

# Fairstead House

## Health & Safety Policy

### Incorporating the Early Years Foundation Stage

#### 1. STATEMENT OF INTENT

- 1.1. The Governors recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2. The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3. The Governors will take all such steps as are reasonably practicable:
  - 1.3.1. to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
  - 1.3.2. to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
  - 1.3.3. to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
  - 1.3.4. to develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
  - 1.3.5. to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
  - 1.3.6. to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;

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- 1.3.7. to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School, staff meetings and relevant committees;
- 1.3.8. to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.3.9. to constantly review the details of this Policy and keep it in line with changes in current Legislation;
- 1.3.10. to ensure that the sections on first aid and fire procedures are prominently displayed in the School;
- 1.4. The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.5. Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices. It is the intention of the School to follow the advice given in The Children Act Guidance and Regulations Volume 5
- 1.6. The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work as required by the Management of Health & Safety at Work Regulations 1999.

## **2. MANAGEMENT STRUCTURE**

### **2.1. The Governors**

The Governors accept full responsibility for health and safety within the School. They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary. The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

### **2.2. The Head**

The Head will be responsible to the Governors for the safe functioning of all School activities. She will:-

- 2.2.1. constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors at the first Governors' meeting of every term as part of the Health and Safety Report.

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- 2.2.2. recommend changes in the Safety Policy in the light of experience;
- 2.2.3. ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.2.4. be responsible for ensuring that all academic and non-academic members of staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.2.5. chair the School Health & Safety Committee consisting of the Head, Caretaker and Bursar. The committee shall inspect the School termly and report any Health & Safety concerns to the Finance Sub-committee of the Board;
- 2.2.6. take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications;

## 2.3. **The Bursar**

The Bursar will support the Head fully in the activities outlined above and be responsible for initial Health & Safety training of all staff and induction and training of non-academic staff.

## 2.4. **Employees**

- 2.4.1. The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 & 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes of Regulations.
- 2.4.2. They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and cooperate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 2.4.3. They will observe all Safety Rules and Regulations both statutory and School and conform to any safe systems of work that may be developed.
- 2.4.4. They must report all accidents, incidents and damage to their immediate superior and record any incident in the Accident Book which is kept in the School Office.
- 2.4.5. They must report to the Head or Bursar any Health & Safety concerns, however minor, which come to their attention.

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## 3. LOCAL RULES AND ARRANGEMENTS

It is the School's intention that in this part of the Policy, which will be constantly developed, specific standards and arrangements will be established to cover specific risks and these standards will be constantly monitored. Local Rules have been prepared and are contained in the following sub-sections:-

- 3.1 School Trips
- 3.2 Machinery Guarding and Work Equipment
- 3.3 Fire Evacuation Policy
- 3.4 First Aid
- 3.5 COSHH Regulations
- 3.6 Electricity at Work Regulations
- 3.7 Accident Reporting
- 3.8 Instructions for Contractors
- 3.9 Competent Persons
- 3.10 Manual Handling
- 3.11 Personal Protective Equipment
- 3.12 Management of Health & Safety at Work Regulations 1999
- 3.13 Training
- 3.14 After School and extra-curricular activities
- 3.15 Parents' Association and other users
- 3.16 Transport
- 3.17 Sun protection and awareness
- 3.18 Food Hygiene - See also Catering and Food hygiene
- 3.19 Working at height.

### 3.1. School Trips

- 3.1.1 Teachers will be familiar with and will follow the guidelines of the DfE Health and Safety of Pupils on Educational Visits, ISI Handbook Regulatory Requirements and ROSPA guideline.

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Apart from in the EYFS, a written risk assessment is not required for every visit and teachers should assume that they only need to carry out a risk assessment in exceptional circumstances. However, where a risk assessment is carried out, the employer must record the significant findings of the assessment. A risk assessment is not needed every time a School takes pupils to a local venue such as a swimming pool, a park or a museum. Exceptional circumstances include activities away from School; for example, mountaineering, canoeing, and sailing. Trips abroad also need careful attention to duties under health and safety.

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the School (with the exception of Early Years Foundation Stage children) as most of these activities take place during School hours and are a normal part of the child's education at the School. However, parents should be told where their child will be when not on School premises and of any extra safety measures required. This can be via a specific communication, or a more general termly calendar or similar. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside School hours. A 'one-off' consent form may be used for parents to sign when their child enrolls at the School.

When planning an activity involving caving, climbing, trekking, skiing or watersports, Schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

- 3.1.2 The trip organiser should check with the Bursar that insurance covers volunteers accompanying trips.

## 3.2. Machinery Guarding & Work Equipment

- 3.2.1 It is the intention of the School that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1992 utilising guidance given in Booklet L22. The standards that have been established and laid down for many years under Sections 12, 13 and 14 of the Factories Act 1961 and associated legislation will be utilised, even though, for the most part, that legislation does not apply to the School.

## 3.3. Fire Evacuation Policy

- 3.3.1. The School will appoint and train fire marshalls to cover all areas of the School. There are currently the Head, Deputy Head, Bursar and Year 5 Teacher.

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- 3.3.2. This policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999. A Fire safety Risk Assessment should be carried out to comply with the Fire Safety Order: Regulatory Reform (Fire Safety) Order 2005, SI 2005/1541. This should be approved by the Governors and Head and should be reviewed annually. Inspections and tests of firefighting and fire safety equipment should be carried out and recorded as outlined in this document.
- 3.3.3. Once in every term, preferably within the first fortnight, the School will hold a fire drill, the timing of which will be known only to selected staff. The Head will have the power to exempt certain staff from the drill.
- 3.3.4. If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.3.5. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Health and Safety Committee.
- 3.3.6. The warning, in the case of fire, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings including separate blocks.
- 3.3.7. This fire alarm system will be tested during termly fire drill by the Head and the testing will be done sequentially from one operating point to the next. Regular tests are carried out as part of the School's Fire Safety Checks. Details will be kept of these tests.
- 3.3.8. Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Upon hearing the alarm, nominated staff will summon the Fire Brigade, inform the Head and undertake whatever duties are specified in these Regulations.
- 3.3.9. Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area which is in front of the main School building. In the event of an actual fire, any subsequent movement will be decided by the Head in consultation with the Fire Marshalls.
- 3.3.10. The Head will ensure that there is an effective system for ensuring that class registers, current to that day, are available for the roll call.

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- 3.3.11. The person responsible for informing the Fire Brigade will be the Head and their deputy will be the Deputy Head.
- 3.3.12. The persons responsible for bringing out the registers will be the Head's PA or in case of absence the Head.
- 3.3.13. Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, cloakrooms, offices, assembly halls, libraries, gymnasiums, dining rooms and kitchens, in accordance with the Fire Safety Risk Assessment.
- 3.3.14. The Fire Safety Risk Assessment should be taken outside during a fire drill and made available to the Fire service if needed. Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.3.15. Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours.
- 3.3.16. The Head should ensure that no unauthorised persons re-enter the School, under any circumstances, during a fire practice or actual fire emergency.

## 3.4. **First Aid**

- 3.4.1. Persons that have received training in First Aid and have been appointed as first aiders for the School are listed in the School Office and in the Staff Room.
- 3.4.2. First Aid boxes are currently maintained in the following locations: First Aid Room (and bag for trips); Kitchen; Reception and Nursery, Library; School minibuses, DT, Yr 3/4, Yr 5/6, Yr 1/2, P.E.Store, Hall, Sports Transit x2 P.A. Office
- 3.4.3. The person responsible for ensuring that First Aid Boxes meet laid down statutory requirements is the "Responsible Person for First Aid (the Year 5 Teacher)"
- 3.4.4. All First Aid Boxes will be checked against a stock list every term and restocked as necessary.
- 3.4.5. Any accidents, no matter how trivial, should be reported by the staff on duty in the accident books which are maintained in the School Office.
- 3.4.6. Notification of accidents to parents shall be in accordance with current best practice as decided by Head.

## 3.5. **COSHH (Care of Substances Hazardous to Health) Regulations**

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- 3.5.1. The School will take all necessary steps to comply with the above Regulations.
- 3.5.2. It is recognised that substances to which the Regulations apply will be used by class teachers and in the teaching of science, art and DT and in the kitchen, offices, maintenance, domestic cleaning and by the Caretaker/groundsman.
- 3.5.3. Each area will establish and keep a folder in which will be listed the Data Sheets for each substance brought into the School, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.
- 3.5.4. The Head and Bursar will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.
- 3.5.5. The Head and Bursar will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.
- 3.5.6. The School will set up a system whereby the Head will be aware of any change in purchase policy so that new substances may be effectively monitored.

## 3.6. **Electricity at Work Regulations**

- 3.6.1. The School will take the necessary steps to comply with the above Regulations.
- 3.6.2. Maintenance of all electrical equipment forms part of an annual visual electrical inspection which is carried out by the Caretaker. In alternate years (from Dec 2007) PAT testing will be carried out by a qualified person, currently the School Caretaker.
- 3.6.3. The Bursar will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- 3.6.4. The School Caretaker will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be routinely checked by staff using it for any signs of wear. The School Caretaker should be informed immediately of any apparent defects.
- 3.6.5. Where electrical equipment is brought onto School premises, the School expects all equipment to be of a high standard of manufacture and maintenance. The School Caretaker should be informed so that an electrical check can be carried out.

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- 3.6.6. The Bursar will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person.
- 3.6.7. The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Science work will be individually assessed for potential hazards and written instructions prepared to control the risks.
- 3.6.8. The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

## 3.7. Accident Reporting

- 3.7.1. All accidents, no matter how trivial, should be reported to the staff on duty, who will be responsible for passing on details to the Head.
- 3.7.2. The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR.
- 3.7.3. Whenever the following events occur, it must be reported to the Health & Safety Executive under RIDDOR regulations. **Types of reportable injury (see <http://www.hse.gov.uk/riddor/what-must-i-report.htm> for full details)**
  - Deaths
  - Major injuries
  - Over-seven-day injuries
- 3.7.4. In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health & Safety Executive should be informed:
  - In cases of death or major injuries, you must notify without delay, most easily by reporting online. Or by telephone 0345 300 9923.
  - Cases of over-seven day injuries must be notified within fifteen days of the incident, using the appropriate online form.
  - Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.
- 3.7.5. The School will keep records of all reportable injuries and dangerous occurrence containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous

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occurrence happened and a brief description of the circumstances. The School will keep a photocopy of each completed Form in a file in order to fulfil this requirement.

- 3.7.6. Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Head.
- 3.7.7. The School will arrange for all accidents and “near misses” to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Head.
- 3.7.8. Where appropriate, a copy of the report will be made available for discussion at the next Governors or Staff or Health and Safety Committee Meeting.

## 3.8. **Health and Safety Instructions for School Contractors**

- 3.8.1. The School Liaison Manager for Contractors is the Bursar. She must be contacted before any work is commenced. The School requires Contractors to book in and out of site daily, and this is to be arranged with the Bursar.
- 3.8.2. Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the School and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor.
- 3.8.3. Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited unless specifically authorised by the Bursar.
- 3.8.4. Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Bursar.
- 3.8.5. When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction Regulations. Scaffolding inspections, in accordance with the Construction (Working Places) Regulations 1996, are the responsibility of the Contractor.
- 3.8.6. The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.

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- 3.8.7. The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons' property adjoining the site.
- 3.8.8. No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Bursar.
- 3.8.9. Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable having regard to all the relevant factors, for the equipment to be 'dead' while work proceeds and that it is reasonable for the work to be carried out on or near it while it is 'live' and suitable precautions are taken to prevent injury.
- 3.8.10. When portable electrical equipment is brought on to the site, this is expected to be of 110 volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.
- 3.8.11. All gas welding or flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the Contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.
- 3.8.12. The School site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and Contractors must be vigilant in observing these conditions.
- 3.8.13. Any accidents that occur on site must be reported to the Bursar. We expect the co-operation of Contractors in the investigation of any accidents which may occur.
- 3.8.14. Contractors are required to advise the Bursar where they will be working on site and should not go into other areas without prior authorisation.
- 3.8.15. The Contractor shall inform the Bursar of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed.
- 3.8.16. Any queries or problems on site should be referred to the Bursar. In her absence her nominated deputy is the School Caretaker who should be contacted and will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.

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3.8.17. Contractors are asked to acknowledge receipt of a copy of these Instructions for Contractors and agree to be bound by the conditions outlined above. The instructions are in Appendix 1.

3.8.18. Contractors should complete the Hot Works permit where appropriate Appendix 2

## 3.9. **Competent Persons**

3.9.1. Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:-

- Health and Safety Matters - The Head and the Bursar
- Fire Evacuation Procedures - Fire Marshalls and all teaching staff - (see Section 3.3.9)
- Electrical Work - Dale Jeffery. PAT Testing: the School Caretaker
- Kiln - Essex Kilns
- Fire Extinguishers - Fire Safety Services
- Fire alarm systems- Fire Safety Services
- Boiler systems - Logic Plumbing Services
- Kitchen hood and extractor - Brian Ibbott Catering Services
- Minibus service and MOT - Manchetts
- Playground equipment - Annual assessment REJB and Co. Servicing: Fenland Leisure Products/Ludus Leisure

## 3.10. **Manual Handling**

3.10.1. It is the policy of the School to comply with the Manual Handling Operation Regulations 1992 (amended) utilising the guidance given in publication L23.

3.10.2. In particular, the School will:-

- i) avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- ii) where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person(s) responsible for carrying out these assessments is the person responsible. Help and advice can be sought from the Head, Bursar or School Caretaker
- iii) take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

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## 3.11. Personal Protective Equipment

- 3.11.1. It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.
- 3.11.2. The School recognises that Personal Protective Equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.
- 3.11.3. Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
- 3.11.4. All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.
- 3.11.5. Employees will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.
- 3.11.6. A record will be kept of all Personal Protective Equipment which is issued using the format on page 11.
- 3.11.7. The person nominated to co-ordinate the above on behalf of the School is the Bursar.

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## ISSUE OF PERSONAL PROTECTIVE EQUIPMENT

NAME OF SCHOOL: .....

Name of Employee: .....

Department:.....

Job: .....

National Insurance No:.....

Date of Issue: .....

PPE

SPECIFICATION

Eye Protection

.....

Hearing Protection

.....

Safety Shoes

.....

Helmets

.....

Respirators

.....

Wet Weather Equipment

.....

Other (Specify)

.....

## HEALTH AND SAFETY AT WORK ACT 1974

I have a duty to take reasonable care for the health and safety of myself and any other persons who may be affected by my acts or omissions. I have a duty to co-operate with my employer to enable him to fulfil his legal duties. I must not intentionally or recklessly interfere with or misuse anything provided for our health, safety & welfare.

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

I understand that when provided with any Personal Protective Equipment, e.g. Respirators, Gloves, to reduce my exposure to a substance and act as a Control Measure; that I have a duty to wear it/use it correctly and promptly report any defects.

## THE NOISE AT WORK REGULATIONS 2005

I understand that I have a duty to fully and properly use the ear protection provided for me by my employer when working on jobs with noise levels above 90 dB(A) and to report any defects back to him.

## PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

I understand that when provided with any Personal Protective Equipment I have a duty to use it in accordance with any training and instructions, take all reasonable steps to ensure it is returned to accommodation provided for it after use, and report any loss or obvious defects to my employer.

## PERSONAL UNDERTAKING

*I have read the above and understand my duties as regards the wearing of the equipment issued to me. I know where to obtain replacements if the equipment is lost or damaged*

SIGNED: .....

DATE:.....

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## 3.12. **Management of Health & Safety at Work Regulations 1999**

- 3.12.1. It is the Policy of the School to comply with the Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice.
- 3.12.2. The Head will make a suitable and sufficient Assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.
- 3.12.3. Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.
- 3.12.4. To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (see Section 3.9). Co-ordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Head.
- 3.12.5. The results of the Assessment including identified risks and any necessary preventive and protective measures will be brought to the attention of relevant employees.

## 3.13. **Training**

- 3.13.1. The School will comply with the Health and Safety at Work Etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.
- 3.13.2. Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- 3.13.3. The School will provide employees with health and safety training:-
  - a) on appointment. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, fire and evacuation;
  - b) on their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;

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c) periodically as refresher training, as appropriate.

3.13.4. Records will be maintained of all training that has been given. The persons responsible for co-ordination of training on the School's behalf are the Head (academic staff) and Bursar (non-academic staff).

## 3.14. **After School and Extra Curricular Activities**

3.14.1. A competent number of staff should be present on School premises for all extra-curricular activities.

3.14.2. The School should provide to persons running clubs a register of all participants for that activity at the start of each session.

3.14.3. The School should ensure that their insurance covers volunteers leading extra curricular activities or assisting at sessions.

## 3.15. **Visitors, Volunteers, Parents' Association and Other Users**

All users of School premises will have access to a copy of the School's Health & Safety Policy and will agree to comply with its provisions before using the premises.

## 3.16. **Transport**

3.16.1. Drivers of the school minibus should have taken the appropriate test and completed the Drivers Declaration form which should be signed by the Head or Bursar. Drivers using their own vehicles should have completed the Drivers Declaration form which should be signed by the Head or Bursar. Drivers' declaration forms should be reviewed annually.

3.16.2. When pupils are transported to school events in parents' or volunteers' cars, the driver should ensure that their own motor insurance covers the trip. Drivers should have completed the Drivers' Declaration form which should be signed by the Head or Bursar. Drivers' Declaration Forms should be reviewed annually. Safeguarding checks should be carried out by the Head as required.

3.16.3. The school minibuses should be maintained and used in line with ROSPA guidance.

3.16.4. All drivers of the minibus should visually inspect the vehicle before commencing a journey and record that they have done so in the log book.

3.16.5. Any problems with the minibus should be reported immediately to the Head or Bursar.

3.16.6. It is the Governors' policy that all hired transport should have seat belts.

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## 3.17. Sun Awareness and Protection

Staff should promote pupils' awareness of the dangers of exposure to the sun and ensure that adequate protection is available on trips and outdoor events.

## 3.18. Food Hygiene

3.18.1. Food hygiene certificates are held by:

- Head of Kitchen and all kitchen staff
- Head of Nursery
- Cookery Club Leader
- After School Care Leader and Assistant
- Breakfast Club Leader
- Match Teas organiser

3.18.2. Kitchen staff should be encouraged to take further appropriate training in food hygiene and receive financial assistance towards the cost of training if required.

3.18.3. Kitchen staff should receive regular updates to their training.

Approved by Head: ..... Date: .....

Approved by Chair of Governors: ..... Date: .....

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## Appendix 1

### HEALTH AND SAFETY INSTRUCTIONS FOR SCHOOL CONTRACTORS

**NAME OF CONTRACTOR:** .....

The School Liaison Manager for Contractors is the Bursar. She must be contacted before any work is commenced. The School requires Contractors to book in and out of site daily, and this is to be arranged with the Bursar. When children are in school the contractors should contact the school office to obtain an identity badge.

Contractors are required to advise the Bursar where they will be working on site and should not go into other areas without prior authorisation.

The Contractor shall inform the Bursar of the health hazards of any substances he brings on to the site, the likely exposure risks to our employees or pupils, and any precautions that need to be followed.

Any queries or problems on site should be referred to the Bursar. In her absence her nominated deputy is the School Caretaker who should be contacted and will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.

**Leaving the Premises:** Contractors should ensure that they report to the Bursar when they leave the site or on completion of any works.

**Conduct:** Contractors should behave in an appropriate and courteous way especially when children are around. They should take care not to swear.

**Safety of Pupils:** The safety of pupils is paramount and, where possible works should be carried out in the school holidays. Contractors working on site during term time should be aware that there may be times when they may be asked to stop working to allow the children to access the areas where they are working. It is the contractor's responsibility to ensure that appropriate barriers and signs are in place to prevent others accessing the areas where they are working.

**School Personnel:** Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Bursar.

**Insurance:** Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the school and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor.

**Equipment:** Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees.

The use of School equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited unless specifically authorised by the Bursar.

# Fairstead House

**Scaffolding:** When a Contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction Regulations. Scaffolding inspections, in accordance with the Construction (Working Places) Regulations 1996, are the responsibility of the Contractor.

**Works:** The Contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.

The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons' property adjoining the site.

No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Bursar.

Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable, having regard to all the relevant factors, for the equipment to be 'dead' while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is 'live', and suitable precautions are taken to prevent injury.

**Portable electrical equipment** brought on to the site is expected to be of 110 volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained, tested and terminated.

**All gas welding or flame-cutting equipment** brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the Contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use, and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.

**Areas of high fire risk** in school are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and Contractors must be vigilant in observing these conditions.

**The school in a non-smoking environment.**

**Any accidents that occur on site** must be reported to the Bursar or the School Office. We expect the co-operation of Contractors in the investigation of any accidents which may occur. I acknowledge receipt of a copy of these Instructions for Contractors and agree to be bound by the conditions outlined above.

Signed..... (Contractor) Print name: .....

Company: .....

Dated.....

# Fairstead House

## Appendix 2

### FAIRSTEAD HOUSE SCHOOL

### HOT WORK PERMIT CHECK LIST

### *CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?*

#### FIRE PROTECTION

- (1) Where Sprinklers are installed they are operational.
- (2) A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
- (3) At least two suitable fire extinguishers or a water hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch should be trained in their use.
- (4) Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

#### PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK

- (5) Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
- (6) Flammable liquids have been removed from the area.
- (7) Floors have been swept clean.
- (8) Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
- (9) Protection (non-combustible or purpose made blankets, drapes or screens) has been provided for: 
  - a. Walls, partitions and ceilings of combustible construction or surface finish.
  - b. All holes and other openings in walls, partitions and ceilings through which sparks could pass.
- (10) Combustible materials have been moved away from the far side of walls or partitions, where heat could be conducted, especially where these incorporate metal.

# Fairstead House

- (11) Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

## EQUIPMENT

- (12) Equipment for hot work has been checked and found in good repair.
- (13) Gas cylinders have been properly secured.

*(The person carrying out this check should tick the appropriate boxes.)*

**SIGNED:** .....

**NAME:** .....

**DATE:** .....

**FOR CONTRACTOR**

**SIGNED:** .....

**NAME:** .....

**DATE:**.....

**FOR FAIRSTEAD HOUSE SCHOOL**