



Health and Safety Policy

Responsibility

Individual: Director of Operations

Council Committee: Council

Review

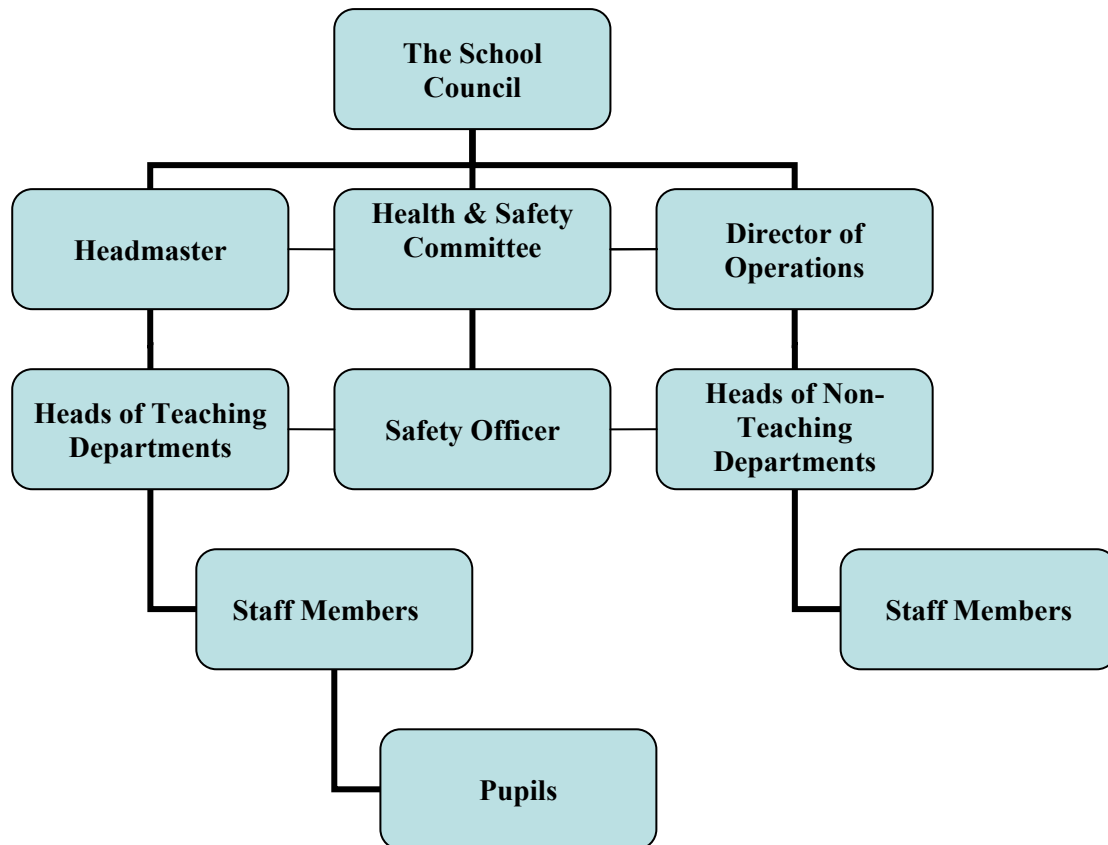
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ORGANISATION CHART FOR HEALTH & SAFETY



PART 2: ORGANISATION FOR HEALTH & SAFETY

1. Premises

The premises covered by this policy are all the school building and all other premises owned by the school.

2. Organisation in the School

(a) The Headmaster

The Headmaster is responsible to the school Council for the Health & Safety of the employees, pupils, visitors and members of the public, in relation to the running of the school, the school premises and the activities carried on there. He will be assisted in this by the Director of Operations and the school's professional advisers, all or any of whom may from time to time visit the school.

Taking this assistance into account the Headmaster will monitor the effectiveness of this policy and its implementations at all levels. Where he thinks significant modifications are necessary he will bring these to the attention of the Director of Operations. To achieve this he must have the co-operation of his staff at all levels.

(b) The Director of Operations (D/OPS)

There is to be a standing Health & Safety Committee of which D/OPS is Chairman. The Committee shall meet at least once a term and its brief is to consider all matters relating to Health & Safety in the school. The school's professional advisers or their representatives may be invited to attend meetings of the school's safety committee.

D/OPS is responsible to the school Council for matters relating to the maintenance of grounds and buildings owned by the school, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the school.

D/OPS is responsible for ensuring that the planning and design of all new structural Projects takes into account health & safety aspects of current building regulations, recommendations of relevant government departments and regulations and approved codes of practice under the Health & Safety at Work Act.

D/OPS is responsible to the school Council for ensuring that all non-teaching staff are aware of the aspects of this policy that affect them. He is responsible for regularly monitoring the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. He will task the Estates Manager when repair and maintenance work is required. It is his responsibility, in consultation with Housemasters and other staff responsible for escape procedures, to ensure that action is taken in respect of house decisions made by the health & safety committee which relate to premises and fire.

D/OPS, through the health and safety committee, is responsible for reminding staff of the need to complete and review risk assessments. It is accepted that risk assessments are not an end in themselves but should result in action if

indicated. The purpose of a risk assessment is to produce safe systems of work and study. Risk assessments and safe systems of work will be audited as part of the annual audit programme arranged by the Bursar.

(c) Heads of Administrative Departments

The Head of each department Operational Department is responsible to D/OPS for ensuring:

- That the department is run according to the standards of this policy and that staff working in that department are aware of the contents of relevant circulars, guidance and other information.
- That each member of staff working in the department understands the practical application of this policy and the extent to which applies within the department and in relation to other duties arising out of their employment at the school.
- That each member of staff in the department is aware of the importance of achieving standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

(d) Heads of Academic Departments

The head of each academic department is responsible to the Headmaster for ensuring:

- That the department is run according to the standards of this policy and that the assistant teachers and technicians working in the department are aware of the contents of relevant circulars, guidance and other information.
- That each assistant teacher and technician working in the department understands the practical application of this policy and the extent to which it applies within the department in relation to other duties arising out of their employment at the school.
- That each assistant teacher and technician in the department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

Heads of Department should make themselves aware of the health & safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the enforcing authorities. They should be aware of current recommendations on uses and controls of equipment and chemicals, their storage.

(e) Laboratory Technicians

The Laboratory technicians are responsible to the head of their science department for the security of all materials used in the science departments and for ensuring that all stores are kept securely locked except when the materials are actually being used.

(f) Housemasters

Housemasters are responsible to the Headmaster for ensuring the health & safety of all pupils in their house. They have a particular responsibility for the security of means of escape in the case of fire at night and this responsibility must take precedence over all others. All houses have doors that are alarmed and each housemaster has a control box which adds to the security of the boarding house.

(g) The Safety Officer

The Safety Officer is responsible to D/OPS for ensuring:

- Any accident is investigated, a formal report lodged and recommendations made. HSE informed if any accident should be reported under RIDDOR.
- Appropriate advice is given to staff on matters of health & safety as required
- Assist with training when required.

(h) Estates Manager

The Estates Manager is responsible to D/OPS for ensuring:

- Visual checks are made on the general condition of the buildings and grounds
- Periodic checks are carried out on all electrical equipment, including portable electrical equipment brought into the school by pupils.

(i) All employees of the school have a duty:

- To notify D/OPS if they consider the condition of buildings, grounds, furniture, or equipment to be unsafe.
- To notify D/OPS of any accident in which they are involved and which occurs on school premises.
- To ensure that anyone injured on school premises receives first aid or, if relevant, is immediately taken to hospital.
- To make themselves familiar on a continuing basis with means of escape, fire alarm and evacuation procedures and other associated matters. Certain employees will have specific duties during fire practices and actual fire/bomb evacuations.
- Treat all other employees, management and pupils with dignity and respect

PART 3 SPECIFIC PROVISIONS

The following specific aspects of this policy are drawn to the attention of all employees:

FIRE AND EMERGENCY PROCEDURES

Fire is probably the most serious hazard in the school and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

Within most buildings there are automatic sensing and warning devices, they are linked to an addressable system which automatically report faults. Fire alarms must be tested once a week during term time and once during holiday time. Any false alarms or fire incidents are recorded in a log and reported to the safety officer.

There are a full range of fire extinguishers at numerous points around the school with powder or CO2 extinguishers in areas where there may be a danger of electrical fires. These extinguishers are checked annually under contract and inspection certificates are held by the safety officer. In order that small fires are tackled at the early stages, all staff will receive fire extinguisher training on a yearly basis. The school will hold only fire extinguishers which comply with European standard EN3 (BS7863). Such extinguishers all have red bodies with a zone of appropriate colour to indicate contents,

Black (CO2) Blue (Powder) Cream (Foam) Red (Water).

Day time fire drills will be held twice a year and staff must join in with the pupils in evacuating the building in a safe and controlled manner.

Boarding House Areas

It is the responsibility of each Housemaster to ensure that housekeeping within the house is such as to minimise the risk of fire and to minimise the hazard should a fire occur. Housemasters should pay particular attention to drapes and other forms of wall decoration near lamps or hot surfaces. Attention should be given to ensuring that fire doors with automatic closure devices are in good repair and not to be held open and that such doorways are not obstructed by furniture. Particular attention should also be given to electrical devices and extension leads. A fire risk assessment must be completed for each boarding house and reviewed yearly or when there is a significant change.

It is the responsibility of each Housemaster to carry out night time fire evacuation drills in each school term and to notify the safety officer when these have taken place, together with any comments or observations on the procedure or any faults with the fire alarm panel or detection units. The safety officer will maintain a record of all drills and will rectify any defects notified.

In the event of a fire alarm sounding or the report of a genuine fire there is a set protocol. Please see appendix (1) page 29

A record of all incidents when the alarms have sounded is kept near the fire alarm panel. These sheets must be filled in after a test, fire or false alarm.

Emergency Plan

Based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of buildings, including specific arrangements for visitors who may be attending a function or meeting in the school, an emergency plan has been prepared.

The aim of the plan is to ensure that buildings can be safely evacuated. Any information can be available to the emergency services; that those with specific duties can be identified. The emergency plan includes a site plan with key areas and risks highlighted. The emergency plan is kept in the Bursar's office and will be updated annually.

An outline of the procedures for the evacuation of the premises will be made available to all contractors and visitors to the school. Visitors attending a function or meeting will be briefed prior to the commencement of activity.

See appendix (1a) & (1b)

FIRST AID & MEDICAL PROVISIONS

The school maintains full medical services for 24 hours a day during term time with first aid services during working hours in school holidays. The services provided ensure that the requirements of the Health & Safety (First Aid) regulations 1981 and the revised code issued by the HSE in 1990 are conformed to.

The Medical Centre is the immediate centre for medical and first aid treatment. During term times there is always a Nurse/Sister (RGN) in attendance.

When the Medical Centre is closed the registered First Aiders (First Aid at Work) are:

- | | | |
|-----------------|--------------------|-------------------------------|
| • Mr S Haste | Swimming Pool | 01823 328145 |
| • Mrs L Haste | Swimming Pool | 01823 328145 |
| • Mr J Fisher | Theatre Technician | 01823 328140 |
| • Mr P Musgrove | Security | 01823 328141 or 077813 153116 |
| • Mr P Ovens | Maintenance | 01823 328146 |

Each first aider holds a first aid box and additional boxes can be found in the Maintenance Dept, Kitchens, Laundry, CDT Centre, Grounds and Gardens Dept.

INCIDENT RECORDING AND REPORTING

The Accident Report Book is held in the Finance Office. All accidents, injuries and near misses must be reported to the Head of Department. The Head of Department must enter the accident or injury into the accident book within 24 hours. The Finance Receptionist will forward the report to the safety officer for action. All incident reports are logged into a database.

If a person has been treated at the Medical Centre, the incident must still be recorded in the Accident Book.

For all accidents or injuries that occur out of term time a first aider must be called. If the accident or injury is serious summon the help of the ambulance service immediately. Dial **999**.

GUIDELINES FOR REPORTING INCIDENTS TO RIDDOR

RIDDOR: Reporting of Injuries, Diseases & Dangerous Occurrences Act 1995.

Head of Departments must monitor and report the following criteria to the safety officer:

- Fatality
- Major Injury / Condition
- Employee / Self Employed person off work for more than 3 days
- Injury to a member of the public, who has left the site to attend hospital for treatment

Once one of the above has happened, please report to the safety officer who will then fill in the RIDDOR form and send off to the HSE Department.

Please can the Head of Department send in a report saying how the incident occurred, time, date, and if the person attended hospital and was sent home after treatment.

WORKPLACE STRESS

Workplace stress is recognised by the management of King's College as a legitimate problem affecting staff and one which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore, it is the policy of Kings that, where appropriate members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

VIOLENCE TO STAFF

The management of King's College will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee from whatever source. Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken.

Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation, and counselling as appropriate.

Any injury sustained as a result of a violent attack will be reported in accordance with the incident reporting procedures.

RISK ASSESSMENT & SAFETY AUDITS

D/OPS is responsible for ensuring that risk assessments are undertaken in all departments throughout the school, (including boarding houses). Such risk assessments will be monitored on a regular basis and for audit purposes looked at once a year.

Housemasters and Heads of Departments are expected to complete workplace risk assessments together with safe systems of work where applicable. A copy of the assessments must be sent to the safety officer for filing. The safety officer will advise and assist where possible.

Health & Safety checks will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel. The latest risk assessment forms will act as reference points for the checks.

Housemasters and Heads of Departments when doing risk assessments need to follow these five steps:

1. Look for the Hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it if necessary

See appendix (2)

Once the risk assessment has been completed a copy must be sent to the safety officer.

SAFETY AUDITS

The safety audit is an in-depth appraisal of both safety management systems and practical arrangements. To obtain the greatest value, audits will be conducted, whenever possible, by somebody independent of the department being audited. Such audits will be arranged by D/OPS.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out on the work done by pregnant women directly the school is made aware of their condition. These risk assessments will be regularly updated as the pregnancy progresses and action taken to ensure that those involved are not placed at unnecessary risk. If necessary, staff will be found alternative work for the remaining period of the pregnancy.

The areas of high risk to pregnant women are recognised as manual handling, vibration, slip trips or falls and exposure to chemicals and infectious diseases. COSHH assessments are carried out on all work with chemicals.

ELECTRICAL SAFETY (WORK REGS 1989)

All electrical work, including the fitting of a 13 Amp mains plug, must be done by trained and competent people. Every electrical system must be inspected and tested at regular intervals by qualified testers. All electrical equipment must be regularly examined to make sure it is safe - even your desktop computer should be regularly checked. Poorly maintained or damaged electrical equipment such as desk lamps, photocopiers or kettles used in office environments can be dangerous.

All electrical equipment should be subject to routine periodic visual inspection to identify whether the appliance has been subject to physical damage, overheating or failure of the plug cord grip.

Where an item of electrical equipment or electrical flex or cable displays damage, and / or demonstrates a fault such as intermittent stopping etc, it should be withdrawn from use and either disposed of or repaired by a competent person.

All electrical equipment must be suitable for the purpose, including the use to which it will be put and the environment in which it will be used. In particular, special precautions will be required in damp conditions.

The estates department will arrange for portable and moveable electrical equipment to be tested on a regular basis. Testing will normally be undertaken annually but if risk assessments indicate a shorter or longer period the time scale may be amended.

Housemasters, Heads of Departments, Maintenance or the safety officer will remove any item which they consider to be dangerous.

THE WORKING AT HEIGHT REGULATIONS 2005

Includes work in any place, including a place at or below ground level;

Obtaining access to or egress from such a place while at work, except by a staircase in a permanent workplace, where, if measures required by the Regulations were not taken, a person could fall a distance liable to cause personal injury.”

Work at height includes:

- The use of ladders, step-ladders,
- The use of scaffolding,
- Scaffold Towers

The risk assessment should focus on:

- The people (fitness e.g. injuries which could affect ability to climb, scared of heights, susceptible to epileptic fits or other special circumstances)
- The task and activity involved;
- The equipment to be used (e.g. ladders, scaffolds) including erection and dismantling;

- The location (e.g. near or over water, proximity to roads, overhead power lines, confined spaces, process vessels, steam vents, explosion vents and other vents);
- The environment, poor conditions and slippery surfaces (e.g. weather temperature both hot and cold, wind);
- Application of safe procedures;
- The affect on pedestrian access, rights of way, falling objects;
Emergency arrangements and rescue plan

All ladders, stepladders must be:

- Stored and handled with care to prevent damage and deterioration.
- Subject to a programme of regular inspection (there should be a marking, coding or tagging system to confirm that the inspection has taken place).
- Checked by the user before use.
- Taken out of use if damaged – and destroyed or repaired.

Any person using ladders, stepladders must be competent and follow current safety rules.

Ladders are best only used as a means of access to a workplace. They should only be used at a place of work for low risk tasks of short duration.

Low risk means that it is not more than 6 metres high, a secure handhold is available all the time, the work involved is of light/minor nature which does not produce significant sideways or outward (for leaning ladders) forces on the equipment.

Ladders should not be used if it is reasonably practicable to use a safer alternative (scaffold, MEWP, tower scaffold or in permanent cases a staircase).

When using a ladder make sure that:

- The ladder is angled to minimise the risk of slipping outwards. As a rule of thumb the ladder needs to be 'one metre out for every four metres up'. (Note: rungs are about a 1/3 metre apart).
- The top of the ladder rest against a solid surface. Ladders should not rest on fragile or other insecure materials such as cement sheet, or plastic guttering. If necessary use a stay or standoff resting on a firm surface nearby.
- Both feet of the ladder are on a firm, level footing (not house bricks or similar) with rungs horizontal and non-slip.
- All ladders should be secured from falling. This will usually be by fixing at the top, or sometimes the base.
- If the ladder cannot be fixed, a second person foots the ladder while it is being used (this also applies while the ladder is being fixed).
- The ladder extends a sufficient height (about 1m) above any landing place where people will get on and off - unless some other adequate handhold is available.
- Where ladders are used in a run measuring a vertical distance of more than 9m, suitable landing areas or platforms are provided.

- User's face the ladder at all times whilst climbing or descending and keep their body centred between the stiles.
- Users always maintain '3 point contact' i.e. two hands, one foot or two feet one hand when ascending or descending.
- Only one person at a time to climb or work from a ladder.
- It is kept away from overhead cables and similar hazards.

Stepladders

Stepladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over-reaching. People have been killed getting down from workplaces such as loft spaces when they have stepped onto the top step of a stepladder that has then overturned. The top step of a stepladder should not be worked from unless it has been designed for this purpose. Stepladders should be fitted with a loop top handrail or other equally effective handrail.

The small platform fitted at the top of many stepladders is designed to support tools, paint pots etc., and should not be used as a working place. However some stepladders have been designed with larger lower platforms specially designed for standing on with adequate handrails.

Where practical steel or aluminium stepladders fitted with secure full-length handrails and a top platform with handrails on three sides should be used. These are usually fitted with locking wheels to move them easily and then secure in position when in use.

When using a stepladder make sure that:

- It is on a secure surface and with due regard to ensuring stability at all times.
- It is long enough for the work in question
- There is enough space to open them out fully.
- They are kept away from overhead cables and similar hazards.

Tower scaffold & scaffolding

Tower scaffolds must only be erected by people who are trained and competent to do so.

As with scaffolding in general, Platforms should be fully boarded out and fitted with edge protection (guardrails, intermediate rails and toe boards). There must be a safe means of access to the working platform and the scaffold inspected before use.

Tower scaffolds are often made of lightweight materials and care is needed to ensure that the scaffold remains stable while in use.

Follow the manufacturer's instructions for erection, used and dismantling. Have a copy of the instruction manual available – if the scaffold has been hired, the hirer ought to provide this information.

PRESSURISED GAS CYLINDERS

Only trained and properly authorised staff are allowed to move and work with pressurised gas cylinders.

All cylinders must be correctly labelled in conformity with UK legislation and British Standards. Any cylinder with inappropriate labelling must be returned to the supplier.

Cylinders should be transported on a suitable trolley to which they have been properly secured. Valves should be shut before moving and cylinders should never be rolled. Cylinders should be stored in an upright position on a firm level, well drained surface, and if stored outside they should be stored under cover. The cylinders should be secured to prevent falling and the room should be well ventilated and clearly marked "**NO SMOKING**".

Cylinders containing oxygen or oxidising gases must be separated from cylinders containing flammable gases by at least 3 metres or by a fire resistant partition. LPG (Propane or Butane) cylinders must be stored at least 3 metres away from any other type of gas cylinder. Toxic or corrosive gas cylinders (such as chlorine) must be stored separately from all other gas cylinders.

Care must be taken to ensure that any system being connected to a pressurised cylinder is designed to take the gas pressure. A check should be made for leaks as soon as the system is brought into use and after the valves have been closed.

Eye protection and other appropriate protective clothing should be worn when working with pressurised gases.

MACHINERY

Machinery and specialised equipment should be used only by those trained in its use.

Heads of Departments will be responsible for ensuring that their staff are properly trained in the use of equipment and a record of training must be kept on file.

Heads of Departments will be responsible for checking the equipment in their department on a regular basis (at least monthly). Any faults must be reported immediately to the Head of Department. It is the responsibility of the Head of Department to take equipment out of commission if there is any doubt about its safety, particularly in respect of guarding, emergency stops or run-down times.

NOISE AT WORK REGULATIONS 1989

The Noise at Work Regulations place duties on employers and modifies the duties, under section 6 of the Health & Safety at Work Act 1974, on manufacturers, designers and suppliers of equipment, in respect of exposure of workers to noise at work.

Action Levels

The regulations are brought into effect when a series of action levels are reached or exceeded. These action levels are expressed in dB (A) and Pascal's, which are different ways of measuring sound pressure.

- The First Action Level is a daily personal noise exposure of 85 dB(A);
- The Second Action Level is a daily personal noise exposure of 90 dB(A);
- The Peak Action Level is set at 200 Pascal's

Ear defenders should be worn at all times when working in a noisy environment. Heads of Departments must risk assess noise within their department and supply ear defenders to any worker who asks for them.

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Regulations also require that PPE:

- Is properly assessed before use to ensure it is suitable
- Is maintained and stored properly
- Is provided with instructions on how to use it safely; and
- Is used correctly by employees.

The hazards and types of PPE

Eyes

Hazards: chemical or metal splash, dust, projectiles, gas and vapour, radiation.

Options: safety spectacles, goggles, face-shields, visors.

Head

Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: a range of helmets and bump caps.

Breathing

Hazards: dust, vapour, gas, oxygen-deficient atmospheres.

Options: disposable filtering face-piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus.

Protecting the body

Hazards: temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.

Options: conventional or disposable overalls, boiler suits, specialist protective clothing, eg chain-mail aprons, high-visibility clothing.

Hands and arms

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.

Options: gloves, gauntlets, mitts, wrist-cuffs, armlets.

Feet and legs

Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings.

Training

Make sure anyone using PPE is aware of why it is needed, when it is to be used, repaired or replaced and its limitations.

Train and instruct people how to use it properly and make sure they are doing this.

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk. Never allow exemptions for those jobs which take 'just a few minutes'.

Check regularly that PPE is being used and investigate fully any reasons why it is not. Safety signs can be useful reminders to wear PPE.

Maintenance

Make sure equipment is:

well looked after and properly stored when it is not being used, for example in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case; kept clean and in good repair - follow the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives). Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists.

Make sure suitable replacement PPE is always readily available

FOOD SAFETY

The Catering Manager maintains a detailed procedure for the control and monitoring of Health & Safety in the kitchen area and all staff of King's are made aware of the requirements laid down in the Food Safety Act 1990 and safety (General food hygiene) Regulations 1995. The main points of the catering procedures are:

All staff working in the kitchen areas are made aware of the following;

- Knowledge of the ways and conditions that bacteria grow and multiply.
- Knowledge of the ways of preventing food poisoning and contamination.
- Knowledge of cleaning methods.
- Knowledge of the effect of food poisoning.
- Knowledge of pest control.
- Knowledge of food Handlers legal responsibilities.

All staff engaged in the preparation or serving of food are trained to the level of competence required and the Catering Manager will hold documentary evidence of such training.

Delivery vehicles are checked regularly to ensure that they comply with the requirements of the 1995 Act. If considered necessary, conditions at the supplier's premises are also checked.

Freezers and cold storage areas are maintained at the recommended temperatures and warning devices are in place to alert staff should the recommended temperature be exceeded. The temperature of food, both in storage and serving, is monitored regularly and records kept.

Appropriate procedures are followed for the washing of tools, implements and utensils used in the distribution and handling of food. Water temperature is monitored and there are regular visual checks on the effectiveness of the work.

COSHH REGULATIONS 2002 (Control of Substances Hazardous to Health)

The basic principle of these regulations is to safeguard the health of all of us who have to work with substances that can be hazardous to health. A substance can be a liquid, solid or gas and include micro organisms and dust. These regulations apply to all places of work.

The main requirements of the regulations are for your employer to:-

- Assess the risk to health arising from the work and what precautions are needed.
- Introduce appropriate measures to prevent or control the risk - use alternative safer substances if possible.
- Ensure by good supervision that control measures are used and that equipment is properly maintained and procedures observed.
- Where necessary, monitor the exposure of the workers and carry out an appropriate form of surveillance of their health.
- Inform, instruct and train employees about the risks and the precautions to be taken. Make sure you are given a COSHH assessment for your work activities.

You must co-operate with your employer and wear protective equipment, when instructed to do so.

The equipment you are given must be in good condition and your employer cannot charge you for the cost of personal protective equipment, provided to comply with the requirements of any Risk Assessment.

Heads of Departments must maintain records of dangerous substances in their care. Such records must identify the substance and the risk and must record all issues and receipts of the substance. See **Appendix (3)**

ASBESTOS REGULATIONS 2006

These Regulations bring together the three previous sets of Regulations covering the prohibition of asbestos, the control of asbestos at work and asbestos licensing.

The Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos 1985 and for white asbestos in 1999. They also continue the ban the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. cable installers) as well as those involved in asbestos removal work.

When work with asbestos or which may disturb asbestos is being carried out, the Asbestos Regulations require employers and the self-employed to prevent exposure to asbestos fibres. Where this is not reasonably practicable, they must make sure that exposure is kept as low as reasonably practicable by measures other than the use of respiratory protective equipment. The spread of asbestos must be prevented. The Regulations specify the work methods and controls that should be used to prevent exposure and spread.

A register of the whereabouts of asbestos is held by the Bursar and all locations are clearly labelled. All staff, especially in the Maintenance Dept, are made aware of the locations of asbestos.

HOUSEKEEPING AND WASTE DISPOSAL

Many accidents occur because of poor housekeeping and the school is aware of its responsibility to maintain a safe and clean workplace.

The Domestic Services Manager is responsible for the cleanliness of the site, including the disposal of waste. All rooms, including toilet areas, are cleaned on a daily basis. Waste and refuse is removed to central collection points on a daily basis. Appropriate PPE will be worn during cleaning and collection. Collection from these points is made by contractors on a weekly basis or more frequently if required.

D/OPS will also encourage all houses, departments, staff and pupils to get involved in recycling. Bins and containers have been provided and recycling is collected on a regular basis.

Heads of Departments must accept responsibility for the tidiness of their own departments. Heads of Departments are expected to maintain clean and tidy work areas and any difficulties encountered must be reported immediately to the Domestic Services Manager.

The Domestic Services Manager will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act, and the

Special Waste Regulations, to a licensed waste disposal site via a registered carrier. Waste storage areas will be subject to a full risk assessment.

All sharp instruments, broken glass and other sharp waste materials shall be deposited in special sharps containers and labeled appropriately prior to disposal. All laboratory waste will be disposed of in the approved manner and no chemicals shall be allowed to enter the drains. Any waste which contains biological hazards will be kept separate from other waste.

LIFTING AND MANUAL HANDLING

The Manual Handling Operations Regulations 1992 (as amended) set no specific requirements such as weight limits.

Kings College has set the weight for an adult as 20Kg when weight is held close to the body. If the load is held at arms length then this limit is reduced to 10Kg. If the weight involves twisting then the limit will be reduced by 20%. Loads lifted above the shoulder or below knee level will be reduced by 50%

The ergonomic approach shows clearly that such requirements are based on too simple a view of the problem and may lead to incorrect conclusions. Instead, an ergonomic assessment based on a range of relevant factors is used to determine the risk of injury and point the way to remedial action.

The Regulations establish the following clear hierarchy of control measures:

1. Avoid hazardous manual handling operations so far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process.
2. Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
3. Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment.

Modern medical and scientific opinion accepts the scale of the problem and stresses the importance of an ergonomic approach to remove or reduce the risk of manual handling injury. Ergonomics is sometimes described as 'fitting the job to the person, rather than the person to the job'. The ergonomic approach looks at manual handling as a whole. It takes into account a range of relevant factors, including the nature of the task, the load, the working environment and individual capability and requires worker participation.

When a more detailed assessment is necessary it should follow the broad structure set out in Schedule 1 to the Regulations. The Schedule lists a number of questions in five categories:

- the task;
- the load;
- the working environment;

- individual capability (this category is discussed in more detail under regulation 4(3) and its guidance); and
- other factors, for example use of protective clothing.

Each of these categories may influence the others and none of them can be considered on their own. However, to carry out an assessment in a structured way it is often helpful to begin by breaking the operations down into separate, more manageable items.

Heads of Departments must fill out a risk assessment form and send a copy to the safety officer. See **Appendix (4)**

DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 seek to protect the health of workers by reducing risks from work with Display Screen Equipment (DSE), including standard office VDU's (visual display units). Definitions used in the Regulations include:

User: - an employee who habitually uses DSE as a significant part of his/her normal work.

Operator: -a self-employed person who habitually uses DSE as a significant part of his/her normal work.

Workstation: -includes any assembly of DSE, accessories, furniture and immediate work environment.

Factors that could be considered in establishing whether a person is a 'user' include duration, frequency, intensity and pace of spells of continuous use of DSE, amount of discretion over extent and methods of DSE use and if significant training or skills are required. Illustrative examples are provided in booklet L26, pp 7-11 (See References/Further Details)

Hazards of DSE work include Work Related Upper Limb Disorders (WRULDs), temporary eye strain and headaches, and fatigue/stress.

Don't assume you need consultants to help you comply. You will probably need outside help for eye testing and any investigation of serious aches and pains. Simple problems however, will not require specialist expertise.

What do the Regulations require?

Analysis / Assessment of workstations used by 'users' to be carried out by employers. This assessment should be suitable and sufficient, systematic, appropriate to the degree of risk, comprehensive and consultative. Other than in the simplest cases it should be recorded and kept accessible. It should also be reviewed in the light of any changes in the workstations or users etc. Any risks identified must be reduced to the lowest extent reasonably practicable as quickly as possible.

Workstations - must meet minimum requirements, laid down in a Schedule to the Regulations, summarised as follows:

SUBJECTS DEALT WITH IN THE SCHEDULE

- 1) Adequate lighting
- 2) Adequate contrast, no glare or distracting reflections
- 3) Distracting noise minimised
- 4) Leg room and clearances to allow postural changes
- 5) Window covering
- 6) Software appropriate to task, adapted to user, provides feedback on systems status, no undisclosed monitoring
- 7) Screen stable image, adjustable, readable, glare/reflection free
- 8) Keyboard usable, adjustable, detachable, legible
- 9) Work surface allows flexible arrangements, spacious, glare free
- 10) Work chair adjustable

SEATING AND POSTURE FOR TYPICAL OFFICE TASKS

- 1) Seat back adjustability
- 2) Good lumbar support
- 3) Seat height adjustability
- 4) No excess pressure on underside of thighs and backs of knees
- 5) Foot support if needed
- 6) Space for postural change, no obstacles under desk
- 7) Forearms approximately horizontal
- 8) Screen height and angle should allow comfortable head position
- 9) Screen height and angle should allow comfortable head position
- 10) Space in front of keyboard to support hands/wrists during pauses in keying

Daily work routines of users need to be planned to periodically interrupt work on DSE. Short frequent breaks from the use of DSE/changes of activity are better, and it is preferable if 'users' have discretion over their timing. NB: The length of break required is not set down in the law. Needs will vary depending on the work done.

Eye and Eyesight Tests - 'users' are to be provided with appropriate eye and eyesight tests on request. The cost of these tests and any prescribed corrective appliances for DSE use only must be met by the employer.

Training - for all users; should include hazards, risks, procedures, arrangements, DSE Regulations and assessments.

Provision of Information - about health and safety relating to users' workstations and measures taken by the employer in compliance with specified duties under certain appropriate regulations.

See Appendix (5)

LEGIONELLA PREVENTION

Legionnaires' disease is a type of pneumonia.. It is an uncommon but serious disease. The illness occurs more frequently in men than women. It usually affects middle-aged or elderly people and more commonly affects smokers or people with other chest problems. Legionnaires' disease is uncommon in younger people and is very uncommon under the age of 20.

About half the cases of legionnaire's disease are caught abroad. The other half are the result of infections acquired in the UK.

See separate and independent College Policy entitled "LEGIONELLA POLICY"

TRAINING

The safety officer, in conjunction with Head of Departments , will develop a comprehensive training strategy to ensure that staff receive appropriate and adequate training to enable them to acquire the skills and knowledge to make them competent in the health and safety aspects of their work, whatever their position in the organisation.

Line managers must ensure that all reasonable efforts are made to release staff to attend health and safety training.

Induction training

All new entrants should attend induction sessions organised by the School safety officer to ensure that they receive adequate information on the School arrangements for health and safety, including fire precautions.

First day induction

Line managers must ensure that new employees, work experience trainees, agency staff and other temporary staff are immediately made aware of the School's health and safety policy and any departmental health and safety procedures.

Other health and safety training

Other training on specific topics such as display screen equipment (DSE), manual handling, control of substances hazardous to health (COSHH) etc will be provided as required. Risk assessments and analysis of accidents will be used to identify training needs and target resources.

Where appropriate, job and task analysis will be used to identify the needs for individual work activities.

Records

The Head of Department and the safety officer will maintain a database of training provided.

Details, including attendance lists and course programmes of any health and safety training organised by individual departments or services, should be forwarded to the safety officer.

LONE WORKING

Lone workers are those people who work by themselves without close or direct supervision. This policy applies to **all** staff and pupils, in all locations on site. The

lone working policy exists to protect the individual from hazards that may have greater implications due to the absence of other staff in the work area.

Due to the varied nature of work carried out on this site, not every situation can be sited in this policy. It should therefore be treated as a guide and if you are in any doubt as to whether the policy should apply to you, or your working procedures, then you should seek advice from the Bursar or Safety Officer.

Many working procedures will need a risk assessment to be carried out to determine a safe protocol with respect to the lone working policy. When risk assessment shows that it is not possible for the work to be carried out safely by a lone worker, arrangements for help or backup should be implemented. The work must be carried out with the knowledge, and within a protocol agreed by the Head of dept and the safety officer.

Principal Investigators should identify situations where there are lone workers and consider extra risk-control measures, particularly for:

- Young workers (work experience/students)
- New staff (limited experience/new techniques)
- Pregnant staff, staff with special health considerations eg. Allergies

Lone workers should be:

- Aware of, and understand, the risks associated with their work
- Recognise, and utilise, the relevant safety precautions
 - ✓ Protection, First Aid facilities
 - ✓ Nearest source of supervisory contact
 - ✓ Relevant incident procedures

Members of staff working on their own **must be able to contact the Security Dept or the emergency services** in the event of an emergency or incident.

SMOKING POLICY

King's College, in accordance with current legal requirements, is a non-smoking site.

Work Areas

Smoking is not permitted in any work area. Anyone needing to smoke must obtain permission from their line manager and if allowed must go outside the school premises.

Vehicles

Smoking is not permitted in company vehicles.

Visitors and Temporary Staff

The safety officer will ensure that Adequate signage is clearly visible and that the Main College Receptionist/Person greeting will inform all visitors of the No Smoking Policy.

Recruitment Procedures

On appointment, all new staff members will be given a copy of this policy.

Help for those who Smoke

Advice that will help smokers to quit

Smoking Cessation support provided by: Taunton Deane Stop Smoking Service:
01823 323808

Enforcement of the Policy

Breaches of this policy will be subject to the normal disciplinary procedures. Implementation, Monitoring and Review Responsibility for implementing and monitoring this policy rests with senior managers. Twelve weeks notice will be given of the introduction of this policy. Monitoring this policy will be carried out at three, six and twelve months following its implementation. A formal review of the policy will be conducted after eighteen months. Trade unions and health and safety representatives will be consulted over the results of the monitoring and review.

Changes to the Policy

Twelve weeks notice will be given of any changes made to the policy. Health & Safety Representatives will be consulted in good time about any proposed changes.

DOG POLICY

Following consultation and due reflection, we have now refined a policy statement on dogs at King's. The attention of all staff is drawn to the following clarification:

The driving considerations for a policy statement on dogs at King's are:

- There has been an on-going problem with dog mess in the school grounds (and on at least one recent occasion within the buildings). This is potentially dangerous, quite unfair on staff who have to deal with it and unpleasant for the rest of the school community.
- As a residential community of young people, adults and, indeed, some domestic pets, we have a duty to minimise the chances of any of these being bitten or frightened. Incidents of both have been reported at King's.

Therefore:

- With the exception of guide dogs and the school's own guard dog, dogs should not be allowed in the teaching and administrative areas or other common spaces within the school buildings; staff private living quarters are, of course excepted;
- Housemasters and Housemistresses should exercise their own judgement regarding access by dogs to pupil accommodation areas, common rooms, etc., within the boarding houses for which they are responsible;
- Dogs should not be exercised on playing fields or other common areas used by pupils within the school site;
- Only in the wooded areas at the boundaries of the grounds and other perimeter areas away from the playing pitches should dogs be exercised off the lead;
- Visiting parents should be asked to keep their dogs on leads while watching matches;

- People unconnected with King's should not be allowed to bring dogs on site;
- All dog owners must deal with any soiling caused by their dog; school litter bins must not be used for this purpose. A designated dog waste bin is provided just past Tuckwell House on the grass area.

As with other school policies, the above will be kept under review.

PART 4: PROVISIONS INVOLVING THIRD PARTIES & TRANSPORT

VISITORS & SECURITY

Visitor's, contractors when visiting King's become our legal responsibility.

We are obliged to ensure their welfare and Health and safety, and ensure they conduct their selves in a professional manner and adhere to King's rules and standards.

What do we mean by Visitor, contractor?

Some examples:

- External Maintenance engineers: Contractor.
- Sales representatives: Visitor.
- Agency Staff: Contractor.
- Delivery Personnel: Contractor.
- Personnel not directly employed by King's.

Procedure:

- Determine the nature of their visit so you can follow the appropriate procedure.
- Check that they are clean, tidy, and presentable. Clothing appropriate to the environment they will be visiting/working in.
- Brief them on the house/area evacuation and emergency procedure.
- Brief them on the alarm sound. (siren)
- Brief them on the evacuation route and assembly point.
- Appoint them a nominated person to ensure their conduct and welfare while on site.
- If working/visiting an area where there are pupils they must have a member of King's staff must stay with them.
- Ensure the nominated person is aware of their duties.

Issue them where appropriate a visitor/contractor briefing card.

Welcome to King's.

While you are on our property we expect you to follow our rules and at all times conduct yourself in a courteous and professional manner.

While on site your nominated person will be: _____

They will be responsible for your welfare and supervision.

Emergency evacuation procedure: if you hear the alarms sounded (Siren) in any part of the school. You must leave the premises using the nearest exit. Do not run; make your way, calmly, use the exit signs, to the designated assembly point.

Assembly point: _____ where roll call will be called.

Accident and emergency: All accidents, injuries or emergencies. Personal or, equipment or facility failure must be reported to the department head. Who will inform you of actions you must take, they will then action procedures appropriate to the level of occurrence.

Health and Safety: At all times, ensure that you conduct your self in a manner that promotes best practice, to ensure your welfare and that of king's personnel and its pupils.

Please ensure you return this card on your departure from King's.

Visitors/contractors brief card

SECURITY

In the interests of security, employees must carry their identity card whilst in School and produce it on request. You must not remove any school documents from the site or take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers and vehicles etc of employee's whilst on site. The employee may have a colleague in attendance on such rare occasions. Failure to give such permission may result in disciplinary action.

Intruders / Suspicious Behaviour of Visitors

Action:

Under no circumstances should force be used to evict unwelcome visitors / intruders.

- If a stranger is sighted acting suspiciously, the matter should be reported to the bursary immediately or contact the on duty caretaker / security officers.
- Challenge the visitor by asking for their reason for being on the premises and identification if appropriate. Ask them to report to the Bursary or Main reception.
- The bursary or main reception will phone the Police if appropriate. Phone (9) 999

Do not take any risks if you are threatened leave the situation and call for help.

Night time is covered by at least 2 Security officers, if you need to call them check the school diary to see who is on duty. All entrances will be locked at 23:00hrs.

See Appendix (1c) Page 29/30 Emergency Contact List.

TRANSPORT ON SCHOOL PROPERTY

Throughout the school day a number of vehicles will be entering or leaving King's College these may include the following:

- Coaches / buses;
- Staff Cars / Pupil Vehicles;
- Visitor & Contractors Vehicles;
- Delivery / Collection Vehicles;
- Emergency Vehicles when requested.

All the above will be subject to the following guidelines:

All visiting driver will report to the Main Reception to sign in (see visitors & Security Section of the policy).

The speed limit within the school grounds is **10 mph**. All vehicles will be driven in a safe manner taking into account the nature of the pedestrian population.

Parking will only be allowed in the designated areas unless specific instruction has been issued. Pupils wishing to use their vehicles on the premises must apply for, and be issued with, a current permit. The log of which is kept in the Bursary.

It is recommended that delivery/collection vehicles be fitted with an audible warning reversing system.

TRANSPORT MINI-BUSES

Only approved members of staff will be asked to drive a mini-bus. Every driver must:

- Be at least 25 years of age, medically fit
- Be a holder of a current full, category D1, driving licence, have no endorsements in the last three years
- Have been assessed by a member of staff trained and appointed for the purpose (John Fisher).

Before using any vehicle to transport pupils, a member of staff a designated person will carry out the following checks:

- Is the vehicle taxed and insured, does the driver hold a current drivers license?
- Is the driver formally approved and authorised to drive the vehicle?
- Is the vehicle roadworthy?

If the driver discovers any defect with the vehicle during the journey details must be recorded in the log book.

The Duty Porter/Driver will undertake a daily visual check of each vehicle covering the following points:

- Seat belts, all mirrors, horn, and indicators;
- Lights, side and main beam;
- Hazard, brake and fog lights;
- Screen wipers and washers;
- Tyre pressures and driving controls;

- First aid kits, fire extinguishers and emergency exits if applicable.

Defects, faults or damage must be logged and reported to the Bursary. Each vehicle will be subjected to a garage check in accordance with John Fisher.

During any journey involving the use of a mini-bus the following rules apply:

- Plan your Journey, a list of persons being transported must be taken;
- Seat belts will be worn at all times;
- Gangways must not be blocked with luggage;
- No portable tank containing fuel will be carried;
- Mobile phones will not be used whilst driving;
- Frequent driver breaks will be taken. No driver will be behind the wheel for a period in excess of 4 hours without a suitable and sufficient break. Drivers who are to travel in excess of 100 miles at the end of the school day will be provided with sufficient time to ensure they are properly rested before commencing the journey.

WORK EXPERIENCE

King's will abide by the Education (work experience) Act 1973; the Employment Act 1990; the Health & Safety (training for employment) Regulations 1990; the HSAWA 1974. And the Management of Health & Safety at Work Regulations 1999.

Whilst the placement provider must provide a level of Health & Safety care to work experience students, which recognises their inexperience and is at least the same as provided for their employees, the school recognises its own responsibilities towards the safety of the student and will conduct, for each student, its own investigation into the Health & Safety Management and arrangements of the provider, including review of relevant risk assessments and method statements.

Whilst it is understood that primary responsibility for Health & Safety rests with the organisation offering work experience the school also recognises that it has a duty to ensure the welfare of pupils at all times. The school will take all reasonable steps to satisfy themselves that each placement is safe and without risk to health. A full risk assessment will be done for each placement.

RECREATIONAL AREAS

Basic Requirements

All facilities will be properly maintained and kept in good condition. All apparatus and equipment will be inspected on a regular basis. A log of such inspections will be kept in the bursary.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment will be drawn up. The control procedures for said equipment will be adhered to at all times.

Pupils will be reminded that while using the facility they should respect the needs of others. Pupils will be alerted to the need to recognise faulty equipment and report it immediately.

The climbing wall will be used only by pupils who have been assessed and approved for its use. No pupil will climb on the wall unaccompanied and at least one person of instructor level must be in attendance at all times.

Skate boards, roller blades and similar equipment may be used only with Housemaster's approval and only if approved protective clothing is being worn.

PERFORMANCES AND EVENTS

For certain events and activities involving members of the public the Bursar will ensure that they are briefed on relevant emergency procedures prior to the commencement of the event. The Bursar will also establish whether any specific health & safety requirements exist related to the said activity or event. In such circumstances the Bursar will:

- Act upon any appropriate recommendations in the light of the above.
- For any activity requiring such arrangements a suitable and sufficient risk assessment will be carried out.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

King's recognise that the CDM regulations will apply to most buildings, civil engineering and construction work on the school site.

King's will ensure that the HSE is notified in writing , on form F10, of all instances involving construction work which is expected to last longer than 30days or involve more than 500 person days of construction work. The school will also ensure that the HSE is notified in writing, on form F10, of all instances involving demolition.

For all work to which the CDM regulations apply, King's through its agent or the Bursar , will appoint a planning supervisor and satisfy itself that all designers and contractors are competent and that sufficient resources, including time, have been or will be allocated to enable the project to be carried out in compliance with all relevant health & safety legislation.

King's recognises its duty as clients under CDM for notifiable work and construction work involving more than 4 persons at any one time are to:

- Appoint the planning supervisor;
- Arrange for a competent designer to prepare a design;
- Provide the planning supervisor with any relevant information about the school;
- Appoint a principal contractor;
- Comply with health & safety legislation where the schools activities overlap with the construction work. Receive the health & safety file, making information contained in the health & safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.

King's recognise its duty as clients under CDM for non-notifiable construction work involving less than 4 persons at any one time are to:

- Ensure that when arranging for any designer to prepare a design, that they are competent and have made adequate provision for health & safety;
- Provide the designer with any relevant information about the school;
- Ensure that adequate regard has been made to avoiding foreseeable risks to health & safety of persons carrying out construction or cleaning work;
- Comply with health & safety legislation;
- Add all planning and design information to school health & safety file, making information contained in the health & safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.

PART 5: INFORMATION REGARDING HEALTH & SAFETY

All information regarding Health & Safety can be found on the Health & Safety Executive Web Site (www.hse.gov.uk)

Contact number & address for our local branch is:

HSE, 4th Floor, The Pithay, All Saints Street, Bristol. BS1 2ND

Tel: **01179 886000**. Fax: **01179 262998**.

ARRANGEMENTS FOR MONITORING & REVIEWING THE HEALTH & SAFETY POLICY STATEMENT.

The Bursar will review the Health & Safety Policy Statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of a Health & Safety Inspection of records and procedures and regular safety tours covering all areas and activities on the whole site.

Particular attention will be given to:

- The Policy Statement
- Organisation
- Training & Competency
- Safe Systems of Work
- Safe Place to Work
- School trips and Transport
- Internal Communications
- Emergency Procedures, fire, flood, gas leaks, bomb alerts etc.
- Medical Facilities & Welfare
- Records and Monitoring of the Workplace
- Any other as deemed necessary in the light of changing conditions and legislation.

Following the review the policy statement will be signed and dated by the Custos.

PART 6 APPENDIX

(1a) EVACUATION PROCEDURES

- On hearing the fire alarm evacuate the premises.
- Dial **999** and inform Fire Service alarms operating or if known confirm a Fire.
- Senior Person to take roll call.
- If false alarm re-dial **999**, state false alarm and cause.
- Fire situation assist fire service on arrival.
- On completion of a false alarm or fire silence and reset the fire alarm system. Enter details on fire alarm activation sheet.

(1b) BOMB THREATS

May occur in two ways:

- Telephone call advising the school of a bomb planted on site, or
- Location of an unidentified package.

Action

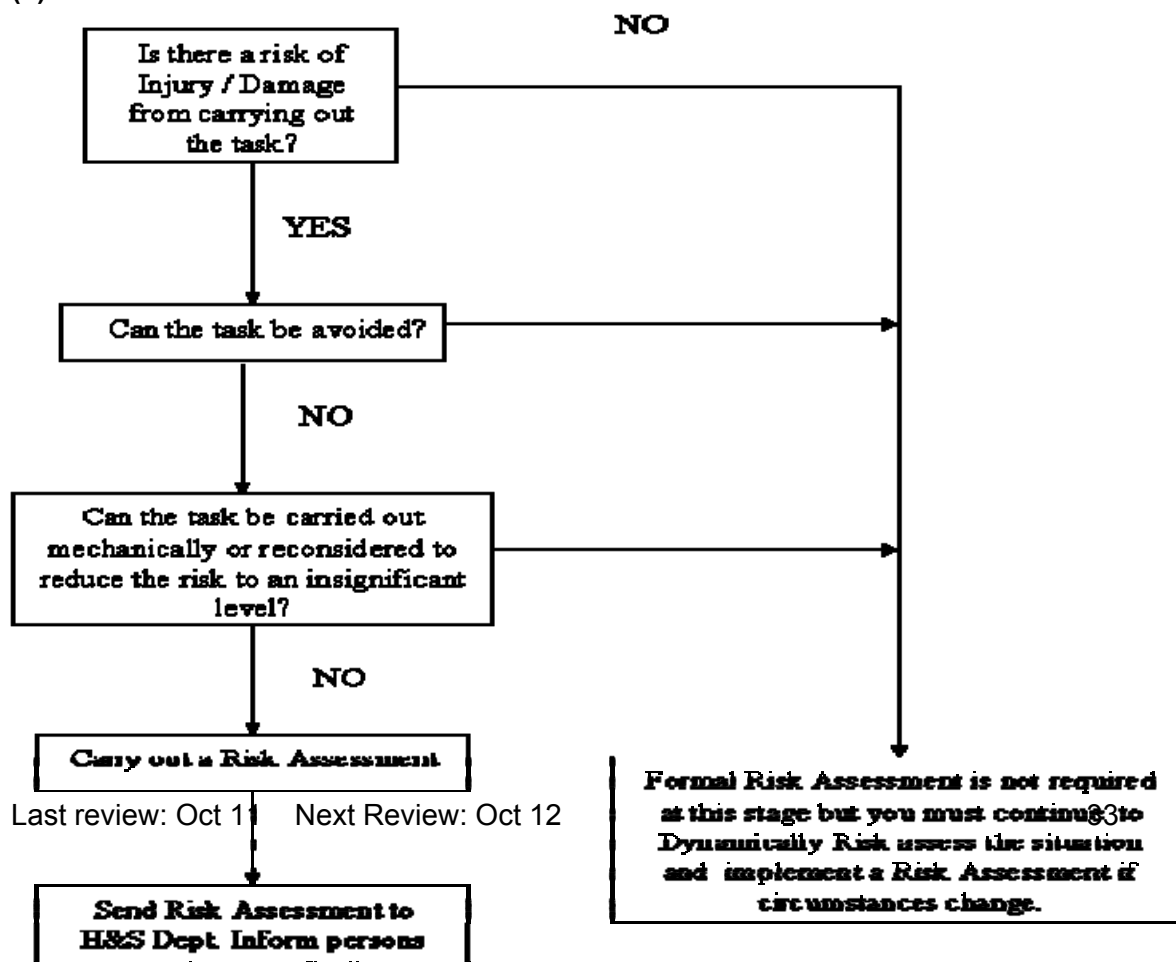
- Inform the Headmaster and Bursar and start the evacuation of the premises concerned by operating the fire alarm system by breaking a break glass box.
- Telephone 999 and summon the help of the emergency services. (Bursar)
- Move Staff and Pupils away from the building involved, to a safe area and distance.

(1c) EMERGENCY CONTACT NUMBERS

FIRST AIDERS	TELEPHONE NUMBER	MOBILE NUMBER
Mr Steve Haste	328145	N/A
Mr Phil Musgrove	328141	07813 153116
Mr Pete Ovens	328146	
Medical Centre Staff	328130	07966 926118
See Support Staff – First Aider List		
USEFUL CONTACT NUMBERS	TELEPHONE NUMBER	MOBILE NUMBER
Headmaster Via Secretary	328120	N/A

HR & Wages – Lisa Thompson	328103	N/A
Marketing – Joanne Hake	328206	07968 108798
Events – Lisa Hunt	328216	N/A
Clerk Of Works – Bob Trott	328146	07970 687139
Security – Phil Musgrove	328141	07813 153116
Caretaker / Transport – Roger Collard	328141	07779 629624
ASSISSTANT CARETAKERS / SECURITY	TELEPHONE NUMBER	MOBILE NUMBER
Kevin Blackmore	01823 328141	07809 711128
Colin Everley	01823 328141	07809 711133
Chris Marsh	01823 328141	07809 711141
Emergency Services	(9) 999	
Police Station	(9) 337911	
Fire Station	(9) 273033	
Hospital	(9) 333444	

(2) RISK ASSESSMENT FLOW CHART



(3) COSHH SHEET EXAMPLE

RISK AND COSHH ASSESSMENT FORM

Department/Unit	Location	Date

Process being assessed

Chemical/Biological material/Equipment	Hazard or Risk	Approximate quantities

Who might be affected?

Protective measures to be adopted

Action to be taken in case of spillages or emergency

Methods of disposal of waste and discards

Notes and additional comments

Assessor(s) and date:

Supervisor and date:

Review

(4) MANUAL HANDLING EXAMPLE RISK ASSESSMENT

Location:
Section:
Project leader:
Task assessed:

Staff involved:

Assessment carried out by:

Date:
Signed:

Delete as
applicable

PART A: THE WORKPLACE AND WORK ENVIRONMENT

Is the space sufficient to allow safe lifting techniques?	YES/NO
Are there slipping or tripping hazards present in the workplace?	YES/NO
Is the lighting adequate to allow good visibility for work carried out?	YES/NO

PART B: THE TASK

Description of task:

Is lifting:	
In a flat plane?	YES/NO
From trunk to head?	YES/NO

Last review: Oct 11 Next Review: Oct 12

Above the head?	YES/NO
In seated position?	YES/NO
Combination of movements?	YES/NO
Repetitive?	YES/NO

Does it involve:	
Change of grip?	YES/NO
Twisting of the trunk?	YES/NO
Stooping?	YES/NO
Jerking or sudden movement?	YES/NO
Frequent or sudden movement?	YES/NO
Prolonged effort?	YES/NO
Reaching away from the trunk?	YES/NO

PART C: MOVEMENT

Frequency of movement (number of times per minute)? Please specify:

Does handling involve carrying?	YES/NO
If yes what is the carrying distance in metres?	
Does the handling involve:	
Pushing?	YES/NO
Welding?	YES/NO
Is the workplace dictated by process or other controlling factor?	YES/NO
Are rest allowances a feature of the work pattern?	YES/NO

PART D: THE LOAD

Delete as applicable

Maximum weight of load handled (kg):	
Size of load: x x (mm)	
Can load be easily controlled whilst being handled?	YES/NO
Is visibility impaired by the load?	YES/NO
Is the load stable?	YES/NO
Are contents liable to shift whilst being handled?	YES/NO
Are there any sharp edges?	YES/NO
If load is dropped, will any other hazard be created e.g. chemical, dust etc?	YES/NO
If yes please describe:	

PART E: THE OPERATORS

Groups at risk (employees and others):	
Special risk groups (young persons, disabled etc):	
Does the work involve team work?	YES/NO
If yes, what is the size of the team?	
Does the work:	
Require unusual strength?	YES/NO
Create hazards for those with health problems?	YES/NO
Require special training?	YES/NO
Involve the use of protective clothing?	YES/NO

Create the potential for injury to others?

YES/NO

PART F: MECHANICAL OR OTHER HANDLING AIDS

List any aids provided to assist workers with the task:

Other existing precautions:

PART G: RISK EVALUATION

Risk assessed as: (delete as applicable)

High

Medium

Low

PART H: ACTION PROGRAMME

Major risk factors identified:

Additional precautions required and other recommendations:

Actions required:

Who informed:

Date of next assessment:

(5) EXAMPLE: DISPLAY SCREEN SELF-ASSESSMENT FORM

The completion of this checklist will enable you to carry out a self-assessment of your own workstation. Your views are essential in order to enable us to achieve our objective of ensuring your comfort and safety at work. Please place a tick on the line against the answer that best describes your opinion, for each of the questions listed. The form should be returned to the HEALTH AND SAFETY OFFICER as soon as it has been completed.

NAME _____ DATE OF ASSESSMENT _____
DEP'T _____ ROOM/WORKSHOP NO _____

ENVIRONMENT

1. Lighting

Describe the lighting at your usual workstation.

about right _____ too bright _____ too dark _____

Do you get distracting reflections on your screen?

never _____ sometimes _____ constantly _____

What control do you have over local lighting?

full control _____ some control _____ no control _____

2. Temperature and Humidity

At your workstation, is it usually:

comfortable _____ too warm _____ too cold _____

Is the air around your workstation:

Comfortable _____ too dry _____

3. Noise

Are you distracted by noise from work equipment?

never _____ occasionally _____ constantly _____

4. Space

Describe the amount of space around your workstation.

adequate _____ inadequate _____

FURNITURE

5. Chair

Can you adjust the height of your seat?

Yes _____ No _____

Can you adjust the height and angle of the backrest?

Yes _____

No _____

Is the chair stable?

Yes _____

No _____

Does it allow movement?

Yes _____

No _____

Is the chair in a good state of repair?

Yes _____

No _____

If your chair has arms, do they get in the way?

Yes _____

No

6. Desk

Is the desk surface large enough for you to have all your equipment where you want?

Yes _____

No _____

Is the height of the desk suitable?

Yes _____

No _____

Does the desk have a matt surface (non-reflecting)?

Yes _____

No _____

7. Footrest

If you can't place your feet flat on floor when keying, has a footrest been supplied?

Yes _____

No _____

8. Document Holder

If it would be of benefit to use a document holder, has one been supplied?

Yes _____

No _____

If you have a document holder, is it adjustable to suit your needs?

Yes _____

No _____

DISPLAY SCREEN EQUIPMENT

9. Display Screen

Can you easily adjust brightness/contrast between the characters on screen and background?

Yes _____

No _____

Does the screen tilt and swivel freely?

Yes _____

No _____

Is the screen image stable and free from flicker?

Yes _____

No _____

Is the screen at a height which is comfortable for you?

Yes _____

No _____

10. Keyboard

Is the keyboard separate from the screen?
Yes _____ No _____

Can you raise and lower the keyboard height?
Yes _____ No _____

Can you easily see the symbols on the keys?
Yes _____ No _____

Is there enough space to rest your hands in front of the keyboard?
Yes _____ No _____

11. Software

Do you understand how to use the software?
Yes _____ No _____

12. Training

Have you been trained in the use of your workstation?
Yes _____ No _____

Have you been trained in the use of software?
Yes _____ No _____

If you had a problem with display screen work, would you know the correct procedures to follow?
Yes _____ No _____

Do you understand the arrangements for eye and eyesight tests?
Yes _____ No _____

EXAMPLE: COMPUTER VISION SYNDROME Employee Health Audit

Computer Vision Syndrome (CVS) strikes more than 1 million computer users a year in the UK. It can affect mental and physical well-being and impact productivity. Unlike some other environmental health problems, however, CVS can be virtually eliminated by taking a few, simple inexpensive precautions.

1. Computer Use

How many hours per day do you spend working at the computer?

0 to 2 hrs _____ 2 to 4 hrs _____ 4 to 6 hrs _____ 6+ hrs _____

2. Symptoms

Do you experience any of the following symptoms more often than once a week?

Y	N	
—	—	Eyestrain
—	—	Dry or irritated eyes
—	—	Blurred near vision
—	—	Blurred distance vision after work
—	—	Dull headaches which occur after periods of computer work
—	—	Sensitivity to light at work

3. Workstation Design, Lighting and Contrast

Y	N	
—	—	The centre of the screen is nearly at eye level or above
—	—	Do you need to turn your head sideways in order to look at your most commonly performed work?
—	—	Do you need to make large eye and head movements to look back and forth from the computer screen to reference materials?
—	—	When looking at the screen, can you see bright lights or bright windows with your peripheral vision?
—	—	Are bright windows behind you at the computer?
—	—	Can you see reflected images in the computer screen?
—	—	Is your office lit brightly enough to read reference material without straining your eyes?
it	—	Does the image on the screen become easier to see if you shield it from the bright lights (for example, by using a file folder)?

Completion

Assessment Completed by (Print Name):

Signed:

Date:

The original assessment should now be forwarded to the HEALTH AND SAFETY OFFICER who will prepare departmental reports to action any improvements required. A fully completed copy of the assessment and report will be forwarded to each Section Manager.

THIS ASSESSMENT SHOULD BE REVIEWED YEARLY
