



**ST JAMES**

Preparatory School

## **Health and Safety Policy**

**2025-2026**

The contents of this policy are based on the requirements of health and safety law and associated Health and Safety Executive (HSE) and Department for Education (DfE) advice.

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## The Requirements

This policy contains the instructions to be followed in 2024/25 to enable compliance with the law. The Appendices are not part of the policy proper and comprise examples of documents and tools to measure the effectiveness of risk control.

- As far as reasonably practical policy instructions are at the first principles level. Text in red identifies new text and changes made to older text. Typographical errors and similar are not included. Text in square brackets indicates an instruction, a matter which is organisational specific, may or may not be appropriate or is one where a management decision is required. Amend, delete etc. as required. Employees' job titles or names are inserted as a result of some square brackets - for the sake of consistency it recommended that there is not a mixture of the two.
- Site specific compliance documents, to support good practice and in accordance with the instructions, must be in place. Compliance documents may be examined from different angles and points of view by different inspecting bodies. Wherever possible the documents should be drawn up such that they satisfy all. It is important to remember that the scope and detail required by HSE may be greater than required by school inspectors. Tools to help evaluate risk assessment and other risk control measures are given in the Appendices.
- Compliance documents must be in a 'folder' which is readily available to all employees, visiting HSE Inspectors, visiting school inspectors and auditors working on behalf of the employer. The folder must allow printing off of all and individual contents.
- The first document in the compliance folder must be the most recent signed copy of the 'General Statement'.
- The second document in the compliance folder must be a customised 'Organisation for Health and Safety Management'. This allocates duties to managers, advisors and others and formally establishes the safety committee. It must be signed and dated by each separate school in a group.
- The third tranche of documents in the compliance folder must be the text of this policy's 'Arrangements' and 'Appendices' and the group and school pro-formas.
- The fourth tranche of documents in the compliance folder should comprise each appropriate line manager's own management plan for health and safety and written risk assessments drawn up in accordance with this policy. All aspects of relevant work and activities must be suitably covered. Evidence to support compliance must be available via electronic links or physical descriptors of location. Individual management plans address the management of higher risk and or complex activities and areas (both academic and non-academic) and organisation wide issues, such as, accident recording and investigation, fire, first aid, medical arrangements, visits off site, security of site and facilities, supervision of pupils etc. A risk assessment policy may also appear as a standalone policy in addition to being part of this policy.
- The fifth tranche of documents in the compliance folder should be the risk assessments relevant to identified departments or sections.
- The sixth tranche of documents in the compliance folder should be the safe working procedure documents and standalone management plans etc which may not fit comfortably into the concepts of local management arrangements or risk assessments; and which address organisation wide issues, such as, accident recording and investigation, fire, first aid, medical arrangements, visits off site, security of site and facilities, supervision of pupils etc. (A risk assessment policy may also appear as a standalone policy in addition to being part of this policy.)
- In order to comply with HSE advice and to avoid wasteful bureaucracy, written risk assessments must be based on reliable models wherever possible and should not involve subjective systems such as use of letters or numbers.
- As soon as possible in each academic year but only after the policy for that year has been signed off, all employees must be emailed with a link to the full policy.
- Formal induction to the policy must be included in induction training. To fulfil the requirements of the law, training is essential for all employees who carry out safety management and risk assessment work and this must be provided. Training records must be readily available.

## General Statement of Policy

The Trustees recognise and accept their duty as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors, including contractors and for anyone else who might be affected by their work activities. In particular, care will be taken to provide and maintain:

- Safe premises and safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

The day-to-day duty of ensuring health and safety rests with the Head Teacher at each site and without detracting from this primary duty health and safety matters will be administered by the Chief Operating Officer who will work on behalf of the Trustees by providing and interpreting policy.

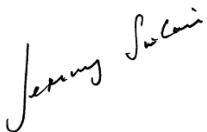
The Trustees will provide competent professional health and safety advice and additional resources when required.

The Head Teacher must report to the Board of Governors at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary and copy of this statement is issued to all employees.



Jeremy Sinclair  
Chair of the Board of Trustees

1 September 2025

## Organisation for Health & Safety Management - Who is Responsible to do What - Delegation of Tasks

### Management Obligations for Safety

As Head Teacher it is my duty to ensure compliance with this health and safety policy. My specific duties follow.

It is my duty directly or through delegation as detailed below and in accordance with the law and any instructions from Trustees to:

- A Ensure compliance with this health and safety policy in each and every respect; to keep the senior management team and all employees informed of this policy and any changes to it; to ensure appropriate consultation arrangements through established managements channels; to ensure that the necessary resources for implementation are available. This duty cannot be delegated.
- B Appropriately consult with employees and **manage**, plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors, including contractors and others affected by our work activities.
- C Assess risks and, where necessary, commit **management plans and risk assessments to writing**.
- D Ensure that work in all its aspects is safe and without risks to health.
- E Ensure that information, training, instruction and supervision are provided and that systems of work are safe.
- F Make proper provision for occupational and pupil health.
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires.
- H Post warning signs and notices.
- I Appoint first aid personnel and have first aid provision checked regularly.
- J Ensure that the conditions of licenses are observed.
- K Ensure the safe disposal of hazardous waste.
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills
  - Check that any close down procedures are followed
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
  - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
  - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
  - Keep relevant records
  - Include fire safety in the regular health and safety reports to the Trustees.

The responsibility for the implementation of a number of my duties are delegated to others. The following paragraphs describe the delegations and other arrangements which I have made. All those with health and safety responsibilities will be provided with sufficient time to undertake their duties.

Each line manager is delegated responsibility to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above **[in B, C, D,**

E, F, G and H] are delegated and where relevant written management plans and written risk assessments can be found with these persons and in the safety folder.

Similarly, in the specialisms listed below, the employees named have the overall responsibility to comply and ensure safety and health:

- Estates Manager is responsible for premises including onsite traffic management.
- Deputy Head is responsible for the first aid risk assessment with responsibility [I].
- Estates Manager is the fire manager with responsibility [L].
- Sixth Form Cover Supervisor is the educational visits co-ordinator.
- Careers & Work Experience Coordinator is the work experience co-ordinator.
- Estates Manager is responsible for asbestos management.
- Estates Manager is responsible for legionella management.
- Head of Physics is the radiation protection supervisor.
- Commercial Events Manager is the external events manager.
- Estates Manager is responsible for display screen equipment assessment.
- Estates Manager in collaboration with the appropriate line manager and / or safety co-ordinator is responsible for duties [E], [J] and [K].

When line managers are absent for significant periods, adequate delegation of duties must be made.

- The Matron is responsible for first aid. The Matron is responsible for checking the first aid kits and eye wash stations, at least termly. [A list of all first aiders is maintained in the school office and on notices posted throughout the school.]
- Deputy Headmaster is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the form online to Deputy Headmaster. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of Deputy Headmaster. Bursar, term-time and holidays should be covered.

Deputy Head is the health and safety coordinator whose duties are to:

- A Be familiar with the contents of the policy and ensure that the policy and that contents of the safety compliance folder is available as necessary to stakeholders.
- B Ensure that the 'Organisation for Health and Safety Management' is reviewed annually and that a copy is provided to all employees early in each academic year.
- C Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
- D Together with others, monitor that relevant line managers prepare and review management plans and risk assessments and carry out thorough examinations, tests and inspections and consult with employees via departmental meetings and other communications.
- E Together with others, monitor the formal defect reporting procedure.
- F Together with others, monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE.
- G Together with others, champion systems and documents, that identify first principles in concise plain English and which use digital tools, when possible, with the objective of reducing burden on those that need to communicate, access, understand, monitor and audit and reduce unnecessary paperwork.

Oxford Safety and Risk Management (OSRM) provides professional health and safety advice.

## Health and Safety Committee

The Chief Operating Officer will chair the meetings of the Health and Safety Committee which will meet termly. The members are Chief Operating Officer, Bursars, Health and Safety Co-ordinators, Estate Managers and Catering Manager.

The purposes of the Committee are to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR'; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy.

Detailed minutes must be kept and a set of minutes must be forwarded to **Chief Operating Officer (COO)** within seven days of each meeting.

Employees who wish to communicate with the health and safety committee should contact the **EA to the COO**.

## Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures, risk assessments and associated documents
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report on the appropriate form all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

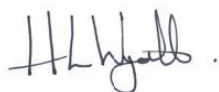
If any individual is in doubt about any safety matter, they must consult their line manager, the **Health and Safety Co-ordinator**, or if necessary, me.

## Cross References

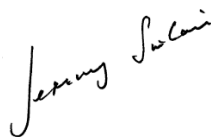
In addition to this policy, other documents also address health and safety issues. Examples are plans and policies concerning: emergencies; first aid - supporting pupil medical needs including admin of medicines; accessibility; pupil behaviour and sanctions; anti-bullying, whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance abuse.

<https://www.stjamesschools.co.uk/seniorboys/about/policies/>

Signature



Hilary Wyatt Date: 01.09.2025  
Head Teacher



Endorsed by Date: 01.09.2025  
Chair of the Board of Trustees

# Health and Safety Manual - Arrangements to Establish, Monitor and Review Measures Needed to Meet Health and Safety Standards

## The Requirements for Written Safety Management Information

HSE say that ‘‘when we have sensible health and safety management the school leadership team understand the safety policy and apply it practically to the real risks in the school, key staff have clearly established roles and responsibilities, and paperwork is kept to a minimum with the significant hazards identified, their risks adequately controlled and other precautions and key issues clearly documented where needed’’.

Designated employees have overall control of standalone management plans that address specific identified activities, such as the supervision of pupils.

Managers of the higher-risk and/or complex departments (academic and non-academic) must have relevant management plans (may also be known as local management arrangements /departmental safety policies) addressing the administration of health and safety and the other requirements of the law as they impact their activities or areas. These plans will support the governors aims and objectives as stated in the general statement of this policy and will be in accordance with the Head’s delegations and individual responsibilities as stated in the ‘Organisation section’ of the policy.

In the **Appendices**, there is a worked hypothetical example of a proforma approach to the setting up of a ‘local’ management plan suitable for the managers of higher-risk and complex departments, sections and areas. Plans using the proforma should be uncomplicated, wording should be accurate but brief and duplication of information should be avoided.

Managers who are uncertain if they come into the category of higher risk/complex and managers who believe they are in the medium and lower risk categories must seek the advice of their senior manager to ascertain if they are required to produce any written risk assessments and/or management plans. All managers who are not required to produce their own unique local plan must have the following in their departmental handbooks (or similar document), which is available to all their colleagues; or the wording can be adjusted to suit a whole school document.

## Departmental Health and Safety Management

**[The Head of Department / Line manager.....]** is responsible for day-to-day legal compliance related to safety management matters within this **[ Department / Section]**. This responsibility includes a monitoring function to check that health and safety/risk controls are working effectively.

In particular, the **[Head of Department / Line Manager.....]**, with the cooperation of all employees in the department/section, will:

- Induct all new colleagues (in addition to school induction). They will be familiarised with the layout of the department, the equipment, procedures in use and any written risk assessments and made aware of the requirements for elearning, including fire safety and manual handling;
  - Ensure ongoing risk assessment is undertaken to control risks such as may be confronted by pupils with confused temperaments and /or identified conditions and risks associated with furniture, equipment (including electrical equipment) and the fabric of the building including those that cause trips and falls and slips; and, if or when, work is undertaken outside, then risks from excess exposure to the sun will be assessed;
  - Monitor safe working practices and procedures, including those relating to particular employee/pupil needs, to fire safety and manual handling;
  - Monitor compliance with rules and restrictions for employees and others, including firefighting and fire evacuation arrangements, accident reporting procedures and lone working;
  - Investigate accidents and cases of work-related ill health;
  - Consult colleagues on health and safety training requirements, identify the training needs of the department and comply with the protocols for recording training requirements;
  - Ensure that safety appears as a regular agenda item on agendas for meetings;
  - Ensure that any defects in the premises, equipment or facilities are reported to Estates;
  - Review the contents of these arrangements annually and inform colleagues of any changes.
-

**Employees** have legal health and safety duties, in essence, to communicate and cooperate with the governors of the school. In particular they must:

- act and work in a safe, caring and tidy manner having regard for themselves and others;
- Never use furniture instead of a ladder;
- report to the [Head of Department / Line Manager.....] (and as appropriate via the defect reporting procedure) any health & safety hazards and concerns raised by themselves and others;
- not use equipment for which they are not trained;
- report accidents and incidents using the approved format.

## Respect and Consideration at Work

### Introduction

Consideration and respect for all is one of the mainstays of management within our school. Amongst other things, thoughtful and full, two-way, respect and consideration resolve most of the issues which cause adverse reactions in employees, in particular to excessive pressures or other types of demand placed on them.

Commonly and collectively, these adverse reactions are known as stress, and there is evidence that stress may give rise to ill health conditions when there is an unresolved mismatch between perceived pressures, etc. and the ability to cope.

Management recognises that pressures at work can trigger illness, and to alleviate perceived pressures as far as is reasonably practicable, employees are involved in problem-solving processes.

In addition, strategies have been developed on the following topics:

- A robust, caring and communicative approach to health and safety, including first aid
- Management and communication styles
- Induction training and mentoring, career development and training, workload, resources, and relations with disruptive pupils and similar
- External factors such as personal, political and community expectations.

### Risk Assessment

Regular whole-school risk assessments for potential stressors (well-known and documented elsewhere) will follow the normal HSE's risk assessment process, should be carried out by a competent person and should be dated for the current academic year. Potential causes of adverse reaction in school will be addressed - for example, by looking at sickness absence records or attitude surveys, or conducting specific stress-related surveys or focus groups; by managers talking to their teams to identify 'hot spots' etc.; and decisions made on improvement targets and action plans, in consultation with staff.

Completed assessments should show how the organisation is performing in relation to six risk factors (see below).

Factors (**identified in the HSE's Management Standards**) to be considered by assessors are:

Demands	This includes issues such as workload, work patterns and the work environment, e.g., fear of exposure to hazards
Control	How much say the person has in the way they do their work
Relationships	This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour, in particular, harassment or bullying

Change	How organisational change (large or small) is managed and communicated in the school
Role	Whether people understand their role and whether the school ensures that they do not have conflicting roles
Support	This includes the encouragement, sponsorship and resources provided by the school, line management and colleagues

Assessment should also be carried out on request from an individual employee, when an employee has been absent due to a stress-related illness and where an individual with a job with a high level of adverse reaction has been identified.

## Accident and Incident Records and RIDDOR Notification

Forms which are data protection friendly must be available for recording the details of all injuries and incidents which occur 'at work'. An entry must be completed as soon as possible after any relevant occurrence. The preferred formats follow at the end of this section.

NB. Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g., an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'. Playground injuries and similar therefore do not usually need recording as accidents 'at work' but if first aid is administered a first aid record is required.

Investigation is a separate activity to reporting. An investigation should be carried out as soon as possible after any relevant occurrence.

Occurrences should be investigated to determine the cause and influencing factors; to identify any problem areas or procedures; and to recommend remedial measures where necessary.

### Notification to the Health and Safety Executive

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations the Health and Safety Executive must be notified as soon as possible by telephone or online of:

- accidents to employees causing either death or major injury
- certain industry related diseases suffered by employees
- dangerous occurrences
- accidents to members of the public (remember the "public" includes pupils and visiting pupils) where any is killed or taken from the premises to a hospital for treatment (diagnostic tests are not treatment). Playground injuries etc. and sports injuries, unless caused by defective equipment, defective premises or defective supervision etc., are not notifiable.

Accidents to employees which result in injury causing absence from work of more than seven days (incapacitation) must be notified within fifteen days of the accident occurring (not counting the day on which the accident happened).

Specified major injuries:

- fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which: covers more than 10% of the body; or causes significant damage to the eyes, respiratory system or other vital organs
  - any scalping requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
-

Dangerous occurrences include:


- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either: results in the stoppage of the plant involved for more than 24 hours; or causes a significant risk of death.
- The complete or partial collapse (including falling, buckling or overturning) of: a substantial part of any scaffold more than 5 metres in height; any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- the accidental release of any substance which could cause injury to any person.

Diseases include: carpal tunnel syndrome; severe cramp of the hand or forearm; occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; And any disease attributed to an occupational exposure to a biological agent.

Records of accidents and investigations must be kept for at least three years, indefinitely is best practice.

### Near Misses

A near miss is an event, situation or an action where, were there altered conditions or circumstances, the outcome would likely have been an accident. Staff should be encouraged to report near misses.

A <b>Near Miss</b> is an event, a situation or an action that came close to causing an injury or property damage	
Name	
Date of near miss	
Time of near miss	
Describe the near miss	Where did it happen?
Action taken to prevent it happening again	Hazard removal?      yes/no
Once completed send this card to your safety coordinator so that all appropriate employees can be made aware, corrective action can be taken and the near miss can be logged.	

# Accident/Incident and where needed Investigation Report

Report Number

*(continue on separate sheet if necessary)*

Injured or affected persons if any							
Surname and forenames							
Address		Age & Date of Birth					
(and tel. no. if employee)		Class or form if pupil					
Nature of injury							
Part of body							
No treatment <input type="checkbox"/>	First Aid <input type="checkbox"/>	Attended GP <input type="checkbox"/>	Sent to hospital <input type="checkbox"/>	Resumed work / school <input type="checkbox"/>			
Other (Specify)			Total days off work excluding day of accident/incident				
Description of accident/incident including circumstances leading up to accident/incident							
<p>(If there is any witness include their name and address. For pupil accidents include name of supervisor.)</p>							
Location		Time		Date			
REPORT COMPLETED BY							
Signature		Date					
Name in blocks		Position					
Possible cause of accident/incident							
<i>continue on separate sheet if necessary</i>							
Recommendations to prevent recurrence							
Action taken (By whom & target date for completion)							
Notifiable to parent in writing	Yes	No	By whom	Date Sent			
Written head injury information to parents	Yes	No	By whom	Date Sent			
Notifiable to HSE / other	Yes	No	By whom	Date			
			Ref No				
INVESTIGATION REPORT COMPLETED BY (normally line manager, if necessary, together with senior manager/safety coordinator)							
Signature		Date					
Name in blocks		Position					

## Asbestos

Control of Asbestos Regulations apply and are strictly interpreted by HSE. The employee identified in the 'Organisation' section is responsible for asbestos management. This employee must be provided with the resources, skills, training and authority to ensure that Asbestos Containing Materials (ACMs) are managed effectively. The employee's responsibility will include managing quality surveys and the subsequent use of survey data.

ACMs were used in buildings until 2000. Many premises still contain ACMs therefore tradesmen, maintenance workers, computer and cable installers etc., are still at risk. A written standalone asbestos management plan must be drawn up where ACMs are present, when there must be a presumption that asbestos is present, and when there is going to be intrusive work on the fabric of structures and must be in accordance with this policy.

All employees who may come into contact with asbestos during their work must have asbestos awareness training. Workers involved in maintenance of all types and cable layers are examples of the relevant groups of employees. Contractors who carry out similar work can also be at risk and when the contractor evaluation form is returned (and in certain circumstances when it is not sent out) relevant contractors should confirm that they have received asbestos awareness training.

Examples of where asbestos can be found:

- In sprayed form and loose packing form, generally used as fire breaks in ceiling voids
- In moulded or sprayed coatings and lagging, generally used in the thermal insulation of pipes and boilers
- In sprayed mixtures with hydrated cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- In insulating boards used for fire protection, thermal insulation, partitioning and ducts
- In some ceiling tiles
- In millboard, paper and paper products used for insulation of electrical equipment and as a fire proof facing
- As cement type products such as roofing sheets, wall cladding, gutters, rainwater pipes and water tanks
- As certain textured coatings
- In old laboratory equipment such as fume cupboards, ovens and heat resisting mats
- In vinyl or thermoplastic floor tiles.

The asbestos will only pose a risk to health if fibres are released into the air and can be inhaled. This can happen when the asbestos material is worked on (especially when broken, sawn, drilled or sanded) or when it is in a poor state of repair.

The duty to manage asbestos is not restricted to workplaces it also applies to common parts of domestic premises owned by the employer. Where the employer is a landlord there is a requirement to take reasonable care for tenants and visitors inside individual domestic units.

The employer, through the asbestos manager, must identify accessible ACMs (accessible during normal occupancy including foreseeable maintenance). A competent professional with a quality management system (contractor evaluation questionnaire must be used) must carry out a management survey in accordance with HSE advice. Laboratories that analyse samples must have appropriate accreditation. Asbestos is likely to be present if any building was constructed or refurbished between 1890 and 2000 and particularly if it also has a steel frame and / or has boilers with thermal insulation.

At this stage the asbestos manager is not recommended to identify asbestos materials which are not accessible.

Relevant details of surveys must be noted in an asbestos register (after this the register must be kept up-to-date e.g., as a result of removals, encapsulations and inspections) and must include:

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- Locations from which negative samples have been taken (where there are numerous locations then reference in the register could be made to another readily accessible document)
- Locations of any ACM's together with the type of asbestos and quantity of asbestos
- Form of the asbestos (lagging, ceiling tiles, partition board etc.)
- Current condition of the ACM for instance good, encapsulated, damaged or deteriorating ACM with / without current risk of fibres being released (the ongoing current condition is often assessed as a result of routine inspection)
- Surface treatment if any
- A statement detailing the limitations or exclusions of any survey carried out
- A site plan identifying the areas where asbestos is present
- An assessment of risk (see below).

The location (s) of where the register is made available must appear in the management plan.

The manager must assess the risks of the ACMs (HSE provide a priority scoring tool). Asbestos in good condition which is not liable to be damaged is likely best kept in place. Damaged asbestos can often be made safe by repair to prevent the fibres becoming airborne. If this can be achieved safely, the repair should be carried out as described in the next section and the asbestos can then be kept in place. If the asbestos is likely to release fibres or if damaged areas cannot be effectively repaired and protected or if it is likely to be disturbed during routine occupancy or maintenance work, it must be removed, also as described in the next section. An action programme must be drawn up.

Then:

- The manager must ensure that all occupants of spaces, maintenance, IT and contractors i.e. anyone who might work on or might disturb the known ACMs on site are formally informed of the materials which contain asbestos and that they must not disturb them or carry out work except as described later. Information relevant to contractors should be passed at the tender stage or similar and via information from the asbestos register when 'workers' attend site (which must be receipted).
- Where it is acceptable, the asbestos must have an appropriate warning label.
- There must be a detailed emergency action plan to be used if suspect ACMs are found or if ACMs are damaged. If the emergency services are involved any risk to their personnel must be identified to the person in charge at the scene.
- All ACMs remaining on site must be inspected regularly to check that they have not deteriorated or been damaged. There must be records of the inspections. The frequency of the inspections will depend upon the condition / location of the material e.g., ACMs in positions where they might get damaged will need to be inspected more frequently than those which are not. Any changes in the condition of the ACMs will necessitate a review of the risks involved. Records must be kept of this.
- Periodic reviews must be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully aware of its requirements.

### **Intrusive Work on the Premises including Work on Asbestos Containing Materials**

Materials already known to contain asbestos should be apparent from the asbestos register (this must be kept up to date by identifying amongst other things removed and encapsulated asbestos) and are often signed with warning labels. The register will also identify sampled areas where analysis shows negative results. Frequently however, asbestos is not known to be present but its presence is foreseeable or may be suspected. There is a legal presumption that materials contain asbestos unless there is strong evidence to the contrary. Whenever work is to be carried out which could involve the disturbance of materials which may contain asbestos (for instance intrusive work on the structure, work above false ceilings or behind wallboards or behind service ducting and when moving partition walls) then the person in charge of the work must arrange for a full demolition / refurbishment survey to be carried out by a professional in accordance with HSE advice (analysis by an accredited laboratory).

- It is our policy, with a small number of very minor exceptions where respiratory protective equipment is not required, that work on asbestos and ACMs should only be carried out by a contractor licensed by the Health and Safety Executive - the contractor must confirm that he is aware of the asbestos regulations and any relevant approved codes of practice and the work must be carried out in accordance with the regulations and approved codes of practice.
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- The material to be removed / worked on must be clearly identified and the contractor must have a copy of the results of analysis of the material.
- The contractor should provide a copy of his current HSE licence and indicate whether the work requires notification to the HSE.
- The contractor must provide a copy of his written risk assessment and method statement.
- The contractor must provide an assurance that he will take reasonable steps including signing to ensure that no persons other than his employees will enter any hazardous areas.
- Following completion of the work, visual inspection and when necessary, air monitoring must be carried out by an accredited laboratory. Clearance levels of less than 0.01 fibres per ml are required before any enclosure is removed. A copy of the laboratory's report must be provided by the contractor.
- A record must be kept of all asbestos removals (and encapsulation work) and the record must include copies of all the formal documentation.

## Consultation Arrangements with Employees

Relevant regulations are:

- Health and Safety (Consultation with Employees) Regulations (HSCER)
- The Safety Representatives and Safety Committees Regulations (SRSCR) (but as trades unions are recognised these regulations are currently not relevant).

Under the HSCER any employees not in groups covered by trade union representatives must be consulted by their employers. The consultation can be direct or through elected representatives. The regulations address the issue of setting up a mechanism for electing representatives for the consultation process. Any elections must be fairly conducted and democratic.

This employer consults with employees directly and the personal exchange process (in both directions), departmental communications and meetings or similar are the usual forums for this.

Consultation should take place on matters relating to employees' health and safety at work, including:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working
- The employer's arrangements for obtaining competent help to satisfy health and safety laws
- The information that the employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

Employees (or their representatives) should be given enough information to allow them to take a full and effective part in the consultation process and the employer should encourage any appointed / elected representatives to receive training. It should be clear that any employee who wishes to have input will be given ample time and opportunity to do so.

## Contractors

### General

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment; in building operations; to organise activities and work such as catering and cleaning; and to organise whole or parts of school trips and work experience etc. Contractors must be appropriately competent in the health and safety aspects of their work and must be aware of the health and safety standards they have to achieve.

### The Law and the Contract

The Health and Safety at Work etc. Act places duties on the employer and the contractor to protect the health and safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when

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agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

A proportion of school contracts involve construction (including engineering) work and for these the Construction (Design and Management) Regulations are relevant. The regulations apply to construction projects and amongst other things impose duties concerning the safe design and management of construction projects. All contractors involved in construction projects must comply with the Regulations. For projects notifiable to HSE (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work) professionals will often be employed to provide relevant health and safety input but for the non-notifiable projects appropriate arrangements will usually be made between the school and the contractor. Simple refurbishment work makes up the majority of minor projects and this would normally fall under the 'design and build' concept - the school sketches out its requirement and the contractor carries out the work, using his expertise to complete the work safely.

For non- notifiable construction projects, the following elements are required to ensure that work is completed safely:

- Potential service providers including professionals must complete a Contractor Safety Evaluation Questionnaire for review by the school. This provides the school with clear information about how the provider manages health and safety, the training provided to the provider's staff etc. The information provided (sometimes supplemented by answers to further enquiries) enables a competent provider to be selected.
- A contractor, or if more than one contractor is to be involved both a principal contractor and principal designer, will need to be appointed - a principal designer is required to plan, manage and coordinate the planning and design work. Both roles can be undertaken by one service provider.
- The school as client must make sure that information is provided to the contractor, as far as possible in writing, on all matters that might affect health and safety including:
  - ✓ The specification of the work to be done; including where necessary, a request for design guidance from the contractor where this is outside the expertise of the Client; and where necessary, a request for regular safety inspections of the project work to be carried out by a competent independent professional; and if there is only one contractor, that contractor should be required by the specification to provide a safety file
  - ✓ Timescales for completion - allow sufficient time for health and safety.
  - ✓ Location of utilities (overhead cables, buried services etc.)
  - ✓ Location of asbestos known from the results of an appropriate survey (maintenance or refurbishment and demolition)
  - ✓ Any other information that could impact on the safety of the contractor including any previous health and safety file
  - ✓ Arrangements for site access and deliveries and for the safety of pedestrians
  - ✓ Boundaries with other projects that may be happening simultaneously
  - ✓ The welfare facilities available, if these are not supplied by the contractor
- The client must ensure that the contractor prepares a Construction Phase plan. This does not have to be more detailed than that which is indicated in the HSE guidance [Construction Phase Plan for small projects \(CDM 2015\) - CIS80](#). (A mobile "app" is also available so that the plan can be completed quickly and easily.) The plan should identify the main hazards that may occur during the project and how the contractor plans to eliminate or minimise any dangers. The completed plan must be provided to the client.
- During the design work and course of the project, regular meetings should be arranged and health and safety should be a standing agenda item so that any concerns can be identified and addressed.
- At the end of the build the designer should provide a health and safety file. If the designer leaves before the end of the project, the principal contractor should do this. It is a record of useful information which will help the management of health and safety risks during any future maintenance, repair, construction work or demolition. The file should be available to anyone who needs it to alter or maintain the building, and it should be updated if circumstances change.

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**Selecting a Contractor (a contractor safety evaluation questionnaire follows at the**

**end of this section. The questionnaire should be used before engaging a contractor. It is appropriate for all contractors used.)**

Amongst other things a potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and / or method statements. These must be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken or service to be provided. The documents should adequately cover any risks and detail the precautions necessary to eliminate or satisfactorily control those risks.

To select a 'competent' contractor, other indicators may need to be evaluated such as inclusion in 'approved lists', past performance, work undertaken elsewhere, membership of trade bodies, accreditation by trade bodies, general health and safety awareness, and commitment to recognised codes of practice.

Contractors must be able to demonstrate that their employees are competent in health and safety matters. This may well apply to senior managers as well as those who are 'supervisors'. Contractors invited to submit tenders must be made fully aware of the standards of health and safety management expected of them. The following are examples of the items regarded as significant:

- Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- **If the contractor is working on our premises** - employees and pupils' requirements in terms of access and egress and playground facilities etc.;
- The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments etc.);
- It is not the school's policy to lend contractors any portable equipment but in some circumstances this may be necessary. When contractors are to use school equipment the equipment must be safe and properly maintained at handover, thereafter the contractor should be given the responsibility for the equipment and its safe use.
- Evacuation and emergency procedures should be discussed and posted and employees and sub-contractors etc should be made fully aware of these.

During the contract work there should be no doubt as to who is managing health and safety. On contract completion, any matters relevant to ongoing health and safety must be properly verified and any relevant documentation must be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

## **Essential Information for Exchange**

Contractors must be given information concerning:

- These Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary
- Items identified as necessary for health and safety
- Where relevant, hazards known to the occupier of premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor, and other information as appropriate.

Arrangements for matters such as any site demarcation, site access and pedestrian safety, the use of plant and equipment and the control of exposure to hazardous substances must always be clarified.

It is to be a condition of all contracts that the contractor appoints a senior member of his staff to maintain liaison with local management.

Contracts must require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors. The contractor must ensure that his own employees and any sub-contractors are informed of the procedures for safe working, the local hazards and necessary precautions. All involved must be clear about the delineation of the contractors' area of work/activity and any restricted areas. There must be no confusion over the procedures for contractor's employees during an emergency, e.g., when the fire alarm sounds.

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## Planning the Work

Successful use of contractors requires effective management and planning. Health and safety matters are best considered at the planning stage.

The employer and the contractor must consider together:

- Premises/operations/ which could affect the contractor's work - all known hazards and in certain circumstances know illnesses/conditions of pupils must be brought to the contractor's attention
  - How the contractor's work may affect employees and users of the premises - written method statements and hot work permits to control risks may be necessary
  - Which party has overall responsibility for the control of contract work and control of sub-contractors, those with overall control usually have responsibility for health and safety and this must be clear
  - Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of newly installed plant, or when several contractors or contractors and the School are working concurrently.
  - Arranging regular meetings between the contractor's appointee and **employer's** representative to ensure that good communications are maintained.
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## Practical Guidance on Safe Working Practices for Building Works and Similar based on Health and Safety Executive Advice

Proper account must be taken of the needs and requirements of the school for example:

- Safety of pedestrians and other users in access/exit to premises from the street
- Safety of pedestrians and other users in access/exit to and within the buildings
- Recreational and playing facilities
- Service arrangements, e.g., stores and food deliveries and service  
Access routes for Emergency Services.

Certain matters must be discussed before work commences. Examples are:

- Access/exit requirements from the street and to and within the buildings
- Proposals for the use of scaffolding and ladders
- Proposals for separating the work areas from open access areas
- Proposals for the positioning and fencing of skips and storage areas
- Any hazardous, high risk, noxious or offensive substances, processes or activities to be used or take place and the contractor's proposals for protecting staff and pupils
- Proposals for the contractor's essential services (sanitation, telephone, power, parking etc)
- Whether visitors to the building works need to report to the school office as well as to the site office.
- An arrangement that during the course of the work, if the school feels the contractor is disregarding safety procedures and staff or pupils will be put at risk by the contractor's action and there is an imminent risk to staff and pupils, a school representative will remove them from the area and then immediately consult directly with the responsible contractor with a view to eliminating the risk.

On no account should specific advice be given by the school on matters which appear to be giving rise to risk.

### Recommendations

Pupils need to be made aware of any risks presented by contract works and additional supervision at break-time and lunch-time may be required.

### Work Sites

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible, should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high.
- The contractor should take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.
- Fire exits must be kept clear at all times.

### Access Equipment

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
  - All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly, mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils
  - Ladders and ropes should be secured out of reach of children and unauthorised people.
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## **Overhead Working**

When work is undertaken at heights above or adjacent to occupied rooms or access areas the occupants/passers-by must be given all necessary protection, or such rooms/areas should be taken out of use for the duration of the work.

## **Excavations**

All excavations must be fenced and appropriate warning signs erected. All excavations in open access areas must be covered while they are not in immediate use.

## **Substances**

The contractor should provide the school with relevant information on any flammable or hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.

If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters any suspect asbestos it must be left undisturbed and the school contacted immediately. Also see specific section on Asbestos.

## **Stripping Paint**

All paint work which is to be stripped should be treated as containing lead unless it is proved to be or is known to be lead-free

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# Tender Stage - Contractor Safety Evaluation Questionnaire

Please complete the following sections as appropriate to your contract and company and supply the relevant information as requested.

1 Company address and contact details			
2 Please supply a chart showing your company health and safety organisation			
3 Who in your organisation is ultimately responsible for health and safety?			
Name	Position	Contact Details	
4 Who in your organisation is responsible for the management of health and safety?			
Name	Position	Contact Details	Qualifications
5 Please supply a copy of your company's safety policy arrangements/risk assessments/method statements/hazard analysis relevant to the work for which you are tendering. These documents or another document attached must contain details of the training, qualifications and experience of relevant members of your organization.			
6 Supply details of relevant health and safety/professional/driver/operator training / instruction which has been provided to company personnel in the last 12 months please use separate sheet if required			
Course	Training Provider		Dates
e.g. asbestos awareness training			
e.g. Preventing falls in Scaffolding Operations	"Trainer" in National Access & Scaffolding Confederation SG4		
7 Does your company use sub-contractors?			YES
			NO
If YES please outline how you ensure sub-contractors' competence			

**8 Complete the following table with the number of accidents (include road traffic accidents) and dangerous occurrences experienced by your company over the last 2 years.**

Year	Fatalities	Major Accidents	Dangerous Occurrences	Over 3 day lost time accidents

**9 Complete the following table with the details of relevant enforcement notices issued and prosecutions over the last two years (use separate sheet if required)**

Year	Notice	Details	Remedial Action

**10 Supply details of relevant trade/professional associations to which your company belongs and accreditations e.g. BAFE, UKAS, licence for adventure activities**

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**11 Supply contact details of two organisations that your company works for**

Contact Name		Contact Name	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Email		Email	
Nature of Contract		Nature of Contract	

**12 Supply evidence of the following insurances \***

	Expiry Date		Expiry Date
Employer's Liability		Public Liability	
Contractors All Risk		Professional Indemnity	

**13 Questionnaire completed by**

Name			
Address			
Position			
Signature			Date

\*NB Levels of insurance cover required should be added by originator of form

## Display Screen Equipment

The use of display screen equipment (DSE) by pupils is not covered by the regulations.

The regulations cover all display screen equipment used by employees but the majority of requirements apply only to those employees who can be defined as “users”.

All workstations at which employees work should comply with the minimum requirements and all such employees and pupils should be as comfortable as reasonably practical when they are working with DSE.

Likely “users” are secretaries, word-processing workers, workers using other time-consuming computer programmes who can be teachers, accountants and accounts staff. They may be home workers or work at home for some of their time. The definition of a user depends on the nature and the extent of use and applies to full and part-time staff. Typically, continuous or near continuous spells of DSE work for an hour or more at a time most working days classifies an employee as a user.

An assessment must be carried out on the workstations of each user on initial identification of need and this should be recorded; the assessment is often a self-evaluation exercise; should be carried out in part by using the HSE workstation checklist available on the HSE website; once this first part of the assessment has been carried out, any remedial action, as indicated by the checklist and which may need further investigation must be taken; and assessments must be regularly reviewed.

Where any employee “user” requests one, the employer can arrange and must pay for an eyesight test by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician. The employer must pay for basic spectacles for DSE work if the test shows an employee needs special glasses prescribed for the distance at which the screen is viewed.

All users must be provided with health and safety training about their equipment but in practical terms, there is likely to be considerable overlap between the training on the uses of the equipment, the software etc. and the health and safety training. (Information on possible ill health effects such as upper limb pain, eyesight defects, fatigue and stress etc. should also be given).

There is no ionising radiation problem associated with display screens.

A competent employee should be nominated as overall manager of this whole assessment process.

## Educational Visits - Procedures for Off Site Visits

Employees in charge of visits must be conversant with:

- This part of the policy
- Any other school requirements detailed elsewhere
- **Any relevant HSE case studies**
- **The Outdoor Education Advisers’ Panel (OEAP) guidance**
- **DfE Health and Safety: Responsibilities and Duties of Schools April 2022** or latest version
- ‘Safe Practice in Physical Education School Sport and Physical Activity’ - by the ‘Association for Physical Education’ (where appropriate)
- The requirements of the school’s insurance policy.

Where the Head teacher wishes to appoint an Educational Visits Coordinator (EVC), to act on behalf of the Head Teacher the employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. For example, the needs of a small infants’ school will differ from those of a large secondary school with an active D of E Award programme. Evidence of competence will be through the experience of practical leadership in outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the policy and the documents above. Specialist EVC training is also advisable.

All visits must be preceded by an assessment of the risks involved and there must be written risk assessments<sup>1</sup> and/or written arrangements for individual visits. The risk assessments and arrangements must

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include consideration of matters such as higher risk / adventurous activities, fire precautions and fire procedures, first aid and safeguarding, pupil supervision including remote supervision and transport. However, the risk assessments should not be complex documents. They must reflect the risk and controls in a readily understood format.

When identified as necessary any risk assessment training should include information on generic assessment, specific assessment and ongoing (dynamic) assessment. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the Head Teacher. Risk assessments etc. must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

## **General Functions of The Head Teacher/Educational Visits Co-ordinator**

The functions are to:

- Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator
  - Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment - in doing this be aware of HSE advice - which is.....to assess real risks only... The following questions cover the main arrangements that should be in place for a visit. What are the main objectives of the visit? What is "Plan B" if the main objectives can't be achieved? What could go wrong? Does the 'risk assessment / other arrangements' cover as appropriate:
    - The main activity?
    - "Plan B"?
    - Travel arrangements?
    - Medical procedures and emergency procedures?
    - Staff numbers, gender and skill mixes?
    - Generic and site-specific hazards and risks (including for Plan B)?
    - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points)?
    - What information will be provided for parents?
    - What consents will be sought?
    - What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
    - What assurances are there of the leader's /other competencies?
    - What are the communication arrangements?
    - What are the arrangements for supervision, both during activities and 'free time' - is there a Code of Conduct?
    - What are the arrangements for monitoring and reviewing the visit?
  - Ensure the training of leaders and other adults going on visits - these may need accreditations from an awarding body - training will commonly involve risk assessment and basic first aid and administration of medicines- records are required
  - Assess the competence of leaders and other adults proposed for supervision of visits- assessment may include practical observation or verification of experience
  - Ensure that Disclosure and Barring Service (DBS) checks are in place as necessary
  - Assign competent people to lead or otherwise supervise a visit
  - Organise thorough induction of leaders and other employees / adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including as appropriate risk control measures within the risk assessments
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- Work with group leaders to obtain the consent / permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent / permission on a fully informed basis
- Organise the medical and emergency arrangements and ensure there is an emergency contact for each visit
- Support the head and governors with approval and other decisions
- Keep records of individual visits including reports of accidents and near misses
- Review systems and, on occasion, monitor practice - this will involve going on visits.

### **Planning a Visit**

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre-visit is usually advisable to enable the party leader to identify any potential hazards.

### **Employees Accompanying Visits**

Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.

In general, there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in senior school, one to ten pupils in junior school, one to six pupils in infant school and for EYFS there must be adherence to the statutory ratios. Except for EYFS where there must be adherence to the statutory ratios, ratios will depend upon risk assessment and the Head Teacher may make exceptions to the general rule, for instance, for games matches and for small sixth form groups. Remember that, except for the statutory EYFS requirements, the ratios described are recommendations. The Head Teacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The sex, ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- The nature of the activities including any higher risk/adventurous activities are involved
- Any medical or special needs of any pupils taking part.

Trip supervisors accompanied by their spouse/partner and/or children should be discouraged because research indicates that this has proven to compromise the interests of the group as a whole and they should not be counted in the ratio. However, in exceptional circumstances and at the discretion of the Head Teacher, trip supervisors may be accompanied by their spouse / partner and / or children where the relevant adult is not at any one time solely responsible for a group that includes their own child and where a written risk assessment specifically includes assessment and mitigation of the possible conflicts of interest especially in an emergency situation.

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and if male pupils are going on the visit a female employee should be accompanied by a male employee. However, if compliance would result in difficulties for small groups of pupils, the Head Teacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

### **Parent and other Adult Helpers**

Whilst it is accepted that other suitable adults (who usually need to have DBS criminal records checks e.g., if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Head Teacher may, however, make exceptions to this general rule for instance for -

- Groups of 20 or more pupils where there are at least two employees accompanying the group
  - Sixth form outings.
-

- Parents or other suitable adults should only be allowed to accompany the visit if:
- Their inclusion is expressly approved by the Head Teacher who should reserve the right to refuse any offer of help.
- They have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

## Alcohol

Adults accompanying visits should be clearly informed of the school's policy in connection with the consumption of alcohol.

## Employees Conveying Pupils in Private Cars

The use of private cars, particularly pupils' private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Head Teacher must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Head and the licence must be satisfactory to the Head - six points is the usual cut off point)
- MoT certificate
- Comprehensive insurance (which covers use for the purposes of his/her employers' business).

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

## Higher Risk/Adventurous Activities

When these are to be undertaken, the Head Teacher must ensure that appropriate employees accompanying the visit are qualified and competent (qualifications must be those approved by the sports / activity's national governing body - see AfPE 'Safe Practice in Physical Education and School Sport') and that all relevant equipment is provided to the appropriate safety standards and is properly maintained.

It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff etc. are available. Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed and this should be checked.

Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance.

## Shared Responsibilities External Providers

The Head Teacher must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance, on whether or not they are legally compliant in health and safety matters, includes obtaining documents such as copies of the providers' licence or the registered number of the licence (if any), their insurance, health and safety policies, risk assessments including control measures, procedures on their use of vehicles, procedures on safeguarding, their fire risk assessment, procedures for evaluating sub-contractors and information concerning the qualifications and competence of employees. A contractor safety evaluation questionnaire can be used.

The providers' documents or completed questionnaires must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with current DfE safeguarding guidance.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' and the LOTC quality badge and are good benchmarks when relevant.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Head Teacher must be satisfied with all the safety procedures.

Joint Trips with other Schools

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There should be one overall party leader and the Head Teacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

### **Regular Routine Curriculum Activities off the School Premises and ad hoc Short Duration Outings**

These include regular activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these and the Head Teacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.

When pupils are leaving site for short periods, accompanied or not (for instance for shopping or going for a run), the pupils must use the signing 'in / out' system.

When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible. All arrangements must be included in 'departmental' risk assessments.

### **Remote Supervision**

After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party.

- The geographical area in which pupils must stay should be clearly defined.
- Pupils must be in groups - appropriate group sizes must be determined by the group leader.
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees
- Pupils should be reminded that in the UK it is an offence for persons to buy 'illegal substances' and for those under 18 to buy cigarettes and alcohol. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with the consumption or use of these.
- Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

### **Residential Trips**

Amongst other things, the Party Leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible, a fire drill should be held on the first evening before bedtime.

### **Exchange Visits**

These usually involve pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

- The Head Teacher will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.
  - Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
  - Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
-

- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own if based at a location remote from the pupils.

NB if a school directly arranges hosted accommodation for children in the UK, and is therefore a regulated activity provider, the school should obtain an enhanced DBS certificate with barred list information for the responsible adults hosting the child. The decision on whether to undertake checks on others aged over 16 in the household is at the school's discretion and any decision will be based on the school's own knowledge of the family and risk assessments. Where a child's parents arrange their own exchange (or homestay), this is a private arrangement and the school is not then the regulated activity provider and is then not entitled to a standard or enhanced DBS check.

### Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. If the trip is one where there could be numerous questions asked, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Head Teacher or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information should include the following as appropriate:

- Purpose of visit
- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health and hygiene requirements e.g., inoculations/safety or not of tap water
- Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- A contact number for the pupil must be given (if pupil staying in family, it may not be possible to give this information immediately in which case further information will need to be given)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Head Teacher reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits, a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of group leader and supervisors; pupils must not possess, use or purchase cigarettes/alcohol/illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately. (An example code appears at the end of this section.)

## Consent Forms

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A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents may be asked to sign a blanket consent form at the start of pupils' time at school or at the start of each year. This may be used to cover visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc. When blanket consent forms are used parents need to give permission for pupils to participate in any relevant visit.

A blanket consent form should not be used for any residential visits, visits abroad and any that involve any higher risk/adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information data base. Procedures must be drawn up to ensure these are noted by the employee concerned.

### **Information for Pupils**

Pupils must be given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into difficulties. The following are other matters on which they may need information:

- On risks associated with the trip such as with the particular type of travel to be used.
- On considerations concerning special and/or medical needs.
- On any local customs they may meet which might surprise them and the possibility of their giving offence.
- That tap water abroad is not always safe to drink.
- In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.
- Always clean hands before eating.

### **Emergency Procedures**

Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit - such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment. Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

### **Serious or Fatal Injury or Lost Child and similar - Emergency Procedures**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:

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- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Head Teacher, emergency 'contact' or other senior employee - contact is an essential primary step
- Call whichever emergency services are required (UK 999, Europe 112, USA 911)
- Where anyone is injured have first aid administered if possible
- Make sure all other members of the party are accounted for and are safe
- Establish the full name(s) of the injured or missing
- Advise other party adults of the incident and that emergency procedures are in operation
- If possible, arrange for an adult from the party to accompany any casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout - it may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for

Commit to writing full details of the incident -

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries etc

Details of police who attended/witnesses names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

### **Procedures for Other Accidents/Incidents**

Complete the school accident/incident report form or commit to writing full details as above.

### **Feedback**

The feedback form must be completed after each visit.

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# Blanket Consent Form

Parent/Guardian for 'short' visits - side 1

Please complete this form giving all relevant details. The information given or updated by you will be referred to when the pupil participates in away sports fixtures, non-curriculum off site visits during the day or evening and similar. You will be given written information concerning these visits and asked to sign a separate short permission form to allow your son or daughter to participate.

Name of pupil:			
Form:		Pupil's mobile telephone no:	
Home address:		Home telephone no:	
		Work telephone no:	
		Mobile telephone no:	
Alternative emergency contact:			
Name:			
Address:			
Tel No:			
Medical information concerning pupil:			
a	Does the pupil have any special dietary requirements?		
b	Has the pupil suffered from any of the following?		
	Asthma or bronchitis		YES/NO
	Heart condition		YES/NO
	Fits, fainting or blackouts		YES/NO
	Severe headaches or migraine		YES/NO
	Allergies to any known drug		YES/NO
	Other allergies, e.g., food, materials		YES/NO
Other illnesses, conditions or disability		YES/NO	
If the answer to any of the above is YES, please give details below:			
c	Is the pupil currently vaccinated against tetanus?		YES/NO
	Date of injection	Date of booster	

# Blanket Consent Form

Parent/Guardian for short visits - side 2

d	Is the pupil prone to travel sickness?		YES/NO
	If YES, please give the name of travel sickness pills normally administered (by yourself) if any.		
e	Please give your family doctor's name, address and telephone number:		
	Name:		
	Address:		
	Tel. No.:		
	Is the pupil receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies?		YES/NO
If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel.			
f	Does the pupil require medication(s)		YES/NO
	If YES please give full details below and include name of medication(s), dose and frequency of administration and if 'self-administration' is preferred.		
g	Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.		

## Transport

I consent to the pupil travelling by any form of private or public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorized by law and duly insured to drive.

## Accident/illness

I consent to the pupil receiving medication as instructed, any first aid necessary and, emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion as considered necessary by the medical authorities present.

Remotely supervised time (usually senior school only) I consent to the pupil having remotely supervised time in a group of pupils with the prior permission of the party leader.

## Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

# *Blanket Consent Form*

## **Insurance**

I know of no information that may affect the insurance cover provided, the extent and limitations of which can be obtained from the school office.

## **Signature of parents/guardians**

I, the undersigned who has parental responsibility for the above-named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed:

Relationship to  
pupil:

Date:

I the above-named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of any party. I will obey the laws of the country. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the school.

Signed by the pupil:

Date:

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND RELEVANT INFORMATION WILL BE TAKEN BY THE PARTY LEADER ON VISITS

## Check List for Party Leader

NB. No bookings should be made until the Head has given approval for the visit/activity

Day and date		Party leader	
Previsit(s)	Y / N details		
Destination with address		Accompanying persons	
Depart	am./pm.	Year group	
Return	am./pm.	Number of pupils Employee: pupil ratio	

Action	Initials + date	Comment
Agreed by Head		
Checked by ..... for feasibility		
Parents informed in writing		
Consent/permission forms sent		
Consent/permission slips all back		
Risk assessment/arrangements* completed and signed off		
Meeting with parents arranged (complex/residential only)		Date & time:
Coach booked		
Minibus booked		Drivers:
Other transport booked		
If cars are used what are risk controls?		
Food ordered		
Pupil list for.....		
Office staff advised; travel form completed		
Pupil emergency contact numbers obtained		
School emergency contact -		
..... informed if out of regular school hours		
Pupil medical details obtained		
Person in charge of first aid etc, adequate cover, medications sick buckets etc ordered		Name of staff in charge of first aid:
All adults involved fully briefed + aware of responsibilities and plans B		
Contents of pack of essential information for trip and office checked		
Visit evaluation form ready to be completed		Complete after visit Y /N

**Every non curriculum off-site visit requires a separate parental signature via one or other of the consent/permission forms/other.** If the risk assessment has been carried out previously this should be thoroughly reviewed and may then be used after resigning and re-dating.

Action: Party Leader must keep this on file. Copy to \_\_\_\_\_ before departure.

# Application for the Approval of an Educational Visit

This form should be submitted to the Head before pupils are notified or any bookings made.

Party Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons: DBS criminal records checks evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk/adventurous activities:			
For residential Visits: Type of accommodation			
Other relevant information: <ul style="list-style-type: none"><li>Name of organisations, e.g., coach company, travel firm.</li><li>Awareness of site, e.g., previous visit</li></ul>			
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Head for approval.			
Signed: Approved subject to risk assessment/other written arrangements.			
Date:			

## Risk Assessment Form – Educational visits

Venue + brief activity itinerary including address					
Date		Number of pupils:		Year(s):	
Party Leader + mobile no					
Person in charge of first aid/admin of meds including over the counter					
Nearest hospital (cover 24 hours accident and emergency capability)					
Others including names and number of staff and volunteers					
School contact –name, telephone					
Assessment undertaken by					
Authorised and signed off by					
Date					
Review date					

Hazards	Consider activities to be undertaken and fire, security/safeguarding, lack of supervision, medical conditions/illnesses, transport, weather		
Persons who might be harmed	Consider pupils (age, temperament etc.), employees and general public		
How may the harm occur to persons identified – the risk	Risk controls – what is already in place	Further action necessary to control risk and action plan - name employee responsible, target date and completion date	Is residual risk acceptable? y/n
[Examples of matters which may cause harm: journey, method of transport, activities, accommodation, fire precautions, weather (winds, tides etc.), medical needs of pupils (inc. over counter medications), special needs of pupils, temperament of pupils, first aid, biological / chemical risks, man-made/natural risks, personal safety of pupils, possible conflicts of interest specifically in an emergency situation, possible contact with animals, contraction of diseases, 'free' time, near misses from previous visits]	[Examples of matters that may need to be included: competencies of staff, ppe, weather checks, inspections of venues, clothing and equipment, reference to any provider involved, risk assessments etc from any provider, first aid cover and measures, supervision arrangements and ratios, regular attendance checks e.g. at meal times and when the party is about to move venues, lost pupil arrangements, remotely supervised time, travel, arrangements (avoiding driver fatigue), past experience and Plan B with risk associated risk controls]		

### Risk Assessment Authorised by the Head

Signed: ..... Date

# Consent of Parent/Guardian for a Residential, Higher Risk/Adventurous, or Foreign Visit

Name of pupil: Form		Date of Birth	
Mobile phone number of pupil			
Proposed visit to		Cost of visit	
Day and date of departure		Departure time	
Day and date of return		Return time	
Travel arrangements			
Passport No. and country issued - include nationality			
European health insurance card (EHIC) or UK Global health insurance card (GHIC) no:			
<b>Medical information about pupil:</b>			
Does the pupil have any illnesses/conditions requiring/which may require medical treatment/medication? Delete as appropriate YES / NO		Describe and state whether self-administered or not	
Does the pupil have any allergies, e.g., to medication or specific foods?			
Does the pupil have any special dietary requirements?			
(If yes to any of the above, details must be supplied with this form)			
Contact telephone number, parent/guardian:			
<b>Work:</b>			
Home address:		Home:	Mobile:
Alternative emergency contact:			
Name:			
Address:		Tel.No.	

**Signature of parents/guardians**

I, the undersigned who have parental responsibility for the above-named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:			
Relationship to pupil:		Date:	

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:		Date:	
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- Transport

I consent to the pupil travelling by any form of private or public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

- Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

- Passport etc (for foreign visits only)

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

- Accident/Illness

I consent to the pupil receiving first aid, medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

- Remotely supervised time (usually Senior School only)

I consent to the pupil having remotely supervised free time in a group of pupils with the prior permission of the Party Leader

- Swimming and other activities

I certify that the pupil is/is not able to swim 50 meters, is/is not confident in a pool, is /is not confident in open inland water, is/is not safety conscious in water - (in each case please delete one statement **and initial**). I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the visit programme, (including, for senior school pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following:

(N.B. all additions, deletions or amendments to entries in this box must be initialed by the parent)

- Personal Effects of the Pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

- Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

- Code of Conduct

I understand the consequences if the pupil does not adhere to the code of conduct. (Any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil will be sent home as soon as possible and that the responsibility for paying for this, including any accompaniment lies with the parent. The pupil may jeopardize their chances of going on another school visit.)

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND A COPY WILL BE TAKEN BY THE PARTY LEADER ON ANY EDUCATIONAL VISIT

## Permission Slip for Short Visit

For short visits which depart from, and return to, school during day time or evening visits such as theatre visits or similar

Visit to	
Form	Date
Time of departure	
Approx. time of return	
Transport is by	
Party Leader	
Department	
Other details are as follows	

Pupil's name	
Form	
I give permission for the pupil to take part in the educational visit	
To:	On:

The pupil's emergency contact numbers and medical information are as detailed on the blanket consent form signed previously. There are no significant illnesses or conditions relevant to this pupil over and above those identified on the blanket consent form. I agree to authorise members of staff during the course of this visit to approve such medical treatment for the pupil as is deemed necessary in an emergency.

Signature of Parent/Guardian	
Date	
Please complete this slip and return to the party leader, by	

## Travel Form

Purpose of visit:	
Date of visit:	
Employee leading visit:	
Department:	
Other persons involved:	
Destination address:	
Emergency telephone number at destination:	
24hour telephone contact number:	
Method of transport:	
Travel operator:	
Tour No. / Reference:	
Time and place of departure:	
Time and place of return:	
Flight Number/s:	
Insurance details:	
Catering staff informed:	
List of pupils and emergency contact numbers attached:	
Total cost per pupil for billing	£

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## Authorised Absence List

Member(s) of staff responsible:		
Nature of absence:		
Date (and time) of Departure:		
Date (and time) of Return:		
Emergency contact number:		
Mobile number(s):		
Signed:		
	(Member of staff in charge)	Head
Office received:		

Name	Form	Name	Form
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# Visit Evaluation Form

NB Visit evaluation by pupils may also be useful  
Please complete this form as soon as possible after your return.

Visit to					
Date					
Party leader					
	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Comment</b>
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behavior					
Timing					
Review of Risk Assessment - Any accidents/incidents?					
Other comment					
Worth repeating?					

# *Example Pupil Code of Conduct for Educational Visits*

School trips and visits should benefit you educationally, but they should also be enjoyable. The Pupil Code of Conduct set out below gives you the general context in which school visits will take place, so that you can understand what we require of you. This Code of Conduct applies to all school visits in general, although specific visits may have additional rules, or slight modifications of these depending on the individual context. The rules about visitors in bedrooms, for example, should be taken to apply to visitors in tents where you are on a camping expedition.

We hope that your visit is safe, beneficial, and above all enjoyable.

## **General Rules**

- 1) The health, safety and well-being of all members of the party are essential to us. You must not do anything that puts yourself, or others, at risk. If you do, penalties will be applied. These may be, for example, being under constant direct staff supervision for the remainder of the visit, or being sent back immediately to school at your parents' expense.
- 2) You must obey all instructions given you by the teachers or by any other qualified person such as a ski instructor, an expedition guide, etc., or trip supervisor even if you feel these instructions to be unreasonable. The judgement of teachers and instructors etc. will always take precedence over the judgement of pupils.
- 3) You must abide by the laws both of our country and of any country that you are visiting. Your attention is drawn in particular to laws concerning the purchase and consumption of alcohol. You are required by the school to conform to UK licensing laws even if the laws of the country that you are in are more lenient.
- 4) You should at all times show respect; respect for teachers and other adults, respect for other pupils and their property, respect for local residents and other guests, respect for the rules laid down by any residential centre, and appropriate respect for establishments visited, especially places of worship.
- 5) Your behaviour must at all times be such that your teachers are proud to have you identified as their pupils.

## **Rules relating to activities**

- 6) Your teacher must know at all times where you are. Arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day, will be given by the teacher.
- 7) If you are allowed "free time", when you are not closely supervised, you must remain in your allocated groups. This is to allow, in case of accident or illness, one of you to go to seek help while another stays with the pupil needing assistance.

## **Rules relating to accommodation**

- 8) No visitors are allowed in bedrooms except for members of our school party.
- 9) No visitors are allowed in bedrooms after lights out.
- 10) You may not visit the bedrooms of anyone except other members of our school party.
- 11) You may not visit another bedroom after lights out.
- 12) Your bedroom door must be kept locked after lights out.
- 13) You must remain in your room after lights out, unless you need to summon a teacher or react to a fire/alarm.

## **Other Health and Safety matters**

- 14) The school has a no-drinking policy, with the exception of modest amounts with a meal where your parents authorise this.
  - 15) The school has a no-smoking policy.
  - 16) The teachers will, shortly after arrival, go through with you the procedures for evacuating your accommodation in case of fire or other emergency. You should discuss with everyone in your room the location of the nearest emergency exit/ staircase.
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- 17) Many bathrooms abroad have electric sockets in them for hairdryers, etc. UK standards consider this an electrical safety hazard, and you should not use electrical appliances in bathrooms or shower rooms nor near a sink in your bedroom.
- 18) Seatbelts must always be worn where fitted.
- 19) On journeys and during activities, it will often be necessary for your teachers to count you to ensure that you are all present and safe. The quickest and easiest way of doing this is via counting groups. You may not change the counting group to which you are allocated.
- 20) If you believe that a fellow pupil is, by his/her actions, putting his/herself or others at risk, you must inform a teacher immediately. You cannot take the responsibility of knowing this and doing nothing about it.

## Electrical Equipment and Systems

The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g., installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

**Note:** Technical details on the practical application of the Regulations are found in the Guidance issued by HSE and the IET Wiring Regulations.

### Practical Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.
  - Routine inspections and tests (usually every five years) of all wiring and fixed electrical installations must be carried out and records of the test results obtained and kept for future reference.
  - Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
  - Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
  - All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
  - Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with HSE technical guidance.
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- Residual Current Devices must be provided and must be tested in accordance with the manufacturer's instructions.
- Inspection and Testing of Portable Electrical Equipment – see following paragraphs.

## Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment (NB this includes equipment owned by staff) must be maintained in a safe condition. This often means that, in addition to normal employee vigilance and planned inspections, there is also a need for regular combined inspections and tests by a competent person. Judgement is required to identify risk control measures commensurate with the risk<sup>2</sup>.

The following table represents HSE's view on the need and frequencies for combined inspection and test.

Business/operation		User checks	Formal visual inspection	Combined inspection and test
Equipment hired		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs - monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk equipment (not construction)		Yes, daily	Yes, weekly	Yes, 6-12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6-12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years - A double insulated appliance must be labelled Class II, double insulated, or bear the double insulation symbol (a square inside another square). An example of a double insulated electrical appliance could be an electric drill or a desk fan.
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2-4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months - 1 year	No

Earthed (Class I) equipment, eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment	Yes	Yes, 6 months - 4 years depending on type of equipment it is connected to	Yes, 1-5 years depending on the equipment it is connected to

Planned visual inspection can detect most defects and can be carried out by any trained and competent employee. It should be undertaken regularly as described by HSE in their guidance on maintaining portable electrical equipment.

Testing using an appropriate test instrument can also be carried out by any trained employee or contractor. There is no requirement to test pupil's personal electrical appliances like chargers. However, there should be a written requirement for their electrical equipment to meet appropriate UK standards and be suitable for UK distribution systems (equipment purchased outside the UK may need to be banned) and the equipment should be included in periodic inspections.

Systems for maintaining safety should incorporate the identification of each appliance, the recording of the result of the inspection (and/or test), the labelling of the appliance with information indicating that it has been inspected (and/or tested), the provision of written instructions to employees and others instructing them never to use defective equipment and procedures for ensuring repair of damaged or faulty equipment. Inspection and testing should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

## Fire Precautions

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment<sup>3</sup>. The risk assessments must be fully documented as must an emergency plan.

The following are essential elements of an emergency plan:

- how people will be warned if there is a fire
- what staff, pupils and visitors should do if they discover a fire
- how the evacuation of the premises should be carried out - staff and pupils will be provided with appropriate information about the procedure on their first day
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes - how people can gain access to them and escape from them to a place of total safety
- arrangements for fighting fire
- the duties and identity of staff and pupils who have specific responsibilities if there is a fire
- arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies (e.g., in a crèche), those with disabilities, contractors, members of the public and visitors
- any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire
- specific arrangements, if necessary, for high fire-risk areas such as where significant volumes of flammable or hazardous substances are used or stored (e.g. in science or for petrol storage for grounds)
- arrangements for an emergency plan to be used by a non-employed worker in or hirer of the premises
- contingency plans for when life safety systems, such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order

- how the fire and rescue services will be called and who will be responsible for doing this
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
- what training employees need and the arrangements for ensuring that this training is given
- phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later).

Structural precautions must be as far as practicable in accordance with HM Government guidance. Suitable fire alarms, automatic fire detectors and fire-fighting equipment must be provided to the extent that these are appropriate.

Non automatic fire-fighting equipment must be easily accessible, simple to use and their locations indicated with signs. Relevant employees must be trained to use the equipment.

Emergency routes and exits must lead as safely and directly as possible to a designated assembly point and must be adequate in number and dimensions to enable satisfactory evacuations. Emergency routes and exits must be indicated by signs and must be provided with emergency lights. Emergency routes and exits must be kept clear of obstructions and readily combustible materials.

Advice on the display of materials on fire exit routes must be given on the risk assessment.

Fire exit doors must be hung conventionally and where necessary open in the direction of escape. Fire doors must be properly maintained, signed and must not to be propped open. If fire doors need to be regularly kept open for any reason, their location should be notified to the Fire Officer. It may be possible to fit magnetic catches releasable by the activation of the fire alarm. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors must be fitted, wherever practicable, with appropriate emergency exit door furniture.

Fire evacuation instructions must be clearly displayed in key areas. Employees and pupils must receive fire procedures training including training for emergency evacuation, for calling the emergency services, use of fire extinguishers and similar. Fire training records must be maintained.

There must be a practice evacuation at least once a term of all school buildings and where separate an annual practice in offices. These must be recorded.

Fire alarm systems (including fire alarm call points and automatic detection etc), emergency lights and firefighting equipment must be inspected, tested and maintained. Records of periodic testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of firefighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes must be kept in writing. The record may be a database.

## First Aid

Arrangements to administer timely and competent first aid must be made. The total number of first aiders (including 'paediatric' first aiders) and appointed persons (**no formal training strictly required**) plus equipment and facilities must be identified after all relevant factors have been **formally** assessed, including number of employees at work, number and age of pupils on site, layout of premises, remoteness of site from emergency medical services, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

First aiders must be trained in accordance with the standards laid down by the Health and Safety Executive and if necessary, they must be trained to administer first aid for identified and specific risks including paediatric first aid and mental health. First aiders must be certificated. There are two levels of first aid at work certification - First Aid at Work and Emergency First Aid at Work. First aid certificates are issued for a three-year period only and re-qualification and re-certification are required after that. Consideration should be given to providing annual refresher training which can be carried out via e learning.

Trainers are not required to be approved by HSE but the training offered must be evaluated by the school as satisfactory. A checklist for evaluating the competence of first-aid training organisations is available on the HSE website.

Appointed persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a first aider is not available. Appointed persons must be appointed in writing and basic first aid training should be provided for them. The basic training must be considered for a large number of

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employees because there should be at least a trained appointed person present on site when pupils are present.

All first aid trained persons, appointed persons and **all** other staff must know that should any person's condition be a cause for concern they must know how and when to call for additional help i.e., dial 999. If an ambulance is called the most senior person available at school must be informed. All members of staff have a duty of care to respond quickly to a major incident and respond appropriately.

First Aid notices must be displayed in key positions showing the names and contact details of nominated first aiders and appointed persons and the location of the nearest first aid container.

First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to an assessed contents list and any other assessed need (including for children) and should contain a guidance leaflet. Contents must be checked regularly **and records should be kept of this**. Eye wash stations must be provided where there is a need and eye wash stations must be identified by appropriate signage. Stations should be checked regularly **and records kept of this**.

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.

### **First Aid Containers**

The contents of your first aid kits should be based on a first aid needs assessment. remember the contents must be checked regularly and records kept of this. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain: a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*) and:

- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads; two individually wrapped triangular bandages, preferably sterile; six safety pins;
- two large, sterile, individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves (HSE has guidance on selecting latex gloves - <https://www.hse.gov.uk/skin/employ/latex-gloves.htm>).

Where eye wash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes irrigation are necessary at each station.

### **First aid Kits for Travelling**

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used. In most cases the following items will suffice: a guidance leaflet; six individually wrapped sterile adhesive dressings; one large sterile un-medicated dressing; safety pins; two triangular bandages; individually wrapped moist cleansing wipes and one pair of disposable gloves.

### **Spillage kits**

Kits for dealing with body fluids and aprons will also be required.

### **Records and parental notification**

Records must be kept of all first aid administration. Heads injuries and other significant injuries/ accidents must be notified in writing to parents.

### **A Standalone Management Plan**

This should be committed to writing and may be called the first aid policy and include both accident reporting and medical care of employees and pupils.

## **Flammable Liquids**

The amount of flammable liquids other than petrol kept in the open in any classroom or working area should be kept as small as is reasonably practicable. When not in use, containers must be kept in purpose designed metal bins or cupboards. In each area the total quantity stored must not exceed 50 litres. All containers (whether full or empty) and cupboards containing flammable liquids must be kept closed when not in use.

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The school has adopted the following guidance on the storage and decanting of petrol as follows:

- Storage of petrol at school is restricted by law to either metal containers with a maximum capacity of 10 litres or approved plastic containers of a maximum 5 litres capacity.
- These containers should be designed for the purpose and must be fitted with a screw-cap or closure to prevent leakage of liquid or vapour.
- Petrol should be stored in no more than two 10 litre metal containers or two 5 litre plastic containers.
- They should be clearly labelled as to their contents.
- All storage places should be subject to fire risk assessment and should be secure, to protect against the possibility of vandalism or arson.

When fuel is transferred from a container into a vehicle/machine - follow these basic precautions:

- No smoking and no naked lights in the vicinity;
- Decant in the open air - not inside the garage;
- Use a pouring spout or funnel; and
- If clothing is splashed with fuel, change it immediately.
- Petroleum vapour can cause irritation of the eyes, nose and throat, and exposure to high concentrations, particularly in confined spaces, can cause dizziness and unconsciousness.
- Petrol should only be used as a fuel. Never use it as a cleaning agent or to light fires.

Employees who use a vehicle to transport petrol containers must ensure that the petrol containers are approved/suitable; are firmly secured in the vehicle; that an appropriate fire extinguisher is carried; along with emergency instructions. The driver of the vehicle must be trained in the emergency procedure and in the use of the fire extinguisher.

## Food Safety

Where any food operation is managed and operated in-house the employee in charge must ensure that suitable food safety management systems based on HACCP principles and allergen control are in place with appropriate records to support these

The employee in charge must be adequately trained in HACCP principles and allergen control and is responsible for ensuring that they, and all of their staff, are trained to a level of food safety knowledge commensurate with their duties.

Where there are contractors the results of food safety audits and health and safety audits (to include premises and equipment standards with particular emphasis on safeguards and safety devices) must be submitted to the employee responsible for the catering operation at least annually. An up-to-date food safety and allergen management system must always be located with the kitchen manager and be made available for inspection.

NB it is very likely that where contract caterers are employed the school remains responsible for the kitchen premises and equipment both of which must be properly maintained.

## Gas Safety

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG), in both bulk containers and cylinders, and the installation, servicing, maintenance and repair of gas appliances and fittings.

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by HSE (currently this is Gas Safe). The employer must ensure that in-house staff and / or contractors working on gas fittings are appropriately registered.

Hazard signs and colour coding of pipe work must be provided where any residual risk remains.

### Emergency Controls and Procedures

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event

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of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

#### **Maintenance**

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

#### **Landlords**

Where the employer acts as 'landlord' the employer must ensure that gas appliances and flues are maintained in a safe condition, that annual safety checks are carried out and that records are kept and issued to tenants.

### **Hazardous Materials Register**

A hazardous materials register should be maintained in a key location to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk stores for flammable liquids/chemical stores, radioactive sources, main gas and electricity isolation points etc.

The contents of the register must be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeably affect the hazardous materials and create risks to the workers themselves or others. Where significant risk is identified written risk assessments should be prepared.

### **Information, Instruction, Training and Supervision**

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Safety information and instruction especially concerning the results of risk assessment, must be provided to employees and others as appropriate. Supervision (and monitoring) is a key element in maintaining safe systems.

Some forms of training and competency testing are very strongly advised for pupils. Pupils may only use the following machines when they have been assessed and the assessment has shown that they are competent, and they are under appropriate supervision of specifically trained employees: portable grinding machine (e.g. angle grinding machines); rotating (circular) portable saws; portable biscuit jointer / tenon jointers; reciprocating portable saws (e.g. jig saws); multi-tool (saws, carvers, scrapers etc.); portable planing machines; portable routers; band sawing machines; chop and radial arm sawing machines; sawing machines with cutting discs or abrasive discs, power hacksaws and metal cutting bandsaws. Competency records must be kept in the relevant department.

Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text. Appropriate induction training must be provided for all new employees, including temporary employees and contractors. See induction checklist at end of this section. Thereafter workers and in certain cases pupils must be competent in the tasks required of them and / or must be adequately supervised by competent persons. Authorisation lists may be appropriate and the need for these should be considered. Where the need for tool box talks (ideally confirmed in writing) and specific training and instruction are identified as needs in addition to induction training it, must be provided. Health and safety will be a discussion point in both teaching and non-teaching appraisals.

Training will often need to be refreshed. Even a first aider who is busy carrying out first aid on most working days must renew their certification every three years; some training providers identify the time periods that they recommend before refreshers; some schools provide e learning and other sessions themselves and no advice is provided from the training source. The first aid situation is a good one to take as a reasonable example of how often it may be good to refresh training, but it must be remembered that if nothing is set in stone a pragmatic decision is required.

Comprehensive training records must be maintained.

#### **Health and Safety Training Needs Survey**

Surveys should be formally completed by all departmental managers on an annual basis and should be initiated by and collated by the safety co-ordinator. It will be necessary to identify both job/departmental specific training needs (such as for DATA training in DT) and organisation specific training needs (such as for first aid and firefighting).

Some forms of specific training are required by legislation such as training and certification for persons who use pesticides and for first aiders. Some forms of training are very strongly advised such as for those who use chainsaws, are instructing or supervising high risk sports, for design and technology staff (Health and Safety Training Standards in Design and Technology - DATA), and for manual handling and work at heights (for appropriate staff). When any employee needs to be involved in the formal assessment of risks, training is also required.

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Subject matter	Name and Department	Required by date
<p>Examples:</p> <p>Line management competency, training to cover matters such as safety awareness, <b>ownership of school policy and management plans, risk assessment (including for stress) and safety event investigation</b></p> <p>Management training - specific such as management of asbestos and legionella  Safety coordinator training, EVC training, work experience coordinator training</p> <p>Competency in use of grounds machinery/work equipment  Competency in use of high-risk work equipment such as chain saws, woodworking machinery and acetylene welders.  Competency to change abrasive wheels  Manual handling - portering, maintenance, art, DT, drama, admin etc.  Resistant materials machinery and equipment (if DATA training, need refresher every five years)  Asbestos Awareness - likely for maintenance and IT personnel  Fire procedures - all  Fire actions - job specific  Evacuation chair - relevant persons  Application of pesticides  Erection, demolition of tower scaffold, use of hoists, ladders, step ladders  First aid at Work which may include specialisms including paediatric first aid  Life guarding and life saving  Pool plant operation  Minibus driver familiarisation  High risk sports coaching e.g., trampoline, rugby, water sports coaching - safety aspects  Radiation Protection  Food hygiene level II for food technologists and Level 1 for any other non-catering staff who handle food</p>		

Name of person completing form:  
Signature:

Date:

# Health and Safety Induction Training - checklist *(change wording according to requirements - i.e. can be completed on line)*

Name ..... Department .....

The items below cover the general safety matters to be covered in induction. In addition, the inductor must be aware of any disabilities or health issues or health conditions of each new employee, for instance, food allergy may be relevant. Issues may involve a personalised approach to achieve the level of safety awareness that is required and details of any issues and the management plan to control risk should be detailed on the following page.

1	Explain how and when to "sign in" and "out"	Y	N
2	Demonstrate how to activate the fire alarm at the place nearest to the employee's normal place of work.	Y	N
3	Explain the fire procedure.	Y	N
4	Walk the emergency exit nearest to the normal place of work.	Y	N
5	Identify the emergency exit route signs.	Y	N
6	Explain how to contact a first aider.	Y	N
7	Explain that all first aid trained persons and other staff must know that, should any person's ill health condition be a cause for concern, an ambulance must be called; all accidents and near misses which happen at work should be reported. Identify where the accident book/forms are located	Y	N
8	Explain how to access the health and safety policy and go through the Organisation for Health and Safety Management.	Y	N
9	If a DSE assessment is required, explain and pass a copy of this form to the DSE assessor or run the self-assessment programme.	Y	N
10	The line manager must familiarise the new employee with the risk assessments, <b>any management plans</b> , departmental standalone safety protocols, local emergency procedures, working environment, equipment and processes. (Where practical work is involved, there may be a need to demonstrate processes - CLEAPSS provide example texts for customisation.) Job specific training is in addition to this.	Y	N
11	The line manager must identify any job specific health and safety training/ <b>toolbox talk</b> that is required and note the target date for completion.	Y	N

12 Note here any further training requirements

Employee signature  
Date

Sign for HR and Date \_\_\_\_\_

<b>Details of any disabilities or health issues or health conditions</b>	<b>Risk Assessment / Management plan to control risk</b>
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Employee signature and date .....  Signature for HR and date .....	

## Inspections, Maintenance of Plant, Equipment and Premises plus Regular Safety Activities

In addition to user vigilance (which may be supported by checklists in certain circumstances such as for DT and EYFS situations), competent persons (Contractor Safety Evaluation Questionnaire may be relevant) must service, test, inspect, examine, maintain or assess the following as necessary at appropriate intervals. Clear records of all activities / certificates / remedials must be retained for future reference.

NB A detailed property assets register is invaluable.

- Gas fired boilers and appliances - service and test annually NB Landlord certificates must be obtained for domestic premises
- Radioactive sealed sources - wipe test every twenty-four months
- Electrical installations - inspect and test, usually every five years
- Portable electrical appliances - inspect and test, often periodic but risk assess
- Fire alarm systems including automatic fire detectors and electromagnetic door releases etc. - test and service every six months - may include batteries and battery charging equipment
- Emergency light units - test and service annually, indicator lights inspect weekly, functional test monthly - may include batteries and battery charging equipment
- Fire alarm call points - test weekly
- Fire extinguishers and other emergency firefighting equipment - service annually
- Fire exit routes including fire doors - formally inspect once per term
- Fume cupboards and any other local exhaust ventilation (LEV) equipment - thoroughly examine every fourteen months / functional test weekly (all fume cupboards and similar need to be given simple regular checks to see that they are functioning correctly)
- Lifts, lifting gear, lifting equipment, hoists - thoroughly examine every six months (or at other interval set by the competent person) and service regularly NB these are two quite separate activities and for the thorough examination a valid certificate must be kept on site

- Eyebolts, man safety and latch way systems - test/service annually
- Retractable audience seating - maintain annually or in accordance with suppliers' instructions
- Trees - inspect regularly in accordance with professional arborculturalist recommendation
- Water rescue equipment - inspect weekly
- Water quality (swimming) - test regularly
- Safety devices attached to compressed gas containers - inspect termly
- Fixed and portable pressure systems including bulk gas storage facilities and transportable gas containers and all associated equipment and safety devices - examine in accordance with written scheme and service regularly
- Emergency stop buttons - test termly
- Gymnasium equipment- inspect annually
- Play equipment - inspect termly
- Fitness machines - inspect regularly according to use
- Kitchen extract systems - cleaned regularly in accordance with risk assessment
- Access equipment including scaffold towers and ladders/step ladders - inspect six monthly
- Guards, safeguards and safety devices fitted to work equipment (including machines) - inspect at least termly - service at least annually
- Microwave ovens - microwave leakage testing must be part of the regular service
- Water systems (legionella control) - test in accordance with the risk assessment - guidance provided in L8
- Air conditioning and similar equipment - maintain in accordance with suppliers' instructions
- Premises, building fabric fixtures & fittings including asbestos, .... include items to reduce risk of slipping / falling which are major causes of accidents in schools...Example Termly Inspection (short version) for personalisation by line managers inc. dept. heads Example Termly Inspection (long version) - for personalisation by line managers inc. dept. heads may be of assistance ..... inspect annually or in accordance with risk assessment. Formal defect reporting procedures are also required
- Lightning conductors - test annually
- PPE such as harnesses and lines - inspect/test in accordance with risk assessments

#### Other regular actions required:

- Health & safety policy should be reviewed annually
- Fire evacuation / drills - should be held termly at appropriate times (and detailed records should be maintained)
- Health & safety training needs survey should be carried out annually and the results should be brought to the attention of the health and safety committee
- **Management plans and risk assessments**, should be reviewed annually unless there are compelling reasons to review more frequently. Where a professional risk assessment has been commissioned it is often not necessary to re-engage the professional on a regular basis. If the professional is re-engaged a review does not necessarily mean a repeat reassessment.
- Disaster plan and emergency procedures should be reviewed annually.

## Lifting Operations and Lifting Equipment

### Introduction

Proof load test certificates must be available for lifting equipment. Lifting equipment and lifts (goods and passenger types) must be thoroughly examined by a competent person and records of these inspections kept.

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Item of Equipment	Test & Thorough Examination Prior to Use	Certificate of Test & Examination	Periodic Thorough Examination
Chains, ropes and Lifting tackle	YES Except for fibre Rope and fibre	YES Specifying safe working load	Usually at least every 6 months
Passenger hoists and lifts	NO	NO	Usually at least every 6 months
Cranes and other Lifting machines	YES	YES Specifying safe working load	Usually at least every 14 months

Regular maintenance must be carried out on hoists, lifts, cranes and other lifting machines. Lift motor rooms must always be kept locked and the keys should be kept in the care of a responsible person.

### Definitions

- "Lifting equipment" means work equipment for lifting or lowering loads and includes attachments used for anchoring, fixing or supporting the equipment. It includes a range of equipment from an eyebolt to a crane.
- "Load" includes a person.
- "Accessory for lifting" means equipment for attaching loads for lifting.
- Examples of the types of lifting equipment and lifting operations covered include:
  - A passenger lift
  - A rope and pulley used to raise a bucket of cement
  - A dumb waiter
  - A vehicle hoist
  - Ropes used for climbing or work positioning e.g., during arboriculture a front-end loader on a tractor used for raising and lowering loads such as bales of hay or drain covers.

### Key Requirements

The primary requirements imposed by the Regulations are on the employer but apply also to a self-employed person in respect of lifting equipment used at work and to any person who has, to any extent, control of lifting equipment, the way in which lifting equipment is used, or to a person at work who uses, supervises or manages the use of working equipment.

Lifting equipment must be suitable for the purpose and of adequate strength and stability for each load and every part of the load. Anything attached to the lifting equipment and used in lifting must be of adequate strength. Lifting equipment must be maintained for safety.

Where lifting equipment is used for lifting persons, it must be designed to prevent any persons using it being crushed, trapped, struck or falling from the carrier and so that any person trapped in the carrier is not exposed to danger and can be freed. Employers must ensure that there are adequate emergency warning devices in passenger lifts and that procedures exist to facilitate rescue by competent persons.

Lifting equipment must be positioned or installed in such a way as to reduce the risk of the equipment or the load striking a person, or of a load drifting, falling freely or being released unintentionally.

Machinery and accessories for lifting loads must be clearly marked to indicate their safe working loads and lifting equipment which is designed for lifting persons must be appropriately and clearly marked to this effect. Lifting equipment not designed for lifting persons but which might be so used inadvertently, should be clearly marked that it is not designed for lifting persons.

The employer must ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised and carried out in a safe manner by a competent person.

The employer must ensure that before lifting equipment is put into service for the first time it is thoroughly examined, unless either it has not been used before and has an EC declaration of conformity or, if it is obtained from the undertaking of another person, it is accompanied by physical evidence of its condition. Physical evidence must be checked before use of the equipment.

Where the safety of lifting equipment depends on the installation conditions, the lifting equipment must be thoroughly examined after installation and before being put into service and after assembly and before being put into service at a new site or a new location.

Lifting equipment which is exposed to conditions causing deterioration liable to result in dangerous

situations must be thoroughly examined by a competent person. In the case of lifting equipment for lifting persons (e.g., a passenger lift) or an accessory for lifting this must be at least every six months; in the case of other lifting equipment (e.g. a dumb waiter) at least every 12 months; or in either case in accordance with a scheme of examination. A thorough examination also must be carried out each time that exceptional circumstances liable to jeopardise the safety of equipment have occurred. The competent persons are normally engineers employed by the insurance company.

If appropriate, lifting equipment must be inspected by a competent person at suitable intervals between thorough examinations. Inspections are required where the safe operation of the lifting equipment is dependent on its condition in use and deterioration (examples are effects such as the elements, the environment, and frequency of use or probability of tampering) would lead to significant risks to the operator or other persons.

The employer must ensure that no lifting equipment leaves their undertaking or, if obtained from some other person, is used in their undertaking unless it is accompanied by physical evidence that the last thorough examination has been carried out.

The employer should know that reports of thorough examinations must contain prescribed particulars and if the examiner discovers a defect which might present danger to persons, he must inform the employer forthwith and send a copy of his report to the enforcing authority.

Records of thorough examination of lifting equipment must be kept for reference purposes and normally for the life of the lifting equipment (or if the lifting equipment is only temporary, until it is moved elsewhere).

Procedures for releasing trapped passengers must be posted in lift cars.

## Manual Handling and Lifting

A very significant percentage of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations are designed to reduce this total. The legislation affects employees, not pupils, but pupils should never be requested to undertake manual handling operations without training. The academic departments of PE, sport and drama are the most likely to involve pupils in manual handling.

The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. However, a large number of manual handling operations go on each day and these tasks are not banned. The intention is to target operations which cannot be eliminated. Where risk attenuation is possible this is required and if necessary specific assessment should be committed to writing.

A detailed assessment of every manual handling operation could be a major undertaking and might involve wasted effort. Many handling operations, for example the occasional lifting of a small lightweight object, will involve negligible handling risk. To help identify situations where a more detailed risk assessment is necessary, HSE has developed filters to screen out straightforward cases and tools to identify the real risks.

The HSE's manual handling assessment charts and associated tools were developed to guide users through logical processes to identify high-risk manual handling operations for which further action is necessary to reduce risk. These are available on the HSE website and should be consulted by those line managers who consider that manual handling in their area of responsibility creates significant risk. Line managers should commit assessments to writing in accordance with HSE guidance and provide training where necessary.

Use of the HSE tools alone may **not** comprise a full risk assessment. To be 'suitable and sufficient', a risk assessment will normally need to take account of additional information such as individual capabilities and individual circumstances. Whenever a job involves manual handling, including pushing and pulling of articles, which are not the 'norm' there must be a tool box talk before the task commences to decide on the correct risk controls. Key matters in tool box talks should be noted in writing.

Training employees will always comprise a significant risk control and should be considered for all employees.

## Noise Control

The Control of Noise at Work Regulations identify the following exposure limit values and action values.

The lower exposure action values are -

A daily or weekly personal noise exposure of 80 dB (A-weighted); and a peak sound pressure of 135 dB (C-weighted).

The upper exposure action values are -

A daily or weekly personal noise exposure of 85 dB (A-weighted); and a peak sound pressure of 137 dB (C-weighted).

The exposure limit values are -

A daily or weekly personal noise exposure of 87 dB (A-weighted); and a peak sound pressure of 140 dB (C-weighted).

- Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with these Regulations.
- In applying the exposure limit values but not in applying the lower and upper exposure action values, account shall be taken of the protection given to the employee by any personal hearing protectors provided by the employer.

If the workplace is intrinsically noisy, i.e., it is significantly noisier than one would expect from the sounds of everyday life, it is possible that the noise levels will exceed 80 dBA. This is comparable to the noise level of a busy street, a typical vacuum cleaner or a crowded restaurant - you will be able to hold a conversation, but the noise will be intrusive. Working in an environment of 80 dBA for eight hours will result in exposure at the lower exposure action value.

To get a rough estimate of whether a risk assessment is required - see table below.

Test	Probable noise level	A risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2m away	85 dB	2 hours
You have to shout to talk to someone 1m away	90 dB	45 minutes

Risk assessments must be carried out if any employee / pupil is likely to be exposed to noise at or above the lower exposure action. Hearing protection for pupils may be necessary if working at or near powered machinery.

#### **Purchasing Policy**

The emission of noise must be taken into consideration when purchasing and hiring equipment.

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## Health and Safety Executive Case Study - School Music Department

Despite the excellent acoustics of purpose-built practice and performance facilities, music teachers at school could be at risk of receiving excessive noise exposures.

The table gives the noise levels teachers were exposed to during lessons for individual pupils and group practice at a school with excellent teaching facilities.

The  $L_{Aeq}$  is the measured level when pupils were actually playing rather than the average level over the lesson. Daily exposure increases with both the level and duration of the sound. The exposure time to 80 dB  $L_{EP,d}$  is the total time in the day that a teacher is hearing pupils play at the measured sound level before that teacher reaches their 80 dB daily exposure. Some teachers could reach a hazardous exposure within a single lesson.

Daily exposure will increase with listening and playing times.

The following recommendations were made:

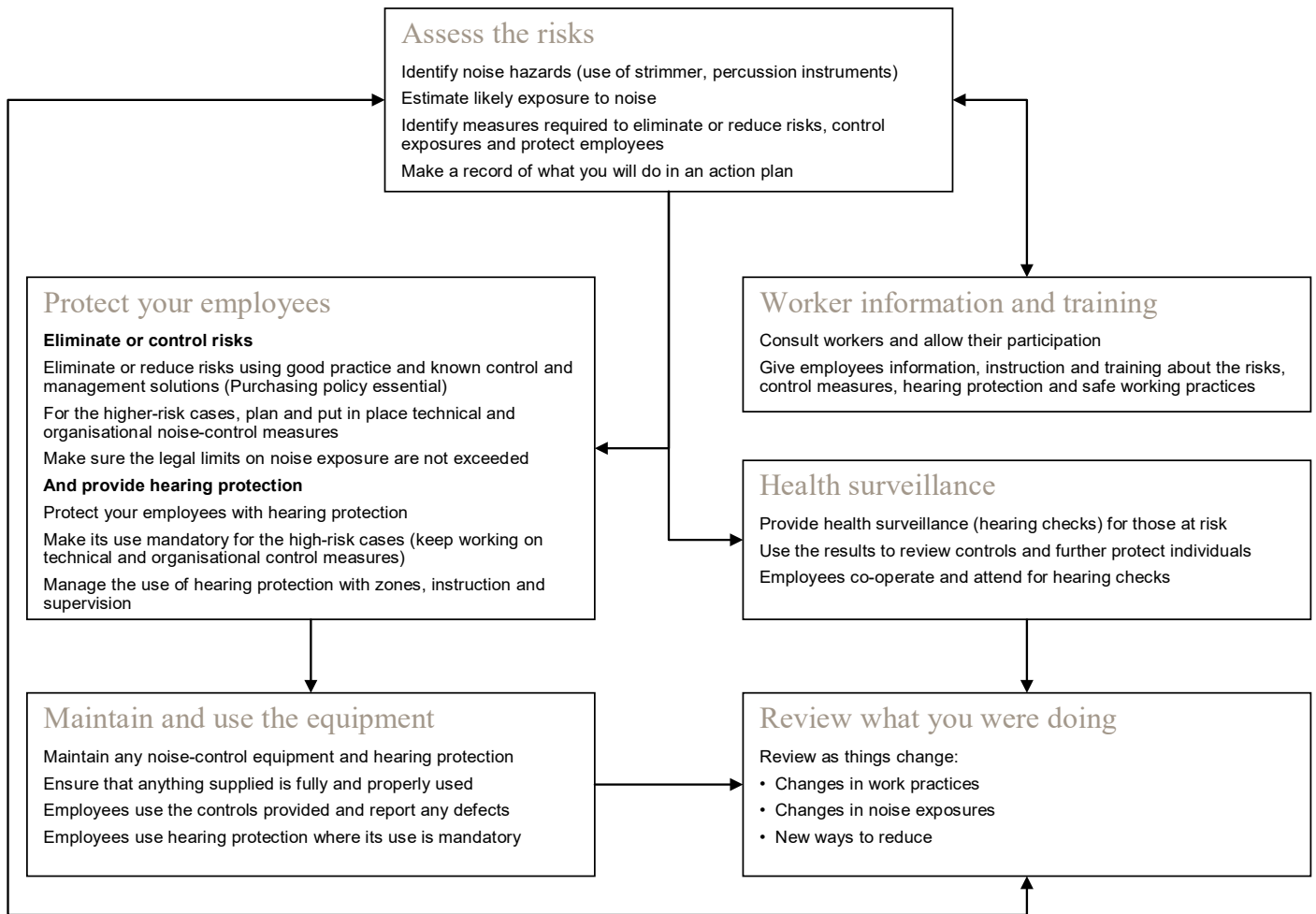
- Lower noise levels are possible in the larger practice rooms. These should be the preferred choice for lessons on louder instruments.
- Avoid playing loudly all the time. Reduce the exposure time at hazardous levels by having a repertoire of loud and quiet pieces.
- Limit the amplification of electronic instruments.
- Use hearing protection designed for musicians in conjunction with noise controls where a risk remains.

### Noise levels to which teachers were exposed during lessons

Activity	$L_{Aeq}$ dB	Exposure time to 80 dB $L_{EP,d}$
Leading and playing with eight-member saxophone group	93 to 95	15 to 24 minutes
Conducting brass, woodwind and percussion orchestra	94	19 minutes
Saxophone lesson	95	15 minutes
Trombone lesson	90	48 minutes
Flute lesson	89	60 minutes
Electric guitar lesson	88	75 minutes
Singing lesson	85	2.5 hours
Piano	82	5 hours
Violin lesson tutor providing piano accompaniment	Small practice room 82	5 hours
	Large practice room 76	Not exceeded

## Managing noise risks

Obtain “Controlling noise at work” Guidance on Regulations



## Personal Protective Equipment (PPE)

HoDs and managers must assess where and how PPE is to be used and maintained. Toolbox talk and training records must be kept. PPE must be covered in assessment work.

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

This employer will:

- Provide PPE to employees and limb (b) workers\* (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means
- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used (by training and instruction as necessary).

PPE for use at work can only be supplied if it is certified as complying with a relevant standard / 'CE' marked / or UKCA marked. A competent PPE supplier must always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

The employer must ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE must be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE. If tight fitting respiratory protective equipment is used as a Control of Substances Hazardous to Health Regulations (COSHH) control measure then fit testing is required.
- The way in which the PPE is to be maintained and stored

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

### Eye Protection

BS EN 166 provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the standard number then the eye protection is for basic use.

Three kinds of eye protection are suitable for chemical hazards found in schools -

- Safety spectacles (BS EN 166) - these do not offer complete protection against splashes from the sides or below.
- Goggles (BS EN 166) - these provide virtually complete protection against splash injury to the eyes.
- Face shields (BS EN 166) - these protect the whole face.

In schools, spectacles to BS EN 166 are suitable for most of the operations in which pupils are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of 'A' level experiments.

Art, design and other activities such as pesticide spraying and use of a strimmer can also give rise to risks to the eyes and therefore the need for adequate protection.

The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

### Clothing

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen and grounds work.

Safety footwear must be supplied as necessary.

Maintenance staff should be provided with overalls to protect against dirt, contamination and substances. Grounds men / gardeners should be provided with overalls made from tough fibre, waterproof jacket and safety footwear if heavy or hazardous equipment is used.

For some work with hazardous substances such as use of chemicals for treatment of swimming pool water and application of pesticides and with equipment such as chainsaws, a full set of appropriate protective clothing and equipment must be made available. Gloves for protection against chemical splashes and spills must be labelled with the chemical flask and a lower case 'i' or with the chemical flask and "Type B" plus three additional letters or with the chemical flask and "Type A" with six additional letters. CLEAPSS say in Bulletin 165 "When we say 'Wear gloves' for protection against hazardous chemicals, use Type A gloves. • When we say 'Wear disposable gloves', Type B gloves will be OK".

\*Note...Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations
  - after 1 month of continuous service, receive holiday pay but not other employment rights such as the minimum period of statutory notice
  - only carry out work if they choose to
  - have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
  - are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)
  - As every employment relationship will be specific to the individual and employer, the precise status of any worker can ultimately only be determined by a court or tribunal.
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## Pesticides

There are legal controls on the use of pesticides to safeguard people and the environment. All pesticides in use must be approved. Assessments for use of pesticides must be readily available for inspection.

### Pesticides are:

- Products used to control or destroy unwanted creatures, plants and other organisms
- Timber treatment products
- Chemicals used for the control of growths on masonry.

### Purchase of Pesticides and Limitations on Use

Only pesticides which are currently approved (and have approval numbers) may be advertised, sold or supplied in United Kingdom. Each product is assigned conditions of use and is assigned to a field of use. The latter limits how and where the particular pesticide may be used, e.g., in agriculture, in forestry or as a wood preservative.

The product approval number, fields of use and conditions of use are given on the label. Conditions of use include requirements as to operator protection and must always be observed. Only approved pesticides should be used.

### Storage of Pesticides

Pesticides are to be stored and transported safely.

The pesticide store must be large enough to hold the maximum capacity of pesticides likely to be kept at any one time. The store should meet the following criteria and should be:

- Suitably sited
- Of adequate capacity and construction
- Designed to hold spillage
- Adequately lit if necessary and ventilated
- Resistant against fire and if possible, frost
- Designed so that containers can be safely stacked and moved in and out
- Kept locked except when in use.

### Storage of Personal Protection and Protective Clothing

This should be stored separately from other clothing.

### Use of Pesticides

Everyone who uses a pesticide must be competent to do so and employees must be provided with sufficient instruction and guidance to ensure that products are used safely, efficiently and humanely via approved courses.

Safe and competent use of pesticides involves a risk assessment of possible problems. Amongst other things which should be considered are:

- Correct protective clothing (in particular correct type of gloves, overalls and respirators if required)
- How to avoid spray drift
- The need to warn neighbours and others who may possibly be affected

Application records should be maintained.

### Certificates of Competence

Employees who apply pesticides approved for professional use must hold a certificate of competence unless working under the direct and personal supervision of a certificate holder. Certificates are issued by the National Proficiency Test Council.

### Disposal of Pesticides

Users shall avoid building up stocks of leftover pesticides and surplus dilute spray being left. However, some disposal of unwanted pesticides, perhaps in the form of container washing, will often be necessary. These can be disposed of by using a spray in accordance with its approved field of use.

Concentrated unused pesticides should only be disposed of via a competent contractor (the dumping of unwanted pesticides or containers is an offence) and the requirements of the current Environmental Protection Act including the "duty of care" must be complied with.

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## Premises

Workplace Health, Safety and Welfare Regulations concern basic workplace conditions for employees and include the following requirements:

- Ventilation - workplaces need to be properly ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.
- There should also be protection from excessive solar radiation.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Power-operated doors and gates - should have safety features to prevent people being injured as a result of being struck or trapped.
- Cleanliness - workplaces should be regularly cleaned in accordance with use, refuse must not be allowed to accumulate and spillages and deposits removed or cleaned up as soon as possible
- Windows - it should be possible to access these for opening and closing with safety. Windows must not open into an area where persons may collide with them.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed. The employer must ensure safe access and egress to the windows so that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines) and to ensure, if anchorage points, access devices and similar are provided, that these are tested at regular intervals and are properly maintained.
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating - will be safe and comfortable (requirements for users of display screens are covered separately).
- Floors and traffic routes - these will be designed to be used safely by pedestrians, kept in a safe condition and have anti-slip qualities in high-risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Floors must not be overloaded. There are significant numbers of slips, trips and falls each year in schools and the prevention of these accidents is one of our high-profile objectives.
- Where there are ponds into which it is possible to fall and drown these should be fenced and gated and the gate should be kept locked to prevent access by unsupervised pupils; risks with open water such as lakes and rivers are usually controlled by effective behaviour measures and making these "out of bounds".
- Low level glazing - all areas of low-level glazing (including Georgian wired) where there is risk of injury on impact must be physically robust enough to withstand impact and manifestations will be required if there is risk of persons being unable to identify where glazing is located.
- Provision of guarding or other protection - this is required at any place where any person might fall and be injured.
- Signed gas shut-off valves and electric isolation switches should be provided in the high-risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences etc to be provided for employees, e.g., from 6 -25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing, facilities for rest and eating meals and medical accommodation for pupils shall be provided.
- Drinking water must be provided and all drinking water outlets must have appropriate signage.

The workplace in its entirety should be maintained in efficient working order and in good repair.

NB there are additional 'educational' requirements applicable to premises.

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## Pressure Vessels and Associated Equipment

This section applies to compressed air and steam systems, including steam equipment found in kitchens and air receivers used in maintenance and bulk LPG installations.

- Safe operating limits of pressure equipment and plant must be established.
- Suitable written schemes must be drawn up for the periodic examination of all pressure vessels, safety devices associated with them and any associated potentially dangerous pipe work.
- Where the pressure x volume of the pressure system is greater than 250 bar litres or the vessels contain steam, these written schemes will be certified by a competent person and thorough examinations will be carried out by a competent person at the intervals set down within the scheme. (Usually, the competent persons will be the engineers employed by the employer's insurer.)
- Records shall be kept of examinations and tests.
- Adequate operating and emergency instructions shall be provided.
- Proper maintenance must be carried out and recorded.
- All regulators, flashback arrestors and other equipment used in conjunction with compressed gas containers and the compressed gas cylinders themselves if these are our property shall be regularly inspected and maintained. Outside contractors will normally be engaged for this work.

Any pressure cookers and certain small autoclaves used in science shall be inspected and tested in accordance with a suitable written scheme - see CLEAPSS recommendations - and appropriate records kept by the department.

NB Exemption from certain regulations - Any pressure system containing a relevant fluid (other than steam) is exempt from regulations 5(4), 8 - 10 and 14 if the product of the pressure in bar and the internal volume in litres of its pressure vessels is less than 250 bar litres.

## Pupil Supervision

The requirements of supervision must be defined in writing through the process of assessment. The hazards should be identified and the risks evaluated.

Take for example, assessment of outside areas provided for pupils' use during their free time. Ask questions such as:

- Is the area adequately secure and maintained?
- Is the equipment suitable, and is it adequately maintained?
- Who are the pupils, what are their temperaments, what are their needs?
- Do the activities which are anticipated or the shape, topography or nature (maybe there are trees, a lake, or river) of the area make it necessary to have more than one supervisor and / or other specific control measures?
- Is there shade from sunlight, are there toilets and is there drinking water nearby? Is first aid available? How do pupils take safe advantage of these?
- Are there any adjacent activities or areas which comprise hazards?

The levels of risk associated with identified hazards may depend upon 'who is at risk'. The ages, temperaments, medical and special needs of pupils can be relevant. Often the younger the pupils, or the more vulnerable the pupils, the greater the likely need for close supervision.

In some circumstances, employees are at risk. There must be clarity on the legal rights of both employees and pupils. These include the rights of the school to search pupils and use reasonable force to prevent harm to pupils and others in certain circumstances and the rights of pupils to be free from physical punishment and harm.

Adequacy or not, of all risk controls needs to be evaluated. In addition to adequate supervision, extra physical works may be needed to increase security, to inspect trees, to fence off areas of water, to make specific areas or equipment out of bounds or not allowed; furniture and recreational equipment should be inspected regularly and maintained for safety; on occasions it may be necessary to provide additional supervision; and a residual risk control measure which will always be needed is first aid - a kit and first aider or other trained person should be available.

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General guidance on the standards of behaviour expected, levels of supervision and security arrangements (particularly for high risk areas and for common areas in the mornings before lessons start, during recreation times, and at finishing time) and the arrangements for release of pupils from school care should be detailed in employee handbooks and similar and in risk assessments.

Where senior pupils have supervisory responsibility for younger pupils there must always be a number of staff readily available and in overall charge. It is recommended that preschool age and sixth form pupils are registered.

## Risk Assessment

Under the Education (Independent School Standards) Regulations the school must ensure that the welfare of pupils (this is a greater issue than that covered by health and safety and fire legislation) is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified. The concept of risk assessment of pupil welfare issues is covered by this policy section.

The Management of Health and Safety at Work Regulations, and other safety regulations made under the HASWA, require risk assessment of reasonably foreseeable risks relevant to the employer's places of work, plant, equipment, substances, and practices; and risks to persons other than employees who may be affected by the employer's undertakings. Non health and safety legislation and strong guidance from governmental and professional bodies identify additional risks to pupil welfare and, the welfare of others affected by pupils. Wherever such risks are reasonably foreseeable these risks must be similarly assessed. The assessments will be carried out by competent employees (see the organisation section for who carries out the risk assessment work), if necessary, with competent assistance, and be in accordance with HSE guidance which can be found on the HSE website. NB the concepts of risk assessment in the HSE guidance apply to the global risk assessment process.

In addition, the management regulations require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other like risks could include, swimming pools, gas leaks and threats to personal safety. The requirements of the whole health and safety policy documentation and regular inspection and assessment regimes, form the basis of our broad risk assessment.

Specific assessment of the risks must be undertaken before employees and others (including pupils) are exposed. Risk assessments (and procedures for serious and imminent danger) must be kept up-to-date and must be effective.

Written risk assessments must be integrated as far as is reasonable (i.e., address the risks from all the appropriate pieces of legislation in one assessment - e.g., separate COSHH assessments are not normally necessary) and must be suitable and sufficient, amongst other things this means taking into account real risks and avoiding the trivial.

Where the assessments identify significant findings, the assessments must be recorded in writing - **when a form is needed** the HSE form at the end of this section should be used. The assessment should not involve subjective evaluation by use of numbers or letters. Where "further action is necessary to control risk" there must be a detailed action plan and audit trail (who is responsible, by when and when completed) noted clearly on the risk assessment. In order to comply with HSE guidance and to avoid wasteful bureaucracy, written risk assessments must be based on reliable models wherever possible. The assessments must evaluate risks faced by all employees, including risks to employees who are new or expectant mothers and who are young persons and those who have identified needs, plus any persons who may be affected by the work activities

**The law does not lay down that forms** must be used for recording risk assessments and in some cases a stand-alone management plan will be used.

Reputable /reliable generic assessments and information often provide material on which to base specific assessments and in many teaching and support departments this is the preferred method of producing written assessment. HSE provide a generous number of generic assessments and information on their web site as do some professional organisations. It must be noted however that when generic wording is used it must be customised to make it specific to the 'department(s)' concerned. If customisation is not carried out the law says that there is no risk assessment in place. Any instructions on customisation provided by the author of the generic work, e.g., CLEAPSS L196 for science, must be followed.

Arrangements for evidencing effectiveness can, and sometimes should, be listed amongst the risk controls.

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Physical inspections, inspections of documents and learning walks are good examples of evidence.

Assessments must be kept under review (take into account new information about the risk from reliable and reputable sources and changes in circumstances of risk people, places and equipment etc.) and formally reviewed at least annually.

Where there is no specific written risk assessment for a task and the task is a one off and is either difficult or awkward or both then a tool box talk should take place before the task commences. A record of the tool box talk should be retained.

Line managers are responsible for assessment and for producing written risk assessments. A high standard of work is expected. Where the line manager is not the author the line manager must authorise the assessment and initial the record to that effect.

**New and Expectant Mothers at Work**

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee must have notified management in writing that she is pregnant (but there is no statutory obligation for her to do so).

Any new or expectant mother, in order that her own safety or health, or that of her child may be protected, is asked to inform a suitable manager if or when she becomes a new or expectant mother.

While it is a legal obligation for employers to regularly review general workplace risks, there is no legal requirement to conduct a specific, separate risk assessment for an employee, once notified in writing that she is a new or expectant mother. However, the employer may choose to use the full risk assessment process, to help decide if any additional action needs to be taken.

If there is significant risk to the health and safety of an identified new or expectant mother or to that of her baby, the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure. In the unlikely event of a significant risk still remaining then management will take the following steps to remove the employee from the risk:

- Temporary adjustment of the working conditions and/or hours of work, or if it is not reasonable to do this, or if this would not avoid the risk then -
- Suitable alternative work if any is available will be offered, or if that is not feasible then -
- The employee will be suspended from work (with paid leave) for as long as necessary to protect her safety or health or that of her child.

These actions will only be necessary where as the result of a risk assessment there is genuine concern. Before offering alternative employment or paid leave, or if there is any doubt, professional advice should be sought.

The risks will be kept under review as they may change, for example, as pregnancy progresses.

**Examples of Risks to Workers including Pregnant Females and New Mothers and Methods of Control**

Risk	Control
Work at heights, tiredness from standing for long periods or carrying out physical work, stress caused by work or conditions at work.	Demands must be reasonable and wherever possible, employees should have a reasonable input into how work is to be organised. Seating should be made available. Rest breaks may need adjustment. Employees should be allowed to get help from other employees. Proper information and training should be provided. Systems for communication must be effective.
Exposure to hazardous substances - pesticides are included.	The assessments required by the Control of Substances Hazardous to Health Regulations and the Control of Pesticides Regulations must be reviewed periodically and amongst other things the practicality of substitution of none or less hazardous substances should be considered again.

Risk	Control
Manual handling of loads where there is risk of injury. The risk can continue even after birth e.g. if birth has been by caesarean section.	An assessment under the Manual Handling Operations Regulations should identify the steps to reduce the risks to the lowest reasonably practicable level.

### Young Persons at Work

The Regulations require that the relevant written risk assessments for workers are fully applicable to the needs of the young people (i.e., those under 18 years of age) but do not otherwise demand more than is already needed by health and safety legislation.

The employer must ensure that young persons employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

Before young people start work (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed the guidance on the HSE web site should be consulted.

# Risk assessment template

Department / Unit:

Assessment carried out by:

Reputable information from:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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## Security and Lone Working

Personal security and lone working must be the subject of written and ongoing risk assessment. It is important to evaluate risk after taking into account all relevant factors such as the work activities, location of the premises or work area, the physical layout of the work area, the movements needed, the arrangements for receiving visitors, staff/pupil training etc. The employer should liaise with the police as and when necessary. Control measures must address the need for a safe system of work before safety devices and additional manning are introduced.

As far as is reasonably practical, premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help achieve this end the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

Anything untoward seen or suspected on or near the premises should be reported and a written record must be kept of all incidents of trespass or violence.

Written risk assessments for security and lone working must be readily available and any emergency procedures must be practised.

## Signs

Following risk assessment, if there is any significant risk remaining after the introduction of control measures then appropriate safety signs may be needed to warn or instruct on the residual risks and/or the measures that are required for protection.

### The Signs

The signs must contain a pictogram appropriate to the message they are conveying (they should not be text alone) and must be in the following colours -

- Prohibition signs are round with a black pictogram on a white background, red edging and a diagonal line.
- Warning signs are triangular with a black pictogram on a yellow background.
- Mandatory signs are round with a white pictogram on a blue background.
- Emergency escape and first aid signs are rectangular or square with a green pictogram and white letters on a green background.
- Firefighting equipment signs are rectangular or square with a white pictogram on a red background.

Information on all of these signs can be found in HSE L64 Guidance on Safety Signs and Signals.

Road traffic signs including speed restriction signs are required on internal roadways.

Signs should be used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs must be positioned where they are clearly visible.

Visible pipes and containers, containing or transporting hazardous materials, must be labelled near valves and joints and at reasonable intervals.

Fire-fighting equipment must be identified with an appropriate sign and a location sign should be posted where such equipment is kept.

## Sports, Games and Activities - Non-Curriculum

This section applies to sport and games which are organised by the school. It is not unusual for non-curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these (for instance D of E, community service, rugby, fencing, rowing, archery, riding, swimming, trampolines, shooting and martial arts), should be competent and if necessary, holders of recognised qualifications.

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing and the location of documents identified in the compliance folder.

## Statutory Notices (Health and Safety)

"Health and Safety Law" posters and current certificates of employers' liability insurance are to be displayed in an appropriate area(s) such that all employees will have regular access to them.

No Smoking notices must be displayed at all entrances.

## Substances Hazardous to Health and Similar

The Control of Substances Hazardous to Health Regulations (COSHH) apply to activities where hazardous

substances are used and to activities which produce hazardous substances.

Hazardous substances are often used in science, art, ceramics, technology, cleaning work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed. Specific assessments must be integrated as far as is reasonable (i.e., address the risks from all the appropriate pieces of legislation in one assessment - separate COSHH assessments are not normally necessary). BS 4163:2021 is available for technologists and provides advice. Model written assessments are available for some taught subject areas, e.g., CLEAPSS publications. Models must be customised for the particular circumstances found in the school. Unfortunately, they are not available for a number of areas of work and where this is the case full risk assessments will have to be prepared.

The Dangerous Substances and Explosive Atmospheres Regulations ('DSEAR') - require a risk assessment when acetylene is or is liable to be present in the workplace and suitable controls must be put in place where an explosive atmosphere may occur in the workplace. The Acetylene Safety Regulations ('ASR') identify that acetylene gas poses an additional hazard to other flammable gases as it also reacts with alkali metals under certain conditions, even in the absence of any air or oxygen, it can decompose explosively into its constituent elements, carbon and hydrogen. This hazard is not fully addressed by DSEAR and so additional legal requirements for the safe use of acetylene gas at equal to or greater than 0.62 bar ("compressed acetylene gas") and the equipment used with this are provided by the ASR. The ASR includes, in certain circumstances, the requirement for a flame arrestor to stop the progression of a flame resulting from the decomposition or uncontrolled combustion of acetylene gas, which could lead to an explosion.

After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

#### **Hazardous Substances will often comprise:**

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic or toxic to reproduction - these are commonly labelled under the CPL regulations with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents including exposure to body fluids
- Dust of any kind when in significant quantities in air
- Substances similar to those above and which because of their chemical or toxicological properties and the way they are used or are present at the workplace create a risk to health.

#### **Assessment of Risk to Health**

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. Managers and heads of departments are responsible for ensuring that all the hazardous substances within their areas of control are identified (inventories are recommended) and assessed. Any WEL should be identified and taken into account, as an indicator of risk, as should recommended controls and methods of disposal. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment. Assessment should consider:

- Whether it is practicable to use a non-hazardous or a less hazardous substance - this is the preferred option
- The risks of exposure to the substances e.g., in each particular activity, taking into account the age / experience of user, temperament and understanding of user, the method of use, the quantities, the dilutions, the locations involved and the recommended first aid measures
- (Accidents including fires have occurred when the quantity or concentration of substances has been too great)
- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

NB model assessments if not 'customized', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

#### **Control of Exposure**

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning

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and local exhaust ventilation (LEV), for woodworking machines and for brazing processes, and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided as a control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

### **Control Measures**

Control measures including PPE must be properly provided / installed and well maintained.

Engineered controls must be thoroughly examined and tested after installation and in the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

### **Information, Instruction and Training**

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

### **Conclusions**

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case.

## **Swimming**

### **Pupil supervision**

Whenever pupils, employees and others are water side, learning to swim or swimming, there must be competent life savers present.

Safety rules (e.g., where there is a swimming pool / lake - pupils must not eat anything in the pool area, misbehave either in the water or on the water-side, dive off boards or the side or ends of the pool except in races or when supervised and they must not run round the water edge) must be spelled out clearly and then enforced. A copy of the rules must be found within safety procedures and where possible should be posted in a place which is immediately prior to water entry.

There needs to be a clear and simple communication system between teachers and pupils in the water, usually by way of a whistle. The pupils must also know who to report to if something is wrong.

Pupils should always be counted before they enter the water and on leaving the water to ensure the water is clear at the end of the session and at other times when appropriate.

There should be adequate lifesaving and first aid equipment and ideally a telephone at the water side.

When users are in the water, the lifesaver must be able to see the whole group at all times, the lifesaver should not get into the water if that would leave no lifesaver on the side.

Users must be advised of changes in depth and their attention drawn to the markings on the pool-side of a swimming pool.

No animals should be allowed in the lake/pool area.

### **Hygiene**

The safe operating limits of the pool pH and free chlorine in particular must be established and regular testing must be carried out and records kept.

When in use, the water and adjacent areas must be clean.

### **Operating Procedures**

The Normal Operating Plan (NOP) should comprise:

- Details of the lake/pool(s) - dimensions and depths, features and equipment and a plan of the area/building. The plan may include positions of any alarms, fire alarms, emergency exit routes and any other relevant information.
  - Potential risk - an appreciation of the main hazards and of users at risk is required via risk assessment before safe operating procedures can be identified.
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- Dealing with users - arrangements for communicating safety messages, rules for users and for lifesavers, controlling access.
- Lifesaver's duties and responsibilities and special supervision requirements for equipment, etc.; lifesaver training; and numbers of lifesavers for particular activities.
- Systems of work including lines of supervision, call-out procedures, work rotation and maximum working hours.
- Operational systems - controlling access to a lake/pool and areas intended to be out of use including the safe use of any pool covers.
- Detailed work instructions including cleaning procedures, safe setting up and checking of equipment, diving procedures and setting up the water and surrounding area for galas.
- First-aid supplies and training, including equipment required, its location, arrangements for checking it, first aiders, first-aid training and disposal of sharps.
- Details of alarm systems and any emergency equipment, maintenance arrangements - all alarm systems and emergency equipment provided, including operation, location, action to be taken on hearing the alarm, testing arrangements and maintenance.
- Conditions of hire to outside organisations.

### **The Emergency Action Plan (EAP)**

The EAP should provide details on how to respond effectively to accidents and other emergencies. Plans should be in proportion to the level of risk and the potential extent and severity of the incident.

The plan should detail what to do if there is a more serious emergency requiring evacuation of the premises and a response from the emergency services, for example a release of chlorine gas from a swimming pool plant room.

Most pool EAPs should address the same basic requirements, to:

- get people away from immediate danger;
- handle casualties;
- deal with the non-injured;
- summon, direct and help the emergency services;
- protect property.

A procedure for dealing with emergencies should take into account the following:

- the nature and quantities of the dangerous substances stored;
- the location of the storage facility and its design;
- the people, both on-site and off-site, who may be affected;
- possible environmental impacts.

Detailed plans must be in place for:

- toxic chemical spillage;
- release of toxic gas;
- fire and explosion.

The level of detail committed to writing should be proportionate to the risk but should include amongst other things arrangements for training staff in the duties they will be expected to perform. More detail can be found in HSE's Managing Health and safety in swimming pools.

The school must ensure that:

- Emergency procedures are displayed;
- All staff are adequately trained in the procedures;
- Exits, safety signs, fire-fighting equipment and break-glass call points are kept free from obstruction;
- Fire exit doors are operable without the aid of a key at all times when relevant areas of the premises are occupied.

## **Transport and Section 19 permits in the UK**

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Use of vehicles with Section 19 permits must be preceded by an assessment of risk. Controls including maintenance issues and driver fatigue must be included.

Drivers must have adequate rest before and during transporting passengers. The results of risk assessment concerning driver fatigue must be available to all drivers. NB Professional drivers must take a break of at least 45 minutes after 4.5 hours driving; 'Non driver' school employees **often need to** take breaks more frequently than 'professional' drivers.

A check on driving licences of all approved drivers should be made regularly. All drivers must report to the person responsible for the use of transport any endorsements to their licence as soon as they become aware of being guilty of a relevant offence.

All drivers should complete a register of passengers and if possible, provide a copy for school before the start of any journey.

An example drivers' declaration form which may be useful in the management of all driving at work appears at appendix [Example Driver Declaration Form](#)

NB there are other very real safety issues in this subject matter but the majority of issues are covered by road transport legislation, which is enforced in the main by the police, not health and safety legislation, which is enforced in the main by HSE.

## Vehicles - On Site Vehicle Movements

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. Wherever practicable pedestrians must be provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Speed restriction signs must be posted, be clearly visible and every effort should be made to ensure that they are observed.

Traffic calming measures must be provided wherever it is anticipated that speed may be excessive. Designated parking areas should be clearly signed. There must be no parking on double yellow lines or yellow hatched areas.

If manoeuvring and reversing is essential drivers must keep in mind the fact that pupils are the main users of these premises. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required and in appropriate circumstances reversing without a banksman must be prohibited.

Minibus, coach and delivery vehicles drivers should avoid reversing movements wherever practicable and should obtain adult lookouts if these manoeuvres are necessary.

Minibuses and Coaches should be fitted with audible reversing alarms.

A standalone management plan based on risk assessment should be readily available in the compliance **folder**.

## Vibration Control

**The Control of Vibration at Work Regulations set exposure limit values and action values:**

- For hand-arm vibration, the daily exposure limit value is  $5\text{m/s}^2$  A (8) (ELV) and the daily exposure action value is  $2.5\text{m/s}^2$  A (8) (EAV)
- For whole-body vibration, the daily exposure limit value is  $1.15\text{m/s}^2$  A (8) and the daily exposure action value is  $0.5\text{m/s}^2$  A (8).

**Employers:**

- Must ensure that employees are not exposed to vibration above an exposure limit value
- If an exposure limit value is exceeded, employers must (i) reduce exposure to vibration to below the limit value, (ii) identify the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.

**Risk Assessment including Health surveillance**

Risk assessment must be based on reliable data or, in certain circumstances, measurement. Exposure times are often unpredictable particularly when exposures are mixed between use of different machines. It is strongly recommended the employees keep records of trigger times and base their records on use of the HSE exposure points system and ready-reckoner for calculating daily vibration exposures. All that is needed are the vibration magnitude (levels) and exposure times.

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Where risk assessment indicates that there is a risk to the health of employees who are, or are liable to be, exposed to vibration or employees are likely to be exposed to vibration at or above an exposure action value, the employer must ensure that these employees are placed under suitable health surveillance.

The health surveillance should be appropriate and intended to prevent or diagnose any health effect linked with exposure to vibration where the exposure of the employee to vibration is such that (a) a link can be established between that exposure and an identifiable disease or adverse health effect (b) it is probable that the disease or effect may occur under the particular conditions of work and (c) there are valid techniques for detecting the disease or effect.

The employer must also ensure that a health record is made and maintained and that the record or a copy is kept available in a suitable form.

### **Information and training**

Where (a) risk assessment indicates that there is a risk to the health of employees who are, or who are liable to be, exposed to vibration or (b) employees are likely to be exposed to vibration at or above an exposure action value, the employer must provide employees with suitable and sufficient information, instruction and training on:

- The organisational and technical measures taken,
- The exposure limit value and action values,
- The significant findings of the risk assessment, including any measurements taken, with an explanation of those findings,
- Why and how to detect and report signs of injury,
- Entitlement to appropriate health surveillance and its purposes.

### **Purchasing Policy**

The vibration factor must be taken into consideration when purchasing and hiring equipment.

## **Violence to Staff**

Employees have the right to work in a safe and non-hostile environment and the organisation should not be compromised by negative behaviour. Examples of negative behaviour include: verbal aggression / harassment; persistent use of foul and abusive language and / or gestures; physical violence or the threat of physical violence; behaviour resulting in feelings of intimidation, threats and / or concern about personal safety. Employees will treat all pupils and visitors with dignity and respect. Employees have the right to be treated with dignity and respect in return.

- The employer will not tolerate violence in any form, including the use of foul or threatening language, towards employees.
- The employer will inform the police when violence is experienced by employees and will support employees who wish to pursue legal action where it is appropriate.

There are no circumstances where employees are expected to take risks during their working day due to verbal aggression/harassment, threats or actual physical violence. The employer must ensure employee safety, and employees should leave any situation that is believed may have the potential to become violent or dangerous. The employer is responsible for the safety of pupils however, this is compromised when employees feel unsafe or unsure of the situation, they might find themselves in. Neither the employee nor the pupil will benefit if any employee feels obliged to remain in what the employee believes to be a dangerous situation. The employer may ultimately withdraw its services from an individual or a family where persistent, unresolved conflict continues.

Risk assessments must cover:

- Warning signs to look out for
- Appropriate ways of dealing with a variety of situations
- The need to record incidents

## **Visitors**

A thorough attempt is made in this policy to identify relevant and specific areas of risk and the measures needed to control the risks to employees and other persons affected. In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on our property, must be carried out in accordance with the requirements of both this policy and the law.

All visitors will need to be given safety information, for example, directions signs need to be maintained in the car park and at the entrance gates to indicate the whereabouts of reception, visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions (often this is on the reverse of visitors badges).

Visitor's books should be maintained and visitors should be required to sign 'in' and 'out'.

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## Water Hygiene/Safety

Drinking water outlets must be marked as such. Vulnerable drinking water outlets such as water fountains must be cleaned regularly in accordance with manufacturers' instructions.

Where mixer valves, strainers or filters are fitted in water systems these must be maintained in accordance with manufacturers' instructions.

Mixer valves must be fitted to control hot water outlets used by pupils where water would be delivered to baths and showers at a temperature greater than 43°C if the valves were not fitted. Similar action is required for all water outlets which vulnerable pupils may use.

A competent person must assess the risks associated with potential legionella proliferation in the hot and cold-water services and at risk water systems in accordance with the HSE's Approved Code of Practice and Guidance 'Legionnaires Disease - The Control of Legionella Bacteria in Water Systems' L8. The responsibility to ensure proper written risk assessment(s), written scheme(s), control measures and records is delegated to the employee named in the 'Organisation for Health and Safety Management'. That person should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner.

Once the risk has been identified and assessed, the written scheme should be prepared for preventing or controlling the risk. In particular, the written scheme should include, where appropriate, and with reference to the risk assessment: an up-to-date plan showing the layout of the plant or water system, including parts temporarily out of use (a schematic diagram is sufficient); a description of the correct and safe operation of the system; the precautions to take; checks to carry out to ensure the written scheme is effective and the frequency of such checks; the remedial action to take if the written scheme is shown to be not effective. However, if it is decided that the risks are insignificant and are being properly managed to comply with the law, there may be no need to take any further action.

A record of the assessment, the precautionary measures, and the treatments must be kept. There should be details about the person or people responsible for conducting the risk assessment; managing, and implementing the written scheme; any significant findings of the risk assessment; the written control scheme and its implementation; and the results of any inspection, test or check carried out, and the dates (this should include details about the state of operation of the system, i.e. in use/not in use).

These records should be retained throughout the period for which they remain current and for at least two years after that period. Records of inspection, test or check should be retained for at least five years. All records should be signed, verified or authenticated by those people performing the various tasks assigned to them.

The record of the assessment is a living document that must be reviewed to ensure it remains up-to-date. Arrange to review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded, for example this may result from:

- changes to the water system or its use;
- changes to the use of the building in which the water system is installed;
- the availability of new information about risks or control measures;
- the results of checks indicating that control measures are no longer effective;
- changes to key personnel;
- a case of legionnaires' disease/legionellosis associated with the system.

## Woodworking Machinery

As with many machines, it is not possible to fully enclose the working parts of woodworking machinery. Safety is achieved by a high standard of guarding, provision of safety devices and stop buttons and ensuring that operators are properly trained and competent.

The only persons permitted to use woodworking machines are those who are competent and authorised to do so or who are under adequate supervision. In the case of the DT department the person who will authorise is the head of department.

Locked doors, key switches for the mains power and key switches for the machines themselves must be used to

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ensure that unauthorised persons do not have access to the machinery.

Pupils are not to be allowed to use either circular saws or any type of planing machines.

Adequate space shall be provided around woodworking machines. Space of one metre more than the maximum length of material to be machined on three sides of the machines must be provided.

Workshops must have a sound, level floor with anti-slip qualities. Adequate lighting must be provided. Except for hand-held machines and portable machines, all woodworking machines must be securely fixed to a floor or bench when in use. Each machine should be provided with a recessed start button and a larger, mushroom-headed stop button.

A written risk assessment must be produced to indicate all risk control measures (including the appropriate dust control measures) such as:

- No power sanding using fixed equipment shall be carried out indoors unless the machine is fitted with dust extraction facilities
- Circular sawing machines of any type and planer/thicknessers shall be fitted with extract facilities unless use is very intermittent
- All extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained.
- Guards and safety devices (including emergency stop buttons) are the day-to-day responsibility of the user.
- Formal recorded safety inspections are to take place at least each term.
- Maintenance must be regular and recorded.

## Work at Height

Regulations apply to work at height where there is a risk of a fall liable to cause personal injury. There are no height limits.

### Requirements

The Regulations require:

- All work at height is properly planned and organised and the risks assessed, planning should include a plan for emergencies and rescue (these arrangements should not rely on the fire brigade as this may result in a delay which may be critical): rescue kits are available and suppliers can provide training in their use so that in house equipment and expertise can be provided
- Work at height is avoided wherever possible
- Appropriate work equipment or other measures are selected and used to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, appropriate work equipment or other measures are used to minimise the distance and consequences of a fall should one occur
- Those involved in work at height are competent
- Equipment for work at height is properly inspected and maintained and records of these are available
- The risks from fragile surfaces are properly controlled - all fragile roofs must have appropriate hazard warning signs.

The Regulations include a number of schedules giving detailed requirements for existing places of work and means of access for work at height; for collective fall prevention (e.g., guardrails and working platforms); for collective fall arrest (e.g., nets, airbags etc.); for personal fall protection (e.g., work restraints, fall arrest and rope access) and for ladders.

Operational information is summarised in the following sections

- Window cleaning
  - Roof safety systems
  - Ladders and mobile elevating work platforms (MEWP)
  - General access scaffolding
  - Tower scaffolding
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## Window cleaning

The Health and Safety Executive (HSE) have produced web pages “Working at height whilst window cleaning” which replace previous guidance notes. The employer should check that contracts for window cleaning require the work to be carried out in accordance with relevant HSE guidance.

## Roof safety systems

Latchway cable systems can be installed either for work restraint or for fall arrest as an alternative to provision of edge protection. Eyebolts can be installed either for work positioning in conjunction with latchway cables, or for window cleaning and similar. Cradle systems either on runways or from beam locations can be installed to provide safe access for window cleaning.

- All systems must be examined at intervals not exceeding 12 months (6 months for cradle systems). Repair, replacement or full de-commissioning and provision of alternative systems is necessary where equipment is found to be below standard.
- Fall protection equipment (FPE) must be supplied correctly for each installation and examined thoroughly at intervals not exceeding 12 months. This includes checking that no FPE has been in service for more than 5 years.
- Training must be provided for all employees who need access to the roof etc. Individuals must not be allowed to use these safety systems unless they have received appropriate training. Contractors should provide a method statement with risk assessment and proof of training before commencing work.
- FPE must be visually inspected for safety before use, and a log must be kept of visual inspections and descriptions of which FPE is used, when and by whom.
- NB Only the transfasteners should be issued to contractors. Contractors are responsible for provision of their own full body harness and lanyards.

## Ladders and mobile elevating work platforms (MEWP)

Ladders and stepladders are regarded primarily as a means of access only. They should only be used as workplaces for short periods of time and then only if the use of more suitable equipment is not justified because of low risk and when the residual risk is adequately controlled. It is generally safer to use a tower scaffold or a MEWP.

### Ladders (including step ladders)

The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and the work can be reached without stretching, the ladder can be secured to prevent slipping, a good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable) and the work is of short duration.

- Ladders must conform to the appropriate British Standard or other standard i.e., BS 2037 (no longer available new) or BS EN 131. Ladders intended for non-professional use are not recommended for use at work.
- Ladders must be in good condition. The employer is responsible for implementing a programme of regularly examining ladders under their control and records of these examinations must be kept. There must also be a visual inspection before each use, which involves checking that:
  - The stiles are not damaged, buckled or warped
  - No rungs are cracked or missing
  - Safety feet or other safety devices are not missing.
- Painted ladders should not be used as the paint may hide faults. (Coating with preservative and clear varnish is recommended).
- Ladders (not stepladders) must be correctly angled (one out for every four up, i.e., approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.
- Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling: if a ladder cannot be secured by a physical fixture, then a second person must foot the ladder during use.
- The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

### MEWPs

The use of MEWPs must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.

MEWPs must be maintained in accordance with the manufacturer’s instructions and thoroughly examined at six

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monthly intervals by a competent person. Where MEWPs are the property of the employer, the thorough examination should be carried out by the employer's insurers and the insurance company must be informed in writing that this is required. Records of regular maintenance and thorough examination must be retained.

### **General access scaffolding**

This can be under the control of 'main' contractors but some may be provided via direct contracts. In the case of direct contracts, the scaffold company must provide written evidence of their competence.

Scaffolding must be inspected by a competent person:

- Before it is put into use
- At seven day intervals until it is dismantled
- After bad or excessively dry weather or high winds or another event likely to have affected its strength or stability
- After any substantial additions or other alterations.

A written report of inspection in 'statutory' format must be prepared by the competent person. The report should normally be written out at the time of the inspection but must be provided within twenty-four hours.

A copy of the report must be kept on site with a named person. A further copy must be retained for a period of three months from the completion of the work in the office of the person on whose behalf the inspection was carried out.

Any employee placing a contract for scaffolding work must ensure that inspections will be carried out and that appropriate inspection reports are available for viewing by external inspectors.

A holder of the CITB Advanced Scaffold Inspection Certificate or equivalent will be accepted as being competent to carry out general access scaffolding inspections.

Any scaffolding which fails an inspection must be verbally reported to the person responsible for placing the original contracts as soon possible by the person carrying out the inspection. The necessary remedial action must be carried out by the scaffolding company and a re-inspection carried out by the competent person before the scaffolding can be put into use, or further use.

Where scaffolding is erected in an area generally accessible to any persons the following should apply:

- The minimum amount of equipment and materials should be stored on the scaffold
- Persons should be prevented from walking under or near the scaffold by means of physical barriers (not tape)
- All ladders at ground level should be removed when scaffolding is left unattended.

### **Tower Scaffolding (whether prefabricated or not) including those on hire**

Formal instruction and training must be provided by competent persons for all those who erect and strike tower scaffolds. Training may be provided by the company supplying the tower scaffolding or some other reputable organisation. Towers should rest on firm level ground with the wheels or feet properly supported. Safe access to and from the work platform must be provided.

Tower scaffolds must be inspected by a competent person and a record of the inspection must be made and kept for three months after dismantling the scaffold.

Inspections are required:

- Before first use
- After substantial alterations
- After any event likely to have affected its stability
- If the tower remains erected in the same place for more than seven days.

Any faults should be put right before further use.

Consideration should be given to whether the area around the base of the tower needs to be a designated hardhat area.

Only the minimum amount of equipment and materials may be stored or used on the working platform.

Barriers must be erected at ground level to prevent people walking into the tower.

If the scaffolding is to remain in position unattended, unauthorised access to it must be prevented by removing or boarding over the access ladder.

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All work at height must be planned, organised and carried out by competent persons and the hierarchy for managing risk for work at height must be followed. Duty holders must ensure that the most appropriate work equipment is used and that collective measures to prevent falls (such as guardrails and working platforms) are in place before any measures which may only mitigate the distance and consequences of a fall (such as nets), or which may only provide personal protection from a fall. Risk assessments must be committed to writing.

## Work Equipment - Workplace Safety for Staff, Pupils and Visitors

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory should be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

### Provision and Use of Work Equipment Regulations

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, overhead projectors, ladders, laboratory apparatus, portable drills, soldering irons and catering equipment. Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users

### The equipment must have:

- Protection on dangerous parts
- Protection against specified hazards occurring such as operator falls, falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation

Plus, there must be good lighting, maintenance operations and warning markings. New equipment must comply with appropriate British or CEN Standards and be CE or UKCA marked.

## Work/Careers Experience

Clear guidance produced by HSE and available on their website is to reduce wasteful bureaucracy, as much as possible. For low - medium risk placements, telephone enquiries of placement providers is sufficient.

Neither the school or the parent is responsible for health and safety at the potential or chosen workplace. The checklist below can be utilised to evaluate placement providers but it is not essential to address each matter listed - choose what is assessed as relevant. Remember that suitable supervision must be provided to pupils and you must be satisfied that this is the case.

Pupils should be prepared for their careers experience and debriefed after careers experience. Once a potential placement provider is located, the school employer is responsible for approving suitability in all cases except where the placement provider is approved by an Education Business Partnership or an independent agency such as Trident Services. An audit trail is required.

## Checklist

### General legal requirements

Insurance	y/n
Current Employers' Liability Insurance Certificate -	

Where the pupil will be a vehicle passenger, current business vehicle insurance certificate that covers passengers	
<b>Health and Safety Policy</b>	
Health and Safety Policy is written down where there are 5 or more employees	
<b>Accident Procedures</b>	
Accident book available	
Provider aware of any additional reporting requirements required by organisers or others	
<b>First Aid</b>	
There is a qualified first aider or appointed person	
First aid equipment is provided	

### Management of health and safety

<b>Risk Assessment</b>	y/n
The provider has clearly defined and planned the nature of the work the pupil will carry out, taking into account any prohibited or restricted activities	
The provider has carried out a young person's risk assessment, taking account of inexperience and immaturity	
The provider has taken steps to provide the appropriate control measures identified by the risk assessment	
The provider has made arrangements and any adjustments necessary for pupils with special needs such as disabilities or learning difficulties	
Parents / guardians of the student have been informed of the results of the risk assessment BEFORE the pupil starts work experience	
If personal protective equipment (PPE) is required for the work to be carried out by the pupil, it is available in appropriate sizes and use will be monitored	
<b>Supervision</b>	
A supervisor has been appointed for the student and is aware of his / her health and safety responsibilities	
The pupil will be informed who their supervisor is	
<b>Training</b>	
Pupils will receive health and safety induction	
Pupils will receive health and safety training for all their work activities	

If a matter is evaluated and is not deemed satisfactory the provider's business should not be included in the work experience scheme



## Appendices:

### Example Driver Declaration Form

(Can be used for all employees who drive at work)

Driver's personal details			
Surname		Forename(s)	
Date of birth		Job title	
Department		Home address	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?	YES/NO		If yes, please provide details
Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 - Driving Licences before answering this section - <a href="http://www.direct.gov.uk/driving">www.direct.gov.uk/driving</a> )			
Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses/glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO
Driver's licence details			
Driver licence type and number		Groups/Categories	
Valid	From:	To:	Country of issue
Date driving test passed		Number of years you have held full licence	
Driver's insurance details			
Insurers Name		Type of insurance	Comprehensive/Third Party
Details of any convictions (include any that are pending) in the last 3 years			
Date	Offence	Offence code	Fine/penalty points/disqualification/pending offence
I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform my manager immediately if these details change.			
Signed:		Date:	

## Example Termly Inspection (long version) - for personalisation by line managers inc. dept. heads

Completed by:

Date:

Review date:

NB - the hazards and risk control measures may need to be supplemented particularly in EYFS and Juniors and for areas of high risk.

Hazards and Associated Risks - to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
Electrical Hazards			
Portable equipment	Equipment inspected tested regularly and labeled with test date		
	Inspected regularly with records kept		
Unauthorised access to equipment	Equipment kept securely if necessary		
Broken sockets and similar	Broken items signed 'do not use' and reported via defect reporting		
Extension leads	Must be fused, use to be minimized, leads to be tested, labeled and not overloaded		
Electric Heaters	Not be plugged into extension leads, should be a safe distance from combustibles such as curtains, must not be covered		
Trailing flexes	Where trip risk - should be safely covered		
Doors/furniture/flooring/stairways/paths etc. - Hazards			
Doors	Can be opened easily, self-closers suitably adjusted, do not open directly onto stairs, do not swing in both directions, vision panels fitted where necessary.  In EYFS and juniors fitted with finger guards on the hinge sides.		
Tall or heavy furniture	Secure		

Hazards and Associated Risks - to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		
Stored furniture	Stored furniture safe when not in use - stacks never too high		
Spaces, areas, rooms, corridors, stairways, floors, paths and floor and play surfaces	Areas maintained in good order, all staff visually inspect as they work and defects reported, good housekeeping, all areas kept tidy, goods stored suitably etc. all obstructions, trip and fall risks removed, where necessary hand railed (on both sides where necessary), floor/surface coverings intact, area otherwise made safe (restricted access) or clearly signed, where liquid spillages can occur flooring is anti-slip, spills dealt with as soon as possible and area hazard signed.		
Labs, pool, gym, workshops, stores.	Adult or supervised use only		
Substances/Equipment etc. Hazards			
Sharps, hazardous substances/medicines/ flammables, high risk equipment, hazardous areas such as boiler and kiln rooms, prep room, theatre etc.	Medicines, hazardous, flammable substances, and sharps /equipment inc. boiler and kiln/ stored in locked cupboards/ locked rooms and only accessed/used by authorised staff, adherence to admin of medicines procedures/when in use never left unattended/unlocked		
Lifts, hoists, lifting equipment	Thoroughly examine every 6 months/other period, safe working load (SWL) marked, maintained in accordance with manufacturers' instructions, lift		

Hazards and Associated Risks - to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
	release procedure - call service engineers.		
Not properly stored	Items to be correctly stored at end of use		
Not properly maintained	All equipment to be used and maintained in accordance with manufacturers' instructions, maintenance records to be kept.  Where internal employees / independent contractors are used (regularly) to produce formal inspection reports (gym equipment/play equipment etc.) - reports retained by line manager and maintenance undertaken.		
Hazard - Falls from height			
High level storage in use, storage and retrieval of items from high cupboards and shelves	Very minimal storage at height, should only be accessed using suitable step ladders/step stools, never stand on chairs, or other furniture - only use proper access equipment		
Fire Hazards			
Bins overfull	Bins emptied regularly		
Escape routes obstructed	Employees/others do not leave bags/other in corridors/escape routes		
No fire extinguisher in room or at fire exit door nearby - extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months use defect reporting procedure		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		
No fire instructions displayed	Fire instructions on wall if not displayed use defect reporting procedure		

Hazards and Associated Risks - to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
Door closer faulty	Door closer must work effectively		
Hazard - Stored items, cupboards/shelves overfull			
Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe.	Storage shelves, cupboards, lockers should be well maintained and secure		
Hazard - Glass/Windows			
"Ground" floor windows may open creating risk to passers-by	Opened windows safe by position		
Windows difficult to access to open/close	Access equipment available		
Windows open wide	Window restrictors in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken/chipped, glazing in critical locations safety glazing or filmed		
Toilets and bathrooms and 'wet' areas - Hazards			
Trapping	Toilet locks openable from outside (EYFS and juniors?)		
Slipping	Anti-slip flooring, mops/cloths to be available, signs used advising take care if floor wet		
Infection - hazards			
Infection	First aiders trained in and adherence to infection control procedures, obnoxious waste stored separately and securely and collected by authorised contractor (with waste transfer/consignment notes), pest control programme, suitable sharps box in place,		

Hazards and Associated Risks - to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
	colour coded cleaning regimes, in place as required by whole school risk assessment		
ICT - Hazards			
Risk of injury from poor posture at ill designed work stations	Where appropriate, height adjustable chairs in use - for employees who are frequent users, assessments have been carried out and completed assessment check sheets available at workstation.		
Water - Hazards			
Hot	Water from hot water taps to baths and showers and sinks in EYFS and juniors not too hot to skin (43°C) - control by tmvs., appropriate temp checks regularly.		
Drinking water outlets	Signed and fountains cleaned regularly.		
Hot Drinks and food - Hazards			
Scalding	Not taken from dining facility, staff rooms etc., or use of safety cups		
Hot surfaces - hazards			
Radiators	EYFS and juniors - all covered and /or thermostatic valves fitted		
Kitchen	Access restricted		
Manual Handling - Hazards			
Significant risk	Assessments undertaken and staff know risk control measures and carry these out/staff trained		
Other loads	Information and training provided.		
Violence - lone working Hazards			
Physical injury to staff/others	Assessments undertaken and staff know risk control measures and carry these out.		

Hazards and Associated Risks - to staff, pupils and Visitors	Control measures in place	Measures in place (delete if any N/A) Yes /No/fully N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
Other Hazards			
Lighting insufficient for space - indoor and outdoor	Adequate lighting maintained in working order		
Temperature	Comfortable - not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily or as needed		
Work of contractors	Control of work area and equipment to exclude pupils/staff/visitors		

## Example Termly Inspection (short version) for personalisation by line managers inc. dept. heads

Building:

Room(s)/Space - internal or external:

Completed by:

Date:

Review date:

Associated Risk	Control measures in place	Measures in place? Yes <input type="checkbox"/> /No <input type="checkbox"/> N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
Electrical Hazards			
Portable equipment	Equipment tested annually and labeled with test date		
Broken sockets	Broken items signed 'do not use' and reported via defect reporting		
Extension leads	Must be fused, use to be minimized, leads to be tested, labeled and not overloaded		
Electric Heaters	Not be plugged into extension leads, should be a safe distance from combustibles such as curtains, must not be covered		
Trailing flexes	Where trip risk - should be safely covered		
Furniture/Flooring/stairways/paths etc.			
Tall / heavy furniture and fittings	Secure		
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		
Stored furniture	Stored furniture should be safe when not in use - stacks must not be too high		
Stairways/floors/paths and floor coverings creating trip and fall risks	All trip and fall risks removed, hand railed where necessary, covered, otherwise made safe or clearly signed, where liquid spillages can occur flooring is anti-slip		
Equipment etc			
Sharps, hazardous equipment etc	Hazardous, flammable and sharp		

Associated Risk	Control measures in place	Measures in place? Yes ☐ /No ☐ N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
	substances/equipment/tools stored in locked cupboards		
Not properly stored	Items to be correctly stored at end of lesson		
<b>Falls from height</b>			
High level storage in use, storage and retrieval of items from high cupboards and shelves	Should only be accessed using suitable step ladders		
Display of work or materials at height	Never stand on chairs, or other furniture - only use proper access equipment		
<b>Fire hazards</b>			
Bins overfull	Bins emptied regularly by cleaners		
Escape routes obstructed	Pupils/others do not leave bags/other in corridors/escape routes		
No fire extinguisher in room or at fire exit door nearby - extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months use defect reporting procedure		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		
No fire instructions displayed	Fire instructions on wall if not displayed use defect reporting procedure		
Door closer faulty	Door closer must work effectively		
<b>Stored items, cupboards/shelves overfull</b>			
Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe.	Storage shelves, cupboards, lockers should be well maintained and secure		
<b>Glass/Windows</b>			

Associated Risk	Control measures in place	Measures in place? Yes ☐ / No ☐ N/A/don't know	Further action necessary to control risk and action plan - name employee responsible, target date and completion date
“Ground” floor windows may open creating risk to passers-by	Opened windows safe by position		
Windows difficult to access to open/close	Access equipment available		
On upper floors windows open wide	Window restrictors to be in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken/chipped, glazing in critical locations to be safety glazing or filmed		
ICT			
Risk of injury from poor posture at ill-designed work stations	Where appropriate, height adjustable chairs in use - for employees who are frequent users, assessments have been carried out and completed assessment check sheets available at workstation		
Prolonged exposure to bright lights	If projectors in use, staff should not stare directly into light - background to texts should not be too bright		
Water			
Slip hazards	Flooring to be anti-slip Mops/cloths to be available Signs used advising take care if floor wet		
Hot	Water from hot water taps not too hot to skin		
Other			
Lighting insufficient for space	Adequate lighting maintained in working order		
Temperature - the environment is not conducive to learning/other	At time of review temperature in room was comfortable - not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily		



## Line Manager Evaluation - Effective Risk Control in Accordance with Whole School Policy.

<b>Department Name</b>	
<b>Period covered - From date:</b>	<b>To date:</b>
<b>Awareness of / ownership of whole school health and safety policy, if separate, risk assessment policy, any management plans and risk assessments (RAs), safe working procedure and other protocols (Records? availability, signing off sheets, use / are actions complete?)</b>	<b>Accidents / Safety / Health Events</b> Actions required/taken (what happened and if any action was needed to prevent recurrence has this been completed? Records?)
<b>Health and Safety training including induction (training policy / records of training including dept induction training carried out (includes familiarization with risk assessments, procedures and practices?) Is there an authorization list?</b>	<b>Monitoring inc. learning walks, thorough examinations, testing, inspections, observations (NB this includes 'work' carried out by contractors and relevant others. What has been done in this context, what was found out - was any action needed - if needed, has it been completed? Records?)</b>
<b>Existing / new / reviewed / space / equipment / procedures / occupants (What responsibilities are there? What is / was needed - are actions complete? Records?)</b>	<b>New / reviewed 'information' (What has been found out and what was needed - are actions complete? Records?)</b>
<b>New / reviewed risk assessments, safe working procedure and other protocols (Which ones? Are further controls needed? Are actions complete? Records?)</b>	<b>Issues raised by HoD, staff or consultant (what were these and what has been done? Are actions complete? Records?)</b>

## Template and Hypothetical Example - Safety Management Plan

### The Must Read

Senior managers should insert relevant information where there are whole school protocols, e.g. organisational health and safety e-learning requirements, locations for training records/minutes of dept meetings, and this should be inserted before the hypothetical template is distributed to relevant HoDs and similar for them to adapt to their own circumstances

Ideally, a completed template will provide electronic access to relevant texts or records. There is, however, nothing to prevent a physical location, e.g. file number or title and location to be inserted instead.

**NB. All information inserted on the template must be uncomplicated, brief and concise. Please start to be worried if you find yourself filling in great detail - there is normally a way around such dilemmas. Ask your senior line manager for advice.**

### Timelines

It is expected that templates will be dated, completed and available at the beginning of each academic year for departmental colleagues to read and work with. Thereafter, templates must be kept up to date and, unless there are significant reasons for earlier formal review, will be formally reviewed for each subsequent academic year.

Department	Art and Technology (Senior Boys)
Author	Head of Department
Date of completion / Last full review date	XXXXXXXX

## Staffing

The names of all the members of the department who have safety specific roles should have those roles identified.

Staff Name	Specific Role
Xxxxxx	<p><b>Head of Technology</b></p> <p><b>Key leader for health and safety</b>                      The Headmaster is responsible for ensuring full compliance with the health and safety policy however, day-to-day compliance management is delegated to the HoD - all key delegations are described in the organisation section of the health and safety policy.</p>
Xxxxxxx	<p><b>Teacher of Art</b></p> <p>The <b>Art Teacher</b> is responsible under the guidance of the HoD for the health and safety of day-to-day compliance in Art.</p>
Xxxxxxx	<p><b>Second Teacher of Technology?</b>                      Day to day responsibility for ????</p>
Xxxxxxx	n/a
Xxxxxx	n/a
Xxxxxxx	<p><b>Technology Technician</b>                      Under the overall guidance of the HoD, day-to-day responsibility for the separate tech room, plus the following -</p> <ul style="list-style-type: none"> <li>Ensures that both routine and non-routine checking, cleaning, maintenance, servicing, calibration, thorough examination, testing and repairing of equipment etc, is carried out to the required standard and records are kept.</li> <li>Ensures that safety signs are posted and remain in good condition</li> <li>Ensures the safe and orderly storage and accessibility of equipment and materials.</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Keeps up-to-date inventories of hazardous substances.</li><li>• Ensures the safe treatment and disposal of used materials, including hazardous substances,</li></ul> |
|--|--|

## All Staff Duties

All employees in this Department must exercise care in relation to themselves and others who may be affected by their actions.

Each individual must:

- Make sure that work is carried out in accordance with the health and safety policy, plan, procedures, risk assessments and associated documents
- Must visually check their working area and equipment before commencing work
- Inform their HoD or of any new hazards identified or accidents sustained

If any individual is in doubt about any safety matter, they must consult through their line management.

## Staff Rules

(Type in or Link / hyperlink if possible.)

1. Teachers and technicians must be familiar with the departmental health and safety management plan.
2. Furniture, etc must not be used as a ladder.
3. When alone in the department, staff must be cognisant of the lone work risk assessment and must assess risks carefully before doing practical work or using high-risk equipment.
4. Learners must not be left unsupervised in any 'practical' room at any time.
5. All teaching rooms, preparation rooms and higher-risk stores must be locked by staff when not in use. Learners must not be allowed into the preparation areas.
6. Rooms must be left safe. Gas and electrical supplies in workshops should be completely turned off at the end of each working day.
7. At the beginning of the academic year, teachers must make sure that their groups have copies of the learners' rules for working in practical rooms. The rules should be explained to the learners, and each should have a copy for their own use.
8. Teachers must enforce the learners' rules for working in practical rooms, reminding learners of the rules often enough for the rules to be familiar.
9. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required.
10. Activities outside the schemes of work should not be undertaken without time being allowed for consulting HoD and, where there is any doubt as to risk, to try out tasks, particularly those involving significant risk. Teachers must only deviate from the scheme of work (RAs notes appear in these and have been checked against our customised model risk assessments) after checking the proposed changes with HoD. Teachers must explain risk control measures to learners as part of the relevant work.
11. Examination coursework, especially at post-16 level, must be organised to allow the teacher to assess any risks and identify precautions before practical work begins. Learners should be taught and encouraged to consult relevant risk assessments, where appropriate, but it is the teacher's responsibility to ensure that subsequent practice is always safe.

12. If, because of indiscipline, health and safety cannot be maintained during practical work, the work should be modified or abandoned and the details reported to HoD.
13. Teachers must ensure that learners have been adequately trained to use D&T equipment and the Health and Safety Passport documentation is filled in to support this training.

### Learners Rules

Please add the specific rules that learners must follow

Never enter the practical rooms without a teacher or supervisor being present

Never turn on or use any machine or any equipment without a teacher or supervisor being present

Shoelaces must be properly fastened, tie back long hair, remove all hazardous jewellery and tuck in all loose clothing when you are in this Department

Always wear protective clothing/equipment when directed by safety signs or the teacher or supervisor

Never distract anyone when they are using tools, machinery or equipment

Never run in this Department

Always store bags so that they are not a danger to others. Leave them where instructed, never on the floor where someone could trip over them

When carrying sharp or pointed 'tools', carry them down by your side. Return them safely when you have finished with them

Report all hazards, broken tools/equipment, loose or damaged electrical cables and any accidents to the teacher or supervisor immediately.

### Training (only 'traditional health and safety' training, e.g. child protection training, is not relevant here)

Training - look at the 'Information, instruction, training and supervision' section in the policy for recommendations.

#### Mandatory

Departmental induction is mandatory and often includes practical examples of processes. It usually takes some time to complete (not just a day). Incoming staff will have induction sessions with the HoD, our management plan and risk assessments will be outlined, hazards and risk controls identified, and practical demonstrations arranged.

Link or physical locator to induction training checklist.....

All incoming DT staff must have a current, DATA accredited, certificate showing their competence to use and instruct on essential machine tools. If this is not in place, then staff induction **must** include arrangements for this training and certification before relevant work begins.

Highly desirable training -

### Location of Current Training Records

Records

Training documentation relevant to Health and Safety, e.g. induction, DATA certification, are ?? held electronically in the Health and Safety area of DT Staff documents

### List of authorisations (include any pupil scheme sometimes called a passport scheme)

This should identify higher-risk machines and processes with the names of the members of staff who are authorised to use or engage with these.

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## Safety Tests, Inspections, Thorough Examinations and Maintenance

Details and frequency of safety tests, inspections, thorough examinations, etc. and maintenance (regular and ad hoc) are needed. The associated records must be made available for checking. Links or physical location of records should be given e.g. physical files could be listed alphabetically with their titles alongside the details of their locations.

Records of regular (daily, weekly, termly and annual) tests (A), in-house inspections (B), thorough examinations (C), and maintenance organised in-house (D). The records must also include relevant external agency docs, i.e. reports for planned annual inspection (E), planned maintenance (F) and thorough examinations (G) and files of the records can be found in the DT/Art office with the 'letter' descriptors listed previously.

[NB not relevant to this example, but where a dept such as Estates has numerous high profile risk assessments, reports, procedures and plans relevant to the whole estate, a detailed spreadsheet with locators could be linked or attached to this document. If Estates does not have a relevant spreadsheet, then your external auditor should be able to provide one.]

### Register of Hazardous Materials within the Department

How is the register of all hazardous materials/data maintained, and inspection carried out?

Register is kept of stock levels of hazardous materials and their locations in the department. These levels are checked every half term. Register and audit document can be found here: [Link](#)/or physical location.  
Safety Data is found here: [Link](#) or physical location.

**Assessment of Risk** including risk assessment documents/safe working procedures/plans and similar. NB when there is a risk of serious injury or death, there is a legal requirement for written procedures/plans (in essence detailed risk assessment but written as instructions) in addition to more 'regular' risk assessments.

Generic CLEAPSS, risk assessments are used, and these are sufficiently customised to be specific to the work of employees and learners. In addition, ongoing assessments are always necessary. These can be relevant to specific individuals (temperament and conditions).

Add links or the physical location of where the risk assessments can be found.

All risk assessments are dated, authorised and signed off by HoD, and the key issues are contained in schemes of work. They are formally reviewed at least once every year.

## Arrangements and Procedures for Emergencies, Accidents and Defects

Does the Dept. need any specific departmental operating procedures that should be followed in the event of emergencies, accidents and defects?

Explain how relevant staff are made aware of these arrangements and procedures.

Describe.

Emergency remedial measures: instructions are provided in first aid, use of stop buttons, emergency stops, first aid box contents and eye wash (all signed).

All are included in the induction training checklist.

## Monitoring

Show that your staff are kept up to date and are in agreement with this document and risk assessments by a requirement for them to sign that they have read and will adhere to the parts relevant to them.

## Staff Signature Log

Link or physical locator

### Routines and records for Monitoring Safe Systems of Work

HoD carries out inspections of documents and safety walks on a regular basis.

Discussions of the results of the walks and inspection of documents take place at department meetings. These meetings are minuted - Link/or physical location of dept minutes.

### Monitoring Compliance with Current Guidance

Relevant information is received from CLEAPSS, HoD signs up to the CLEAPSS mailing list, CLEAPSS publications are checked on a half-termly basis, as are DATA publications.

### Evidence of key information gained with remarks

Date	Monitoring Practice	Remarks
	CLEAPSS Update: Model H&S Codes of Practice in D&T for Local Authorities & other Employers	No changes needed to current H&S
	CLEAPSS: 'using a welding facility'	Xxxx to read and take note of contents.

### Consultation with staff

If any employee wants to question or raise issues relevant to our safety management systems or physical working environment, or equipment, they are encouraged to approach their HoD in the first instance. In addition, the HoD will want to discuss and raise issues on behalf of management. Safety will be a standing item on all agendas for all meetings.

### Action Plan

Note down any actions you have planned for this academic year or later to improve Health & Safety. Include here any actions that have come from a Health & Safety Audit or from recommendations from inspections and examinations etc. (audit trails).

Note: Faults are graded:

Red - Immediate action

Amber - Investigation and rectification as required

Green - Investigated and fault deemed OK for continued safe operation

No and date	Fault Identified	Action	Staff name	Review Date
1.	<u>300mm Wood sanders (Disc)</u> All three were highlighted as having excessive rundown time and open guarding on the 'up' side of the disc	The disc sanders were all deemed too high a risk and have all been/ are in the process of being removed and replaced by new RJH belt sanders		