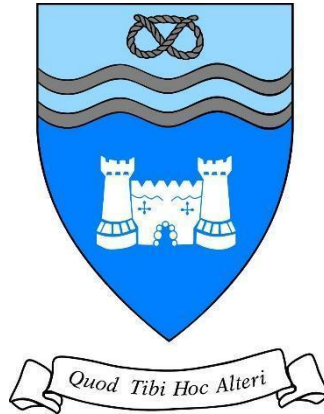




Stafford Grammar School

Health and Safety Policy and Procedures

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Amendments record

Amendment number	Details of amendment	Amended by	Date amended
01/08	Issue of version 1	J Johnson	
02/09	Yearly review	J Johnson	
01/11	Yearly review	J Johnson	
02/12	Yearly review	J Johnson	
01/13	Yearly review	J Johnson	
01/14	Yearly review	J Johnson	
01/15	Yearly review	J Johnson	13.02.15
01/16	Yearly review	J Johnson	26.04.16
01/17	Yearly review	J Johnson	09.04.17
01/18	Inspection Amendment	L Thomas	16.01.18
08/19	Annual Policy updates at SGS	L Thomas	02.08.19
07/20	Yearly review / Policy Check by H & S consultant	LT / J Johnson	15.07.20
11/20	First aider list updated	L Thomas	03.12.20
01/21	Policy check and update	LHT/RB	11.01.21
07/21	Annual policy review	LHT	18.07.21
01/22	Policy Review	RB	18.01.22
01/23	Annual Policy Review	RCG	23.01.23
01/24	Annual Policy Review	TDC/JJ	11.01.24
03/24	First aider list updated	RCG/VE	26.03.24
01/25	Annual Policy Review	TDC	07.01.25
01/26	Annual Policy Review	TDC	02.01.26

Review of this policy

It is a legal requirement that this policy is reviewed periodically. It will therefore be reviewed as necessary throughout the year for specific events, and the whole policy reviewed annually.

The policy will be next be reviewed in: January 2027

Related School Documentation

The following documentation should be read in conjunction with this policy:

- Staff handbook
- School minibus policy
- Risk assessments

Board of Governors Health and Safety Policy Statement

The Board of Governors recognises and accepts its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees as defined by the Health and Safety at Work etc. Act 1974.

The Board of Governors note the provisions of the Health and Safety at Work etc. Act 1974, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in their employment but who may be affected by it are not exposed to risks to their health and safety. Accordingly, it accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and all other non-employees using the Stafford Grammar School ("the School") premises or participating in School-sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils and responsibility to look after staff and visitors.

The aim of the Board of Governors is to provide a safe and healthy working and learning environment for all staff, pupils and visitors.

The arrangements outlined in the health and safety policy and the various other safety provisions made by the Board of Governors cannot prevent accidents or guarantee safe and healthy working conditions. The Board of Governors believe that only the adoption of best practice by every individual can minimise the risks to everyone's health and safety.

The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in School-sponsored activities.

The Board of Governors, in consultation with the Headmaster and Director of Finance and Operations, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices, which are relevant to the work of the School.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School.

- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Create and monitor the School management structure.
- Ensure that arrangements exist for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on all relevant health and safety policies and matters.
- Ensure that instruction and training is given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Signed:

Date:

Chair of Governors

14.01.26

Headmaster's Health and Safety Policy Statement

The School recognises the fact that health and safety procedures and policies that are followed have positive benefits to the School, and commitment to a high level of health and safety makes good business sense. We also recognise that health and safety is a business function that rates equal to all other business functions and it must therefore continually progress and adapt to changes. The approach to health and safety will be based on the identification and control of risks.

Health and safety is the responsibility of everyone at the School and not just a function of management and, to this end, all employees, pupils and visitors must play their part in making the School a safe and healthy place.

As there are distinct benefits to be gained from providing a safe and healthy working environment, a positive culture will be encouraged and this encouragement shall be actively supported by all members of the School community.

The performance of both individuals and the organisation will be monitored, with continual improvements being made to health and safety standards where applicable. In order to ensure that this general statement is achieved, the following actions will be taken:

- The safety and well-being of all pupils will be a priority at all times and all work and curricular activities will be planned and carried out with the safety of pupils, staff and others in mind.
- Arrangements will be put into place for the effective planning, development, and review of this policy statement
- Appropriate systems will be developed and maintained for the effective communication of health and safety matters throughout the School.
- All necessary information, instruction, and training will be provided to employees and others, including temporary staff to ensure their competence and adherence to health and safety policies and procedures at the School.
- Resources, in the form of finance, equipment, personnel, and time to ensure satisfactory health and safety standards are maintained will be provided. The assistance of expert help will be sought where the necessary skills are not available within the School.
- We will liaise and work with all necessary persons to ensure health and safety standards are maintained at the School. Additionally, adequate arrangements will be made to ensure the health and safety of non-employees who may visit the premises.
- All relevant statutes, regulations and codes of practice will be complied with.
- Health and safety is to be fully integrated into the management and decision-making processes within the School.
- A system will be provided, to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
- Procedures will be established to ensure that safe equipment and plant are provided for employees and non-employees.

I give my backing and commitment to this policy and will support all those who endeavour to carry it out.

Signed

Date

Mr W.P.N. Pietrek

14.01.26

Part 2- Organisation and Responsibilities

General

Whilst overall responsibility for health and safety lies with the Board of Governors, the Headmaster and Director of Finance and Operations are jointly responsible for the implementation of the policy on a day-to-day basis. However, the School recognises that safety is the responsibility of everyone within the organisation. Accordingly, all staff members will have specific duties and responsibilities to comply with the letter and spirit of this policy.

Employees will have specific responsibilities to take reasonable care of themselves' and others who could be affected by their activities and to co-operate with management in achieving the standards required. The responsibilities of individuals in this organisation are as follows:

Headmaster

- Understanding the main requirements of the Health and Safety at Work etc. Act 1974.
- Assuming ultimate responsibility for health and safety in the organisation.
- Reviewing the performance of members of management.
- Allocating the necessary resources for health and safety.
- Ensuring that the organisational structure is appropriate to manage health and safety.
- Ensuring that the same management standards are applied to health and safety as to other management functions.
- Ensuring that suitable and sufficient risk assessments are carried out of all work and curricular activities.
- Ensuring that competent persons are employed to assist in discharging statutory responsibilities.
- Setting School health and safety policy and direction.
- Ensuring that responsibilities are correctly assigned within the School.
- Ensuring that managers are adequately trained and capable of carrying out given tasks.
- Ensuring the effective implementation of the School health and safety policy.
- Reviewing the effectiveness of the policy and School performance.
- Arranging for periodic audits to be carried out.

The Headmaster may delegate some or all of the above responsibilities, to other persons. Where this is the case, those persons carry the same authority as the Headmaster in achieving cooperation and compliance.

Director of Finance and Operations

- Responsible for the day to day management of health and safety and ensuring the requirements of this policy are met.
- Support and assist the Headmaster in the execution of their responsibilities, including assuming their health and safety duties as required, if they are absent from the workplace.
- Ensuring that where a member of staff is away, or a post lies vacant, another member of staff is delegated to assume the health and safety duties of the absent post-holder.
- Understanding the main requirements of the Health and Safety at Work etc. Act 1974.
- Maintaining training records for training events carried out at organisational level.
- Ensuring that competence checks are initiated on all contractors employed by the School.
- Ensuring that accidents and near misses are recorded and investigated and that all RIDDOR reportable events are reported to the enforcing authorities.
- Ensuring that where parents or other non-employees are employed to assist activities in whatever capacity, relevant health and safety information is provided to individuals concerned.
- Allocating resources for health and safety in liaison with the Headmaster.
- Keeping records pertaining to the health and safety of the School as a whole.

Premises Manager/School Fire Officer

- Ensure that all School maintenance operations are run in a safe manner.
- Ensure employees under their control wear the correct personal protective equipment at all times.
- Ensure that all employees under their control use equipment in accordance with their training at all times.
- In their capacity of School fire officer, ensuring that the School fire prevention needs are adequately resourced at all times.

Health and Safety Adviser (Appointed External Consultant)

- Have an in-depth understanding of all current legislation, including the Health and Safety at Work etc. Act 1974 applicable to School operations.
- Advising management on the implementation of the Health and Safety Policy.
- Monitoring accident trends and investigation of accidents.
- Assisting in the preparation of safe working procedures.
- Providing information for the safe coordination of School events.
- Assessing the competence of contractors as required and monitoring of contractors as necessary.
- Reviewing and revising School policy.
- Reviewing new legislation and guidance and advising management accordingly.
- Carrying out audits and undertaking workplace inspections.
- Input into meetings where health and safety is an agenda item, when requested to do so.
- Contact with the enforcement authorities and other external agencies as required.

Supervisory Staff

- Understanding and complying with the health and safety policies and associated procedures.
- Ensuring that all members of staff are aware of the content of the health and safety policy and that any changes are brought to their attention promptly.
- Identifying training needs and liaising with the Director of Finance and Operations to arrange training events for members of staff.
- Ensuring that persons under their control are properly trained and instructed as to their duties and responsibilities and that the training records are updated accordingly.
- Ensuring that persons under their control are supervised where necessary and carry out their assigned responsibilities.
- Ensuring that consultation is encouraged and carried out with members of staff and that any issues requiring attention are passed to their line manager.
- Ensuring that risk assessments of all work activities under their control are seen and understood by employees.
- Keeping relevant documentation pertaining to work activities under their control.
- Ensuring that all items of equipment are maintained in a safe condition and that defective equipment is taken out of use.

Employees (Including Support Staff and Voluntary Workers)

- Be familiar with the School policy and related procedures and comply with them at all times.
- Report defective equipment and dangerous situations to management.
- Use all safety equipment and personal protective equipment provided.
- Comply with management requests and instructions.
- Not use defective equipment.
- Report all accidents and near misses to their line manager.
- Not misuse or damage anything provided in the interests of health, safety and welfare.
- Exercising reasonable care towards themselves and others.
- Not undertaking tasks that they are not trained for.

Teaching Staff

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason, including the location or the condition of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility, they should discuss the matter with the Headmaster before allowing practical work to take place. Class teachers are to:

- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb and first aid, and to carry them out.
- Know the specific health safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures personally.
- Obtain and use personal protective equipment etc. where necessary.
- Make recommendations to their Head of Department, e.g. on safety equipment and on additions to plant, tools and equipment which are dangerous or potentially so.

Pupils

Pupils are expected to:

- Exercise personal responsibility for the safety of classmates and self.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all safety rules of the School and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with items provided for their safety.

External Contractors and Visitors

- Comply with any instructions given by authorised members of staff at the School relating to health and safety.
- Develop their own health and safety policy and communicate it to all members of their staff as appropriate.
- Rectify defective equipment and dangerous situations in their own work areas in conjunction with the relevant competent persons.
- Report defective equipment and dangerous conditions found elsewhere on the premises of the School.
- Not to make any changes to the configuration of the building without the permission of the School.
- Not use defective equipment.
- Report all accidents and near misses.
- Not misuse or damage anything provided in the interests of health, safety and welfare.
- Exercise reasonable care towards themselves and others.
- Not undertake tasks that they are not trained for.

Legal Duties

Section 7 of the Health and Safety at Work Act requires all employees:

to take reasonable care of their own health and safety and for the safety of others who may be affected by their acts and omissions and

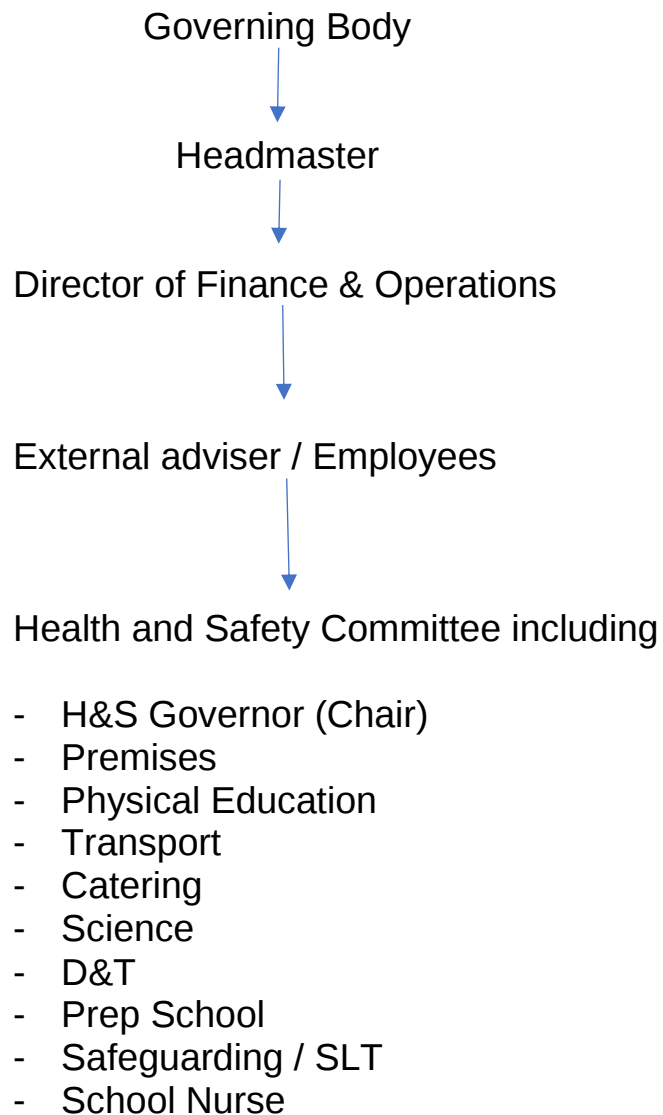
to co-operate with their employer in carrying out his (the employer's) statutory obligations.

Section 8 states that employees:

must not intentionally or recklessly interfere with or misuse anything, which the law requires the employer to provide for health and safety.

The above duties apply to employees at all levels

Organisational Chart for Health and Safety



Part 3 – General Arrangements for Health and Safety

Introduction

General

Part three of the health and safety policy contains information as to how health and safety will be managed. It gives guidance concerning particular activities and details what should be carried out to comply with current legislation.

In particular, Safe Working Procedures have been provided in some cases, to give guidance to members of staff as to how the risk of injury during some work processes can be reduced.

All amendments to this policy must be approved by the Director of Finance and Operations and the Health and Safety Committee before incorporation into the documentation. The person making the amendment is to complete the amendments record, so that an audit record can be kept of the status of and changes made to the policy.

Comments

Comments by staff as to the content and any suggested improvements should be addressed to the Director of Finance and Operations in the first instance.

Alcohol and Drugs

Introduction

Alcohol and drug use at work is a concern to all employers, but particularly in a school environment. It is estimated that as little as three units of alcohol (approximately 1½ pints of beer) can reduce a person's efficiency by up to 15%. Misuse can take many forms, such as the stereotypical alcoholic to the person who drinks or takes drugs 'recreationally', the effects of which impinge on work performance or safety.

As a responsible employer, the School acknowledges that we have a social responsibility towards helping to tackle this problem, and that the effect on productivity and safety can be significant.

Applicable legislation

The main legislative requirements relating to the misuse of alcohol and drugs in the workplace can be found in the:

Health and Safety at Work etc. Act 1974

The general duties placed on us as an employer under section 2 of the 1974 Act include duties to provide and maintain systems of work that are safe and without risks to health. This would include taking appropriate precautions to ensure that persons who are known to be under the influence of such substances do not affect safety in the workplace.

Section 7 of the Act also places duties on employees to take reasonable care of themselves and others who may be affected by their acts or omissions. This would include ensuring that safety is not compromised by the effects of alcohol or drugs on work performance.

Management of Health and Safety at Work Regulations 1999

The requirement under section 3 for employers to carry out risk assessments includes provisions for identifying those persons who may be especially at risk of substance use at work.

Misuse of Drugs Act 1971 (as amended)

Employees may commit an offence if they consume drugs in the workplace and we as an employer may also commit offences if we knowingly permit their use on work premises. It should be noted that not all drugs which are misused are illegal. Many substances such as solvents and butane gas are purchased legally, but may cause intoxication when inhaled. In addition, some drugs, such as Valium, may be legally prescribed by a patient's doctor, but the user may misuse the drug to the extent that work performance and safety become adversely affected.

Psychoactive Substances Act 2016

Substances previously referred to as "legal highs" are now deemed illegal following the introduction of the Psychoactive Substances Act 2016, and will be treated as substance abuse in event they are suspected of impacting on work or behaviour.

Effects of alcohol and drug misuse

Alcohol and drugs are essentially mood-altering substances and take the form either of stimulants or depressants. Alcohol and tranquillisers are classed as depressants, whilst cocaine and heroin are stimulants. The misuse of alcohol and drugs has implications for both the members of staff and the School.

Costs to the School

The effects of alcohol or drug misuse could have a significant cost to the School in several ways:

Accidents

There is no accurate data on the exact number of accidents in the workplace that are directly attributable to drug or alcohol misuse, although the potential consequences of misuse are significant. Studies have shown that alcohol is implicated in 20% of accidents. Where workplace hazards are significant, such as when operating machinery or transporting passengers, the potential risks are significantly increased.

Absenteeism

The effects of alcohol are estimated to cause between 3–5% of all absences from the workplace, either through the effects of excessive drinking on an occasional basis through to the effects of long-term alcohol abuse of the body. This absenteeism equates to some 12 million working days lost each year. There is less information available on the degree of absenteeism caused by the effects of drugs, although this too is considered to be significant.

Decreased efficiency

Alcohol and most drugs will severely affect work performance and reduce efficiency. Some 'stimulant' drugs may increase worker efficiency in the short term, but the longer-term effects of such misuse will result in lower efficiency and increased absenteeism.

It should also be noted that employees might have an alcohol or drug problem due to work-related pressures. Employees often use alcohol as a method of relaxation after work. If work pressures are sustained for too long a period or at too high a level, then the employee may suffer stress and increase alcohol or drug consumption.

School alcohol and drugs policy

In view of the above information, it is the policy of the School that consumption of alcohol during working hours, attending work whilst under the influence of alcohol, or possessing or taking illegal drugs whilst at work will not be tolerated.

This policy applies to all members of the School at any level, including contractors employed by the School for any reason.

It is accepted that members of staff may need to take prescribed drugs to alleviate medical conditions. Where such drugs can make members of staff drowsy, or unable to carry out their normal work activities, the member of staff must report this to their line manager who must ensure the member of staff is employed in a capacity in which they are not endangered by the side effects of the medication, which may include sending the employee home until such time as they are fully fit for work.

Consultation and Communication

Introduction

Effective health and safety management requires both managers and employees to have effective lines of communication. It is essential that health and safety information is made available to all, so that all staff members understand their duties and responsibilities.

Specific requirements

In order to comply with current legislation, the School has a duty to consult employees on health and safety matters, especially on such matters as:

- The introduction of any measures, which may substantially affect the health and safety of employees.
- The arrangements for appointing persons to advise on health and safety matters and for persons to assist in an emergency e.g. notification of first aid trained staff, fire safety, etc.
- Any information that the employer has to provide in the interests of health and safety.
- The planning and organisation of any health and safety training.
- The health and safety implications of any new technology introduced into the workplace (and the planning of the introduction of the technology).

The School is further required to inform employees of the hazards and risks found within the workplace, therefore all risk assessments undertaken will be made available to relevant employees.

Safety representation

The Board of Governors, through the Director of Finance and Operations, will make arrangements for the continuation of a health and safety committee, and by incorporating agenda items on health and safety matters into the Board meeting where applicable. Representation on the health and safety committee will cover all appropriate areas of work or curricular activities.

Statutory posters, certificates and safety signs

Under the Health and Safety Information for Employees Regulations 1989 sufficient copies of the approved government health and safety information poster 'Health and Safety Law – What You Should Know' must be displayed about the workplace. A copy of the poster is on display in the staff room in the main building and the maintenance shed.

Insurance

The School is also required to hold an insurance policy. The Employers Liability Insurance Certificate is on display in the School reception, sports hall, finance office and science department.

Safety signs

The School will also ensure that all appropriate and relevant health and safety information signs are displayed e.g. signs giving information on fire exits, fire safety, hazardous substances, machinery safety signs, electrical safety signs etc.

Employee handbook

A staff handbook is available to all members of the School. It contains a wealth of important information in a concise format. All members of staff are encouraged to read the handbook, particularly the section on health and safety.

Advice and support

Health and safety advice and support is provided to the School by:

Eljay Risk Management Ltd

Mobile: 07977 221149
Email: mail@eljay.co.uk
Web: www.eljay.co.uk

Our contact is John Johnson IEng, CMIOSH.

Contractors

Introduction

The majority of contractors employed by the School will normally carry out their work 'on-site'. It is important that the health and safety of all employees, pupils and non-employees is not compromised by visiting contractors and vice versa. To this end, arrangements for the selection and control of contractors must be effective.

The principle of the control of contractors is to ensure that contractors and any of their sub-contractors agree to abide by all the provisions of the School safety policy. In particular, this includes compliance with the site safety rules; to ensure the safety, not only of their own employees, but that of others, including members of the public.

Exchange of information is essential where contractors interact with an employer's undertaking, e.g. contractors should provide the School with the relevant information as to how they will carry out the job safely, including any precautions necessary. This includes copies of risk assessments and method statement (RAMS) where appropriate and insurance certificates being asked for by the School. We should provide contractors with any information to help them achieve the health and safety standards.

Legal requirements

Failure to manage contractors has wide implications under the Health and Safety at Work etc. Act 1974, where sections 2, 3 and 4 can be applied to both occupiers and contractors, depending upon the circumstances. Similarly, civil claims for damages can be made against the occupier as well as contractors. Provisions of the Management of Health and Safety at Work Regulations also apply, particularly with regard to the provision of information required to be in the possession of all employees.

Definition of a contractor

Anyone who is not an employee, entering this premises, (e.g. service engineers, builders, decorators etc.) or another workplace controlled by the School for the purpose of carrying out any work will be regarded as a contractor.

Control strategy

There is a six-part strategy for successful control. The relevance of certain parts of the strategy will depend on the degree of risk and the nature of the work to be undertaken. The parts are as follows:

1 Identification of suitable bidders

A system, in the form of a contractor's competency appraisal will be used to help establish the suitability of a contractor to undertake work safely and efficiently on the School premises. It should be used for all contractors who may visit the workplace for more than a brief visit, for example, tradespersons who visit to repair a photocopier would not be expected to go through the vetting process, whereas contractors who will be carrying out building work would.

Contractors must be able to demonstrate their competency by providing the relevant information requested on the appraisal form. The health and safety adviser will then authenticate the information provided and give an opinion as to the suitability of the contractor from a health and safety perspective.

This will help ensure that, at any time, 'competent contractors' can be employed. It must be noted that this system alone will not guarantee continuing competency, which means that the performance

of contractors will require periodic scrutiny as necessary. As mentioned above, the health and safety adviser is responsible for assessing the suitability of contractors, in liaison with the School Maintenance Manager whose role it is to initiate the checks of a contractor undertaking high risk work, by sending to them a contractor's competency appraisal for completion.

2 Checking the health and safety aspects of bids and selection of contractors.

For short routine works, this process will not be required. For larger scale work it will be vitally important. The process used for the initial selection of contractors should be used, to facilitate the decision making process, with input from the health and safety adviser and other interested parties.

3 Identification of hazards within the work to be undertaken.

Once appointed, the contractor must provide the School well in advance of the start date, details of what work is going to be carried out, for how long and details must be provided concerning the possible hazards which may be present during the work. This will allow the School to take action as necessary, to prevent persons being injured by the work activity.

In addition, the School must provide the contractor with all relevant information concerning hazards to which the contractor may be subjected, plus the arrangements for first aid, emergency evacuation etc.

The best means of addressing this issue is to hold a pre-work meeting, attended by all interested parties.

4 Agreement between client (the School) and contractor with regard to site safety rules.

Written information must be passed between all parties involved prior to the commencement of any work, so that the rules are absolutely clear. It will also demonstrate to the contractor that we take health and safety seriously. This will considerably reduce the risk of injury due to incorrect work practices and short cuts being adopted. Again, the scale of the work will dictate the depth of agreement required. The contractor's health and safety rules booklet will be used for this purpose.

5 The control of contractors on site.

Control of contractors is essential during works and spot checks must be made during the work. Before work commences the system for controlling the contractors on site is to be decided.

6 Checking after completion of the contract on the standard of work.

Any problems that have occurred during the works must be used as a de-briefing tool for both the School and the contractor. The aim of this is that the systems for the control of contractors can be continually improved, to prevent similar problems occurring in the future.

Display Screen Equipment (DSE)

Introduction

The Health and Safety (Display Screen Equipment) Regulations are directed at those employees who habitually use display screen equipment as a significant part of their normal work.

The School will carry out assessments of the workstations of employees who fall into the category of 'user' (see below) and will adopt any control measures required as a result of assessment. Where employees do not fall into the category of 'user' their normal health and safety needs will still be catered for.

The assessment will include the workstation and the immediate working environment and any risks identified will then be reduced to the lowest extent that is reasonably practicable.

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

Although the DSE regulations remain in force, they were amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Only regulations 3, 5 & 6 have been amended, but during the amendment process, the guidance document pertaining to the regulations was also updated to take into account technological change since 1992.

Definitions

Display Screen Equipment (DSE)

- any alphanumeric or graphic display screen, regardless of the display process involved.

Workstation

- display screen with or without an input device (keyboard, mouse, etc.);
- any accessories or peripheral items, e.g. disk drive, telephone, printer, modem, etc;
- work surface, chair and any other furniture;
- the environment in the immediate vicinity.

User (employee)

Guidance to the Regulations states that where DSE is used habitually, for a significant part of an employee's normal working day, the employee will be deemed a user.

In many cases, it will be clear that an employee is a user, by virtue of the fact that they use DSE more or less continuously every working day and no further information will be required to make this decision. In other cases however, it may not be clear and making the correct decision may be difficult. In these cases, an employee would probably be classified as a user if most or all of the following criteria apply:

- the employee uses DSE for continuous or near-continuous periods of an hour or more at a time, more or less on a daily basis;
- the task depends upon the fast transfer of information between the employee and the screen;
- high levels of concentration are required;
- the employee is highly dependent on the use of, or may have little choice as to the use of DSE; and
- they need special skills or training to use the equipment.

Even using the above criteria, the decision can be difficult to make and accordingly, the “initial user assessment” form can be used where necessary to help make this decision.

Pupils bring in their own devices, and do not fall under the category of a “user”.

Daily work routine of users

It is important that members of staff who are designated users of DSE do not spend extended periods of time using DSE and accordingly must ensure that their daily routine is planned to allow breaks and changes of activity, so as to reduce time spent at the DSE.

Eyes and eyesight

Users, or those about to become users, have the right to an eye and eyesight test if they request one. This must be carried out as soon as practicable, but in the latter case, before the employee becomes a user. The School currently uses Specsavers to provide vouchers to staff for eye tests, and in order to use a voucher staff must contact the Director of Finance and Operations.

Repeat testing must be available, which normally follows the recommendations of the optician who carried out the previous test. The requirement for repeat testing is described as being “at regular intervals” and whilst this will be normally an annual event, more frequent tests may be required.

Training and information

Newly recruited members of staff who are moving into a post, which entails them becoming a user, will also receive training as to the correct use of DSE and associated equipment. Training will be given wherever possible, before the person becomes a user. Other members of staff will also benefit from periodic training, even though they may not be classified as a user.

Where appropriate, this training will be updated, e.g. when changes to the workstation or equipment occur. Users and those not classified as users will be provided with adequate information about all aspects of health and safety relating to their workstations.

Assessment

Where an employee is a ‘user’ of DSE, a full risk assessment of the workstation is to be carried out and any corrective action taken as required. The DSE full assessment form is to be used.

Electrical Safety

Introduction

Each year, a large number of accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Many of these are fatal.

Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders or other work platforms. Those using electricity may not be the only ones at risk, e.g. poor electrical installations and faulty electrical appliances can lead to fires, which may also cause death or injury to others.

Most of these accidents can be avoided by careful planning and straightforward precautions.

Electricity at Work Regulations 1989

The Regulations lay down broad guidelines about the safety of electrical systems and electrical equipment. The detailed interpretation of these Regulations requires employers to consult appropriate Codes of Practice and to apply those codes according to the individual needs of the workplace.

The School uses numerous items of portable electrical equipment, which are inspected and checked for electrical integrity on an annual basis unless there are specific reasons why this is not the case, and the results entered in a register against each item. Each piece of equipment must be given its own unique identifier on introduction onto the premises.

Working on electrical equipment

Competent members of the School maintenance team carry out minor electrical work. Any major electrical work is carried out by a qualified electrician.

No work is to be carried out by a contractor or other person on, or so near to, a live electrical conductor, which may foreseeably give rise to danger, unless:-

- it is unreasonable in all the circumstances for it to be dead; and
- it is reasonable in all the circumstances for the person to be at work on or near it while it is live; and
- suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

Should any contractor have to work live, as a last resort, justification in full must be provided to the School before work takes place. A written method statement must be provided by the contractor to the H&S Adviser, who will issue a permit to work if the work is authorised.

Purchase and testing of portable appliances

Anyone who is responsible for the purchase of electrical goods should consider potential safety hazards when making such purchases. The section on work equipment should be consulted prior to the purchase of equipment.

Portable electrical appliances are tested by the Premises Team on a regular basis against the register held, and the Director of Finance and Operations is responsible for ensuring that this is carried out.

Testing of fixed wiring circuits

Standard 240-volt mains circuits require very little attention, but they do require certification that the system is correctly wired. In addition sockets, switches and distribution boxes need to be inspected from time to time.

Records

The regulations stress the importance of good documentation. All records relating to electrical safety are kept by the Premises Manager.

Expectant and New Mothers

Introduction

The aim of this document is to provide general information to members of staff who are expectant or new mothers and to provide guidance for those who are required to carry out risk assessment on the work activities of those who are expectant or new mothers. The risk assessment form, which should be used in conjunction with this document, has been simplified to reflect the fact that this work environment is a relatively safe place for expectant and new mothers to work in.

It should, however, be noted that there are risks to employees in any workplace, which makes the risk assessment process very important. It should also be noted that some of the hazards and associated information presented below, is clearly not applicable to members of staff. The aim of documenting them is to give the reader wider information concerning the hazards that an expectant or new mother could be exposed to in a variety of workplaces.

Background

The Management of Health and Safety at Work Regulations 1999 specifically address the risks to women of child-bearing age and her unborn or newly born child, who are at increased risk from various physical, chemical, and biological hazards in the workplace. Additionally, the Workplace (Health, Safety and Welfare) Regulations 1992 require employers to provide facilities for pregnant women and nursing mothers to lie down and rest.

Hazards to expectant and new mothers

It is clear that many of the following hazards are not manifest in the School, however the information may be of general interest to expectant mothers.

Hazard	Control Measures
Hazardous substances	COSHH assessments should adequately deal with exposure.
Manual handling	Manual handling assessments should take account of reducing capacity to lift during advancing pregnancy.
Posture and ergonomics	Correct posture and ergonomic layout of workstations are essential. Cramped working conditions should be avoided
Heat	Prolonged working in extreme heat should be avoided
Biological agents	Exposure to certain highly infectious agents should be avoided
Display Screen Equipment (DSE)	No direct link to illness but correct posture is important

Risk Assessment

When carrying out risk assessments, the assessor should take account of the above risk factors in reaching a conclusion. Employees should be informed of the need for them to inform the employer via a medical certificate of their pregnancy. Where the risk cannot be avoided by the application of control measures, the employer will, where reasonable, alter that person's working conditions or hours of work. If this is not possible, the employer must suspend the employee from work for as long as necessary to avoid the risk.

Where the new or expectant mother works at night and is in possession of a certificate from a doctor or midwife stating that for reasons of health and safety that person should not work between certain hours, the employer must suspend her from work for as long as necessary. It should be noted that there are no risks from night work as such, although certain individuals may have medical conditions, which preclude this type of work.

Any suspension from work must be in accordance with the Employment (Consolidation) Act 1978 that requires the payment of wages etc. to the suspended person. The employee must notify the employer that she is pregnant, is breast-feeding, or has given birth in the last six months.

The School does not have to maintain the action taken where:

- the employee has failed to produce within a reasonable time a medical certificate confirming that she is pregnant;
- the employee knows that she is no longer a new or expectant mother;
- the employee cannot establish whether she remains a new or expectant mother.

Guidance on completing the risk assessment forms

A checklist system has been adopted, the aim of which is to enable the assessor to complete the assessment in a short amount of time and then implement control measures accordingly. Any query should be addressed to the health and safety adviser.

A member of management is invited to document any comments in the final box on page two of the assessment form, after the health and safety adviser has made any appropriate comments. Where the assessor is also a member of management, they would not be expected to complete both assessors and management comments boxes. Confidentiality must be maintained at all times.

In the unlikely event of any further action being necessary, such as a suspension from work on full pay, the Director of Finance and Operations will complete the management comments boxes.

It should be noted that the risk assessment will need to be reviewed at least once, so that it can be confirmed that the employee can work without risk or discomfort as she progresses through pregnancy.

In all cases, the employee who is the subject of the risk assessment must be given information that is established on the risk assessment form – this is a legal requirement. The form should then be placed on the personal file of the relevant employee.

When the employee returns to work, the assessment form must again be reviewed, to ensure that the information is still relevant to the work activities of the employee, whilst she is a 'new mother'. If there are any significant changes to the work activities, a new assessment should be carried out.

Fire Safety

General fire prevention

Introduction

To ensure that the standards of fire prevention are maintained within the workplace and to ensure the elimination or reduction of risks from dangerous substances, all employees are to observe the following points for their guidance:

Housekeeping

Good housekeeping is the simplest and probably the most neglected form of fire prevention. Fires can spread rapidly through rubbish, shavings, fluff, dust, etc. This danger can be significantly reduced simply through general tidiness, regular cleaning schedules, the correct disposal of waste and the limitation of exposed flammable materials.

Electrical

- report all damaged electrical wiring;
- report all defective apparatus for repair or renewal;
- avoid overloading existing circuits, e.g. adapter plugs;
- restrict the use of extension leads, e.g. do not use as a permanent socket;
- at the end of the working day, any non-essential plugs should be unplugged from their sockets.

Heaters

Heaters should be kept clear of all combustible material and, where appropriate, adequate guards should be fitted and maintained in position.

Highly flammable materials

Only materials required for immediate use should be kept in the workplace. Additional stocks should be kept in a cool well-ventilated store, where this is not practical; they should be stored in cupboards constructed from fire resistant materials.

Naked flames

Some teaching work involves the use of naked flames and other heat processes. Relevant staff members must ensure that appropriate safety controls are in place before this type of work is carried out.

Fire risk assessment

The Regulatory Reform, (Fire Safety) Order 2005 requires employers to provide adequate fire precautions, fire-fighting equipment and escape routes, etc. In addition, and fundamental to the Regulations, is a requirement for employers to carry out a fire risk assessment. A fire risk assessment of the School is held by the School Fire Officer.

Fire Procedures

The School will ensure:

- A functionality test of all fire alarm sounders takes place weekly (unless school examinations are taking place)

- Fire evacuations are held at least once per term.
- A 'Fire Tour' is available for new staff.
- Fire extinguishers are checked yearly under a maintenance contract.
- All exits and passage ways are kept clear.
- Exit doors will open correctly and easily.
- Appropriate records relating to the above are kept.

Assembly points

The designated assembly point for the Senior School is on the field adjacent to the path leading up to the Sports Hall, with each form marked at the assembly point. The designated assembly point for the Prep School is on the hockey pitch adjacent to the footpath railing leading up to the Sports Hall, with each year marked at the assembly point.

Fire escape routes and building exits

Corridors, exit doors and other evacuation routes must be kept clear at all times. Exit doors are to be available for use whenever employees are on the premises.

Use of fire-fighting appliances

Although the first priority is to safely evacuate the premises, if the fire is small and can be safely contained by the use of a suitable fire extinguisher and if employees have been trained in its use, then an appropriate extinguisher may be used but only after the alarm has been raised.

Fire alarm points

There are a number of red 'break glass' fire alarm points around the School buildings. As a general rule these are located at exit routes and stairs.

Fire evacuation drill

A fire evacuation drill will be carried out at least once per term. All occupants must take part so that in the event of a real fire they know what to do. Records are to be made of all drills.

All employees must be familiar with the means of escape from the premises. When the alarm sounds, (other than tests) all staff must follow the instructions as detailed on fire action notices displayed around the premises.

In accordance with current health and safety legislation, it is a legal requirement for employees to cooperate with their employer, in the interests of health and safety. Accordingly, all employees must participate in fire evacuation practices. Anyone who wilfully chooses not to participate may be committing a criminal offence.

General rules

ALL REGISTERS MUST BE IN THE SCHOOL OFFICE/RECEPTION AT ALL TIMES OTHER THAN REGISTRATION.

- 1 All members of staff leaving the site during the day must inform the office staff of their departure and return and sign out/in as appropriate. Part-time and supply staff should also inform the office of their arrival and departure and sign out/in as appropriate, as should any visitors to the School.
- 2 No one is to re-enter the building unless the Fire and Rescue Service or the Fire Officer give the all clear.

- 3 It is the responsibility of all members of staff to inform the Director of Finance and Operations of any malfunctioning of the alarm system, damage to appliances or of any fire hazard.
- 4 Where possible electrical appliances should be unplugged at the end of the school day to lessen fire risk.
- 5 Fire practices will be held at least once a term and the alarm system is checked once a week during term time.

First Aid Provision and Incident Reporting

Introduction

The Health and Safety (First Aid) Regulations 1981 require the School to make adequate arrangements for first aid treatment, provision of adequate facilities and ensure there are sufficient numbers of trained first aiders available.

Giving proper and correct first aid treatment, in the immediate minutes after an accident can be vital in promoting the quick recovery of the casualty.

The Governing Body accepts the responsibility for provision of adequate facilities and appropriate equipment for first aid to be provided in School. The Governing Body will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment

Responsibilities of School staff

All staff members are expected to use their best judgement at all times to secure the welfare of students at the School in the same way that a parent might be expected to act towards their children.

The Director of Finance and Operations is to arrange for suitable training and guidance for staff who volunteer to be first aiders. They are also to ensure that there are enough trained staff to cover all foreseeable requirements for first aid provision. When deciding which staff members are to be trained in first aid, the following considerations must also be made;

1. The individual's reliability and communication skills
2. Aptitude and ability to absorb new skills and knowledge
3. Ability to cope with stressful and physically demanding emergency procedures
4. The ability to leave normal duties to attend an emergency

First aiders

First Aid at Work (FAW), Emergency First Aid at Work (EFAW) and Paediatric First Aid (PFA)

The names of personnel that have been trained in first aid (FAW, EFAW & PFA) are to be posted in prominent places on the premises so that staff, pupils and visitors can see these. Notices must be clear and easily understood. Induction programmes are to include first aid information and this information should be included in staff and parent handbooks and student planners.

All staff, pupils and visitors should know how to contact a first aider from any area of the School.

The School Nurses are usually on site from Monday to Friday between 9.30am and 4.00pm during term time and are the primary first aiders. If they are absent, an alternative first aider must be alerted by contacting the School reception. First Aiders complete a training course approved by the HSE. They give immediate help to casualties with common injuries or illnesses and injuries arising from specific hazards at school. Where help is necessary, they ensure that an ambulance or other professional medical help is called. Staff who agree to be first aiders do so on a voluntary basis. All staff whether first aid trained or not should be empowered to call for an ambulance in an emergency situation.

The Director of Finance and Operations in liaison with the School Nurse is required to keep an up to date record of training and arrange courses and refresher training as necessary. First Aid staff will be required to update their skills every three years.

At least one person qualified in first aid is always on the school site when children are present. The following members of staff are currently trained in first aid:

Senior School

NAME	QUALIFICATION	PROVIDER	VALID UNTIL
Veronica Eardley	First Aid at Work	St John Ambulance	10.10.26
	Paediatric First Aid	Staffordshire First Aid	11.01.27
Gina Key	First Aid at Work	St John Ambulance	30.06.26
	Paediatric First Aid	Staffordshire First Aid	09.01.27
Spencer Gunnell	First Aid at Work	St John Ambulance	16.01.27
	Outdoor First Aid	JCW	08.02.27
Carly Slater	Emergency First Aid at Work	JCW	08.02.27
	Outdoor First Aid	JCW	08.02.27
James Bullock	Emergency First Aid at Work	JCW	08.02.27
	Outdoor First Aid	JCW	08.02.27
Annie Turner	First Aid at Work	St John Ambulance	20.4.26
Carly Smith	First Aid at Work	St John Ambulance	06.06.27
Rob Foster	Emergency First Aid at Work	JCW	08.02.27
	Outdoor First Aid	JCW	08.02.27
Louise Gentle-Lloyd	Emergency First Aid at Work	St John Ambulance	25.5.26
	Outdoor First Aid	JCW	08.02.27
Tracy Colley	First Aid at Work	St John Ambulance	06.6.26
Karen Farmer	First Aid at Work	St John Ambulance	19.10.26
Gavin Lamplough	First Aid at Work	St John Ambulance	15. 11.26
Jeanene Walton-Sanders	First Aid at Work	St John Ambulance	19.01.26
Simon Godwin	Paediatric First Aid	Staffordshire First Aid	14.01.2027

Penny Handford	Emergency First Aid at work	Adventure Consultancy	26.11.28
Pete Jepson	Emergency First Aid at Work Outdoor First Aid	JCW	08.02.27
Carl Bateman	Emergency First Aid at Work Outdoor First Aid	JCW	08.02.27
Anne-Laure Weetman	First Aid at Work	St John Ambulance	07.07.27
Julia Parkes	First Aid at Work	Safe Haven Training	19.10.28

Stafford Preparatory School

NAME	QUALIFICATION	PROVIDER	VALID UNTIL
Cheryl Martin	Paediatric First Aid	Staffordshire First Aid	22.01.27
Hannah Martin-Young	Emergency First Aid at Work	St John Ambulance	22.11.26
	Paediatric First Aid	Staffordshire First Aid	17.01.27
Elizabeth Fox	Paediatric First Aid	Staffordshire First Aid	17.01.27
Lorraine Harris	Emergency First Aid at Work	JCW	08.02.27
	Outdoor First Aid	JCW	08.02.27
	Paediatric First Aid	Staffordshire First Aid	10.01.27
Helen Robinson	Paediatric First Aid	Staffordshire First Aid	19.01.27
Melanie Booth	Paediatric First Aid	Staffordshire First Aid	23.01.27
Krisztina Molnar	Paediatric First Aid	London First Aid	06.02.26
Marisa Richardson	Paediatric First Aid	Safe Haven Training	21.09.28

Accompanying Pupils to Hospital

It is School policy that if a pupil is sent to hospital, they will be accompanied by two members of staff, one being a first aid trained member of staff. This however is not required if the pupil is conveyed in an ambulance (a member of staff should still accompany the pupil), or if a first aid trained member of staff leaving the premises would lead to too few first aid qualified members of staff remaining on School premises. Parents must always be informed when their child has been taken to hospital.

First aid boxes/kits

First aid equipment can be found in each of the areas denoted below. The contents of the first aid boxes/kits will be maintained according to HSE guidelines and, where necessary, adequate saline/sterilised eye wash bottles will also be provided.

All boxes have a laminated card which denotes the stock to be held in that box. The contents are to be checked each half term and restocked as required by the first aid trained staff members for each location.

Where additional stock is required between checks for first aid kits, it can be obtained from the School Nurse, who will maintain the overall stocks held by the School.

Where first aid equipment is required for outdoor events or school trips, a specific first aid kit should be borrowed from the School Nurses. The designated first aider should collect the kit and staff must make themselves aware of pupil's individual medical needs. This information can be gained through discussion with the School Nurses.

Location of First Aid Boxes	
Medical Room	Stafford Prep School Office & Key Stage 1
Stafford Grammar School Reception	Science Department Prep Room
Design & Technology Department	Sports Hall

First aid provision for outdoor events

The School is spread over a large site and in some cases, such as the sports pitches, activities can take place some distance away from first aid facilities. In view of this it is the policy of the School that the activities are provided with a first aid trained member of staff as cover for the duration of the event, as follows:

- ☐ All sports events on the pitches distant from the School
- ☐ All School trips. (The level of cover to be decided at the planning stage and approved by SLT)

Communication with the School is essential to facilitate contact with other School first aiders and the emergency services, therefore a mobile phone is to be provided for staff when they are distant from the main buildings. Mobile phones can be obtained from the Director of Finance and Operations prior to each event.

Hygiene and Infection Control

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use, disposable gloves and hand washing facilities or antibacterial hand gel. Precautions should be taken when dealing with blood and other body fluids. The School Nurse can provide information about the cleaning of any contaminated areas and may access additional advice from the Health Protection Agency where necessary.

Administration of medication to pupils (see Administration of Medicines Policy)

The School does allow the administration of medication to pupils under the following conditions:

- That guidelines for the Administration of Medicines in School is followed.
- Parental permission is given in writing (can be verbal in specific circumstances & recorded)

Wherever possible, the School Nurse will administer the medication. In the Prep. School, Prep. School staff may administer medication (see Administration of Medicines Policy).

Administration of emergency drugs

Where pupils or staff members need to carry emergency drugs, for example EpiPens, the administration of these must be strictly controlled. The law normally requires EpiPens to be used under the guidance of a medical practitioner. In an emergency, the person for whom the drug is prescribed for may administer it themselves, but where an emergency situation exists, this may be done by a suitable trained “lay-person”.

No staff member is permitted by law to administer these drugs unless they have been trained to do so. Accordingly, there are now a number of trained staff members at the School, who are able to administer emergency drugs. It is a voluntary role and staff who do not feel confident to administer an EpiPen may decline to do so. See Risk Assessment RA 067.

Location of EpiPens	
Medical Room	Stafford Prep School Office
Sports Hall	Canteen

Accident reporting and investigation

The School Nurse keeps an accident book for employees, students and visitors so that reports of accidents can be made to the HSE under guidance from RIDDOR. These records must be kept for a minimum of three years. The School will keep a record of treatment given by first aiders to include:

- The date, time and place of the incident
- The name of the ill or injured person
- Details of the illness or injury and first aid given
- What happened immediately afterwards, for example, ‘went back to class’
- Name and signature of the first aider dealing with the incident

Minor injuries can be recorded on the accident log book in the Google Drive. These will be kept in each location where there is a first aider. This information must be shared with the School Nurses.

Where pupils are involved in a serious or significant incident, the Accident Book must be completed and the parents will be contacted by telephone or by email/letter if less urgent. A serious or significant incident is one which requires a second first aid opinion, parents to be notified or assistance from the emergency services.

ALL injuries to staff members must be recorded in an Accident book, without exception. Accident books are kept in the Preparatory School, the P.E. Department and the Medical Room.

Completed accident book entries are to be removed from accident books, in order to comply with the Data Protection Act and are to be sent to the School Nurse, who will keep the records securely. The accident log book in the Google Drive will be kept securely to ensure confidentiality of the information contained within the records.

In some cases further reporting to comply with legal requirements and investigation action may be required. Further information concerning this can be found below.

Defibrillators

The DfE expect all schools in England to have access to a defibrillator.

An Automated External Defibrillator (AED or 'defibrillator') is a machine that is placed externally on the body and is used to give an electric shock when a person is in cardiac arrest i.e., when the heart suddenly stops pumping blood around the body.

There are 3 defibrillators on the School site:

- Outside the medical room in the main building
- On the outside wall of the PE office
- At the top of the stairs in the Prep. School

All First Aiders are trained to use a defibrillator.

Training is not actually a requirement as the defibrillators are designed to be used by someone without any specific training, by following step-by-step instructions on the defibrillator at the time of use.

The defibrillators are checked monthly by the School Nurses.

Consumables are replaced as and when required. The School Nurses keep a record.

Incident Reporting

Introduction

There are numerous terms used, when reporting incidents connected with a workplace, which are explained as follows:

Accidents – these are defined as being unexpected or unplanned events that injure people, damage property, or both. In most cases, the level of injury will be minor and completion of an incident report is not necessary, but in some cases, it will be more serious and may be notifiable and therefore reportable to the enforcing authorities. *All injuries however minor must be reported using the procedure above.*

Near misses and other adverse incidents – a near miss is the term used to describe a situation encountered by someone, which that person feels could have harmed colleagues or others, or could have caused damage to property. The aim of reporting these incidents is to ensure that work is stopped or an unsatisfactory situation is rectified before injury or loss occurs. *These incidents should be verbally reported to the Director of Finance and Operations as soon as possible after the event.*

Definition

RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations require some injuries to be reported outside the School, to the enforcing authorities. To avoid confusion and the possibility of reporting events that do not need to be reported, RIDDOR reporting is only to be carried out by the Director of Finance and Operations.

Reporting

It is important that a good level of reporting is maintained, so that we can either properly investigate an incident, or take action to stop unsafe work. To this end, all members of staff must play their part and report all incidents, as per the above first aid provision policy. It should also be noted that the School does not adopt a blame culture when investigating incidents – the overriding aim is to prevent injury to people and loss or damage of property.

In terms of reporting injuries of members of staff and pupils and in some cases other persons, such as contractors and visitors, there are two main categories:

- 1 Accidents that are minor in nature and result most often in an accident book entry. These accidents will invariably not require reporting outside the organisation, under RIDDOR. Follow the **internal reporting procedure** below.

	Action to take	Responsibility
1	Obtain treatment for any injury. Then report any associated property damage or loss to the Director of Finance and Operations.	All employees
2	Contact the Director of Finance and Operations before going for treatment, advising of the circumstances, which caused the injury. If the nature of the injury makes this impossible, they must be notified at the earliest practicable time.	All employees
3	All injuries no matter how slight must be entered into the accident log book in the Google Drive.	First Aider
4	If the nature of injury is serious or circumstances indicate the potential for serious injury, the Health and Safety Adviser must be notified.	First Aider/ employee
5	In the case of circumstances described in (4) an investigation into the cause(s) of the injury or the potential for injury should be carried out.	H&S Adviser DoF&Ops
6	On completion of the investigation, measures should be considered, where necessary, to prevent recurrence.	Management
7	Person(s) carrying out any preventative measures should record the time spent and materials used, so that costs can be properly accounted for.	DoF&Ops H&S Adviser
Note 1 - Parents of pupils or next of kin of employees will need to be informed as required		
Note 2 - Some events may constitute a "Dangerous Occurrences" (see below for details). These may be reportable under RIDDOR.		

- 2 Those that are more serious, such as those that cause an employee to be off work for seven days or more (not counting the day of injury), result in an employee, pupil or other person being taken to hospital, or an injury resulting in serious injury (see below list of RIDDOR reporting requirements) in **connection with a work related injury**. These injuries will require reporting outside the organisation, under RIDDOR. Follow the **external** reporting procedure below.

RIDDOR reporting

RIDDOR reporting of staff members is straight forward – the injury will normally be connected with a work process for it to be reportable. The same will apply to visitors and contractors, although in some cases, the employer of a contractor will have the RIDDOR reporting duty.

RIDDOR reporting of incidents involving pupils will need specific consideration relating to the cause. This is explained below.

All RIDDOR reportable accidents, diseases and dangerous occurrences must be reported to the Incident Contact Centre via internet, with the exception of workplace deaths or major injuries, which may still be reported by telephone.

Contact the ICC at www.riddor.gov.uk and follow the reporting procedure.

The Regulations require the School to report certain incidents to the appropriate enforcing authority:

1. All fatal accidents.
2. Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Note. No longer reportable as major injuries are: dislocations, chemical/hot metal injuries to the eye, electric shock-related injury, heat induced illness, hypothermia, unconsciousness (in general), injuries requiring resuscitation in general and those requiring admittance to hospital for more than 24 hours.

3. Accidents involving more than 7 day's absence from work.

Note: When calculating this, do not count the day of the accident, but count the next consecutive 7 days (this includes non-working days). The injured person does not have to be off work for it to be notifiable. If they are at work but cannot do their normal job because of the injury (e.g. the member of staff has to be employed carrying out light duties, which they would not normally carry out as part of their work) normally a machine operator undertaking light duties due to the injury) it becomes notifiable.

4. Dangerous occurrences.

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor

5. Occupational diseases.

Occupational diseases now include:

- carpal tunnel syndrome, where the person's work involves regular use of percussive or vibrating tools
- cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm

- occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- hand arm vibration syndrome, where the person's work involves regular use of percussive or vibrating tools, or holding materials which are subject to percussive or vibrating processes
- occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitiser
- tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
- any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- any disease attributed to an occupational exposure to a biological agent.

RIDDOR reporting for pupils

Incidents are only reportable in the case of pupils if they are work related, but this can at times be confusing. The following should be used as guidance:

- If the injury is clearly related to a work activity, it is reportable.
- If the injury occurs in relation to curriculum sports activities, they are reportable.
- Injuries that are attributable to 'playground' accidents – collision with others, trips etc., are not normally reportable, although injuries such as those that occur due to faulty playground equipment, or lack of supervision will be reportable.

Where any doubt exists, assistance from our H&S Adviser should be sought.

External Notification Procedure (RIDDOR)

Event	Reporting	Responsibility
1. Injuries resulting in death	Immediately via phone or www.riddor.gov.uk	)
2. Major injuries (see above "RIDDOR Reporting" for details)	As per 1.	)
3. Any other injury resulting in 7 days or more off work (includes non-working days)	Within 15 days. Via www.riddor.gov.uk	)
4. Dangerous occurrences (see above for details)	As per 1.	) DoF&Ops
5. Occupational diseases	As per 1.	)

Note 1

Records must be kept of all reportable accidents. This will normally be achieved by retaining a copy of the prescribed form (F2508 or F2508A) and the School's own records containing the necessary particulars. Records must be kept for at least 3 years from the date of the last entry, by the School Nurse.

Note 2

The form (F2508 or F2508A) must be sent (in the prescribed time) to the local offices of the appropriate enforcing authorities.

Note 3

In all cases the insurance company must be notified without delay.

Note 4

Details of all incidents resulting in 3 or more days off work must be kept, but these do not have to be reported to RIDDOR.

Hazardous Substances

Introduction

Some hazardous substances are used by the School. Those that are used must be the subject of a risk assessment, to ensure the safety of pupils and employees. It should be noted that it is the *process* during which the substance is used, that must be subject to assessment. Accordingly, substances that are stored for onward sale will not be assessed.

During many work activities, people can be affected by substances, which are capable of damaging their health. These may be employees, pupils or other persons who are not employees, but are affected by the work activities, e.g. visitors.

A wide range of substances, e.g. solids, liquids, gases, dust, fumes and micro-organisms, can be derivatives of processes and operations. In all businesses, to some degree or another, persons can be at risk from hazardous substances if the correct precautions are not taken.

The Control of Substances Hazardous to Health Regulations (CoSHH) identify the essential requirements and approach for the hazards and risks likely to be encountered.

It is not the intention of this policy to enter into great detail with regards to the CoSHH Regulations, but to primarily concentrate on the practical application of how to achieve conformity.

Requirements of CoSHH

Our organisation is required to:

- Identify and control substances.
- Minimise workers risks from exposure to those substances.
- Provide information and training.

Assessment duties

No work, which is liable to expose anyone to substances hazardous to health, is to be carried on, unless an assessment has been undertaken. This means:

1. Evaluating the risks to health arising from work involving substances hazardous to health; then
2. Establishing what has to be carried out to achieve the requirements of the whole of the CoSHH Regulations.

The assessment must be suitable and sufficient if compliance is to be achieved.

The assessment must be reviewed and, if necessary, updated, if it becomes apparent that the original assessment is no longer valid.

What is a suitable and sufficient assessment?

The following five-step approach should be used:

1. Gather information about the substance, the task and the working practices, including how the substances are used.
 - Make a physical check of the premises
 - Check purchasing records; then
 - Is the substance needed?
 - Is there a safer alternative?
 - Make an assessment
2. Evaluate the risks to health
 - Obtain hazard data sheets from the supplier/manufacturer.
 - Check the quantities being used.
 - Check the physical form of the substance.
 - Look at existing containment controls.
 - Assess potential damage from toxicity, corrosiveness, etc.
 - Is air sampling of the working environment required?
 - Is health surveillance necessary?
3. Decide what further precautions may be required
 - Containment.
 - Segregation.
 - Extraction.
 - Personal Protective Equipment.
 - Check the effectiveness of these.
4. Record the findings of the assessment.
5. Decide when the assessment requires reviewing.

Manual Handling

Introduction

The Manual Handling Operations Regulations 1992 set no specific requirements, such as the maximum weight an employee can be expected to carry without harm. Instead, they focus on the needs of the individual and set out a hierarchy of measures for safety during manual handling operations, which are:

1. avoid hazardous manual handling operations, so far as is reasonably practicable;
2. make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury from those operations, so far as is reasonably practicable.

Manual handling risk assessment

Where manual-handling operations cannot be avoided, the School has a duty to make a suitable and sufficient assessment of the risks to health. This assessment must take into account the range of relevant factors namely the TASK, LOAD, WORK ENVIRONMENT, THE INDIVIDUAL and ANY OTHER FACTORS that are relevant.

It is clear that a detailed assessment of every manual handling operation could however be a major undertaking and might involve wasted effort. To help identify situations where a more detailed assessment is necessary, a preliminary assessment form may be used to act as a filter to screen out straightforward cases. All manual handling tasks should therefore be subject to the preliminary assessment. If the preliminary assessment then shows that a full assessment is required, this should be carried out using the full assessment form.

Assessments are to be carried out by the School Maintenance Manager.

Using the assessment forms

Preliminary Assessment

The aim of making an initial assessment is to gather basic information so that a decision can be made as to whether a manual handling operation is likely to present a risk of injury significant enough to warrant avoiding or subjecting to a full assessment. The form is a checklist of several questions. If any questions are answered 'yes', it should normally be concluded that the operation should be avoided altogether, or fully assessed.

Full Assessment

The form contains a checklist, which poses a series of questions divided between:

- the task;
- the load;
- the working environment; and
- the capability of the individual.

The assessor must carefully consider the described risk factors and then tick the Y or N box. In making this decision, any matters which the assessor feels are of particular relevance should be entered into the comments box.

In any event the assessor must ensure that the degree of accuracy achieved is sufficient to enable an informed decision to be made as to the level of risk, the appropriate box, L, M or H then being ticked. Again comments may be added to the comments box.

Where extra space is required for comments relating either to a question or to a prompt for additional information, the comments should be written down on a separate sheet and attached to the form.

The assessor must finally decide, for each of the risk factors identified, whether action is required to reduce the risks with the appropriate box being completed and the forms copied to the Director of Finance and Operations, whose responsibility it is to ensure that the actions are carried out.

A check should be carried out at a later date to ensure that the remedial action, to remove or reduce the risk of injury, has been effective. The purpose of the form is to help to identify a range of ideas so that the risks identified, can be avoided or reduced, by making modifications to the load, the task or the working environment.

After the assessment

When the assessment has been completed, notes will have been made on the full assessment form, which can then be used to document any actions required to reduce the risk of injury to members of staff, or to document any other actions that are required. Completed assessments will be brought to the attention of all employees where relevant.

Occupational Health

General

Where employees have private medical matters, which may have health and safety implications, they can be discussed in the strictest confidence with the School Nurse. Where certain conditions exist, the employee may be considered to be disabled, and have employment rights under current employment law – it is in an individual employee's interest to make the organisation aware of such issues.

In addition, members of staff who have an ailment that could render them incapacitated at work, they should ensure their line manager is aware, so that appropriate action can be taken in the event of this happening.

Health surveillance

Subject to ongoing risk assessment, there may be work practices or processes that could require employees to receive health surveillance. This status will be reviewed periodically and should medical surveillance be required it will be dealt with as a matter of urgency. Any employee who feels that their work is making them ill must report it immediately to the School Nurse, so that an investigation can take place and action taken accordingly.

Smoking

The School operates a no smoking policy on its premises for any person, including within School vehicles.

Personal Protective Equipment (PPE)

Introduction

PPE is the term used to describe equipment and clothing which is intended to be worn or held by a person at work and which affords protection against one or more risks to health and safety. This includes clothing designed to protect against adverse weather conditions. Protective clothing and equipment in use includes overalls, footwear and eye protection.

Provision of PPE

In order to comply with legal requirements, the School will provide all protective clothing and equipment free of charge for its employees and pupils where it is required. Any PPE provided is only to be used during School hours or for School work.

Maintenance and replacement of PPE

An effective system for maintenance of PPE is essential to make sure that the equipment continues to provide the degree of protection for which it was designed. In general, PPE should be:

- Examined to ensure it is in good working order before it is put on.
- Not worn if it is found to be defective or is dirty.
- Cleaned and disinfected if worn by more than one employee.

Responsibilities

Line Managers are responsible for ensuring that:

- PPE is provided where required.
- A small stock of PPE is available, so that timely replacement can be made.
- Employees are able to maintain and report faults in PPE.
- All faults are documented, so that a record is made of action taken.
- Training is provided in the care, use, maintenance and replacement procedures where appropriate.
- A record of issue is maintained.

The advice of the health and safety adviser should be sought if any other information is required, or prior to the selection of PPE to employees for the first time.

Use of PPE

All employees and pupils are to take all reasonable steps to ensure that any PPE provided is used and properly worn.

Reporting loss or defect

Employees and pupils must take reasonable care of PPE provided and report any loss or obvious defect to their manager as it occurs.

Risk Assessment

Introduction

It is a legal requirement for the School to carry out a 'suitable and sufficient' assessment of the risks to workers and any others who may be affected by our undertakings. In addition, it will allow us to identify problems and take remedial action, before people are harmed and property is damaged.

Responsibilities

Each Head of Department is responsible for ensuring that risk assessments are carried out for all curriculum activities under their control or organisation. In addition, all work areas under their control, both inside and outside (in the case of sports activities and field trips etc.) are to be risk assessed. Records in writing are to be kept of all risk assessments and they are to be reviewed at least yearly.

Proportionality

Any risk assessments that are undertaken must be 'suitable and sufficient'. This would include ensuring that the effort placed into the assessment is proportional to the risks involved. Minor hazards will require minimal effort devoted to their assessment whereas significant hazards may need considerably more time. It is important for assessors to know their limitations when assessing risks and to call in expert help when this is required.

The process of risk assessment

The general process used in risk assessment is to follow several 'steps', namely:

1. Identify the hazards
2. Evaluate the risks
3. Implement control measures
4. Record the findings
5. Monitor and review the assessment

Although different organisations have different ways of doing things, 'the five steps' above are the core processes that will always be followed.

1. Identify the hazards

This step will form the basis of all the risk assessments that are subsequently carried out. The aim is to systematically identify all the significant hazards that exist from work activities. If the hazards are not identified during this stage, no risk assessments can be carried out. It is at this stage where the time spent planning the assessment starts to pay dividends.

2. Evaluate the risks

A risk rating score is commonly used to assist in carrying out the risk assessment and to help decide what action, if any, is required.

The overall risk rating score will provide an indication as to the level of risk associated with work activities and will help to decide whether the risk is 'acceptable'. It can also be used to prioritise actions to enable resources to be directed to control activities that pose the greatest risk.

The scoring system should only be used as a tool for evaluating the level of risk. There will be situations where it may be necessary to reach a decision without the scoring system or where adaptations have to be made.

3. Implementing control measures

A hierarchical process must always be followed when implementing control measures. Using the first available measure you must, where reasonably practicable to do so:

- ◆ the risk is best controlled by removing the hazard;
- ◆ the activity or process should, where practicable, be substituted with one that is less risky (although a new risk assessment will be required);
- ◆ the risk can be controlled at source by providing guards, enclosures, extract systems etc;
- ◆ safe systems of work are normally used in combination with other measures;
- ◆ adequate instruction, information and training should always be provided;
- ◆ adequate levels of supervision must be provided to ensure that control measures are being used;
- ◆ personal protective equipment should be provided as a last resort.

Priority should always be given to measures that protect the whole workforce. The removal of the hazard from the workplace involves the least effort to manage effectively whereas the provision of personal protective equipment involves the greatest.

4. Recording the findings

It is important to record the *significant* findings of the risk assessments to ensure that:

- ◆ the assessment can be properly reviewed at the appropriate time;
- ◆ an accurate record is made of the assessor's observations and decisions;
- ◆ the employer's legal duty is complied with.

Once the findings have been recorded, they must be communicated to employees. The information should be relevant to the work activities of the employees and they should not be faced with a wealth of irrelevant risk assessments for work activities that they will not be carrying out. All staff will, however, need to be aware of the findings of risk assessments on emergency procedures such as fire and evacuation.

Special attention should be paid to ensure that relevant information is provided to all employees including temporary employees, agency workers and trainees.

5. Monitoring and review

As work activities are dynamic and liable to subtle changes, the circumstances surrounding the original risk assessment may also change. It will, therefore, be necessary to monitor and review the risk assessments at specified intervals to ensure that they remain valid. Monitoring of the assessment should be carried out regularly depending on the level of risk to ensure that the control measures are still in place and working as intended.

There is no official guidance as to when a review of the assessment should take place but a review should normally be undertaken:

- ◆ when circumstances surrounding the assessment change and it is no longer valid;
- ◆ on a regular basis that should be determined when undertaking the original assessment;
- ◆ when a period of time has elapsed – six months to a year for example.

Stress Prevention and Management

Introduction

The School recognises the potential for psychological stress in the workplace to become a hazard to health. In doing so, we are fully committed to doing everything we can to ensure that members of staff are not made ill by aspects of their work.

This policy is in two parts: prevention and management. The most desirable option is of course stress prevention, but it is to be accepted that there may well be a need for the management of stress at some point.

An overview of stress

Definition

The Health and Safety Executive define stress as being:

“The reaction that people have, who are exposed to excessive pressures or other types of demand placed upon them, to the extent that they feel they are unable to cope”.

Stress may be defined as a response on the part of a person to a situation where they are unable to cope with demands imposed upon them, leading eventually to incapacity and illness. Stress also has organisational facets indicative of fault lines within an organisation.

How does stress occur?

It arises when people worry that they cannot cope. Broadly speaking, there are two features of stress: physical effects and behavioural effects:

Physical Effects	Behavioural Effects
• Headaches • Digestive problems • Blurred vision • Aching neck and shoulders • Dizziness • Tiredness • Raised blood pressure • Lowering of resistance to infection	• Mood changes • Difficulty sleeping • Irritability • Aggressiveness • Panic attacks and anxiety • Poor memory • Poor concentration • Drug use • Increasing eating • Increased alcohol or tobacco consumption

On the whole, these effects are short-lived and cause no lasting harm. When the pressure is removed, there is a quick return to normality. Accordingly, stress is rather different to ill health but when pressures are intense and continue for some time, the effects of stress can be more sustained and lead to longer term psychological problems and physical ill-health. Stress has also been associated with a number of serious ill health conditions:-

- High blood pressure
- Heart disease

- Anxiety
- Depression
- Ulcers
- Thyroid disorders

What causes stress?

Stress is usually caused by problems in one or more of six main life areas:-

- Marriage or other intimate relationships
- Family
- Social Life and Friends
- Housing
- Money
- Work

Each area, however, can act as a source of support and protect us from the effect of other problems. In fact, at any one time these areas may be acting as a source of stress or support – or a mixture of both. Stress within the above situations occurs where:-

- Pressures pile on top of each other or are prolonged.
- People feel trapped or unable to exert any control over the demands placed on them.
- People are confused by conflicting demands made on them.

How does stress happen?

A certain amount of 'pressure' is a normal part of everyday life and where workplace demands and pressures can be met with adequate material and emotional resources it can be regarded as stimulating, productive and rewarding. When demands on the individual outstrip the resources needed to cope then the pressure turns to stress, can become a hazard to health.

Stress prevention

How we will prevent stress from causing personal harm

The best way to tackle this complex problem is to adopt a proactive approach, which by definition means that we will seek to prevent stress from happening in this workplace. We will therefore:

- Provide effective communication systems and an organisational structure that supports and cares for all employees.
- Recruit the most suitable people to jobs and ensure that they are provided with adequate training, clear roles and regularly reviewed objectives and to maximise their potential for career development.
- Ensure there are mechanisms for dealing with harassment, conflicts and grievance.
- Maximise participation, decision-making and teamwork at all levels.
- Promote the highest levels of health, safety and welfare to make our organisation as stress-free as reasonably practicable.
- Review working times and work patterns to offer a work-life balance wherever possible. This will include ensuring that all members of staff take their maximum leave entitlement in actual days off.
- Train managers to recognise signs from employee behaviour that may indicate latent problems related to stress and train all employees about what stress is and how it manifests itself.
- Promote and support equal opportunities policies which ensure that all employees are valued.

Identifying workplace stressors

We will use the risk based approach, as follows:

- Identifying sources of stress in the workplace.
- Controlling the risk at source by any reasonably practicable means aiming primarily to eliminate it and then if not possible to reduce it to a point where it will not harm individuals.
- Monitoring workplace stress indicators.
- Reviewing the effectiveness of this policy from time to time.

The following key areas will initially be assessed, to identify any possible sources of stress. Where they are identified, action will be taken as appropriate:

- The quality and quantity of communications within the workplace.
- Mechanisms for positive feedback and acknowledgement of good work.
- Workloads.
- Abnormally and inherently stressful work.
- Training needs.
- Resources.
- The management of changing situations.
- Absenteeism/attendance.
- Sickness patterns.
- Performance and quality.
- Workplace stress audits, confidentially undertaken.
- Accident and violent incident reports.

Stress management

How we will manage stress if members of staff are affected

Where prevention strategies do not deal with a potential stress issue, we will have mechanisms in place to help alleviate the effects of stress in members of staff. It is our intention therefore to:

- Positively encourage those suffering from stress to acknowledge it and request help. It is recognised this is difficult when a stigma is attached to stress related issues, but initiating early help for a member of staff is reliant on that member of staff reporting that they have a problem.
- Provide confidential counselling and other support to employees through internal and external means where this is required.
- Allow compassionate leave and a high degree of work flexibility during highly stressful personal circumstances.

What members of staff must do

In order to ensure that a developing stress situation can be dealt with in a timely manner, in the first instance, employees suffering from workplace stress should discuss the matter with their line manager. If the line manager cannot be approached, another manager should be approached. Confidentiality and employee rights will be assured.

Ongoing management of stress

In cases where workplace stress has plausibly been a major part of a period of sickness absence, a detailed analysis of the causal factors will be undertaken to determine what measures can be adopted to reduce stress where it is reasonably practicable to do so.

An essential part of the above process is the maintenance of regular (at least weekly) informal contacts by management with employees during long-term absences and in some cases referral of sufferers to a medical practitioner appointed by the School.

Where specific workplace stresses, e.g. working environments, systems of work etc., are identified, we will endeavour to address the issues so far as is reasonably practicable with a view to preventing the recurrence of a stress related problem.

It should be noted that notwithstanding the above, the scope for reducing stress in some situations is liable to be limited and in some cases redeployment to suitable alternative employment (if available) may be the only way to enable a return to work.

In relation to the above, we will encourage employees who suffer from stress to seek external confidential counselling and support irrespective of where the stress is originating from. There will be no dialogue with the counselling provider unless the employee consents in writing.

Any absence from work through a stress-related condition will be regarded as sickness leave, provided it has been properly reported in accordance with this policy.

Third Party Use of School Facilities

When the premises are used for purposes not under the direction of the Headmaster or Director of Finance and Operations then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headmaster or Director of Finance and Operations or the co-ordinator will seek to ensure that all third party users others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the School premises or facilities are being used out of normal school hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a third party user and will comply with the requirements of this section.

When the premises are hired to a third party outside the employ of the Board of Governors, it will be a condition for all third parties using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Governors and that they will not without the prior consent of the Board of Governors:

- (a) introduce equipment for use on the School premises:
- (b) alter fixed installations:
- (c) remove fire and safety notices or equipment:
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the School.

Training

Introduction

Under Section 2 of the Health and Safety at Work Act, the School has a responsibility to ensure that all employees are sufficiently trained in the health and safety issues that affect them while at work. Increased competence of individuals through training helps individuals acquire the necessary skills and knowledge so that they can work safely (both for their own safety and for the safety of others).

Training is also an important way of achieving competence and helps to convert information into safe working practices. It contributes to the School's health and safety culture and is required at all levels, including senior management.

Specific Health and Safety Training Requirements

New employees

Training needs are likely to be greatest at the time of recruitment. New employees will receive basic induction training on health and safety. This will include such things as arrangements for first aid, fire and evacuation procedures, etc. Teachers undertake an induction programme run by the Deputy Head. Non-teachers undertake an induction programme run by the Director of Finance and Operations. Training includes sessions with the Premises Manager on matters of Health and Safety.

Existing employees

Changes in an employee's working environment may cause them to be exposed to new or increased risks requiring further training. The need for further training will therefore be considered when:

- Employees transfer or take on new responsibilities.
- Changes are made to work equipment/systems of work.
- New technology is introduced.

When allocating work to employees the School will ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves and others.

Young persons

The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to the health and safety of all their employees and to identify groups of workers who might be at particular risk. One such group would be young workers, who have left school, but are under eighteen, who are seen as being particularly at risk because of their possible lack of awareness of existing and potential risks, their immaturity and inexperience. As a result the School will, where relevant:

- assess the risk to young people, under the age of 18 years old, **BEFORE** they start work;
- take account of their inexperience, lack of awareness of existing or potential risks, and immaturity;
- take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where it is necessary for their training and only then if:
 - risks are reduced so far as is reasonably practicably; and
 - proper supervision is provided by a competent person.

The outcome of the risk assessment and the extent of the control measures introduced will determine whether significant risk or harm to the young worker remains. In most cases, if compliance with existing health and safety legislation is achieved, the risks to young workers will be adequately controlled.

Refresher training

An employee's competence will gradually decline either from lack of use of their skills or complacency. Therefore training needs to be repeated periodically to ensure continued competency. Information from personal performance monitoring, health and safety checks and accident/incident/near miss statistics can be used to identify when re-training is necessary. Special attention will be given to employees who occasionally deputise for others, since their skills are likely to be under-developed and they may need more frequent refresher training.

Records

Records of all training carried out are to be filed in the relevant employee's personnel file.

The induction process

All new employees of the School are to be taken through the health and safety induction procedure on or as near to as possible their first day of their employment. This is important for a number of reasons.

1. It reduces anxiety and enables the new employee to settle down in their new job more easily and rapidly.
2. It helps the newcomer to develop loyalty to working colleagues and the organisation.
3. It forms the basis for mutual respect between the new employee and his or her supervision/management. It is the foundation of good human relations and develops employee pride.
4. It confirms the general rules and conditions of employment, ensuring that the new employee is made fully aware of the standards required and that breach of such rules and/or standards may result in disciplinary action.
5. It confirms that the School is achieving its objective of complying with its statutory obligations in respect of ensuring the health, safety and welfare of all its employees at work.

On completion of the Health and Safety Induction Checklist, the new employee must sign the completed form, which is then to be filed as a permanent record of their awareness and understanding of the health and safety rules and procedures.

Vehicle Safety

Introduction

Members of staff at the School frequently use School owned maintenance vehicles and minibuses during the course of their work. The lack of safety in the use of all types of vehicles in the workplace causes a large number of deaths and serious injuries per year and the following information is given in order to ensure the safety of members of staff and others. As driving work is obviously carried out away from our work premises, the behaviour and competence of the driver is a major factor in ensuring the safe operation of vehicles.

Use of vehicles

At all times, relevant road traffic laws are to be complied with and frequent rest breaks are to be taken, where a long journey is involved. Should a member of staff feel that they are unfit to undertake a journey, they must inform management as soon as possible, in order that alternative arrangements can be made.

Where staff members use their own cars on School business, the car **must** be insured for business use, to ensure that the driver, passenger(s), third parties and the car itself is adequately covered should an accident occur.

Distraction during driving

Although the use of mobile phones whilst driving has for some time been a high profile issue, there are other similar activities, which can be unsafe such as drinking (soft drinks), eating, or even changing a radio channel. To this end, any action whilst driving which could cause distraction must be avoided.

Use of mobile phones

No member of staff is required by the School to make or receive any call on a mobile phone as the driver of a vehicle, whilst driving. Making a genuine 999 call whilst driving is legal.

Fines

The School will not refund fines or other costs incurred by drivers, during the committal of any road traffic offence.

General safety

- vehicles are not to be driven at any premises or on roads by anyone who has consumed **any** amount of alcohol;
- some medication may impair a driver's ability and employees who are taking medicines of this nature are not to drive vehicles;
- if visiting a pupil's house/pick up point for the first time, ensure that pick up details are confirmed beforehand and are followed at the time of arrival;
- where provided, all site specific rules relating to the movement of vehicles are to be complied with, such as speed limits;
- all accidents, whether or not they cause injury to persons or damage to property, are to be reported to the Director of Finance and Operations as soon as possible after they occur;
- keys must not be left in an unattended vehicle;
- due consideration must be given to parking in as secure an area as possible, particularly where overnight stays are required.

Reversing of vehicles

- reversing vehicles can be particularly hazardous;
- always check behind your vehicle before reversing - if necessary, ask someone to watch the area into which you will be reversing, to warn you if you are about to collide with an obstruction. If you use a guide, ensure they can be seen at all times whilst manoeuvring;
- ensure rear view mirrors are clean and properly adjusted at all times.

Serviceability of vehicles

The vehicle should be kept in a well maintained state at all times, with user checks carried out as per the manufacturer's recommendations. If the serviceability of the vehicle is in doubt, it is not to be used until it has been repaired.

Breakdown procedures

Standard breakdown procedures are to be followed where necessary. Each minibus is provided with these procedures and an accident and breakdown procedure is kept in the School Office.

Dealing with 'road rage'

- if threatened by another driver, do not retaliate by flashing lights, sounding the horn or making rude gestures, this only attracts a response and will often make a situation worse;
- if forced to stop, stay in the vehicle with windows closed and doors locked and be prepared to drive off;
- if necessary, use your mobile phone to contact the police for assistance;
- note the registration number of the vehicle, and the make and colour, plus a description of the driver and occupants.

Unsafe situations

If you feel that a driving procedure cannot be carried out in complete safety, do not continue. Members of staff are not required to put themselves at risk at any time whilst driving on behalf of the School.

Competence of drivers

Members of staff will not be allowed to drive any School vehicle until they have been on a supervised 'test' drive, which may be up to three separate, one-hour periods on public roads, being supervised by the School Transport Manager. At the end of the test drives, a judgement will be made as to the competence of the driver.

Further information

Please refer to the School Minibus Policy.

Lone working

We must take reasonable steps to ensure the safety of members of staff whilst working away from the premises. In essence, it relies upon a shared duty, as follows:

Employer's responsibilities

The School will ensure that lone and mobile workers are able to work safely. Accordingly, before members of staff carry out work away from the normal workplace, the School will ensure that:

- a comprehensive risk assessment of the work activities has been carried out and has been seen and understood by the relevant employee;
- all members of staff have read this policy document and have seen and understood all relevant safe working procedures;
- staff have received appropriate training, where necessary;
- a means of communication is provided.

Employee's responsibilities

Lone and mobile workers, like other employees at work, are obliged to take reasonable care for the health and safety of themselves and of other persons, which essentially may be achieved by:

- not taking risks or short cuts, which may incapacitate themselves;
- informing the Director of Finance and Operations of any illness, which they feel could render them vulnerable to injury or illness if working alone;
- being aware of their own safety and understand that they should avoid a situation in which they do not feel safe.

Visitors

Introduction

Access to all areas of the School operations is controlled and non-employees are normally escorted at all times. It is the School, as the host organisation that is responsible for their safety whilst in their care, particularly with a view to emergency evacuation.

Parking

Visitors vehicles must be parked in such a way as to not obstruct access or egress and so that they do not create a danger to the School's employees or other persons.

On entry

Visitors to the School will normally enter the building at Reception and will then be collected by their host. All visitors must sign in before entry onto School premises and their ID must be checked. Other appropriate means may be employed, but the host is responsible at all times for ensuring the safety of their guest and once they have received their guest, must ensure they remain escorted for the rest of their visit.

On leaving

Visitors must be escorted to reception and their host is to ensure the visitor signs out before leaving the premises. If this does not happen, the host must sign out on behalf of the visitor, so that it is confirmed that the visitor has left the premises.

Security

No items may be removed from the premises without the express permission of a member of the Senior Leadership Team. The School reserves the right to search briefcases, packages, vehicles, etc. belonging to visitors.

Visitors' responsibilities

1. Observe our rules and instructions relating to health and safety in order to ensure not only their own safety, but also that of others.
2. Where necessary, use any personal protective equipment, clothing or safeguards provided on site.
3. Report any accident, incident or near miss, to their host.

Emergency evacuation

1. Visitors must be made aware of the fire evacuation procedures and in the event of an emergency, must follow any instructions given to them by any member of staff.
2. Visitors must comply with all health and safety information signs.

Radioactive Sources held at the School

The School adheres to the guidelines contained within the following legislation and guidance documents:

- The Ionising Radiations Regulations 2017 (IRR17), made under the Health and Safety at Work etc. Act 1974.
- Managing Ionising Radiations and Radioactive Substances (CLEAPSS Guide L093 (2019))
- Radiation Protection in School Science: Guidance for Employers (CLEAPSS Guide PS046)

Low-level radioactive sources are used in most secondary School science departments for teaching purposes. The School ensures that radioactive substances are accounted for, stored properly, handled safely and monitored regularly. The School is registered with the HSE and licensed to hold sources with a maximum total activity of 1.2 MBq; we currently hold ~ 0.9 MBq.

The appointed Radiation Protection Adviser (RPA) at the School is Mr Samir Moezzi and the Radiation Protection Officer (RPO – our first line contact) is Mr Philip Jones (*Hooked on Physics Ltd*). The Radiation Protection Supervisor (RPS) is Mr Simon Wood, Head of Physics. The School receives monitoring visits every three years and Mr Simon Wood maintains the file of reports.

Authorised staff for work with radioactive materials are: Mr S Wood, Ms Julia Parkes, Mr N Jobling and Mrs F Picken.

Other authorised staff who have access to radioactive materials is the Premises Manager (Mr M Swift).

Key documents are located as in the table below:

Standard operating procedures: Document location	
Document	Location
Radioactive source history	Science staffroom
Use log for radioactive sources	Radioactive materials store
Monthly simple check log book	Science staffroom
Audit record for radioactive sources and store	Science staffroom
List of authorised users of radioactive sources	Science staffroom
List of radioactive sources held	Science staffroom; copy in Radioactive materials store

CLEAPSS risk assessments are kept in the Science staffroom

Name / reference no. of source	Radionuclide / chemical name	Original activity	CLEAPSS model risk assessment number
Cup source	Am-241	185 kBq	8a
Cup source	Sr-90	185 kBq	8a
Cup source	Ra-226	185 kBq	8a
Thoriated welding rods	Th-232	30 kBq total (10 x 3 kBq)	15
Smoke alarm 1	Am-241	33 kBq	2
Smoke alarm 2	Am-241	33 kBq	2

Health and Wellbeing addendum for EYFS

To ensure the health and wellbeing of our youngest pupils the following additional information must be taken into account in addition to guidance within the school Health and Safety policy.

First Aid and Accidents

1. At least one person who has a current Paediatric First Aid Certificate must be on the premises and available at all times when children are present. This includes during after school activities and evening events.
2. There must be a Paediatric First Aid trained member of staff available to accompany children on outings.
3. Anyone who might be in sole charge of the children for any period of time, must hold a current Paediatric First Aid Certificate.
4. Stafford Prep School aims to take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.
5. There is a first aid box accessible at all times with appropriate content for use with children.
6. A written record of accidents or injuries and first aid treatment is kept by EYFS staff.
7. Parents and/or carers must be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable. This should include detail of any first aid treatment given.
8. RIDDOR and local child protection agencies must be informed of any serious accident, injury to, or the death of any child while in our care. Any advice from those agencies must be acted upon.

Health and Wellbeing

1. If children become unwell during the course of the day the necessary steps will be taken to ensure promotion of the good health of all the children.
2. Any concerns about the child's illness will be discussed with the School Nurses.
3. Parents will be asked to collect their children to be cared for at home.
4. In the event of parents being unable to collect then the child may be transferred to the medical room for supervision by the School Nurses if they are available.
5. Every attempt will be made to prevent the spread of infection.
6. The School Nurses will liaise with the Health Protection Agency if necessary to ensure correct procedures are adhered to in the case of an outbreak of an infectious disease.

Administration of Medicine

It is our aim to support children with medical needs as much as is practicable if they are fit to be in School.

When children require medication parents will be required to provide adequate information with regard to the medication and potential side effects.

All medicines must be in their original container with the accompanying information leaflet and must be clearly labelled with the name of the child.

Medicines will be stored in a lockable cabinet away from all the children.

EpiPens and Inhalers must however not be locked away whilst children are on the premises. They are to be accessible at all times.

Training may need to be provided for staff where the administration of medicine requires medical or technical knowledge. e.g. EpiPens and inhalers.

Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.

A written record will be kept for each that states each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

A record must be kept using the 'Parental Agreement for School to Administer Medication' Form 3A as stated in the main policy. Please refer to the main School policy on The Administration of Medication in School.