognises that there is a potential risk of employees and pupils coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV).

To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

### Associated Hazards

- Direct contact with infected blood or saliva
- Contact with clinical dressings
- Needlestick injuries

### The School's Responsibilities

- Ensuring that a risk assessment is carried out to identify the potential for contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids
- Ensuring that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc
- Providing First aider's with information about dealing with spillages and discarded needles
- Ensuring that first aid kits contain disposable gloves to protect against possible contamination when handling an injured person
- Allowing the use of syringes within the workplace only for medical reasons (employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action)

- Making suitable arrangements for the storage and disposal of syringes that are permitted for use within the workplace
- Taking all suitable precautions to secure the safety of employees who have been diagnosed with a BBV and those employees working in close contact with the affected person
- Treat any information that has been given by an employees in respect of a BBV condition in complete confidence.

### Employees' Responsibilities

Employees must immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training

If they become aware that they are a carrier of a BBV, an employee should report the matter in confidence to management if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.

## **BOMB THREATS**

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises. The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises.

### Associated Hazards

- Fire and explosion
- Fatalities/major injuries

### School's Responsibilities

The Headmistress will take appropriate measures to control the threat posed, by:

- Ensuring that a risk assessment is carried out for bomb threats
- Implementing precautions and procedures when dealing with bomb threats
- Ensuring that all employees and pupils receive the necessary training and clearly understand the procedures for a bomb threat
- Co-ordinating and directing employees, pupils and others, including visitors, in the event of a bomb threat
- Reporting all bomb threat incidents to the police
- Identifying all employees that could conceivably receive a bomb threat and ensure that they are trained in handling procedures or at least have ready access to instructions – and know where these are kept
- Drawing up a clear and accessible list of actions to take on receipt of threat.
- Ensuring that all employees are aware of their roles

- Rehearsing bomb threat procedures as part of evacuation procedures.

#### Employees Responsibilities

- All employees must know what to do in the event of a bomb threat and take appropriate action
- All employees must participate in bomb alert training and evacuation
- No employee must ever compromise the security of the building in any way.

## **CLEANING AND DISINFECTION**

Everyone involved in the School must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between Chair of Directors and employees and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

### Associated Hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slips, trips and falls
- Dermatitis

### School's Responsibilities

The Headmistress has responsibility for formalising cleaning duties within the School. Therefore, cleaning schedules have been compiled which outline:

- What needs to be cleaned e.g. floors, facilities, work surfaces, equipment etc
- Who is to undertake the cleaning processes e.g. kitchen employees, cleaners etc
- The frequency of cleaning procedures to be undertaken e.g. daily/weekly
- How the cleaning process is to be undertaken e.g. whether equipment needs to be moved in order to undertake the cleaning procedure
- What chemicals/disinfectants and cleaning implements are to be used e.g. brushes, shovels, hoses etc.

In Addition, The Headmistress shall ensure:

- the training and supervision of inexperienced employees until they are competent to undertake the activity safely on their own
- that suitable and sufficient risk assessments are undertaken for the relevant work activities
- that a safe system of work is developed and that employees are trained
- that chemical data sheets are available at all times.

### Employees' Responsibilities

Employees shall:

- Co-operate with the School in relation to maintaining a clean and tidy environment
- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the School any hazardous or dangerous situation
- Co-operate with management arrangements for health and safety
- Ensure suitable signs are displayed where necessary.

## **CONSTRUCTION, DESIGN AND MANAGEMENT (CDM) RESPONSIBILITIES (SCHOOLS)**

The Construction (Design and Management) Regulations (CDM) cover a very broad range of construction activities such as building, civil engineering, engineering construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures

Under the CDM Regulations, legal duties apply to clients, designers, and contractors for all construction projects even for simple, short duration work. However, for those projects that are likely to take more than 30 days or involve more than 20 sub-contractors at one time or more than 500-person days of construction work, additional management duties are imposed, and projects are notifiable to the regulators. CDM Principal Designers and Principal Contractors must be appointed for notifiable projects.

Associated Hazards Include:

- Slips, trips and falls
- Fire and explosion
- Vehicular movement
- Falling objects
- Manual handling
- Excavations
- Hazardous substances.
- Asbestos (pre-2000 build)
- Security – (school open – segregation of children from works in progress)

- Working at height
- Scaffolding

### Clients Responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out including local authorities, partnerships, school governors, charities, insurance companies but excluding domestic clients.

For all Projects, Clients will:

- Ensure that designers and contractors are competent and adequately resourced
- Provide information ('Pre-Construction Information') including site rules and details of site hazards, to those planning or bidding for the work
- Where important information is not available, take reasonable steps to acquire such information including construction drawings, plans, manuals, survey reports and location of utilities
- Ensure that the project is planned and managed suitably for its duration
- Facilitate good communications, cooperation and co-ordination between project members
- Allow sufficient time and resources for the design, planning and construction work to be done properly
- Ensure that adequate welfare facilities are arranged
- Ensure that structures constructed for use as a workplace conform to the requirements of the Workplace (Health and Safety and Welfare) Regulations.

### For Notifiable Projects:

Where projects are likely to Take More Than 30 Days or Involve More than 20 sub-contractors at any one time or more than 500 Person Days of construction works, the Client Will Undertake the Following Additional Duties:

- Appoint a competent and adequately resourced CDM Principal Designer prior to detailed design of the structure - scope of works
- Appoint a competent Principal Contractor
- Provide information ('Pre-Construction Information') as early as possible to the CDM Principal Designer relevant to the health and safety of the project
- Ensure that work does not start before the welfare facilities and the Construction Phase Plan are in place
- Agree the format of the Health and Safety File with the CDM Principal Designer/ Principal Contractor and retain the file for future access after completion of the project.

## CONTRACTORS

A contractor is anyone who is undertaking work on the School's behalf but is not a direct employee. Contractors, including self employed workers, may be employed to undertake a variety of jobs on the School's behalf including maintenance, repairs, installation, construction, window cleaning and engineering. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractor's activities may put the School's employees and pupils at risk.

### Associated Hazards

- Movement of site traffic
- Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

### The School's Responsibilities

Headmistress will ensure that competent contractors are selected and appointed having regard to:

- Hazards on site
- Site rules and safety procedures
- The need for and selection of protective clothing

- Any special equipment required
- Information, instruction and training
- Time when the contractors will undertake the work on School premises.

Other issues to be addressed include:

- Ensuring that risks associated with the work are assessed and suitable controls are in place
- Managing, supervising, co-operating with and co-ordinating contractors when on site
- Ensuring that contractors provide and use safe plant and equipment and all necessary personal protective equipment (PPE)
- Including contractors' operations in all safety audits / inspections, paying special attention to access and egress
- Informing employees when and where contractors are working in their particular area
- Ensuring contractors are segregated from pupils wherever possible, and where this is not possible ensuring that pupils remain under the direct supervision of employees
- Ensuring compliance with current legislation regarding any requirements to check criminal records/barring of contractors undertaking work during any time when the School is open and contractors could be alone with pupils
- Checking that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

## Contractor's / Sub-Contractor's Responsibilities

All sub-contractors undertaking work on behalf of the School:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the Headmistress before work commences
- Must inform the Headmistress of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the Headmistress immediately so that they can record the incident in the accident book.

## Employees Responsibilities

Employees will:

- Immediately report any unsafe practices or concerns to the Headmistress.

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

Using chemicals or other hazardous substances at work may put people's health at risk, thus, the School is required to control exposure to hazardous substances to prevent ill health. The aim is to protect both employees, pupils and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include: -

- Substances used directly in school and work activities (e.g. chemicals, paints, adhesives, cleaning agents)
- Substances generated during work activities
- Naturally occurring substances (e.g. dust)
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated health issues may include: -

- Skin irritation
- Asthma
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

## School's Responsibilities

Norfolk House School recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored within school premises
- Identify all activities likely to produce or generate hazardous substances
- Obtain hazard data sheets from suppliers or other sources
- Identify who may be affected e.g. employees, pupils, contractors, public
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.
- Provide training in safe use of substance
- Report any harmful exposure to the relevant authority

Where reasonably practical, the school will prevent exposure by:

- Changing the process so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form.

If prevention is not practicable, the school will control exposure by:

- Total enclosure of the process or partial enclosure and extraction where applicable
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance
- Providing suitable storage and transport facilities for hazardous substances; following manufacturer's guidance and ensuring containers are correctly labelled
- Determining the need to monitor exposure or if health or medical surveillance is required
- Ensuring that control measures (e.g. ventilation and extraction) remain effective by inspection, testing thorough examination (where relevant) and maintenance of plant and equipment
- Provide employees with suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Recording the findings in a COSHH assessment and reviewing the assessment regularly or if is deemed no longer valid
- Providing a copy of each relevant COSHH assessment to those persons considered at risk
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are

stored or used in the workplace

- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Regularly monitor compliance to the control measures implemented.

The Headmistress will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm.

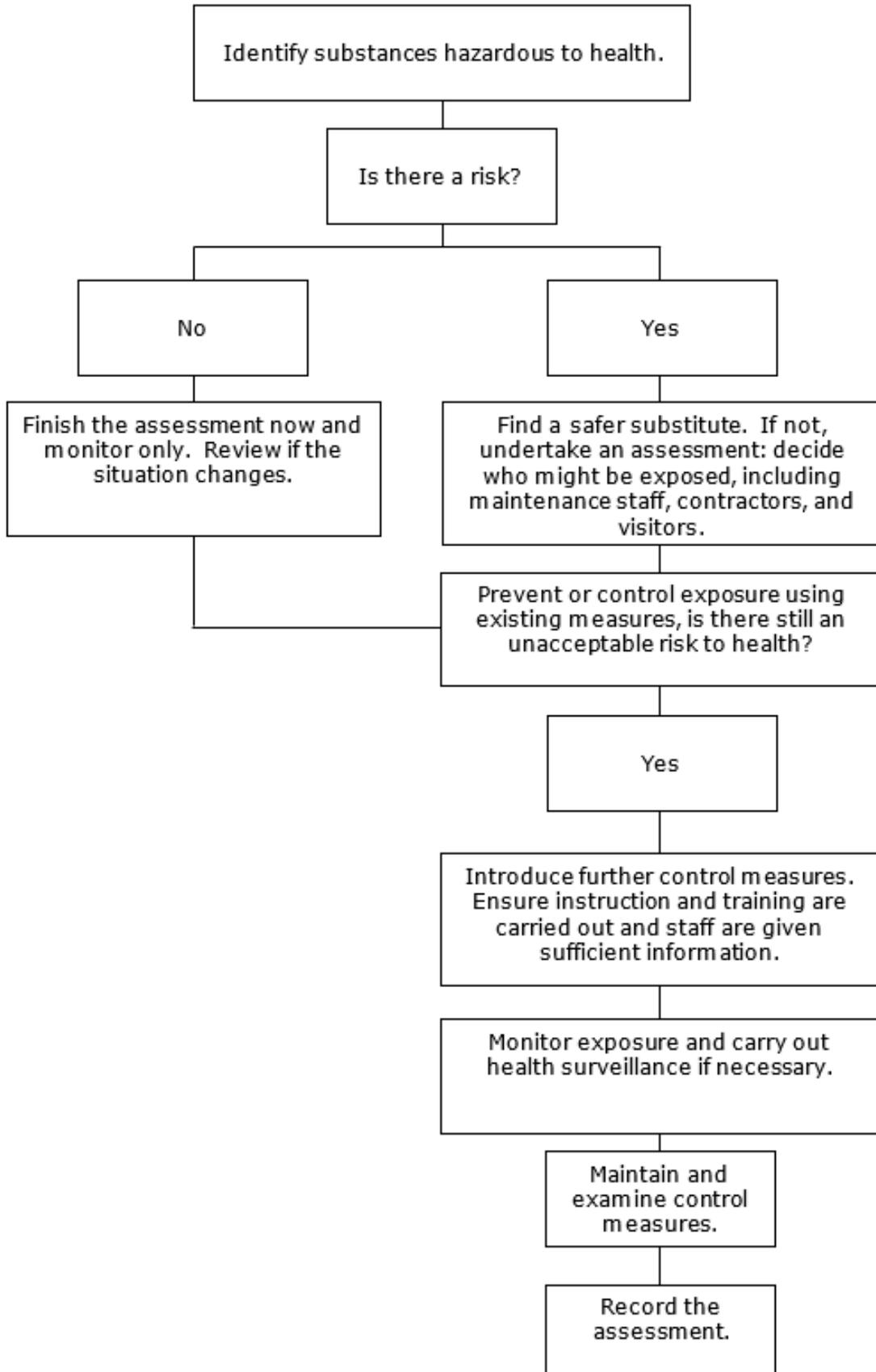
Note: controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

#### Employees Responsibilities

All employees have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes
- Observe container hazard symbols
- Practice safe working with hazardous substances following training provided
- Report any concerns immediately
- Wear, use correctly and maintain any personal protective equipment provided and respirable protective equipment (RPE)
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

## COSHH Assessment Flow Chart



## DESIGN AND TECHNOLOGY LESSONS

### Description of activity

The purpose of design and technology (DT) teaching is to encourage pupils to apply their knowledge and understanding to develop ideas, plan, produce products and evaluate them. pupils design and make products using a range of materials including electronics, graphics and resistant materials (wood, metal, plastics, etc).

Due to the nature of these activities the School utilises a variety of equipment including small hand tools.

It is our policy to ensure that employees have a safe place in which to work and that pupils have a safe place in which to develop their skills.

### Associated Hazards

- Contact with moving parts
- Entanglement
- Ejection of materials
- Kickback and snatching
- Dust and other hazardous substances
- Slips trips and falls
- Fire.

***Note: CDT arrangements are complementary to, and should be read in conjunction with, those arrangements that relate to specific items of equipment and machinery.***

### Employer's Responsibilities

- Suitable storage is provided for hand held tools

- Machinery and work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains machinery and work equipment on a regular basis
- Suitably qualified teaching staff are appointed
- Suitable and sufficient risk assessments for the classroom activities are undertaken
- Safe working procedures are developed and implemented
- Suitable personal protective equipment (PPE) is provided for issue to employees and pupils
- A suitable standard of supervision of pupils is maintained, in accordance with the findings of risk assessments
- Arrangements are monitored and reviewed regularly.

### Employees' Responsibilities

#### Employees Will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Carry out, at least on a weekly basis, inspection of the equipment including guarding, attachments, stability of equipment etc. Keep records of all inspections and any resulting action necessary

- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils and the task being undertaken
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear, and ensure that pupils wear, any personal protective equipment (PPE) provided
- Maintain the working area immediately around machines in a good condition and free from obstruction or build up of waste materials including sherd, wood shavings, dust etc
- Remove from use, and report any faulty equipment
- Isolate machinery prior to accessing any moving parts or blades
- Isolate machinery at end of use.

***Note: Employees are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must:***

- Stop the work safely
- Isolate the equipment
- Report the defect.
- Equipment that has been identified as “Unsafe to use” should be labelled as such and taken out of service.

## **DISCIPLINARY RULES (HEALTH AND SAFETY)**

The School believes that health and safety is a critical factor in all its operations. To enable the School to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

### School's Responsibilities

Employees may be dismissed for gross misconduct if, after investigation, they are found to have acted in any of the following ways:

- Deliberately breaking any written safety rules
  
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the School (or its agents) for the protection and safety of employees, pupils and any other person affected by the School
  
- Used a naked flame in a non-designated area.
  
- Failed To Follow Established Procedures For The Use Of:
  - Flammable or hazardous substances
  
  - Toxic materials
  
  - Items of lifting equipment
  
  - Plant or machinery
  
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
  
- Undertook any action that could interfere with an accident investigation.

The Headmistress will ensure that contact is made with the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

## Employees' Responsibilities

- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- Not to misuse or interfere with anything provided for health, safety and welfare
- To report any identified hazards to the Headmistress
- To comply with clearly indicated and specific safety rules
- To wear safety clothing or equipment provided

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

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

### Associated Hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

### School's Responsibilities

The School is committed to ensuring that persons within its area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy. For the purpose of this policy, a user is defined as someone who has to use DSE equipment for a significant part of their working day and has little freedom to organise their workload.

In consultation with employees, the Headmistress will fulfil the School obligations by:

- Identifying all DSE users in line with the regulations
- Reducing the risk associated with DSE use to the lowest practicable level

- Ensuring the risk assessment process is systematic, appropriate, comprehensive and carried out with the involvement of employees and supported by trained assessors
- Providing suitable work equipment and arrangements for regular breaks
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided
- Incorporating task changes within the working day in order to prevent intensive periods of on-screen activity
- Reviewing software to ensure suitability for the task and providing additional training as necessary
- Arranging eyesight tests on request
- Contributing towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.
- Ensuring that, where required, new staff will complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, the Headmistress will:

- Take all necessary steps to investigate the circumstances
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

Norfolk House School will undertake a general risk assessment for all computer rooms to identify any safety issues. All cables will be secured under desks in cable management solutions in order to reduce any trip hazards.

All windows will be protected from excessive glare by either installing blinds on the windows or by placing tinting film on the windows.

Pupils will be advised at the beginning of all lessons to adjust their workstation so that they are sitting comfortably when operating the computer equipment.

### Employees' Responsibilities

All employees have a responsibility

- To inform the Headmistress in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the School
- To familiarise themselves with the contents of the relevant risk assessments.

## DOORS

All doors within the School will be designed, installed and maintained, so that employees, pupils and visitors can utilise them without risk of injury.

### Associated Hazards

- Fire/Products of combustion
- Slips, trips and falls
- Object movement
- Struck by moving object
- Entrapment.

### School's Responsibilities

The Headmistress will ensure that:

- All doors are designed so that employees, pupils and visitors can utilise them safely
- A general workplace risk assessment is undertaken which considers safe access/egress within the premises
- Automatic door closers are fitted where required
- Wherever possible, fire doors are hung so that they open outwards as this improves egress in emergencies and for moving and handling
- Where necessary vision panels are provided
- Where necessary, fire doors are fitted with electromagnetic door catches that ensure the doors close automatically on activation of the fire alarm

- Fire doors are marked with suitable signs e.g., “Fire door – keep closed” or “Fire door – keep locked shut” as appropriate
- Fire exit doors are marked with suitable signs e.g. “Fire Exit” and “Push bar to open” as appropriate
- Anti finger trapping devices are installed where necessary and completely cover the gap that is created on the hinge side of a door when it is in the open position
- Where necessary, cupboard doors are fitted with safety catches.

### Employees' Responsibilities

Employees will:

- Not chock or wedge fire doors open
- Report any damage to doors, fixings or signs to the maintenance department
- Report any accidents or near misses.

## **DRIVING AT WORK**

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time, making work-related road crashes the biggest single safety issue for most UK businesses. Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, and could reduce the chances of employees being injured in a crash whilst away from work.

### Associated Hazards

- The driver: competency, training, fitness and health
- The vehicle: suitability, condition, safety equipment (seat belts), and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions.
- Breakdowns and other emergencies

### School's Responsibilities

The Headmistress will ensure that:

- Where possible, consideration will be given to the avoidance of driving or the use of an alternative mode of travel, where these are reasonably practicable alternatives. If driving is absolutely necessary, risk assessments will be undertaken for all work-related driving activities in consultation with the relevant employees
- The necessary control measures will be implemented and communicated to the relevant employees
- Drivers are fit and competent to drive: that they hold a valid driving licence, are suitably insured, are familiar with the vehicle and the task, understand the risk assessment findings and control measures and have received appropriate training, as necessary

- Drivers are properly trained: induction training will be given to new employees and further training may be provided for those employees at highest risk
- Drivers will be trained to carry out basic safety checks, and what to do in the case of breakdown, accidents or emergencies
- Vehicles are appropriate for the task and maintained in a clean and roadworthy condition.

### Employees' Responsibilities

- Employees must follow any advice, information, instruction and training given by the School
- All employees who are expected to drive on school business must have a valid drivers' licence for the class of vehicle they are driving
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles
- Drivers are expected to comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- It is expected that any person driving vehicles on School business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- All relevant employees must provide a copy of their driving licence on request and declare any driving convictions
- All relevant employees must inform the Headmistress if they become aware of any medical condition or take medication that might affect their ability to drive.

## **EDUCATION PREMISES MANAGEMENT**

The School premises are constantly monitored by the Chair of Directors, the Headmistress and Senior Leadership Team to ensure that they comply with the Education (Independent School Standards) Regulations 2014 (as amended) (ISSR) and the DfE non-statutory guidance "Advice on Standards for School Premises" (2023), which set out minimum standards for such premises. (Note: the Education (School Premises) Regulations 1999 apply to maintained schools in England, not to independent schools.)

The School is also governed by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

### Associated Hazards

- No suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks and showers
- Water temperature is not regulated and therefore exceeds 43C
- No appropriate drainage system for hygienic purposes
- Load bearing structures not capable of sustaining and transmitting the dead load and imposed loads
- No suitable security arrangements for the School grounds and buildings
- Unsuitable access arrangements due to bad maintenance of entrances and access ramps for wheelchair users
- Inappropriate medical and first aid facilities for pupils

- Poor general cleanliness, tidiness and housekeeping throughout the premises
- Insufficient noise control, sound insulation and acoustics
- Poor lighting, heating and ventilation in classrooms and other areas of the School
- Inappropriate provision and use of non-standard furniture and fittings
- Inappropriate flooring condition in both internal and external areas due to uncontrollable factors. i.e. adverse weather
- Any play equipment supplied, fitted and maintained to a poor standard
- Poor resistance to the building from rain, snow, lightning, wind and moisture.

### School's Responsibilities

The Headmistress will implement local policies which ensure that:

- The School complies with the Education (Independent School Standards) Regulations 2014 (as amended) and the DfE non-statutory guidance "Advice on Standards for School Premises" (2023), together with the Workplace (Health, Safety and Welfare) Regulations 1992 insofar as they apply to staff workplaces.
- The School has regular maintenance and inspection regimes in place that are carried out on time with records kept in all instances
- That any necessary repairs are carried out in a timely manner to ensure the School and occupants health, safety and welfare are prioritised at all times
- A suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks and showers is constantly provided and maintained

- Water temperatures supplied to communal outlets should not exceed 43C
- There are adequate drainage systems for hygiene purposes and disposal of water, which are thoroughly checked and maintained both internally and by and a specialist contractor where necessary
- Load bearing structures are capable of sustaining and transmitting any dead or imposed loads and where necessary consultation with construction professionals
- Suitable security arrangements, including adequate locking and alarm mechanisms are in place for the school grounds and buildings, also considering the entire perimeter of the grounds and visitor activities
- Suitable arrangements are in place to ensure access is kept clear, also considering the movements of those who may be less able bodied
- Appropriate medical and washing/changing facilities for pupils who fall are always available and maintained
- Classrooms and other parts of the School are maintained in a tidy, clean and hygienic state with regular, formal monitoring and standards of cleaning
- Good sound insulation and acoustics allow effective teaching and communication in relevant classrooms
- Lighting, heating and ventilation in classrooms and other areas of the School are satisfactory and meet the standards set out in the Education (Independent School Standards) Regulations 2014 (as amended) and the DfE non-statutory guidance "Advice on Standards for School Premises" (2023).
- Furniture and fittings are appropriately sourced designed for the age, needs and activities of all pupils at the School

- Flooring conditions are monitored to ensure they are in good condition by carrying out regular visual checks and implementing plans for necessary repairs / replacements
- Play equipment is monitored daily with any deficiencies reported to the appropriate body and repairs carried out as necessary.
- Regular checks and repairs are carried out to the School to ensure buildings are resistant to and protected from penetration by rain, snow, wind, moisture or lighting

### Employee's Responsibilities

Employees will:

- Comply with the health and safety policy and follow any associated protocols and procedures for Premises Management
- Report any defects or repairs that they come across in the School to the Senior Leadership Team
- Carry out any inspections of the premise or equipment at required timescales as defined by the Senior Leadership Team
- Follow guidance as noted within the 'Maintenance' policy and handbook arrangement.

## **ELECTRICITY**

The safe management of electrical installations and equipment is essential to the safety of pupils, staff and visitors. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

### Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

### School's Responsibilities

#### The School will:

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained and inspected in accordance with the IET (Institution of Engineering and Technology) Wiring Regulations
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the

event of an emergency

- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110v plant and power tools for harsh environments
- Ensure that contractors who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Headmistress is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, the School may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

### Employees' Responsibilities

Employees have a responsibility for:

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection

- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures
- Gaining permission before using extension leads or adaptors
- Switching off any non-critical equipment when not in use
- Not attempting repairs to electrical appliances or circuits
- Exercising caution when placing drinks near to appliances or power outlets.

## EMERGENCY PLAN

As part of the School's overall Health & Safety Management Plan, we will create not only a safe working environment but also provide suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This does not, however, diminish any responsibility on our part to do all that is reasonably practicable to prevent such an event occurring in the first place.

### Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat
- Spillage.

### School's Responsibilities

The Headmistress will:

- ensure that risk assessments are carried out for significant workplace activities and develop emergency plans and procedures before work commences

- Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role
- Where applicable, liaise with Principal Contractors, Client Representatives, Safety Representatives, external emergency services, and local authorities, regarding the emergency plans
- Provide clear systems for contacting the emergency services
- Provide information, instruction and training to employees and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc
- Make arrangements to recover and treat injured people
- Undertake emergency practice drills
- Ensure that any equipment used as part of the emergency plan such as first aid, fire fighting, fire detection, alarms, gas release detection, communication systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services
- Investigate all emergency situations
- Develop a strategy for dealing with the media.

#### Employees' Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures

- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if you have been trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

## EVENTS SAFETY

The health and safety arrangements for events organised at the premises may need to vary according to the nature of the event. Therefore, robust planning and management are fundamental to ensuring safety at each event.

Note: This arrangement covers events taking place either wholly or partially in the open air or in marquees or other temporary structures. The general safety advice is however also pertinent for small events taking place indoors.

### Associated Hazards

- Poor venue design such as marquees, fencing
- Lack of employees/volunteer/contractor competence
- Delivery, installation or removal of equipment and services
- People management
- Traffic management
- Medical emergencies and major incidents
- Waste management.

**Note: food safety may need to be considered.**

### School's Responsibilities

The Headmistress will ensure that:

- A plan is produced that describes how the School will manage event safety, who has specific responsibilities and how these will be carried out
- A team is formed which comprises sufficient numbers of employees and parents/guardians. Team members will have a level of competence appropriate

to the nature and size of the event

- Suitable and sufficient risk assessments are completed
- A list of safety rules is created and distributed to all workers or helpers who will be associated with the event
- Any contractor or sub-contractor companies are vetted in accordance with the School's arrangements for control of contractors
- Contractors or sub contractors are competent in managing their own safety on the site
- Volunteers and contractors are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding
- Arrangements are in place for the supervision, support and monitoring of volunteers, and other workers where necessary
- Suitable and sufficient site services and welfare arrangements are in place
- There is liaison, if deemed necessary, with the relevant local authority and emergency services representatives and they are provided with sufficient information to enable their understanding of the nature of the event.

#### Employees' Responsibilities

Employees will:

- Comply with the arrangements put in place for the event.
- Report any unsafe situations or acts to the person in charge at the event.

## **GAS SAFETY**

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

### Associated Hazards

- Tiredness
- Drowsiness
- Headache
- Stomach pains
- Nausea
- Chest pains.

### School's Responsibilities

The Headmistress will ensure that:

- All reasonable steps will be taken to secure the health and safety of all employees, pupils and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, ie propane and butane
- That suitable and sufficient risk assessments are undertaken in respect of gas safety
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations

- Gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance
- Portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
- Safe systems of work for maintenance, inspection or testing are promoted and implemented
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons
- Contractors and persons who carry out work on gas installations and appliances are competent to do so
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the School's health and safety arrangements
- Detailed records required by the regulations and in relation to the above are maintained.

### Employees' Responsibilities

Employees must:

- Co-operate with management arrangements for gas safety
- Not carry out repair work to gas appliances
- Follow any training, guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situation.

## GLASS AND GLAZING

The Health and Safety at Work etc Act does not specifically mention glazing, but the Workplace (Health, Safety and Welfare) Regulations include requirements for glazing, with which the School must comply.

### Associated Hazards

- Cuts and lacerations from exposed edges or broken glass panels
- Eye injuries from small flying glass particles
- Food contamination
- Light fitting breakages

### School's Responsibilities

- A risk assessment will be undertaken in respect of all windows or other translucent surfaces in a wall, partition, gate or door to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or it breaks
- Carry out visual maintenance checks for integrity of glass structures.
- Ensure that where there is potential for an individual to fall through the window at height, measures are implemented to prevent people or objects coming into contact with the glazing
- Ensuring that glass for windows and patio doors be constructed of safety glass to a recognised standard or alternatively be fitted with suitable safety film that prevents the glass from shattering with attention given to low level, door, adjacent to doors and partition glazing.

- Windows will also be clearly marked in a prominent position with manifestations to prevent people colliding with them when they are closed
- Any windows that are accessible to pedestrians above ground level and could result in personal injury due to a fall from height, will be fitted with suitable restrictors to prevent the window being opened. In order that adequate natural ventilation is allowed into the room the opening gap will be restricted to approximately 100mm
- Where necessary, traffic routes will be reorganised (either for people or vehicles) to avoid the risk of glazing being broken by impact.

#### Employees' Responsibilities

- Cordon off access and report all damaged or broken glazing to the Office Manager
- All accidents and incidents must be reported to the School management team.

## HAND TOOLS

Tools that are hand held and are powered manually. Categories of hand tools include (but are not limited to) wrenches, pliers, striking tools, cutters, struck or hammered tools, screwdrivers, clamps, snips, saws, drills and knives. Outdoor tools such as garden forks, pruning shears, and rakes are additional forms of hand tools.

The greatest hazards posed by hand tools result from misuse and improper maintenance e.g.

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench may slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads may shatter on impact, ejecting sharp fragments toward the user or other employees.
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances

### Associated Risks

- Ejected materials
- Cuts, splinters , punctures.
- Falls
- Sparks and fire

### School's Responsibilities:

- Compile risk assessments and implement suitable controls for work involving hand tools
- Provide safe and maintained tools
- Provide the correct tool for the task being completed and ensure 'homemade' tools are not used
- Provide information, instruction, training and keep appropriate records
- Provide appropriate personal protective equipment and train employees in its use and storage.

### Employees' Responsibilities

Employees should:

- Carry all sharp tools in sheath or holsters
- Examine each tool for damage or wear before use
- Tag worn, damaged or defective tools "Out of Service" and do not use them
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person
- Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed
- Do not perform "make-shift" repairs to tools or manufacture 'homemade' tools for work

- Do not throw tools from one location to another or from one employee to another
- Transport hand tools only in tool boxes or tool belts
- Wear the appropriate personal protective equipment provided, usually safety goggles, gloves, and safety footwear
- Understand any Risk assessments or Safe Systems of Work provided for the use of the tools.

## HAZARD REPORTING

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

### Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

***Note - This list of hazards is not exhaustive.***

### School's Responsibilities

- Norfolk House School accepts that some of its activities could, unless properly controlled, create hazards to employees and pupils. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.
- Consequently, the School will inform pupils, staff and visitors of likely hazards by means of risk assessments, information, instruction, training, documentation and signage in order that control measures are implemented to protect all.
- The School has implemented a hazard reporting procedure for employees. Its aim is to reduce the number of accidents and also encourage safety awareness. ***Hazard reporting includes 'near miss' reporting. Near misses are hazardous incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.***

## Employees' Responsibilities

All Employees should use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the school.

When a hazard has been identified, it must be reported immediately to the Office Manager. It is their duty to assess the situation, liaise with Senior Management and implement the necessary control measures which, so far as reasonably practicable, prevent injury or unsafe conditions.

## HEALTH CONDITIONS

Norfolk House School is aware that people who have underlying health conditions may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to make the School aware of their condition. Such conditions may include, but are not limited to, Diabetes, Epilepsy and Asthma (including Occupational).

The purpose of disclosure is to help the individual in their job and facilitate assistance and support from management and colleagues.

### School's Responsibilities

The School will:

- Carry out a risk assessment of each job (including ) to determine whether there are any significant health and safety risks, considering individual circumstances
- Ensure all employees complete a health screening questionnaire on commencing their employment with the School
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Establish procedures for dealing with the underlying health conditions in conjunction with any affected employees
- Allow agreed leave for counselling, supervision, management sessions, examinations or treatment
- Identify any specific training needs of the individual

- Make provision for employees with underlying health conditions within the arrangements for first aid, fire and emergency evacuation. This may include appointing another individual to ensure affected employees are supervised through evacuation.

### Employees' Responsibilities

- Co-operate with the School in relation to health and safety arrangements
- Notify the Headmistress of any prescriptive medication, general sale medication or pharmacy medicines that would affect their ability to work safely e.g. drowsiness
- Follow any training, guidance and instruction
- Report any accident or incident to the Office Manager.

**Note: The following list is not exhaustive and other health conditions diagnosed in conjunction with the individuals appointed GP and health specialist should be dealt with in a similar fashion.**

Additional responsibilities for employees with underlying health conditions:

Cancer:

Employees suffering from Cancer have an additional duty to:

- Notify the School if their Cancer could have an adverse effect on their day- to-day ability to work or if the condition could increase the risk of an accident at work.
- Notify the School if taking medication that could have an adverse effect on their health and safety or that of others.
- Notify the School and the DVLA if their doctor says they might not be fit to drive, or if their medication causes side effects which could affect their ability to

drive.

#### Diabetes:

Employees suffering from Diabetes have an additional duty to notify the School and , where appropriate, the DVLA if:

- They are receiving treatment with insulin and their job entails driving any type of vehicle or
- They are receiving any type of medication for diabetes where the job entails driving Group 2 vehicles (eg minibus).
- They need access to a fridge or cold flask for storing insulin
- They need a private area in which to check blood sugar levels
- They need to maintain a check on blood sugar levels throughout the day and to take regular breaks
- They need access to the services of their G.P. or diabetic nurse during the working day.

#### Epilepsy:

Employees suffering from Epilepsy have an additional duty to:

- Alert the School if their epilepsy is having an adverse effect on their day-to- day ability to work
- Where necessary, inform the School if the condition could increase the risk of an accident at work

- Notify the School and the DVLA if they are receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.

Haemophilia:

Employees suffering from Haemophilia have an additional duty to:

- Inform the School if their bleeding disorder is going to affect their ability to do their job or if they need specialised equipment or work wear.
- Be as prepared as possible for a bleed at work
- Inform the School if they need a private place at work where they can administer their own treatment if the need arises.

Hypertension:

Employees suffering from Hypertension have an additional duty to:

Notify the School if they experience any symptoms that could affect their ability to operate plant or machinery.

Inform the DVLA if driving a Group 2 vehicle (eg minibus) and they must stop driving if a doctor says they have malignant hypertension. They can only drive again when both the following apply:

- a doctor confirms that their condition is well controlled; and
- their blood pressure is consistently below 180/110mmHg for cars or 180/100mmHg for Group 2 vehicles.

Lupus:

Employees suffering from Lupus have an additional duty to:

- Notify the employer and the DVLA if they experience any symptoms that could affect their ability to drive or put their safety and the safety of those around them at risk, such as cognitive issues affecting their ability to concentrate
- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled.

Mental health disorders:

Employees suffering from mental health disorders have an additional duty to:

- Notify the School if their mental health disorder is having an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the School if taking medication that could have an adverse effect on their health and safety or that of others
- Some mental health disorders also affect the ability to drive safely and will need to be reported to the School and the DVLA. If they are unsure they can check on the DVLA website. <https://www.gov.uk/health-conditions-and-driving>.

Multiple Sclerosis:

Employees suffering from Multiple Sclerosis have an additional duty to:

- Alert the School if their multiple sclerosis is having an adverse effect on their day-to-day ability to work
- Where necessary, to inform the School if the condition could increase the risk of an accident at work
- If part of their job includes driving, to notify the School and the DVLA. Notification to the DVLA is a strict legal requirement

- If they are asked if they are disabled for the purposes of the Equality Act or the Disability Discrimination Act, they must answer yes, regardless of whether they consider themselves to be disabled. These laws specifically define MS as a disability from the point of diagnosis.

Musculoskeletal disorders:

Employees suffering from musculoskeletal disorders have an additional duty to;

- Notify the School if their musculoskeletal disorder is having an adverse effect on their day-to-day ability to work or if the condition could increase the risk of an accident at work
- Notify the School if taking medication that could have an adverse effect on their health and safety or that of others
- Some musculoskeletal disorders also affect the ability to drive safely and will need to be reported to the School and the DVLA. If they are unsure they can check on the DVLA website. <https://www.gov.uk/health-conditions-and-driving>

## HEALTH SURVEILLANCE

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the employees' exposure to a health risk, where this has been identified by a risk assessment.

Health surveillance is necessary where: -

- There is an identifiable disease or health condition may occur
- There are valid techniques available to detect the early signs of the disease or health effect, and
- these techniques do not pose a risk to employees

It requires the implementation of certain procedures to achieve this, including simple methods (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential or an occupational health professional for forty years and include: -

- Surname and forename
- Permanent address
- Sex
- Date of birth

- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Recorded details of each health surveillance check should include:

- The date on which they were carried out and by whom
- The outcome of the test/check
- The decision made by the occupational health professional in terms of fitness for task and any restrictions required. This should be factual and only relate to the employees functional ability and fitness for specific work, with any advised restrictions.

Associated Hazards

- Solvents
- Fumes
- Dusts
- Biological agents
- Other hazardous substances
- Asbestos

- Ionising radiation.

## Health Effects

Examples include:

- Dermatitis
- Occupational Asthma
- Asbestosis

## School's Responsibilities

Norfolk House School will: -

- Carry out a risk assessment to ensure appropriate risk assessments take into account health surveillance requirements to identify the health hazards within the workplace and communicate the findings to appropriate employees
- Ensure that resources are available for health surveillance needs
- Appoint competent people to assist with health surveillance
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that all employees, including new employees are included in health surveillance programmes
- Ensure that employees transferring to different work activities are included in the health surveillance programme if required

- Provide employees with relevant information, instruction and training
- Communicate the results of health surveillance to relevant employees
- Ensure that employees and their representatives are consulted on the need and procedures for health surveillance
- Ensure that personal files are kept up-to-date
- Ensure that employees attend the health surveillance programme
- Ensure that sickness absence is monitored, and employees are referred to management if the reason for absence is thought to be work-related
- Provide personal protective equipment where required
- Monitor and review the effectiveness of the arrangements
- All occupational health issues should be reported to senior manager for escalation.

### Employees' Responsibilities

All employees will

- Advise the Headmistress of any significant health issues
- Report any significant changes in their health to the Headmistress in intervals between health surveillance sessions
- Cooperate with health surveillance programmes where a risk assessment has established the requirement
- Cooperate with other risk reduction measures for the protection of their health

- Attend health surveillance appointments or organise in advance a change of appointment time if the original is inconvenient
- Attend appropriate training in relation to workplace hazards and health surveillance.

## **HOMEWORKING**

A homeworker can be considered as those who use their home as their office or place of work for much or all of their time. Most home working is office type work, which is a low- risk activity, but other situations may include higher risk activities.

Employers do not have direct control over the homeworking environment and therefore reliance is placed upon the provision of information, instruction and training to employees to maintain health and safety compliance.

### Associated Hazards

- Use of electrical equipment
- Faulty or non-maintained equipment
- Lone working
- Exposure to chemicals/hazardous substances
- Manual handling and upper limb disorders
- Effects of display screen equipment use
- Stress and isolation
- Slip, trip and fall hazards
- Fire hazards
- Travelling

### School's Responsibilities

Norfolk House School realises that there may be concerns surrounding homeworking.

In order to address such concerns the School will:

- Produce a suitable and sufficient assessment of the risks to the health and safety of these employees and others who may be affected and communicate such risk assessments to employees
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide suitable DSE training to employees so to enable those employees to carry out their own Display screen equipment assessments
- Review completed DSE assessments and supply and maintain suitable equipment, where necessary, to allow employees to work safely
- Encourage staff to maintain good housekeeping so to prevent slips, trips and falls and fires
- Encourage staff to test battery powered fire detection systems regularly
- Provide employees with suitable equipment, where required, to enable effective communication, such as: computer, phone and video conferencing equipment
- Ensure regular consultations are arranged to prevent these employees feeling isolated from the rest of the business
- Check that lone workers have no medical conditions, which make them unsuitable for homeworking
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment

- Establish risk assessments and emergency procedures in consultation with employees
- Provide access to first aid facilities as identified by the work activity risk assessment
- Establish an emergency point of contact and communicate this contact to our employees
- Ensure that appropriate support is given to staff following an incident
- Ensure homeworkers are covered by the Employer's Liability Insurance cover.

### Employees' Responsibilities

Employees who are recognised as homeworkers, must:

- Co-operate with the employer by following rules and procedures designed to protect their safety as a homeworker
- Manage their time efficiently so as to carry out their daily tasks
- Report any damage to work equipment using Norfolk House School reporting procedure
- Report all incidents relating to homeworking using Norfolk House School reporting procedure.

## HOUSEKEEPING

Often poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

### Associated Hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways.

### School's Responsibilities

The Headmistress will:

- Ensure that a risk assessment is carried out in relation to housekeeping within the School and introduce control measures as appropriate
- Take any necessary measures to remedy any risks found as a result of the assessment
- Implement steps for the maintenance, cleaning and repair of the premises
- Train all employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment

- Inform all employees of the risks which exist
- Re-assess housekeeping as necessary if work processes change.

### Employees' Responsibilities

Employees must:

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the Headmistress any hazardous or dangerous situations.

## **INFORMATION, INSTRUCTION, SUPERVISION AND TRAINING**

Preventing accidents and ill health caused by work is a key priority for Norfolk House School. Health and safety information, instruction, supervision and training helps the school to ensure all employees and pupils are not injured or made ill by any activities that they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the school to meet its legal duty.

### School's Responsibilities

- Consult with relevant persons to identify the information, instruction, supervision and training required for the school, taking into account the level of skills, knowledge and experience needed, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a training needs assessment for all employees and provide the necessary training identified
- Provide and prioritise information, instruction, training and supervision based on risk assessment and ensure that any high risk needs are met first
- Ensure that the demands of the job do not exceed an employee's ability to carry out the work, without risks to themselves and others
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the information, instruction, supervision and training and its effect on employees to enable changes, modifications or additions to be made if required.

Relevant information, instruction, supervision and training will also be provided: -

- On recruitment/induction

- When moving persons to another task or promotion
- When the workplace environment, process, equipment or system of work is changed
- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

Records of all information, instruction and training provided will be maintained.

### Employees' Responsibilities

All staff will:

- Co-operate with the School in relation to all training aspects
- Attend any training courses that are identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Use protective and safety equipment provided
- Report to the Office Manager any hazardous or dangerous situations
- Co-operate with management arrangements for health and safety.

## KITCHEN SAFETY

Due to the nature of the School we utilise a variety of equipment for the preparation, storage and distribution of food. It is our policy to ensure that these areas are safe and without risks to the health and safety of employees and pupils, those accessing the kitchen and those we are providing food for.

### Associated Hazards

- Machinery safety
- Slips and trips
- Cuts
- Manual handling
- Occupational dermatitis and asthma
- Burns and scalds.

### School's Responsibilities

The Headmistress will ensure that:

- Suitable and sufficient risk assessments for the associated work activities are undertaken
- Safe systems of work are developed, implemented and employees trained
- Work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains work equipment on a regular basis

- There is enough room in the kitchen for persons to move around safely
- All walls, ceilings and doors are of a suitable construction and finish to be easily maintained
- To prevent the entry of insects and dust into the room, cleanable fly screens are fitted to external windows
- Where necessary mechanical local exhaust ventilation is provided to remove excessive heat from the kitchen
- Slip resistant floors are provided that are made of durable non-absorbent material and do not have any crevices, so that effective cleaning is possible
- Suitable personal protective equipment (PPE) is provided, as specified in the risk assessments, free of charge
- Employees are trained in the safe use of equipment
- Arrangements are monitored and reviewed regularly.

### Employee's Responsibilities

All relevant employees will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Report any faulty equipment or missing guards to the Office Manager

- Clean up immediately any food or drink which is accidentally spilt and display the appropriate warning signs in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear any personal protective equipment (PPE) provided
- Carry out good personal hygiene.

## LADDERS AND STEPLADDERS

Over a third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect selection and use of equipment.

By conducting a risk assessment, it may be determined that ladder use is acceptable for work of short duration (less than 30 minutes), provided three points of contact can be maintained whilst working from the ladder or steps, and necessary control measures and training are adhered to. The duration of work should not determine whether ladders are the most suitable means of working at height. Selection of ladders should be considered, as part of a risk assessment, if the intended work is low risk and safer means of working at height (e.g. a fully guarded working area or mobile elevating work platform) are not reasonably practicable.

### Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or over stretching from the ladder
- Overloading of the ladder
- The ladder slipping and falling due to not being correctly secured
- Faulty, damaged or poorly maintained equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

## School's Responsibilities

Work at height should be avoided where possible. Where this is not possible then all reasonable actions will be taken by Norfolk House School, through consideration of the working at height hierarchy, to ensure ladders are the most appropriate means of working at height. Norfolk House School will ensure, so far as reasonably practicable, the safety of employees who work with ladders.

The School will, in consultation with employees and their representatives: –

- Carry out a risk assessment of work activities involving the use of ladders
- Take all necessary measures to reduce any risks found as a result of the assessment
- Design the task so that 3 points of contact can be maintained whilst climbing the ladder and at the work position. Brief periods where a handhold is not maintained can be justified (e.g. when starting a screw), otherwise alternative measures will be required to prevent or reduce the distance of a fall, such as a work restraint harness
- Ladders should only be used on firm, level ground and clean and solid surfaces which are free from loose material, enabling the feet to grip properly. Shiny surfaces can potentially be slippery even when not contaminated
- Ensure that when new ladders are purchased that they conform to EN131 Professional standard and are suitable for the task required
- Ensure the maximum load capacity is not exceeded (i.e. through consideration of the combined weight of the user, equipment and any materials being carried)
- Risk assess ladders conforming to older standards (purchased prior to January 2018). Ensure that adequate checks have been completed and, where ladders are no longer suitable for use, they must be replaced with ladders conforming

to the newer EN131 Professional standard

- Ensure domestic ladders are not be used for work purposes
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed
- Ensure that all ladders used are clearly identified, regularly inspected and maintained
- Formal, detailed inspections should be carried out and recorded by a competent person. The frequency of said inspections will be determined by risk assessment (e.g. considering the frequency of use, environment in which they are used and the potential for damage).
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
- Provide appropriate information and training to employees who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way which increases the risks involved
- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken
- Ensure that ladders are secured when not in use to prevent unauthorised use
- Ensure that stability devices and other accessories are included in pre-use checks and maintained in accordance with manufacturer's instructions

- Ensure the working area is secure to prevent collisions with vehicles, pedestrians or moving objects such as doors and windows. If necessary, barriers, cones or, as a last resort, a person standing guard at the base may be required.

### Safe Use of Leaning Ladders

- Leaning ladders should be appropriate for the job and not exceed 9 metres in length
- Leaning ladders should comply with British/European standards, ladders purchased should conform to EN131 Professional standard
- Domestic ladder equipment should not be used
- Leaning ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Leaning ladder stiles must be undamaged and unbent
- Wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion
- Footpads must be in good condition
- Leaning ladders should have slip-resistant rubber or plastic feet
- Leaning ladders must be free of missing/loose rungs
- Leaning ladders should be regularly inspected and defective ladders removed from use

- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, leaning ladders should extend at least 3 rungs (1 m) past the landing point or above the highest rung on which feet rest
- Leaning ladders should be positioned one metre out at the base for every four metres in height
- Leaning ladders should be secured at the top or, if this is not practicable, should be secured near the bottom, weighted or footed to prevent flipping. Footing should be considered a last resort
- Leaning ladders should have a strong upper resting point (i.e. not glazing or plastic gutters) – a stability device may be required to ensure an adequate upper resting point
- The overlap for extendable leaning ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs
- There should only be one person on the ladder at any one time
- Employees should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- Employees should be fully trained in ladder use
- Never use ladders in strong winds or within 6 horizontal meters of overhead power lines (unless it has been made dead or protected with insulation)
- Do not move or extend the ladder whilst it is in use.

## Safe Use of Stepladders

- Stepladders should be of robust construction and in good condition, any replacements purchased should conform to EN131 Professional standard
- Stepladders should not be used to access another level, unless they have been specifically designed for this purpose
- Any retaining cords or straps must be of equal length and in good condition
- Any metal braces between the legs must be locked into place
- Legs of stepladders must be opened fully when in use
- All legs need to be firmly and squarely placed on a solid level surface
- The stepladder should be positioned close to the work to prevent over-stretching
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- The top tread should not be used unless it has been designed as a platform with a secure handhold
- When in use, the knees should be kept below the top of the steps for support and stability
- Only one person should use the stepladder at any one time.

## Employees' Responsibilities

Employees will:

- Follow instruction, training and information provided by the employer on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job. Work should not commence if a point of work risk assessment deems a ladder unsuitable for the task, until further instruction from a supervisor or line manager is sought
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defects, of good construction and of sound material
- Carry out visual inspection prior to use, following an event which may have caused damage to the ladder and when moving to a different environment (e.g. from a dirty area to a clean area)
- Avoid holding items whilst climbing (e.g. use a tool bag or belt)
- Do not use defective ladders and report any defective ladders to the employer immediately
- Make use of any personal protective equipment provided by the employer
- Avoid over reaching through proper positioning of the ladder. Employees naval/ belt buckle should remain within the styles
- Always grip the ladder and face the rungs while climbing or descending. Never slide down the styles

- Advise the employer of any health issues, which may affect the ability to work at height.

## LEGIONELLA

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities:-

### Duty Holder

A Duty Holder may be:

- The Chair of Directors, where the risk from their undertaking is to their employees or others
- A self-employed person, where there is a risk from their work activities to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

### The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

### The Risk Of Someone Contracting Legionellosis

This depends on:

- **The presence of Legionella bacteria:** the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C
- **The means of creating and disseminating breathable aerosols,** e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc
- **The person:** The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

### The School's Responsibilities

The Headmistress will ensure that:

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or

removing unused showers where water can stagnate

- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the:-
  - Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
  - Significant findings of the risk assessment
  - Written Scheme and its implementation
  - State of operation of the water system (working or not)
  - Results of any monitoring, inspections, tests or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.
- With the assistance of a competent person, carry out a risk assessment, develop a Written Scheme and seek/implement advice on prevention and control procedures.

### Routine Arrangements

The routine arrangements in place at the School for controlling the risks posed by Legionella bacteria comprise the following:

- Monthly temperature monitoring of sentinel taps and representative taps across the site

- Cleaning, descaling and disinfecting the kitchen pot wash spray head on a quarterly basis
- Undertaking 6-monthly blow downs of expansion vessels and hot water storage vessels
- Annual sampling of water for the presence of Legionella
- Annual major service on TMV valves

### Employees Responsibilities

Employees will:

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the School to prevent ill health
- Inform the School if they are diagnosed with Legionnaires' Disease
- Report to the School management any hazardous or dangerous situations.

## LIGHTING

The provision of adequate lighting levels for persons to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees and pupils will create an environment that is welcoming, energising and productive.

### Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards
- Poor housekeeping.

### School's Responsibilities

To safeguard pupils, employees and visitors from the potential hazards presented by inadequate lighting, Norfolk House School will: -

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account employees and pupils with visual limitations
- Take any necessary measures to remedy any risks found as a result of the assessment
- Train employees on how to adjust lighting levels in order to prevent visual fatigue
- Ensure that work is carried out in natural light wherever possible
- Take precautions against excessive glare

- Ensure that lights are positioned to avoid risks to health and safety (fire etc)
- Ensure that supplementary lighting is provided, as necessary
- Ensure that safe access is provided in order to clean or replace the lights or windows
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards will be adopted by Norfolk House School:

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained
- Work requiring limited perception of detail - 100 lux
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- Storerooms - 300 lux
- Crossing points on traffic routes - 300 lux, constantly maintained.

### Emergency Lighting

Emergency lighting will be provided to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to:-

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

### Employees' Responsibilities

All employees will:-

- Report any defective lighting
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

## LONE WORKING

A lone worker can be anyone who works by him/herself without direct contact or supervision.

### Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Injury received whilst entering unsafe premises
- Lack of adequate visibility, due to poor lighting.

### School's Responsibilities

The Headmistress will take steps to:

- Identify all employees who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of lone workers and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Provide adequate security for lone workers, e.g. locks, CCTV

- Ensure that mechanisms are in place to account for and trace the whereabouts of lone workers who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to lone workers
- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Provide appropriate supervision of lone workers which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with lone workers
- Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'person- down' systems
- Provide access to first aid facilities as identified by the work activity risk assessment
- Ensure that appropriate support is given to staff following an incident
- Ensure lone workers are covered by the employer's liability cover.

### Employees' Responsibilities

Employees who are recognised as lone workers, must: -

- Co-operate with the school by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as necessary

- Provide information on their whereabouts during working hours to the school management team
- Report all incidents relating to lone working using Norfolk House School reporting procedure.

## MAINTENANCE

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained employees, accidents and associated financial costs can be reduced or prevented. Maintenance also includes cleaning and adjusting.

### Associated Hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- Human error or incompetence of maintenance employees
- Poor communication between maintenance employees and other employees
- Lack of knowledge by maintenance employees of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures
- Unauthorised employees performing maintenance functions
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

### The School's Responsibilities

The Headmistress will:

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task

involves significant risk to health or safety

- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date
- Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so
- Establish safety rules for how maintenance tasks are performed
- Ensure that all employees are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action
- Seek assurance of exclusivity of control if the machinery must be energised during adjustment, unjamming or other maintenance
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags
- Ensure that maintenance employees are trained and qualified to use the lockout procedure.

### Employee's Responsibilities

Employees will:

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance

- Notify the Office Manager of any problems or hazards on a machine, such as an unguarded part
- Not carry out any maintenance activities on machinery unless trained to do so
- Co-operate with the School arrangements for maintenance of machinery
- Make full and proper use of all PPE that has been issued to them.

## MANUAL HANDLING

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

### Associated Hazards

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

### School's Responsibilities

The Headmistress will ensure that:

- Manual handling operations that present a risk of injury are identified
- Manual handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Manual handling operations which cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work

- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents which result in musculoskeletal injury to employees are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Employees recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that employees in post continue to be suitable for the work
- Suitable information, training and supervision is provided for all relevant employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other employees who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises other than the School's premises at which employees may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

## Employee's Responsibilities

All employees must:

- Follow the safe system of work designed and introduced by the School and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical provided for their use and for which they have been trained. Any faults with mechanical aids should be reported immediately
- Assist and co-operate with the process of the assessment of risk
- Assist the Headmistress with the implementation of training, attend training sessions as required and apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the School if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work.

## **MONITORING, INSPECTION AND REVIEW**

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

### Monitoring Includes:

- Checking compliance in following the Norfolk House School Health and Safety Policy, control measures stated in risk assessments and safe systems of work
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Checking competence of staff
- Checking the wellbeing and health of staff.

### School's Responsibilities

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements
- Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken
- Monitor employees health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals,

where set by statutory requirements

- Regularly inspect the workplace and activities to ensure a safe working environment
- Regularly check progress in complying with health and safety plans
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel
- Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence
- Take any necessary remedial actions to safeguard the health and safety of employees, pupils, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
- Prioritise when, how and who implements any actions required
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

## Employees Responsibilities

Employees must:

- Check equipment, including any personal protective equipment supplied, is safe before use
- Co-operate with school arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the school for checking and inspection of safe practices
- Report any hazards or defects immediately.

## Overview of Monitoring and Inspection

The School's system of monitoring and inspection is designed to ensure:

- That the school premises, equipment and facilities are well maintained, compliant with all statutory duties and best practice guidance
- That a safe and hygienic environment is provided for pupils, employees and visitors
- That staff are properly trained in their duties

It can be split into three parts:

### **(1) Monitoring tasks carried out by members of staff**

#### ***Classrooms and public areas***

Daily

At the start of each day when there are children on the premises, teaching staff and teaching assistants will check their own rooms and adjoining public areas to ensure that they are clean and safe to use by children. The same checks should be carried out prior to any activity which takes place in a public area, such as the school hall or ICT suite. Any concerns should be immediately reported to the Office Manager.

The following matters are not exhaustive, but should be included in any check:

- Fire exits and routes to fire exits unobstructed
- Fire doors capable of being opened
- Fire fighting equipment in place
- Flooring in a good condition and dry
- No trailing cables or other instances which might cause someone to trip
- Furniture in good repair
- Portable equipment is stable
- Window restrictors in good working order
- Fixed electrical switches and plug sockets in good repair
- Electrical equipment in good repair with an up-to-date PAT sticker in place
- Room is of a reasonable temperature with adequate ventilation

### ***Kitchen***

The Catering Manager undertakes a number of checks at prescribed intervals to ensure that the following tasks have been completed:

Daily:

- Opening checklist
- Unrefrigerated cold high-risk food checks
- Cooking / cooling / reheating records
- Fridge / freezer temperature records
- Food labelling
- Food ingredients
- Daily cleaning schedule
- Personal Hygiene and Protection
- Colour coding system

- Closing checks

Weekly:

- Weekly cleaning schedule
- Weekly Kitchen Meeting with SLT

Monthly

- Temperature probe check

Termly

- Fridges / Freezers deep clean
- Kitchen / store room deep clean
- Menus
- Allergy Matrix (and as required as new pupils join the school)

Annual

- Contractor's deep clean
- Service of kitchen equipment (including gas safety inspection)
- Pest control contract
- Fitness to work assessment (and as required)

### ***Fire Precautions***

The Office Manager and janitors are responsible for carrying out the following checks and maintaining appropriate records of the same

Weekly

- Fire Doors
- Fire escape routes
- Fire bell test

Monthly

- Fire extinguishers
- Emergency lighting

Termly

- Fire drills (whole school, ET, BC, ASC and HC as appropriate)

6-monthly

- Fire alarm servicing (by a competent and qualified third party)

Annual

- Fire risk assessment (by a competent and qualified third party)
- Fire extinguisher servicing (by a competent and qualified third party)
- Emergency lighting testing (by a competent and qualified third party)
- Training

### ***Electrical safety***

The Office Manager is responsible for arranging the following checks and maintaining appropriate records of the same:

6-monthly

- Residual Current Devices (RCDs) (by a competent and qualified third party)

Annual

- PAT testing (by a competent and qualified third party)

5-yearly

- Electrical Installation Condition Inspection (by a competent and qualified third party)

### ***Gas Safety***

The Office Manager is responsible for arranging the following checks and maintaining appropriate records of the same:

- Annual gas safety inspection of boilers and hot water cylinder (by a competent and qualified third party)
- Annual gas safety inspection of gas installations in the kitchen (by a competent and qualified third party)

### ***Legionella***

The Office Manager is responsible for checking that the following tasks have been completed by a competent and qualified third party

Monthly

- Temperature monitoring of sentinel taps and representative taps across the site

Quarterly

- Cleaning, descaling and disinfecting the kitchen pot wash spray head

6-monthly

- Blow-down of expansion vessels and hot water storage vessels

Annual

- Sampling of water for the presence of Legionella
- Major service of TMV valves

March 2026

## ***First Aid***

The Office Manager is responsible for arranging the following checks / reviews:

Daily

- Temperature of the medicine fridge (by the School Receptionist)

Weekly

- Contents of first aid boxes (by the janitors)

Termly (at the H&S Meeting)

- Review of accidents, incidents and near misses
- Review of administration of medication system
- Review of allergy and anaphylaxis management system
- Review of asthma management system
- Review of the head bump treatment / reporting system
- Review of PPE

3-yearly

- Paediatric first aid training of relevant staff

## ***Hazardous substances***

The Office Manager and janitors are responsible for carrying out the following checks and maintaining appropriate records of the same

Daily

- Toilets

#### Weekly

- Medical room
- Washing machine filter

#### Monthly

- Asbestos (condition and labelling)

#### Termly

- PPE (reviewed at the termly H&S Meeting)

#### Annual (also as required by the introduction of new materials to the school)

- Material data safety sheets (as part of the annual risk assessment review).

### ***Minibus***

The driver of the minibus is responsible for carrying out the following checks and maintaining appropriate records of the same

#### Before each journey

- Pre-journey checks
- Journey risk assessment in place

#### After each journey

- Journey logs
- Incident logs

- Minibus defect forms

Office Manager and janitors are responsible for arranging / carrying out the following checks and maintaining appropriate records of the same

Weekly

- Walk-around checks

10-weekly

- Safety inspections (by a competent and qualified third party)

Annual

- Servicing of minibus (unless mileage dictates earlier)
- MOT
- Insurance
- Breakdown cover
- Road tax
- Driver risk assessment
- Driver training
- Driver eligibility check
- Management training

4-yearly

- Driver reassessment

5-yearly

- Renewal of restricted PSV Operator's Licence
- Renewal of certificate of professional competence

### ***Health and Safety Training***

The Administrative Assistant is responsible for ensuring that staff carry out the training appropriate to their role, and maintaining appropriate records of the same.

The School sources the majority of its health and safety training courses from Citation, via its online Atlas system. They include:

Asbestos

Atlas for Health and Safety Co-ordinators

Bullying and harassment in the workplace

COSHH awareness for employees

COSHH awareness for those responsible for completing COSHH Risk Assessments

Driving at Work essentials

Display Screen Equipment

Fire extinguisher use

Fire Marshall training

Fire safety training

Food safety training

Health and Safety Awareness

Ladders and stepladders

Legionella

Manual handling for low risk environments

Other training is sourced from other suppliers, including

Administering medication in schools

Allergen awareness

First aid at work

Food Safety for Catering Level 3

Food safety and hygiene in schools

Level 2 basic life support and anaphylaxis training

Level 2 safeguarding children

Paediatric First Aid

Practical fire extinguisher training

## **(2) Regular inspection of the monitoring tasks by a member of the Senior Leadership Team**

The Deputy Head is responsible for inspecting the regime outlined above on a half-termly basis in order to ensure that tasks are being carried out properly, and recording his findings.

## **(3) Annual Review by the Chair of Directors**

The Chair of Directors will carry out an annual inspection of the above regime to ensure that tasks are being carried out properly, and record his findings.

## **NEW AND EXPECTANT MOTHERS**

Norfolk House School is committed to protecting the health and safety of all new and expectant mothers. The phrase “new and expectant mother” means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. “Given birth” is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

### Associated Hazards

- Physical agents (e.g. standing for long periods of time, movements and posture)
- Biological agents (e.g. infectious diseases)
- Chemical agents (e.g. medicines and drugs, chemicals used in learning activities)
- Working/study conditions (e.g. workload, stress, violence).

### School's Responsibilities

To safeguard the health and safety of new and expectant mothers, Norfolk House School will:

- Consider in general workplace/curricular activity assessments any risks to the health and safety of female employees who are new or expectant mothers
- Encourage employees to inform the School, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Once notified, carry out a ‘new and expectant mother’ risk assessment in conjunction with the employee, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the employee and her unborn baby
- Regularly review the ‘new and expectant mother’ risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after return to work. Incorporate into the

assessment any advice provided by the employee's GP or midwife

- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair
- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks.
- If, despite all practicable measures being taken, the School considers that there is an unacceptable risk to an employee who is a new or expectant mother, or her unborn baby, it will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

### Employees' Responsibilities

Employees will:

- Report to the School as soon as pregnancy is confirmed
- Follow advice and information given by the School in relation to safe working practices
- Report any hazardous situation to the School so that arrangements for the appropriate remedial action can be taken
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the School.

## **PANDEMIC AND INFECTIOUS DISEASE MANAGEMENT**

In the event of an infectious disease outbreak or pandemic, the School will follow current guidance from the UK Health Security Agency (UKHSA) and the Department for Education (DfE). The School will

- Undertake a risk assessment reflecting all areas of School activities in line with government guidelines and review as necessary in line with lessons learned and changes in government guidelines and legislation
- Inform employees and others as necessary, of the contents of the risk assessment
- Undertake audits and inspections where appropriate to check on compliance with the risk assessment
- Undertake staff health screening and return to work health checks where required by the relevant employment laws and risk assessment
- Consult with and provide information, instruction and training appropriate to the tasks to be completed to allow employees to undertake their work safely
- Provide appropriate PPE to employees where required
- Provide adequate information as to entry requirements and safe working procedures to those who may enter the premises, such as visitors
- Comply with the requirements of legally mandated government testing schemes and contact tracing
- Ensure that any pandemic procedures are compatible with existing infection control procedures, where established
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

Employees will:

- Comply with the contents and controls detailed within the School risk assessments
- Comply with workplace procedures designed to mitigate against the effect of infectious disease outbreaks or pandemics on the workplace
- Take care of themselves and others in the workplace where activities give rise to the potential for spread of infection
- Comply with the relevant Government guidelines and legislation in relation to their fitness to attend the workplace
- Follow any appropriate isolation/quarantine procedures which may be introduced in line with government guidance on travel
- Report any concerns or issues relating to non-conformance with pandemic controls to the person responsible
- Comply with testing requirements of the government and / or employer where there is a requirement to do so in line with legislation and / or risk assessment
- Comply with relevant contact tracing systems implemented by government, informing their employer where required to do so
- Notify the School immediately should they be required to self-isolate in line with government and / or School requirements.

## PERMIT TO WORK

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist:-

- High risk activities
- Required precautions are complicated
- Where the activities of different groups of workers need to be coordinated to ensure safety of ALL concerned
- The work areas normally requiring a permit to work system are confined space entry, excavations, hot works and high voltage electrical works.

### Associated Hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- Fire resulting from hot works
- Asphyxiation, drowning, burns, etc., from confined space working
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water
- Electrocution, shock, burns from inadvertent contact with electricity
- Falls through fragile roofs
- Stored energy such as steam, hydraulic fluid

- Exposure to harmful substances such as fumes
- Any other situation that standard systems or risk assessment do not adequately control.

### School's Responsibilities

The Headmistress will take steps to:

- Provide written safe systems of work for all employees where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains
- Identify all such processes and ensure that suitable written systems are produced, employees trained and records kept
- Instruct all employees in the safe system of work and keep records of training
- Monitor and review the systems that have been introduced.

### Employees' Responsibilities

- Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness
- Employees are encouraged to make suggestions during the formulation of written systems or suggest any improvements
- Do not carry out any works until a permit to work has been agreed and issued by the authorised person
- Only work within the timescale recorded on the permit to work

- Ensure the permit to work is returned to the authorised person on completion of the work.

## **PERSONAL HYGIENE – FOOD AREAS**

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

### School's Responsibilities

All food handlers will be supervised and instructed and/or trained in food hygiene matters to an appropriate level. The aim is to ensure that people have the practical skills and knowledge needed for their particular job. To enable the School to prove due diligence we will:-

- Only allow adequately trained employees to prepare food
- Ensure all employees working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly
- Provide sinks or other washing facilities that are suitable and sufficient for any necessary washing of food and equipment used in the business
- Provide a separate wash hand basin together with adequate supplies of hot and cold water, soap, nailbrush and adequate hand drying facilities, in or adjacent to the food preparation area
- Make available suitable facilities for storage and disposal of refuse
- Fit screens to windows, doors and other openings used for ventilation purposes to prevent entry by insects where they overlook or are close to refuse storage areas, or where there is a particular risk of ingress by pests
- Install suitable and sufficient lighting and ventilation. Reporting Illness/

### Employees' Responsibilities

- Exclusion: employees are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. Food

handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

- Hands must be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair must be tied back and preferably covered
- Food handlers must not spit, sneeze or cough over food
- Food handlers must not smoke in a food preparation area
- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing
- Jewellery must be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

## **PERSONAL PROTECTIVE EQUIPMENT**

The School acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is, however, recognised that PPE is often required to bolster other controls.

Some examples of PPE used by workers include, but are not limited to: protective footwear, gloves, high visibility clothing (vests / jackets), hard hats (with and without chin straps), dust masks and safety glasses.

### School's Responsibilities

The Headmistress will take steps to:

- Assess the risks and provide the appropriate PPE to workers.
- Consult with employees at the induction stage to ensure that equipment is suitable for their needs and to encourage its use
- Supply PPE to the relevant standards and conformity markings (such as UKCA)
- Supply PPE
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.
- Give training and instruction to workers on its use and how to look after it.
- Monitor use and condition of PPE.

## Employees' Responsibilities

Employees will:

- Confirm receipt of their PPE
- Make full and proper use of all PPE that has been issued to them
- Maintain their PPE in a good condition
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Report any defective PPE to the employer
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct equipment is being worn
- Store PPE securely at all times and in line with instructions.

## **PEST CONTROL**

Pests can be divided into three groups:- rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

### Associated Hazards

- Bacterial contamination (bacteria on the pest or in droppings)
- Physical contamination (droppings, eggs, hair and dead bodies)
- Cross contamination (bacteria left on surfaces and utensils)
- Chemical contamination (poor and uncontrolled use of insecticides)
- Damage to premises.

### School's Responsibilities

The Headmistress will ensure that:

- Pests cannot gain entry to premises by ensuring that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and are kept shut when not being used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled
- Where flying pests become a problem, that fly screens are fitted over windows
- Premises are kept clean and in a good state of repair, including pipes and drains
- The exterior of the premises is kept clear of overgrowing vegetation

- Good storage procedures are followed and regular stock rotation will be employed to identify any pest activity that may be present
- All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use
- Provision of adequate waste receptacles are regularly washed and disinfected.

### Employees' Responsibilities

All employees will:

- Ensure windows and doors are kept closed when not in use
- Ensure cleaning schedules are followed and premises are kept clean and tidy
- Ensure all spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Not allow waste receptacles to overflow, especially those in external areas
- Follow good storage procedures and will follow regular stock rotation to identify any pest activity
- Inform the Headmistress of any evidence of infestation
- Not interfere with any measures taken by the School to control pest infestation.

## PHYSICAL EDUCATION CLASSES

Physical Education (PE) includes a wide variety of indoor and outdoor activities, each having an inherent element of risk. Experienced in a safe and supportive environment, PE contributes to a pupils's physical development and well-being.

Teachers, and others in positions of responsibility, should ensure that planning and implementation of PE activities includes consideration of safety as an important element. This applies to all activities within the School curriculum, to extra-curricular activities during or outside normal School hours and whether undertaken on or away from School premises.

### Associated Hazards

- Slips, trips and falls
- Falls from height
- Missiles
- Moving and handling apparatus
- Defective equipment
- Failure to consider existing medical conditions
- Behavioural issues
- Inappropriate clothing or footwear.

### School's Responsibilities

The Headmistress will develop and implement a code of safe practice to reduce the risks associated with PE activities. The code will reflect the School's specific needs in respect of its programmes and premises.

In addition, the Headmistress will ensure that:

- PE teachers have the skills, knowledge, understanding and expertise necessary to effectively and safely plan, deliver and evaluate a programme of activities to a class or group of young people in methods approved through regular and accepted good practice
- Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are certificated as appropriate. Examples of such activities include swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventure activities
- Where adults other than teachers (AOTTs) are used to support the delivery of physical education, ensure stringent checks are made in compliance with current legislation regarding any requirements to check criminal records/ barring of AOTTs
- PE Equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- PE equipment is subject to proper maintenance, carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use
- All facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment are regularly maintained and inspected with records maintained. Competent contractors to inspect PE equipment at least annually
- Suitable storage facilities are provided for PE equipment
- Arrangements are in place to enable pupils to learn how to move and handle equipment safely, according to their age and strength

- Activity specific risk assessments are completed that prescribe the level of training required and the teacher:pupils ratio
- Suitable first aid arrangements are in place, including procedures for contacting the emergency services
- Arrangements are in place to ensure that the School is notified of any pupils with medical conditions which may affect their ability to safely participate in PE activities
- For activities away from School premises, procedures to address the needs of injured pupils, those that may have fallen ill and the remainder of the group are anticipated and included in PE risk assessments.

#### Employees' Responsibilities

- Comply with this policy and follow the associated protocols, procedures and safe systems of work
- Ensure that clothing and footwear is appropriate to the activity and the environment in which the activity is taking place
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils, the activity being undertaken, location travel distance and weather conditions
- Ensure that the area in which activities are carried out is thoroughly inspected prior to commencement of the activities. Any unanticipated hazards which haven't been considered as part of relevant risk assessments, and therefore aren't adequately controlled, must be reported to a responsible person immediately and the activities should not take place until the area has been deemed safe
- Carry out pre-use visual checks of equipment to identify obvious defects - this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed

- Carry out, at least on a weekly basis, a general inspection of the PE equipment and keep records of all inspections and any resulting action necessary
- Immediately remove from use and report any faulty equipment
- Ensure that unsafe behaviour by pupils is discouraged and dealt with appropriately and proportionately.

## **PORTABLE ELECTRICAL APPLIANCES**

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

### Associated Hazards

- Shock or burns
- Uncontrolled start up of equipment
- Fire or explosion
- Trips and falls.

### School's Responsibilities

The Headmistress will ensure that:

- The risks posed by portable electrical appliances are assessed
- Suitable safe systems of work to control the risks are implemented
- A trained and competent person carries out the task of formally inspecting and testing portable electrical appliances annually, and that records are kept of the same
- “double insulated” or earthed cables are used for equipment connected to power sources, and that cables are protected against damage
- Equipment is regularly maintained by following the manufacturer’s instructions
- Users visually check equipment before and during use

- any appliance that fails any inspection, test or other check is removed from use permanently or pending repair
- Where required by risk assessment, additional precautions are taken such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc
- The power supply is within the operating range of the appliance Copyright Citation Ltd Version 1.0 172
- Where provided, guards and protective covers are in place and kept in good condition.

#### Employees Responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the Office Manager
- Do not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

## POWER TOOLS

A Power Tool is a device that may be hand held but is driven by a power source other than human effort. There are various types of power tools determined by their power source: electric, pneumatic (powered by compressed-air), liquid or gaseous fuel (Fuel-powered tools are usually operated with gasoline or LPG), hydraulic, and powder-actuated.

Power tools include (but are not limited to): chippers, drills, hammers, sanders, Chain saw, compressed air guns and other tools.

### Associated Hazards

- Guards failure / Guards been removed: Exposed moving parts of power tools need to be safeguarded at Point of operation, In-running nip points, rotating parts, ejected chips and sparks to protect the operator and others
- Operating Controls and Switches: hand-held power tools unequipped with a constant-pressure switch or control that shuts off the power when pressure is released
- Electric Tools: burns, shocks, trips
- Portable Abrasive Wheel Tools: ejected fragments, moving parts, cuts
- Pneumatic Tools: getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool, injection of air into bloodstream
- Liquid Fuel Tools: fuel vapours can burn or explode and emit dangerous exhaust fumes
- Powder-Actuated Tools: ejected fragments, noise, vibration
- Hydraulic Power Tools: fire- if the fluid used in hydraulic power tool is not an approved fire-resistant fluid, injection of fluid into individual.

## School's Responsibilities

The Headmistress will take steps to:

- Compile risk assessments and implement suitable controls for work involving powered tools
- Provide information, instruction and training and keep appropriate records, specific to each type of equipment used
- Where required erect suitable barriers and controls to prevent unauthorised access
- Ensure that suitable clamps or a vice are used where necessary, freeing both hands of the operator when using the tool
- Keep appropriate records for the issue of tools and guard maintenance and inspection
- Maintain all tools in line with the manufacturer's recommendations
- Keep all people not involved with the work at a safe distance from the work area
- Provide appropriate personal protective equipment and train employees in its use and storage
- Where required, provide adequate health surveillance for the effects of noise and vibration
- Ensure that fire extinguishers are accessible in the areas where work takes place
- Put in place emergency procedures and communicate them to employees

- Provide adequate first aid provision dependant on the hazards and risks associated with the equipment

### Employees' Responsibilities (all power tools)

- Never carry a tool by the cord or hose
- Never yank the cord or the hose to disconnect it from the receptacle or power source
- Keep cords and hoses away from heat, oil, and sharp edges and preferably run above head height
- Disconnect tools and ensure movement has stopped when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters
- Visual pre-use inspection, look for (broken or missing guards, damaged or cracked tool housings, loose, deformed or missing parts, exposed conductors or "live" parts, leaks from hoses or hydraulic systems etc.)
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool
- Maintain tools with care; keep them sharp and clean for best performance
- Follow instructions in the user's manual for lubricating and changing accessories
- Be sure to keep good footing and maintain good balance when operating power tools
- Wear the correct apparel for the task. Loose clothing, ties, or jewellery can become caught in moving parts

- Personal protective equipment provided must be worn (safety goggle, gloves, safety foot wear and hearing protection etc.) as identified by the risk assessment
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

#### Employees' Responsibilities (electrically powered tools)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use
- Operate electric tools within their design limitations
- Use the correct PPE when using electric tools
- Store electric tools in a dry place when not in use
- Do not use electric tools in damp or wet locations unless they are approved for that purpose
- Keep work areas well lighted when operating electric tools
- Ensure that cords from electric tools do not present a tripping hazard
- In the construction industry, employees who use electric tools must be protected by ground-fault circuit interrupters or an assured equipment-grounding conductor program.

#### Employees' Responsibilities (pneumatic tools)

- Secure pneumatic power tools to hoses to prevent accidental disconnection

- Do not exceed the manufacturer's safe operating pressure for all hoses and fittings
- Install and maintain safety clips or retainers on pneumatic impact tools to prevent them from being accidentally expelled
- Ensure that safety clips or retainers are used on sections of hose to prevent accidental whip action
- Use the correct size of hose and the shortest size necessary for the tool. Keep all disconnected hoses clean
- Fit all air lines with an efficient filter and lubricator
- Use compressors in well-ventilated areas
- Do not use compressed air to clean clothing, skin, or hair and don't turn the hose towards another person
- Wear personal protective equipment as supplied by your employer.

#### Employees' Responsibilities (abrasive wheels)

- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use including all hoses for wear (do not repair leaks with tape)
- Understand any risk assessment and Safe System of Work provided by your employer

- Inspect for damage before use, do not use wheels or blades that have gouges, pieces missing or uneven wear to the grinding surface
- Before an abrasive wheel is mounted, it must be inspected closely for damage and should be sound- or ring-tested to ensure that it is free from cracks or defects
- To prevent an abrasive wheel from cracking, it must fit freely on the spindle.
- Follow the manufacturer's recommendations
- Take care to ensure that the spindle speed of the machine will not exceed the maximum operating speed marked on the wheel
- An abrasive wheel may disintegrate or explode during start-up.
- Allow the tool to come up to operating speed prior to grinding or cutting
- Employees should never stand in the plane of rotation of the wheel as it accelerates to full operating speed
- Wear personal protective equipment as supplied by your employer.

#### Employees' Responsibilities (liquid / gaseous fuel tools)

- Employees must be careful to handle, transport, and store gas or fuel only in approved flammable liquid containers, according to proper procedures for flammable liquids.
- Before refilling a fuel-powered tool tank, the user must shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapours, before restarting ensure all fuel vapours or spillages have dispersed or been cleaned away

- When a fuel-powered tool is used inside a closed area, effective ventilation and/or proper respirators such as atmosphere-supplying respirators must be utilised to avoid breathing carbon monoxide
- Wear personal protective equipment as supplied by your employer, for tool use and refilling procedures.

#### Employees' Responsibilities (powder-actuated tools)

- Only operate equipment in line with the manufacturer's instructions and specific safe systems of work
- Check that the tool is unloaded before doing any alteration or adjustment to safety guards, muzzle or barrel
- Follow the manufacturer's guidance when dealing with a misfired cartridge
- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, check for leaks of fuel
- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use
- Report any defect and ensure the equipment is not used until it has been repaired by a competent person
- Do not remove any guards fitted to the tool
- Assist the employer in counting cartridges out and in every day

- Do not undertake horseplay, especially with cartridge tools
- Never walk around with a loaded gun
- Wear the appropriate personal protective equipment provided, usually eye and hearing protection as a minimum.

#### Employees' Responsibilities (hydraulic power tools)

- Follow The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded
- If a leak is found DO NOT ATTEMPT TO STOP THE LEAK BY ANY MEANS, turn off equipment, place on floor and remove from power immediately.
- Understand any risk assessment and Safe System of Work provided by your employer
- Inspect for damage before use, including any hoses for wear or leaks (DO NOT REPAIR)

## **RISK ASSESSMENT**

In many premises there are risks, which may affect the health and safety individuals within the building. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the management of Health & Safety at Work Regulations. A properly conducted risk assessment is an important step in protecting all employees, pupils and the School, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect Schools to eliminate all risks, they are required to protect people so far as is reasonably practicable.

### Associated Hazards

- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

### School's Responsibilities

The Headmistress will ensure that:

- Any person undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process

- All hazards with the potential to cause harm are identified
- The probability and severity of potential injury or damage is evaluated
- Employees are provided with any additional training identified within the risk assessment process as being a necessary control measure
- Risk assessments are reviewed annually, where they are no longer valid, or where there has been a significant change in work activities or processes
- Records are kept of all the significant findings of the risk assessments and identify anyone who may be at risk
- Appropriate health surveillance is provided where there is an identifiable disease or potential adverse health condition related to the work activity
- Anyone undertaking work activities on the School are provided with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

### Employees' Responsibilities

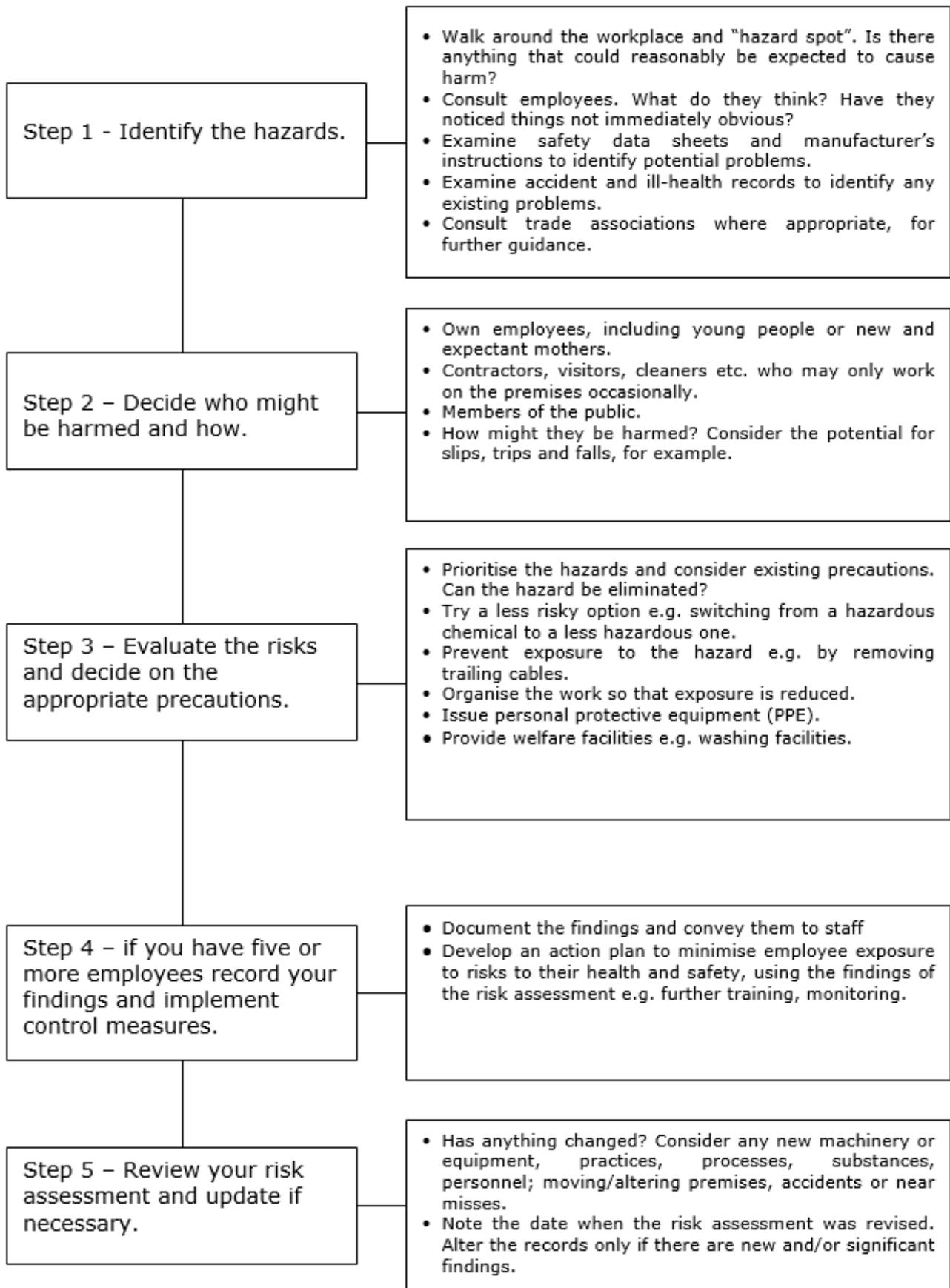
All employees must:

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the School
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the School management team immediately

- Make full and proper use of any PPE provided.



## Risk Assessment Process



## SAFETY SIGNS

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms). Traditional signs such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Norfolk House School will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** e.g. no smoking
- Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the wearing of personal protective equipment
- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram, e.g. radiation
- Green signs identify or locate safety equipment as well as marking emergency escape routes.



### School's Responsibilities

The School acknowledges that signs must comply with the regulations. However, where necessary we may design specific signs to maintain a safe environment. It is the School policy to ensure that any signs that are provided for safety reasons are:

- Maintained in a good condition
- Positioned in the correct location
- Explained to all employees and pupils to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

### Employees' Responsibilities

Employees will:

- Familiarise themselves and comply with any signs and notices that are displayed
- Bring any defects to the attention of the Headmistress
- Follow safe operating procedures.

## SAFE SYSTEMS OF WORK

A Safe System of Work (SSOW) is the method to be followed to carry out a task, which may be high risk, or involve multiple processes in a safe way. It considers all the foreseeable hazards to health and safety and seeks to eliminate or minimise these risks to as low a level as reasonably practicable.

The safe system of work considers the employees and others who may be affected, such as visitors and contractors, and provides a formal framework to ensure all the steps necessary for safe working have been anticipated and implemented.

Risk assessment findings will generally be incorporated into the safe system of work.

### Hazards

- High risk machinery routine maintenance
- Cleaning and break down of equipment, including blade changes, or other sharps
- Normal high-risk operating processes, including normal manufacturing processes
- Lone working
- Confined spaces
- Complex operations, including electrical installations and work on high voltage systems
- Working at Height
- Substances hazardous to health, including handling, decanting, and use.

**Note: this list is not exhaustive.**

## School's Responsibilities

Following the completion of a risk assessment Norfolk House School may feel it necessary to also compile a Safe System of Work to further control the work activity and will communicate those findings to the individuals affected by the operations. The safe system of work should include, where relevant:

- The sequence of operations to be carried out
- The equipment, plant, machinery, and tools involved
- Chemicals and other substances to which individuals might be exposed in the course of the work
- Consideration of the need for any permits to work, for example work being carried out on high voltage apparatus, complex machine machinery maintenance
- The people doing the work – their skill and experience
- All foreseeable hazards (Health, Safety, Environmental)
- Practicable precautions, scheduled and statutory maintenance; pre-use checks
- Personal protective equipment required
- Training requirements of those carrying out the operations under the procedure, including re-training
- Documented evidence of communication and confirmation of their understanding, with individuals who might be exposed to risks involved with the task

- Implemented monitoring systems to ensure that the defined precautions are implemented effectively
- Any welfare facility arrangements
- Any emergency procedures.

### Employees' Responsibilities

Employees must:

- Carry out work in accordance with the safe system of work
- Co-operate with management arrangements in the safe system of work
- Report any uncontrolled hazards to the employer
- Follow instruction, training and guidance given by the employer.

## SCIENCE LESSONS

Science lessons may involve the handling of hazardous chemicals, including gases and liquids, in addition to biological matter.

### Associated Hazards

- Hazardous substances including those leading to infection, e.g. from biological matter and micro-organisms
- Chemical Burns
- Slips and trips
- Physical injury, e.g. broken glass
- Fire and explosion.

### School's Responsibilities

The School will:

- Carry out risk assessments for science activities
- Obtain current Manufacturers Safety Data Sheets on all hazardous substances used
- Carry out COSHH assessments for hazardous substances stored, handled or used
- Implement appropriate control measures to eliminate or minimise the risk of harm and inform relevant employees of the findings
- Provide appropriate security measures and control access to substances hazardous to health

- Provide information, instruction, training and supervision in safe practice
- Provide suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as identified by risk assessment
- Provide appropriate washing and decontamination facilities
- Provide suitable storage facilities for e.g. hazardous materials, science equipment and PPE / RPE
- Maintain good housekeeping
- Maintain all science equipment in efficient order and good repair and ensure that equipment is inspected and thoroughly examined as per statutory requirements
- Where necessary, implement health surveillance programmes as identified by risk assessment
- Plan for emergencies e.g. spill response and instruct staff on the procedures
- Ensure proper waste disposal procedures are in force.

### Employees' Responsibilities

Employees will:

- Follow training, guidance and instruction given
- Use personal protective equipment (PPE) and respirable protective equipment (RPE) and other safety equipment provided

- Follow good hygiene practice and refrain from eating and drinking in the classroom
- Report any hazardous or dangerous situations immediately to the Head of STEM.

## STRESS

Stress is not a weakness and can affect anyone. Norfolk House School recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

Although a certain amount of pressure can be motivational and enable employees to perform at their best, it is when too much pressure is experienced, leaving employees unable to cope, that stress can result.

The Health and Safety Executive has defined stress as ‘the adverse reaction a person has to excessive pressure or other types of demand placed upon them’.

Work-related stress can be tackled by School and its employees working together to identify sources of stress and how those can be managed.

Sources of stress can include:

- Demands of the role, leading to an unmanageable workload
- Being under-challenged or having no autonomy, leading to a lack of job satisfaction or low esteem
- Environmental factors, such as noise, temperature, exposure to violence or aggression
- Lack of support from management or colleagues
- Organisational changes and how those are communicated and managed
- Relationships and being subjected to unacceptable behaviours, such as bullying.

### School's Responsibilities

The Headmistress will ensure:

- That a risk assessment is carried out in conjunction with employees to identify sources of stress and the associated risks and that information is gathered, such as completed health questionnaires, sickness absence records and exit interview notes, in order to assist in this process.
- That the risks associated with work-related stress are reduced, as far as is reasonably practicable.
- That a system is in place which enables employees to approach their line manager, a health and safety representative or a colleague, if they are experiencing work-related stress, have any concerns about their work environment, or have experienced unacceptable behaviour.
- Consultation and communication with employees over any proposed changes to their work patterns or proposed changes to the working environment.
- Employees are encouraged to develop new skills to help them achieve their goals.
- Employees are provided with access to support, such as an Employee Assistance Programme/counselling service, advice or training, to help reduce work-related stress.

### Employees' Responsibilities

Employees will:

- Follow the School's reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse
- Contribute to the development of any work-related stress risk assessment carried out by the employer
- Read all communications from the employer that concern work related changes and the reasons behind those

- Attend any counselling or stress management training sessions provided by the employer.

## **VIOLENCE AND AGGRESSION**

Norfolk House School recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support employees and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. All employees whose job requires them to deal with the public can be at risk from violence.

### Associated Hazards

- Physical attacks
- Verbal abuse
- Low morale
- Stress

### School's Responsibilities

The Headmistress will ensure that:

- A risk assessment is carried out in respect of the potential for violence and aggression in the School. This will be undertaken in consultation with employees and their representatives, where appropriate
- Instruction and training is provided regarding violence at work to employees on induction and during other workplace training sessions
- All physical and verbal threats to employees are recorded
- All incidents are classified in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The School will investigate all complaints, which relate to

## violence at work

- risk assessment is undertaken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded
- Any violence or aggression is reported to the Police at the employees request
- Monitoring arrangements are established and, if a violent or aggressive incident occurs, risk assessments are reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

### Employees' Responsibilities

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the Headmistress
- Complete an incident report form after any violent incidents. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work.

## **VISIT BY AN ENFORCEMENT OFFICER**

The Health and Safety at Work etc. Act 1974 and associated legislation confers powers on inspectors who are appointed by the relevant enforcing authority, in order that they may ensure compliance with statutory requirements.

Most dealings with those on whom the law places duties are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:-

- Failure to comply with an Improvement or Prohibition Notice
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with them
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

### School's Responsibilities

The School recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with the School is maintained and kept up-to-date. Such documentation includes (but is not limited to):

- Health and safety policy and procedures
- All relevant risk assessments

- Induction and training records
- Maintenance, test and inspection records
- Health records
- Emergency plans etc.

### Employees' Responsibilities

Employees must:

- Not obstruct any reasonable request made by an Enforcement Officer
- Comply and cooperate with requests by the Officer
- Follow instruction and guidance given by the School.

## **WASTE DISPOSAL**

This arrangement covers the general waste generated by the School in carrying out its activities.

### Associated Hazards

- Build up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping which presents a tripping hazard.

### School's Responsibilities

The Headmistress will ensure that:

- All waste which should be removed from the premises is identified and removed
- Contracts are agreed with an appropriate waste disposal company to ensure that waste is removed from the premises safely
- Suitable waste collection receptacles are provided and appropriately labelled with the type of waste which may be put inside them
- Staff are aware of the items which can and cannot be placed in the receptacles provided by the waste disposal company
- Any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the School premises
- Copies of waste transfer notes are retained on site for a minimum of two years for future reference

- Employees are trained and instructed in the correct disposal of waste and that records of such are retained

### Employees' Responsibilities

Employees will:

- Dispose of waste as instructed
- Inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal
- Not climb onto skips or other waste receptacles
- Inform management if waste receptacles are full and need emptying
- Not remove items from waste receptacles and take or use for personal use.

## WELFARE

The School takes seriously its duty to safeguard the welfare of pupils, employees and visitors.

For disabled persons it may be necessary to make specific parts of the School accessible for their use e.g. toilets, washbasins, doors, passageways etc.

### School's Responsibilities

The School has a responsibility to assess and provide adequate welfare facilities for pupils, employees and other persons using the premises, and to take account of the general working environment to include:-

- Ventilation
- Indoor temperature and the impact of working in hot and cold environments
- Lighting
- The provision of adequate room and space in which to complete activities
- The safe and frequent removal of waste and the cleaning of the premises
- The provision of suitable workstations and seating for the activity being undertaken.
- Floors and traffic routes providing suitable standing for vehicles and persons
- The position, integrity and visibility of transparent windows, doors, gates etc
- Sanitary conveniences and washing facilities
- The provision of potable drinking water

- Accommodation for clothing and changing facilities
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

#### Employees' / Pupils' / Visitors' Responsibilities

The welfare facilities provided and maintained by Norfolk House School are for the benefit of all pupils, employees and visitors. They have a responsibility to use the facilities in a proper manner and not to damage or misuse any equipment provided.

Personal responsibility should be taken for disposing of waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

## WORK EQUIPMENT

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as minibuses, photocopiers, science equipment and kitchen utensils are included. Scaffolding, access equipment and safety devices etc are also considered to be work equipment.

### Associated Hazards

- Dangerous/rotating parts of machinery
- Ejection of materials
- Rupture or disintegration
- Fire, overheating or explosion
- Gas, liquid, vapour or hazardous substance
- Excessively hot or cold surfaces
- Failure of safety controls on powered equipment
- Dangers from instability, poor lighting or poor maintenance
- Noise or vibration

### School's Responsibilities

The School appreciates that that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, not maintained properly or not stored in the correct manner. To control exposure to the hazards presented by use, cleaning, or maintenance of work equipment, the Headmistress will ensure that:

- Full risk assessments are undertaken for the equipment that is being used, cleaned or being maintained and copies issued to all operatives along with the people who may be adversely affected by the equipment
- Safe systems of work are implemented
- All relevant employees are provided with sufficient information, instruction, training and supervision when using, cleaning or maintaining the equipment. All training will be documented on the employees personnel file. Training will be provided where necessary for all pupils using equipment
- All necessary safety controls such as guards\*, stop buttons, automatic breaks, isolation switches etc. are in place, properly adjusted and working correctly

***\* Even if equipment is supplied with guarding, its suitability should be assessed in light of advice from guarding specialists (where necessary). Additional guarding should be fitted if required, to prevent access to all dangerous parts of the equipment/machinery.***

- All equipment including guarding is maintained by competent people and inspected as required by risk assessment and the manufacturer's instructions. Records will be kept of all inspections
- Personal protective equipment (PPE) is provided, including that for hearing, sight, and breathing protection as required by risk assessment.
- Employees are trained in the use and maintenance of PPE
- Work equipment is selected which is suitable by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- Work equipment is subject to regular inspection and maintenance carried out by persons competent for the work. The complexity and frequency of inspection and maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions

- Suitable records are kept of all maintenance and inspections
- Unsafe equipment is labelled as such and taken out of service
- Assessments are undertaken of hazardous substances which are used or created by work equipment as required by the Control of Substances Hazardous to Health (COSHH) Regulations.

### Employees' Responsibilities

All employees will:

- Use work equipment safely and in accordance with the information, instruction and training provided by the School
- Only use, clean or maintain the equipment that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the Office Manager
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the School in the management arrangements for the provision and use of work equipment
- Seek the permission of the Headmistress before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities
- Make full and proper use of any personal protective equipment provided by the School

- Inform the Headmistress if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

## **WORK EXPERIENCE**

Work experience may be defined as giving young persons the opportunity to undertake a task or range of tasks on an employer's premises, much in the same way as employees but with the emphasis on learning. As such it is an important part of a young person's education, helping to develop their understanding of the workplace, their personal and social skills and their employability.

### Associated Hazards

- Unsuitable work placements
- Lack of supervision
- Use of work equipment.

### School's Responsibilities

Before accepting a young person on a work experience placement, the Headmistress will ensure that:

- The placement has clear aims and objectives
- Roles and responsibilities are clearly defined
- Arrangements are made for health and safety management
- The demands on employees' time, resources etc are considered
- The views of employees, pupils, employers and parents are taken into account
- Arrangements are made for evaluation and review of work placements
- A work placement co-ordinator is appointed who is sufficiently trained and experienced in safeguarding, legal and insurance requirements, and health and safety.

- Any accident or incident involving a young person on a work experience placement is fully investigated and, where necessary, reported to the relevant authorities.

### Employees Responsibilities

Employees will:

- Cooperate and comply with the School's arrangements for young persons undertaking work experience
- Report feedback, including concerns, relating to work experience placements.

## **WORK AT HEIGHT**

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work.

### Associated Hazards

- Falls from equipment and structures
- Falling objects.

### School's Responsibilities

To prevent exposure to the hazards associated with work at height, the Headmistress will ensure that:

- The Work At Height Regulations are complied with
- Work is properly planned, supervised and carried out by competent persons
- Work at height is avoided where possible
- A risk assessment is carried out to identify the hazards and the controls necessary to complete the job in a safe manner
- All that is reasonably practicable is done to prevent anyone falling
- All work at height is properly planned and organised
- All work at height takes account of weather conditions which could endanger health and safety

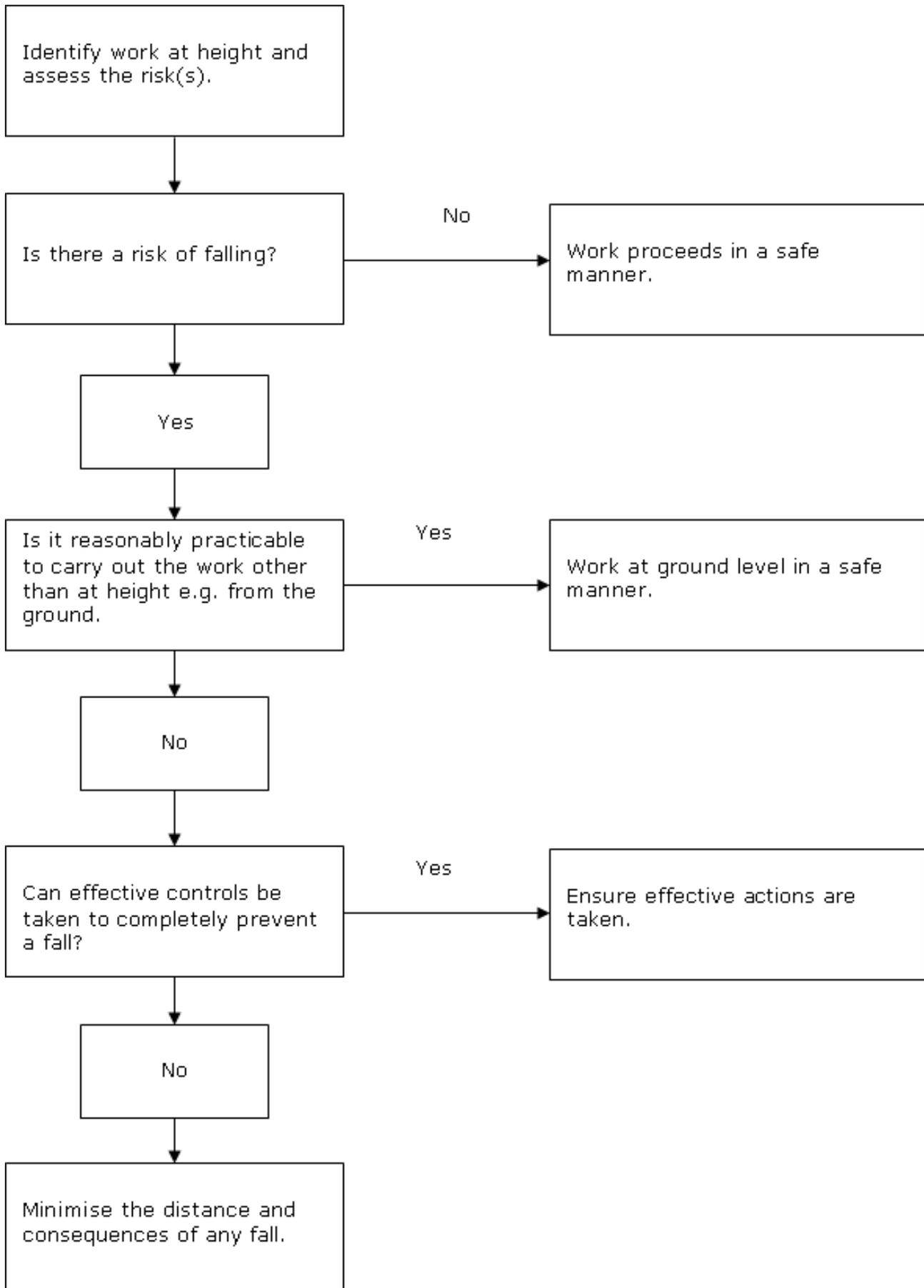
- Those involved in working at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is properly inspected
- Risks presented by fragile surfaces are properly controlled
- Risks from falling objects are properly controlled.

### Employee's Responsibilities

Employees will:

- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided by the School
- Follow safe systems of work devised by the School
- Report any accidents, incidents and near misses to the School.

## Work At Height Flowchart



## YOUNG PERSONS

Most young people cannot wait to get their first job, be it a paper round, shop work or dog walking. But some young people may be unaware of the hazards the workplace may hold.

There are specific legal requirements and restrictions, on those who employ young people (and even more so, children).

A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

### Associated Hazards

Some young people may be at particular risk because of:

- Their lack of awareness
- Unfamiliarity with their surroundings
- Being physically or psychologically less suited to certain tasks
- Their lack of skills and training.

## School's Responsibilities

Norfolk House School will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the:

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks
- Health & safety training to be given to the young person
- Extent of exposure to any chemical, biological or physical agents
- Nature and layout of the work area
- Types of equipment, methods of use and work activities to be undertaken.

Where a Child or Young Person is on work experience, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.) and to the school/college/training provider where applicable.

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Norfolk House School will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following:

- Work beyond their physical or psychological capabilities
- Perform work which involves harmful exposure to radiation

- Perform work which involves risks to health from noise, vibration or extreme heat or cold
- Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child.

Norfolk House School will also:

- Ensure that adequate training and supervision is provided to enable the young person to undertake their job safely
- Provide all necessary personal protective equipment (PPE) and train the young person in its use, e.g. ear and eye protection, helmet and footwear etc.
- Introduce health checks if there is a danger of ill health arising from the work.

### Employees' Responsibilities

Employees must:

- Co-operate with management arrangements for young people in the workplace
- Report any hazards to the employer
- Follow any guidance, information, instruction and training given by the employer.

Young people must:

- Ask the employer or senior member of staff if they are unsure about anything
- Make full and proper use of all PPE that has been issued to them
- Not undertake any tasks unless they have been trained

- Report any hazards or defects to the employer or a senior member of staff.

## VERSION CONTROL

Date of adoption of this policy	11.10.23
Date of last review of this policy	5.3.26
Date for next review of this policy	5.3.27
Policy owner (SLT)	Headmistress
Policy owner (Proprietor)	Chair of Directors