

Philpots Manor School



Health & Safety Policy

Unit 1

Statement of Intent Organisation Arrangements

Approved by:	SLT	Date: October 2023
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Section 1

Health and Safety Policy Statement

Statement of Intent

- Philpots Manor School (hereafter known as “the School”) places the highest priority on ensuring, so far as is reasonably practicable the health, safety and welfare of its pupils, employees, parents, helpers, contractors and members of the public who may be affected by any school activities.
- The School will conduct all its activities in a manner which complies fully with the requirements of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant health and safety legislation.
- The School is committed to safeguarding and promoting the welfare of children and young people and will provide appropriate instruction and training to staff and volunteers in order that they share this commitment.
- The School will encourage the full support and commitment of all school employees and helpers to comply with their own health and safety duties through effective consultation, communication and training.
- The School will publish its Health & Safety Policy (“the Policy”) and any subsequent revisions and copies will be made available on the google drive.
- The Policy contains: Unit 1: a general policy statement of intent, an organisation section, and an arrangements section. Unit 2: a detailed procedures section. The relevant sections of the Policy will be made available to all members of staff on induction and as stated above.

The School will:

- Provide a safe place of work, so far as is reasonably practicable, for all pupils, helpers and employees, also for any other persons who undertake appropriate functions on the premises.
- Take appropriate steps to ensure, so far as is reasonably practicable, that all school buildings and accommodation are maintained to minimise risks to health and safety.
- Provide and maintain all necessary welfare facilities for pupils, staff and helpers and, where appropriate, parents, contractors and members of the public.
- Ensure that all necessary risk assessments are undertaken.
- Ensure that any accidents, incidents and near misses are fully investigated with the purpose of taking remedial actions to eliminate or reduce the likelihood of re-occurrence.
- Ensure that all staff and helpers receive appropriate training to enable them to understand the health and safety duties placed on them and ensure records of health and safety training are maintained.
- Ensure that all necessary supervision is provided for employees and pupils; in particular, for pupils involved in school trips and activities outside the school premises.
- Provide any necessary information, instruction and training to enable work tasks to be undertaken without risk to health and safety, so far as is reasonably practicable.
- Provide plant, equipment and materials which may be used without risk to health and safety, so far as is reasonably practicable, when properly used, handled, set, maintained or dismantled.
- Organise and control the handling, use, storage and transport of articles and substances to ensure, so far as is reasonably practicable, the reduction of risk to health and safety.
- Ensure that appropriate safe systems of work are devised and recorded and that employees work in a way to promote their own and other people's safety.
- Provide all necessary resources in order that requirements of the Policy may be carried out.
- Value and empower all of our employees to achieve a positive and practical health and safety culture.
- Consult with staff on all matters regarding health and safety.
- The school will publish its Health & Safety Policy ("the Policy") and any subsequent revisions and copies will be made available on the google drive.

This policy will be reviewed at intervals not normally exceeding one year.

Signed

Steven Ogilvie - Proprietor, Philpots Manor School

Date

Section 2

Organisational Responsibilities for Health and Safety

Organisation Details	
Trading Name	Philpots Manor School Limited
Business	Independent School for Children with Special Educational Needs
Company Type	Private Limited Company
Company Number	00773122
Address	Philpots Manor School
	West Hoathly
	West Sussex
	RH19 4PR
Telephone No.	01342 810268
Facsimile No.	01342 811363
E-mail address	info@philpotsmanorschool.co.uk
Number of Locations	1
No of Employees / Students	75/50
Lead Health & Safety Contact	John Flint - Health & Safety Coordinator
E-mail address	john.flint@philpotsmanorschool.co.uk
External Health & Safety Consultants	Southgate Health and Safety Consultants (Sussex)
E-mail Address	office@sussexhealthandsafety.com

Health and Safety Contacts			
Area	Name	Telephone No/Extension	E-Mail

Board of Directors	Steven Ogilvie	01342 810268/265	steven.ogilvie@philpotsmanorschool.co.uk
Health & Safety Officer	John Flint	01342 810268/275	john.flint@philpotsmanorschool.co.uk
Finance & Facilities Manager	Tracey Hooker	01342 813730	tracey.hooker@philpotsmanorschool.co.uk
Headteacher	Gina Wagland	01342 810268/247	gina.wagland@philpotsmanorschool.co.uk
Deputy Head Teaching & Learning, Outdoor Education	Debra Richmond	01342 810268	debra.richmond@philpotsmanorschool.co.uk
Deputy Head and Designated Safeguarding Lead	Jane Waites	01342 810268	jane.waites@philpotsmanorschool.co.uk
HR Coordinator	Andrea Horton	01342 810268/231	andrea.horton@philpotsmanorschool.co.uk
Administration	Louise Harris	01342 810268/251 or 221	louise.harris@philpotsmanorschool.co.uk
First Aid	See List	01342 810268	
Cleaning	Kirsteen Higgins	01342 810268	kirsteen.higgins@philpotsmanorschool.co.uk
Waste Management	Kirsteen Higgins	01342 810268	kirsteen.higgins@philpotsmanorschool.co.uk
Employee Liaison	Andrea Horton	01342 810268	andrea.horton@philpotsmanorschool.co.uk
Grounds / Caretaker	Simon Cook /Mike Lowe	01342 810268	simon.cook@philpotsmanorschool.co.uk mike.lowe@philpotsmanorschool.co.uk
Catering	Andy Scholes	01342 810268/228	andy.scholes@philpotsmanorschool.co.uk

First Aiders / Fire Marshalls		
Location	First Aider	Fire Marshal
School	Ashleigh Wheeler / Ruth Anne Anthony / Clayton Saunders / Lien Helsen Dan Nunn / Clare Sharpe / Kerry Lusted	Lucy Taylor / Becky Compton / Alex Vansittart
Equine (Stables)	Bethan Stacey / Andi Campbell / Kate Fuller, Mike Lowe	Bethan Stacey / Andi Campbell
Science Block	Nigel Huddleston	Nigel Huddleston / Lauren Peel
Marley Classes	Anna Fidler / Freya Sandford	Anna Fidler / Freya Sandford
Marley Hall	Ming Tang (PE)	Ming Tang
Art / Craft Centre/ Pottery/Studio	Trinette Gordon	Kate Thomson / Elsa Sherlock
Stable Block Classes	Koula Karagkiozoglou / Denise French / Trudi Sutton	First Floor - Paul Butcher / Gordon Blake Ground Floor - Angie Cox / Maria Fernandez
Land Craft	Kirsteen Higgins / Louise Harris	Richard Bucknall
Reception / Office	Kirsteen Higgins / Louise Harris	Louise Harris / Andrea Horton
Wellbeing	Dan Nunn / Clare Sharpe / Kerry Lusted	Clare Sharpe / Kerry Lusted / Dan Nunn
Lower Bungalow	Maria Zourari	Maria Zourari
Gate House	Debra Richmond	Debra Richmond / Sue Cheshire
Farm House	Dan Nunn / Clare Sharpe / Kerry Lusted	Dining Area - Natalie Bugaoan / Karen Palmer
Manor House Ground Floor / Kitchen	Ashleigh Wheeler / Ruth Anne Anthony / Clayton Saunders / Lien Helsen	Andy Scholes
Forest School Hut	Doug Ainsley	Doug Ainsley
Forge / Thrive	Liz Alderson	Elaine Payne / Liz Alderson
	Mental Health First Aiders	

Youth	Clare Sharpe	
Adult	Andrea Horton	

Health and Safety Organisational Responsibilities

Board of Directors

The Board of Directors have overall responsibility for health and safety and in particular for:

- Ensuring that adequate resources are available to implement the health and safety policy;
- Ensuring health and safety performance is regularly reviewed at board level;
- Monitoring the effectiveness of the health and safety policy;
- Reviewing the policy annually.

Management Group

Health and safety is a fixed agenda item at the weekly Management Group meetings. The Management Group of the School is responsible for:

- Supporting the Chair of Directors in the development and implementation of an effective health and safety strategy;
- Assisting in regular reviews of the School's health and safety strategy;
- Ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- Determining health and safety objectives and assigning clear responsibilities for meeting them;
- Allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- Ensuring that health and safety responsibilities are clearly communicated to employees;
- Assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the School's health and safety policy and strategy.

Health & Safety Officer

The Health & Safety Officer is responsible for:

- Supporting the implementation of the School's health and safety policy;
- Co-operating at all times with management in the implementation of and adherence to health and safety policy and procedures;
- Co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance;
- Ensuring that all members of staff are aware of their responsibilities and have received appropriate training;
- Carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters

- Ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Chair of the Board of Directors;
- Supporting and participating in the established system of communication in respect of health and safety within the School;
- Investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;
- Investigating all accidents that occur;
- Displaying the Health and Safety Law poster, a copy of the School's Health and Safety Policy Statement, Employer's Liability Insurance Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure.
- Co-ordinating the School's risk assessment programme;
- Administering the accident investigation and reporting procedure;
- Liaising with the Health and Safety Executive (HSE), the School's insurers and other external bodies;
- Submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- Co-ordinating the health and safety inspection programme;
- Identifying health and safety training needs;
- Providing or sourcing health and safety training;
- Providing health and safety induction training to new employees;
- Identifying the implications of changes in legislation or HSE guidance;
- Preparing and submitting progress reports on an annual health and safety action programme;
- Sourcing additional specialist health and safety assistance when necessary;
- Ensuring the site has adequate fire wardens and first aiders at all times (including initial training and re-certification of first aiders);
- Maintaining records of training (with a copy to the HR Coordinator);
- Basic first aid training will also be arranged every three years by the Health & Safety Officer for all other staff except co-workers who will be trained in-house as part of their induction;
- Completing the Induction Checklist for new starters and long-term temporary employees;
- Conducting display screen assessments for new employees or whenever there has been a significant change in the workstation;
- Keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given;
- Ensuring that any actions arising from the health and safety audits are addressed;
- Acting as lead school liaison contact with external Health & Safety Consultants;
- Will promote and engender a positive health and safety culture throughout the School by personal example.
- Recording any hazardous substances and materials.

External Health and Safety Consultants

The School's external Health & Safety Consultants will:

- Assist the School in the preparation and production of all statutory health and safety documentation, including Fire Risk Assessment, Health and Safety Policy and general risk assessment / Safe Systems of Work.
- Provide external audits of the School's health and safety management systems and offer recommendations for any required corrective actions.
- Provide annual reviews of risk assessments and Health and Safety Policy.

- Be available continuously to provide advice on health and safety matters and update the School on changes to legislation and advise on best practice with the continual aim of improving health and safety standards and compliance.

Teachers / Wellbeing Staff / Catering Staff/ Caretakers / Admin Staff

Each of the above is responsible for the effective management of health and safety within his or her area or function. In particular this includes:

- Ensuring that safe systems of work are implemented;
- Enforcing personal protective equipment requirements;
- Monitoring premises and work equipment, reporting faults where necessary;
- Identifying and reporting health and safety related problems with issues;
- Identifying training needs and communicating these to their relevant Co-ordinator;
- Reporting on accidents and incidents and assisting with any investigations;
- Participating in the risk assessment programme;
- Will promote and engender a positive health and safety culture throughout the School by personal example.

Health and safety is discussed at the teachers meetings with findings reported directly to the Health & Safety Coordinator, who will then report to the Management group on a regular basis.

All Employees

All Employees have responsibilities in respect of health and safety. In particular they will:

- Co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
- Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- Report all health and safety concerns to the Health & Safety Coordinator;
- Assist with the completion of the risk assessment programme.
- Read this Health and Safety Policy and sign to confirm that they have understood and agree to comply with the policies, procedures, safe practices and other advice and instructions contained within it.
- Inform the Health & Safety Coordinator of any training needs they consider are required.
- Immediately inform their line manager of any accident, incident or near miss that occurs.
- Ensure they are totally familiar with all safety and emergency contingencies relevant to their place of work.

Sections 7 & 8 of the Health and Safety at Work Act 1974 require:

- That employees take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- That you cooperate with your employer and others to enable them to fulfil their legal obligations.

- That no person may misuse or interfere with anything provided in the interests of health, safety or welfare.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 requires:

- That equipment and materials must be used properly in accordance with instructions and training.

Fire Marshals

Fire marshals will:

- Participate in all required fire marshal training.
- Know who normally works in their allotted area;
- Ensure that all employees in their area are familiar with their assembly points, and nearest escape routes.

First Aiders

Qualified First Aiders must normally be available to administer first aid, as required by the Health & Safety (First-Aid) Regulations 1981 (as amended) and the National Minimum Standards for Residential Special Schools.

First aid must be obtained by the quickest possible means. To ensure that this is possible a sufficient number of staff have attended an HSE approved 3 day First Aid at Work course and become First Aiders.

In temporary and exceptional circumstances, a qualified First Aider need not be present on the school premises. In such cases, the "Emergency First Aider" [as defined by the Health & Safety (First-Aid) Regulations 1981 (as amended)] will take charge of a situation where first aid or medical assistance is required (e.g. by phoning for an ambulance).

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their relevant Co-ordinator when it is due to expire. First Aiders will also attend annual refresher training. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards and are also available from the HR Coordinator or Health & Safety Coordinator.

First aiders will:

- Act in accordance with their training at all times
- Summon further medical help where necessary
- Look after the casualty until recovery has taken place or further medical assistance has arrived
- Ensure their own safety at all times
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box for which they are responsible is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items from the Health & Safety Coordinator as necessary.
- In case of emergency evacuation, the First Aider will take a first aid kit with them as they leave the building.
- Complete all necessary forms and paperwork relating to the incident/accident they attend

Emergency First Aiders are responsible for:

- Taking charge when a person has been injured or falls ill (in the absence of a first-aider)
- Calling an ambulance where necessary

Emergency First Aiders are not First Aiders and are therefore not permitted to give first aid.

Staff Safety Representatives

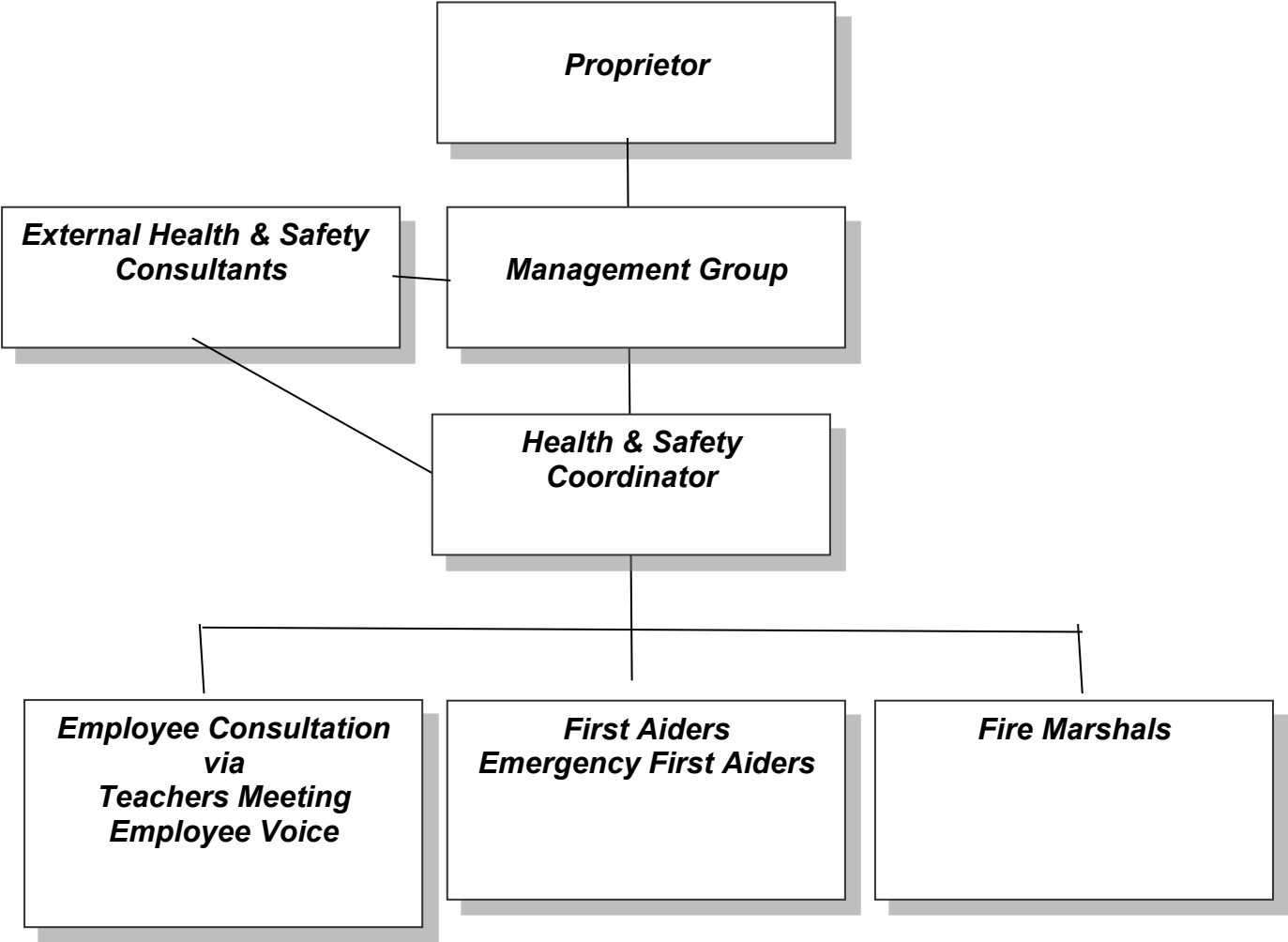
There are no nominated Staff Safety Representatives within the School. All employees have responsibility for their own health & safety and the health & safety of those who may be affected by their work and/or actions.

All employees are encouraged to bring matters of health & safety to the teachers meeting or their line manager.

All employees may liaise directly with the Health & Safety Coordinator on health and safety issues and are encouraged to do so.

All employees may carry out or assist with regular housekeeping inspections for their designated area.

Health and Safety Responsibility Chart



Arrangements for Health and Safety

Access and Egress

Safe access and egress in, around and from The School's premises will be maintained by ensuring that:

- All established routes are kept clear of obstructions and other obstacles which may impede the safe movement of persons in and about the workplace.
- Floor coverings and step treads are maintained in good condition and free from damage such as tears, insecure fixing and other such trip hazards.
- Routes are kept clear of general debris and that when left in a wet or damp condition following cleaning, that appropriate warning notices are displayed until the area is thoroughly dry and that all accidental liquid spills are promptly cleared.
- Routes are kept clear of trailing cables or that purpose designed cable covers are provided.
- All routes are adequately illuminated including the provision of emergency lighting on all established escape routes.
- Secure handrails are provided on all stairways and at all significant changes in floor level.
- All exits on established escape routes are kept internally unlocked whenever the premises are occupied.
- All external walkways will be suitably maintained to avoid trip or fall hazards such as broken or damaged surfaces.
- All external walkways will be kept clear of seasonal hazards such as ice build up and leaf fall.
- Any discharges from damaged pipe work or blocked drains will be promptly cleared and remedial action taken to prevent reoccurrence.
- Suitable precautions are taken to segregate pedestrian and vehicular movements in car parking and movement areas including where appropriate the use of barriers and /or marked walkways.

Accident Reporting and Investigation

When an accident, injury or near miss occurs in the workplace, we all have a legal and moral duty to record the incident.

The School defines an accident as:

“Any unplanned or unexpected event that has the potential to cause injury or property damage”.

It is recognised by the School that injury or damage does not have to occur for an event to be classed as an accident.

The Accident Reporting and Investigation Procedures will help in reducing incidents in the workplace, ensure legal compliance, and reduce the risk of repetition.

It is a requirement that all accidents and incidents (including near misses) are immediately reported to the appropriate supervisory member of staff. This includes accidents or

incidents involving employees, students, visitors, contractors or anyone else affected by the activities of The Company.

- The supervisory member of staff will be responsible for arranging the immediate appropriate interventions following any incident or accident, such as first aid and/or summoning the emergency services and will notify the Health & Safety Coordinator of the event.
- Once first aid treatment has been provided, the first aider must enter the relevant details into Behaviour Watch.
- The Database entry and any other relevant communication will be printed and shared in a file in the Finance office in line with the Data Protection Act and kept for four years.
- An internal Accident/Illness/Incident/Injury/Near Miss Report Form must also be completed by those involved. This form must be given to your relevant Coordinator for investigation purposes within 24 hours and then sent to the Health & Safety Coordinator for investigation.
- When the Health & Safety Coordinator has completed his/her investigations, they will retain a copy of the form for recording purposes. Copies will be placed on the relevant student/employee file.
- The Health & Safety Coordinator will review any appropriate risk assessments with relevant staff and safe working procedures to ensure any further remedial actions are taken.
- The Health & Safety Coordinator will decide if the accident/incident meets the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and complete the reporting if required.

Full details of the School's Accident reporting procedures are to be found in Unit 2 of this Health and Safety Policy.

Alcohol and Substance Abuse

The definition of alcohol and/or drug abuse is to use to such an extent they damage the health, attendance, performance or conduct at work. This policy is not concerned with the social use of alcohol but the School encourages sensible drinking habits and a drug free lifestyle.

Alcohol and drug misuse can affect personal health, social functioning and can impair work capability. The latter can compromise health and safety to the employee and colleagues, contribute to absenteeism, work related accidents and poor judgement which can affect decision making.

For these reasons, employees are not allowed to attend the workplace under the influence of alcohol or illicit drugs nor are they allowed to bring alcohol or illicit drugs onto School premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas as well as internal.

Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises):

- Whilst in the presence of children.
- On-call/standby duties

- Driving whilst on School business
- Working at height
- On-site vehicle operators
- Machinery operators

The School has therefore developed robust procedures to deal with such misuse and full details are to be found in Unit 2 of this Health and Safety Policy.

Asbestos

Asbestos Containing Materials (ACMs) is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications in the past because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Typical examples of where asbestos containing materials may be found include:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids.
- Moulded or preformed lagging - generally used in thermal insulation of pipes and boilers.
- Sprayed asbestos - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts.
- Certain ceiling tiles
- Millboard, paper and paper products used for insulation of electrical equipment.
- Asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks.

Inhaling asbestos fibres can lead to asbestos related diseases - these are mainly cancers of the lungs and chest. Asbestos does no harm provided it is in good condition and remains undisturbed. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled can become a danger to human health.

The School recognises and accepts their responsibilities under the Health and Safety at Work Act 1974 (HASWA 1974), the Control of Asbestos Regulations 2012 (CAR 2012) and all other statutory provisions relating to the control of risks from asbestos. It will comply with all relevant Approved Codes of Practice (ACOP's) and guidance notes issued by the Health and Safety Executive (HSE) in respect of controlling the risk of exposure to asbestos by their employees, students and anyone else that may be affected by their activities.

Full details of the School's procedures regarding the management of asbestos are to be found in Unit 2 of this Health and Safety Policy.

Audits/Monitoring

Regular workplace inspections of the School's premises will be nominated, staff members and any issues or concerns reported to the Health & Safety Coordinator.

The School will undertake quarterly Safety Meetings to review health and safety performance.

The Health & Safety Coordinator will regularly supervise the actions and practices of employees and monitor the School's machinery and general infrastructure to ensure that all working practices, equipment and general building fabric are being undertaken / maintained in a safe manner and in accordance with this Health and Safety Policy. Any concerns which arise from such observations will be reviewed at the School's Safety Meetings and will be monitored for continuous improvement.

All accidents /incidents and near misses will be fully investigated and all findings and recommendations presented for review at the School's Safety Meetings.

The School will employ their retained health and safety consultants to undertake six-monthly external health and safety audits.

The audits will focus on the following components:

- Appropriate management arrangements.
- Adequate Risk Control Systems (RCS).
- Appropriate workplace precautions.

The practical measures taken to assess the School's arrangements to achieve success in each of these core components will be: interviewing, review and assessment of documentation and observation of physical conditions and working practices. The purpose of the audit will be to provide information on the efficiency, effectiveness and reliability of the School's Health and Safety management systems and to offer recommendations for any required corrective actions.

All Health & safety policies and procedures will be reviewed annually.

Catering

The School will provide for the safe and hygienic delivery of catering services, where applicable, in compliance with The Health and Safety at Work etc. Act 1974, The Food Safety Act, the Food Hygiene Amendment Regulation, EU Food Allergen Information for Consumers Regulations and other relevant statutory provisions by the following procedures:

- The School Chef will undertake risk assessments to fully comply with the above regulations; this applies to all facilities whether the provider is our School or a contractor. The School, in overall control of the facilities, is responsible for ensuring that these assessments are carried out.
- Where a contractor is involved, the School's management will monitor their activities to ensure that they are meeting the regulations and are competent to carry out the safe provision of food. It is not the responsibility of the School to carry out the risk assessments for the contractor. However, any deficiency will be brought to the attention of the contractor immediately so that the circumstances can be rectified.
- Warning notices are to be displayed at all entrances to the kitchen stating 'no admittance – except on business'.
- All members of staff dealing with food, including Kitchen staff, Teachers, assistants and Wellbeing staff, attend an appropriate course on hygiene, food hygiene and health and safety at work.
- The Health & Safety Coordinator will ensure that all catering staff are aware of the hazards of their workplaces and of the locations of first aid and fire fighting equipment.

This is also the responsibility of all relevant staff, as above, for their areas of work where food is being handled.

- Machines and equipment that are potentially dangerous must have safety guards or devices which are to be used at all times. Machines or equipment in this category may only be operated by properly trained and authorised staff.
- The Finance and Facilities Manager will ensure that kitchen machinery and equipment is inspected to confirm that it is safe for use. This is also the responsibility of all relevant staff, as above, for all kitchen machinery and equipment in their area of work. Where this machinery and equipment is shared, for example in the Food Tech Class, visual inspections should be completed by the relevant teacher prior to each lesson beginning. Any defects noted must be reported to the Finance and Facilities Manager and maintenance team using the email address maintenance@philpotsmanorschool.co.uk as soon possible. Do not continue to use defective equipment until the fault is rectified.
- The School Chef will ensure the supervision of catering personnel, especially young or inexperienced staff, at all times. Teachers and relevant Wellbeing staff will ensure the supervision of students within their classes or units at all times
- The Health & Safety Coordinator in liaison with the Finance and facilities Manager is responsible for maintaining all health and safety regulations regarding food storage and food preparation.
- The School Chef will ensure that fridges and freezers within the school kitchen are maintained at the required temperatures by testing them on a regular basis, recording results and notifying the Health & Safety Coordinator & the Finance and Facilities Manager if any repairs are necessary to achieve this. Similar checks of all other fridges and freezers in the dining room and kitchen will be carried out and recorded by the kitchen assistants.
- The School Chef will complete regular hygiene audits for the main school catering facility. The Health & Safety Coordinator will carry out similar audits of all other relevant areas within the school.

Clinical Waste

Clinical waste is defined as any waste which consists wholly or partly of human tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs or dressings or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it. This includes other waste arising from the provision of treatment such as disposable clothing, towels, or any other waste which may cause infection to any person coming into contact with it.

Clinical waste is classed as hazardous, as it has properties that may be harmful to persons or the environment.

Any contact with clinical waste carries some risk of infection. Employees are advised to minimise this risk by:

- Dealing with spilt blood, urine, vomit, etc. promptly and appropriately,
- Taking steps to protect children and other staff from contact,
- Avoiding contact while clearing up,
- Using appropriate PPE equipment,
- Washing thoroughly afterwards.

Where spilt bodily fluids are encountered the following steps should be taken:

- The area must be secured or marked out to prevent further accidental contact.
- The staff clearing up must use disposable protective gloves (provided by the School).
- Surfaces must be thoroughly cleaned and disinfected.
- Clinical waste, including any plasters, dressings or gloves used must be sealed into the yellow bags provided and disposed of in the nearest staff toilet sanitary bin available.
- Soiled clothing etc. must be placed in sealed plastic refuse bags and retained and taken home by the student or member of staff. Staff handling soiled items must wear disposable protective gloves.
- Used disposable gloves and contaminated cleaning materials should be double bagged in plastic refuse bags and disposed of.
- Check own shoes and clothing for contamination and deal with as necessary.
- Wash hands, etc. thoroughly using an anti-bacterial hand wash / sanitiser.
- Where there has been substantial accidental contact with bodily fluids, those affected should remove contaminated clothing where possible or clean as thoroughly as possible. Where alternative clothing is not available it may be necessary for the person affected to go home.
- Where bodily fluids have been ingested, entered eyes or open wounds, medical advice must be sought immediately and an Accident/Incident/Near Miss Report Form completed.

Employees are advised that they can get an up-to-date immunisation against Hepatitis B and Tetanus from their GP. These items should not be chargeable by surgeries because of the nature of the environment that they are working in.

Consultation

The School will comply with its requirements under the Health and Safety (Consultation with Employees) Regulations 1996 by:

- Regularly consulting with employees or their representatives on any issue which may affect the health, safety or welfare of the workforce.
- Acting promptly on any concern or suggestion as appropriate.
- Presenting employee raised issues at the quarterly safety meetings.
- Giving positive feedback to employees.

A member of staff from each of the School's departments will attend the School's Safety Meetings where they will have the opportunity to:

- Discuss concerns about possible risks and dangerous events in the workplace that may affect the health, safety or welfare of employees.
- Raise any general matters affecting the health, safety and welfare of employees.
- Review any matters raised at previous management safety meetings.
- Receive briefings by management on any forthcoming changes to health and safety arrangements within the school.

Contractors

The School has a duty to ensure that work activities undertaken by contractors do not alter the conditions or impede the provision of a safe place of work for its employees and the health and safety of students and visitors.

Contractors will be required to produce suitable and sufficient risk assessments for all of their activities and act within the recommendations of such risk assessments at all times.

Contractors will be required to familiarise themselves with those parts of the School's Health and Safety Policy as affects them and that appropriate parts of the policy are communicated to their own employees. This will equally apply to any sub-contractors employed by the prime contractors.

The School's staff will be made aware at all times of the engagement, location and types of work being undertaken by contractors.

The Health & Safety Coordinator will be responsible for checking that any contractors' work areas have been left in a safe condition and that tools and debris removed at the conclusion of works.

All contractors must report to reception and sign in and also notify reception when leaving.

School staff will immediately report any concerns regarding the actions of contractors to their line manager.

Under Regulations 11 and 12 of the Management of Health & Safety at Work Regulations 1999, it is required that, when two (or more) employers share a workplace or when the school subcontracts work to another company or sole trader, it is essential that both parties collaborate to ensure that the Health & Safety requirements of both parties are met. The School also has duties to non-employees under section 3 of HSAWA.

If a project is likely to exceed 30 days or involve more than 500 person-days of work, then it is covered by the Construction (Design and Management) Regulations 2007 (CDM).

It is essential that the school has made appropriate checks, including Disclosure & Barring Service (DBS) Checks where appropriate, on all contractors, prior to them undertaking any work on the premises to demonstrate that the school has taken reasonable steps to ascertain the competence of such contractors.

Projects using contractors vary in size and duration. For projects covered by CDM, the Health & Safety Coordinator may have significant involvement, whereas, for smaller projects, for example, employing contractors for repair or general maintenance, the work may be entirely managed by the Finance and Facilities Manager or School Caretaker.

The Finance and Facilities Manager shall ensure that:

- A list of approved contractors is kept and only these contractors are employed where possible. Where new contractors are needed, appointment is dependent on them meeting the requirements listed in Rules for Contractors and that reasonable steps are taken to establish their competence.

- Contractors are informed of the procedure to evacuate from the school premises in the event of an emergency.
- Contractors are informed of the procedure to obtain first aid attention where necessary.
- The Health & Safety Coordinator is informed whenever any contractor is to work on the school premises. The Health & Safety Coordinator or Caretaker will then inform appropriate members of staff.
- Work equipment is NOT lent to contractors unless there are exceptional circumstances – under such circumstances, it must be ascertained that the work equipment is in good condition (e.g. by a recent inspection report) and that any contractors using it have been adequately trained.
- Prior to any work commencing, the contractor will be informed of any hazards under the control of the school likely to result in significant risks to the employees of the contractors.
- For a project covered by CDM, the Health & Safety Coordinator will ensure that a CDM co-ordinator and a principal contractor are appointed (at the earliest possible opportunity) in accordance with CDM, that reasonable steps are taken to establish their competence and that they will allocate sufficient resources to health and safety.

Full details of the School's procedures for the selection and on-site control of contractors are to be found in Unit 2 of this Health and Safety Policy.

Control of Substances Hazardous to Health

The School will comply with its requirements under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 by ensuring that:

- A register of all products used is maintained together with the appropriate manufacturer's safety data sheet.
- Individual COSHH Risk Assessments are produced for all substances used within the premises. All such risk assessments are brought to the attention of appropriate employees, who will be required to sign a declaration confirming that they have read, understood and agree to follow the instructions and advice contained within such documentation.
- All new products will first be approved by the Health & Safety Coordinator and suitable information and data sheets collected and COSHH risk assessments undertaken before the product is used by employees.
- Products are stored in accordance with the manufacturer's safety data sheet.
- All measures necessary to protect employees from any substance hazardous to health are provided and maintained including the provision of personal protection equipment.
- Suitable protective equipment and clothing is supplied.
- Chemical products are not used in areas where food is being prepared or consumed.
- Any employee who displays any potential adverse reaction(s) to the exposure of any substance will immediately cease working with that substance and be referred for medical attention.
- Appropriate washing facilities are provided adjacent to the place of use of substances including the provision of emergency eye wash facilities.

- All products are stored in ventilated areas and within the temperature ranges recommended in the manufacturer's safety data sheet.
- All spillages are promptly cleaned and all used containers and surplus materials disposed of safely.
- The correct equipment for handling the products is made available.
- Reference is always be made to the COSHH assessment file and the manufacturer's safety data sheets.
- All employees involved in the handling, use or storage of substances hazardous to health have read and signed the appropriate COSHH Risk Assessment to confirm that they understand and agree to comply with the safe practices and advice contained within the document.
- Any employee who encounters a potentially hazardous substance at the School must report the fact immediately to the Health & Safety Coordinator . All staff and students must keep well away from the substance until an appropriately qualified person (under the direction of the Health & Safety Coordinator) has declared it safe.
- Unauthorised staff should not handle hazardous substances under any circumstances. Occurrences or incidents involving hazardous substances must be reported immediately to the Health & Safety Coordinator .

Full details of the School's COSHH procedures are to be found in Unit 2 of this Health and Safety Policy.

Disciplinary Procedures

It is a requirement of the Health and Safety at Work Act 1974 as amended in 2015, Section 7, that all employees take reasonable care of themselves and others who may be affected by their acts or omissions at work and that they must cooperate with their employer and others to enable them to fulfil their legal obligations.

This Health and Safety Policy and other School policies and procedures are provided to offer guidance on the expectations of employees' actions with regard to their health, safety and welfare. Where these policies, procedures and guidance are not complied with, an employee may be referred to the School's disciplinary procedures.

Display Screen Equipment

The School will meet its obligation within the Health and Safety (Display Screen Equipment) Regulations 1992 (DSE) by assessing health and safety risks, providing employees with suitable working conditions for working on display screen equipment (all alpha-numeric and graphic display screens, laptops, microfiche, process control screens and screens used to display line drawings, graphs, charts or computer generated graphics, but not television or film pictures) and to provide appropriate information and training.

Operator/Computer Interface

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment, the School will ensure that the software is suitable for the tasks, the systems display information is in a format and at a pace which is adapted to operators, and that the principles of software ergonomics are applied.

Prevention of Fatigue

Whenever possible, jobs at display screens will be designed to consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands. Where spells of intensive display screen work are undertaken without being integrated with non-screen work, such as data or text entry tasks, employees will ensure that this work is occasionally broken with non-screen work before the onset of fatigue. Short frequent breaks prove more beneficial than long, less frequent ones.

Display Screen and Workstation Assessments

DSE assessments will be undertaken for all "Users" on an annual basis. The assessment will include Posture, Seating, Training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, home working, use of laptops and telephones. The assessment will also take account of health issues such as WRULD's, headaches, eyestrain and other health issues. Any required remedial actions will be taken to reduce all hazards to lowest reasonably practicable level.

User's Eyesight

If an employee feels that their eyesight is deteriorating as a result of their working at the display screen, then upon authority from the Health & Safety Coordinator, the individual will arrange an eye test. Where tests indicate that vision is defective for the distance at which screens are viewed (normally 50-70cm) the employee will be informed and referred to an ophthalmic optician for examination.

The cost of this examination and, if necessary, the supply of corrective appliances prescribed to correct vision defects at the normal display screen viewing distance, will be borne by the School. These additional spectacles for display screen work will be to the design and cost agreed in advance to the School. If employees choose spectacles or lenses to correct distances other than display screen viewing distance the School will only contribute a cost attributable to the requirements of the display screen work involved. If, however, users are prescribed, as results of test, spectacles or lenses to correct eye defects or vision defects at distances other than at which the screen is viewed, the School will not be responsible for the cost.

All DSE workstation assessments will be reviewed on an annual basis or when a workstation significantly changes.

Full details of the School's procedures regarding the use of display screen equipment are to be found in Unit 2 of this Health and Safety Policy.

Drinking Water

The School will provide an adequate supply of wholesome drinking water. Drinking cups or beakers are provided. In the case of non-disposable cups a facility for washing them is provided nearby.

Full details of the School's Workplace Environment policy will be found in the Workplace Environment section below.

Driving and Use of Vehicles

Driving is the most dangerous work activity that most people do, and it contributes to far more work-related accidental deaths and serious injuries than all other work activities.

The Health and Safety Executive now regard existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. Driving any vehicle carries significant risk of injury or death. The School takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstances do so in a manner that minimises the risk, both to the employee and to all others that may be affected by the employee's driving.

The School has produced detailed procedures which cover both driving practices and vehicle safety and are designed to provide sufficient information to enable you to understand how accidents can be prevented notwithstanding the incorrect actions of other drivers or adverse driving conditions.

The school will keep an up to date record of staff driving licences.

Under health and safety regulations there could be serious penalties for the individual and the School in the event of accident/injury resulting from him/her using a hand-held mobile phone whilst driving. Because this is an illegal and unsafe practice, employees are reminded that they must not use hand-held mobile phones (making or taking calls and texting) whilst driving in the course of their work.

All School vehicles will display a no-smoking sign and all employees will observe this.

Full details of the School's Driving and Use of Vehicles procedures are to be found in Unit 2 of this Health and Safety Policy.

Educational Visits

When off-site activities/school trips are to take place, the person(s) responsible for the students during this time must include in the risk assessment the level and nature of first aid needed and the procedure for obtaining any such first aid. In cases of trips which include an overnight stay, it is a school requirement that a First Aider and appropriate first aid equipment are always included.

It is the policy of the School that all off-site visits, including trips to colleges, are carefully prepared in accordance with DfES guidance "Health and Safety of Pupils on Educational Visits" and its appendices.

Where practicable, all new venues should be visited in advance in order to prepare an adequate risk assessment that addresses the needs of the students going to them. Where an advanced visit is not possible, the visit leader should request a copy of the venue risk assessment. The risk assessment, which includes names of staff and children/young people, must be signed by the Health & Safety Officer before the trip is approved. It is prudent to do this well enough in advance to sort out any potential difficulties so that the trip does not need to be cancelled. Any venue which has been visited and copies of a risk assessment are held this can be used as a generic assessment however any changes must

be highlighted in the additional comments section and signed off by department manager and Health & Safety Coordinator.

Weekly trips can be risk assessed in advance for everything except names of staff and children, but these need careful consideration on each occasion to take into account the particular needs/risks of any particular child or combination of children and their individual medical needs. These will still need signing on each occasion by the Health & Safety Officer.

Requiring Assistance When Off-Site

If a child becomes unwell during a trip the first priority should be to obtain medical assistance locally. If you do not have a staff member with First Aid at Work training with you then you should contact a First Aider at the college or venue you are visiting. If necessary you should call an ambulance.

You should also call the school office to ensure that other relevant people are informed. In the case of minor illness or accident this would be the class teacher. In the case of serious illness or accident, in addition this would include parents, Head of Education and Health & Safety Coordinator.

You should have adequate staffing to ensure that all children/young people can be looked after in the event of illness or accident. Usually this will need at least two members of staff.

Medications When Off-Site

In the event that a student requires medication to be administered during an offsite visit/trip whilst in the care of the school and its staff, please follow the procedures set out in the School's Administration & Storage of Medication Policy.

Further guidance in the planning and undertaking of educational trips will be found in the School's Offsite Activities / School Trips policy and procedures in Unit 2 of this Health and Safety Policy.

Electrical Safety

The Electricity at Work Regulations 1989 was introduced to ensure that precautions are taken against risk of death or personal injury from electricity in work activities. All electrical work undertaken will conform to these Regulations. The Regulations address a number of different aspects to the achievement of electrical safety, which may be summarised as follows:

- Planning and design;
- Installation;
- Commissioning;
- Use;
- Routine maintenance and fault repairs;
- Dismantling at end of required life.

Within the Regulations are specific guidelines for the requirement of suitable 'hardware', i.e. the components used to make up electrical systems and also for safe systems of work. Furthermore, the Regulations impose general requirements to ensure that all

electrical systems are, first, of such construction and, second, are maintained so as to prevent danger.

The school will ensure, through planned preventative maintenance, that:

- Mains supplies are inspected and checked for breaks, clean and tight connections and loading;
- Plant and equipment is maintained according to the manufacturers and installers guidelines;
- Appropriate warning and safety signs will be posted alongside plant, equipment or supplies.

In view of the dangers represented by electricity it is extremely important that electrical work, other than small tasks such as the changing of light bulbs, is undertaken only by those with the expertise (in the form of technical knowledge, experience, skills and competence) to do so, in all aspects of the job or task. Such work is often assigned to contract electrical engineers, and work must conform to the Regulations in every respect.

Portable Appliance Testing (PAT)

The School is required by law to test every portable electrical appliance in use. The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system, typically via a 13-amp plug top. Many items which fall within this classification, e.g. appliances, kitchen equipment, DSE, photocopiers, etc., and the items, their leads and plugs will be tested on an annual basis by the School Caretaker using approved testing equipment. The Finance and Facilities Manager will arrange the testing.

The results of these tests will be logged using a PAT Testing Inspection Record & Results Form and a self-adhesive label must be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item must be removed immediately for repair or replacement. These tests represent a legal requirement and the Environmental Health Officer is entitled to call on-site without notice and demand to see the log sheets and evidence that the required tests have been carried out.

The School will ensure that this required testing is undertaken on an annual basis.

Note: All employees are responsible for ensuring that any new or additional, (purchased, loaned or hired) portable electrical appliances brought onto school premises, including those which are the property of students, are PAT tested prior to use on site.

Full details of the School's procedures regarding electrical safety are to be found in Unit 2 of this Health and Safety Policy.

Emergency Procedures

Emergency procedures are covered in the Fire Safety section below.

Equestrian Safety – Horse Riding

The School will ensure that its pupils:

- Receive correct training from suitably qualified Instructors
- Are able to demonstrate an understanding of horse behaviour
- Are supervised based on the pupil's developmental and skill level
- Are matched with horses suited to the pupil's developmental ability and size
- Wear suitable approved PPE for the activity they are undertaking

Pupils will have:

- Cognitive capacity to anticipate, recognise and react to potential hazards
- The ability to follow directions of a responsible adult
- Good judgement to be responsive and minimise risk

Note: Children with special health care needs should be evaluated by appropriate medical personnel to determine if therapeutic riding is a suitable and appropriate activity.

Teachers will:

- Be responsible and a good role model
- Promote safe practice for all activities based on current equine industry standards and the individual's abilities
- Report any concerns regarding horses or equipment immediately to the Yard Manager
- Respond to line manager's assessment of accident reports appropriately
- Promote education of children with regard to equestrian safety

General Safety Guidance

The Rider will:

- Be suitably attired, using the correct PPE for the activity that is being undertaken as outlined in the equine risk assessments.
- Follow instructions at all times.

Equipment

- All tack is to be kept in good repair, with the Yard Manager responsible for the safety and condition of equipment and its regular care and maintenance.
- Stirrup irons should be of a size that allows the foot to slip in and out freely.
- Riding helmets are of current standard and fitted correctly for each student by a competent member of the equine team.
- Riding boots are kept in good condition, with older pairs monitored and replaced when no longer suitable.

The Horse

- All horses onsite are specifically chosen for their temperaments and suitabilities for the work required. They are all assessed and worked by staff before any students are allowed to undertake any activities (riding, leading, grooming, etc)
- Riders are matched to horses that are within their handling capabilities and experience.

Expectant, New & Nursing Mothers

The Management of Health and Safety at Work Regulations require employers to carry out a specific risk assessment where women of child bearing age or new and expectant mothers may be at risk from a work process, working condition or physical, chemical or biological agent.

Definition

A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child".

Reporting

- You should inform your line manager as soon as pregnancy is confirmed in order to establish that it is safe to continue employment in the existing role throughout the pregnancy.
- Pregnant employees will continue to be employed in their existing jobs unless a risk assessment has identified that the job is potentially unsuitable due to danger to the employee or the unborn child.

Specific Risks During Pregnancy

- Most general light office activities present no risk to the expectant mother. However, some tasks such as lifting of heavy items and stretching and reaching, must be avoided.
- Working with any chemicals must be covered by a COSHH assessment, which must take into account special risks associated with pregnancy. Exposure to any chemicals known to cause problems and identified with appropriate risk phrases, must be specifically prohibited. These include known carcinogenic substances which are listed in Appendix 5 of EH40 – Workplace Exposure Limits, published by the HSE and revised annually.
- The use of any chemicals listed in Table 1 of EH40, must be avoided. Chemicals listed in Table 2 of EH40 should not have any adverse effects when used up to the occupational exposure standard but to limit anxiety, exposure will be reduced as low a level as is reasonably practicable or avoided completely.
- Working with lead and mercury has been identified as a significant hazard and must be suspended during pregnancy.

Other hazards of special consideration for this group include:

- Children who display aggressive behaviour
- Noise
- Vibration
- Ionising radiations

- Non-ionising radiations
- Temperature extremes
- Physical fatigue
- Biological agents

Help on the assessment of risks during pregnancy may be obtained through the Head of Education

Elimination of Risk

If the School considers that there is a danger to the employee or the unborn child, the existing job will be modified so as to eliminate the risk wherever possible. If this is not possible, the relevant line manager must be contacted for further advice.

A specific risk assessment form for expectant, new or nursing mothers will be found in Unit 2 of this Health and Safety Policy.

Fire Safety

The School will conduct and maintain a fire risk assessment to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

These obligations are of particular relevance at the time of any consultation with the Fire Authority on subjects that were originally contained within the fire certificate. The School's insurer will require a suitable and sufficient risk assessment to be undertaken.

The fire risk assessment will focus on:

- Identifying potential fire hazards
- Identifying who could be at risk in the event of a fire.
- Evaluating the level of risk from the fire hazards and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures).
- What needs to be done to mitigate the risk?
- Recording the assessment and communicating information to persons at risk.
- Confirming that an appropriate process is in place to review and monitor the control measures.

The Health & Safety Coordinator will also ensure that:

- All fire call points are identified and weekly call point tests (different call point every week) undertaken and recorded.
- Adequate and suitable fire extinguishing appliances are provided and maintained.
- Suitable means of fire detection and signalling of the presence of fire is provided and maintained.
- Adequate means of escape are provided and maintained.
- Suitable signs designating fire-fighting equipment and means of escape are provided and maintained.
- Fire training is provided to employees.

- Evacuation drills are undertaken at all of the School's premises at least three times a year (once per term) and the results recorded.
- Suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

The School will liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage.

Full details of evacuation procedures and fire safety routines will be found in Unit 2 of this Health and Safety Policy.

First Aid

The School will comply with its requirements under the Health and Safety (First Aid) Regulations 1981 by ensuring that qualified First Aiders will normally be available to administer first aid, as required by the Health & Safety (First-Aid) Regulations 1981 (as amended) and the National Minimum Standards for Residential Special Schools.

First aiders will:

- Act in accordance with their training at all times
- Summon further medical help where necessary
- Look after the casualty until recovery has taken place or further medical assistance has arrived
- Ensure their own safety at all times
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- Ensure that the first aid box for which they are responsible is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items from the Health & Safety office as necessary.
- In case of emergency evacuation, the First Aider will take a first aid kit with them as they leave the building.
- Complete all necessary forms and paperwork relating to the incident/accident they attend

First Aid - Accident Procedure

- Any employee needing first aid, for themselves or someone else including students or visitors, must contact a First Aider from the published list, found on the wall in the Teachers Room, Reception and other notice boards throughout the school, or the School Health & Safety Coordinator without delay.
- If a visitor or a contractor is present on school premises and will not always be accompanied, that visitor or contractor will be advised to contact Reception if first aid is required or they will be informed of the alternative arrangement on commencing their visit/work day.
- Where any employee or student has received a blow to the head, a first aider or the School Health & Safety Coordinator must be consulted without delay. The First Aider or the School Health & Safety Coordinator will make an assessment as to the seriousness of the injury and what treatment is required. In all cases either the employee or the parent/guardian) will receive guidance regarding the injury.

- If the accident is serious the first aider will decide if an ambulance should be called and reception will be immediately informed. The first aider or the School Health & Safety Coordinator will remain with the casualty and brief the ambulance service on the situation. If an ambulance has been called or the person has been taken to hospital, at any time, the First Aider must inform the Health & Safety Coordinator **WITHOUT DELAY**, who will then contact any relevant staff or agencies.
- The risk of infection from undertaking first aid care is extremely small; however it is recommended that first aiders apply gloves before giving first aid. (See point 4 below re dealing with body fluids).
- An employee may use their private car to transport a casualty to hospital (provided they are authorised by the school and are personally insured to use their private car for business purposes), but should normally be accompanied by another responsible adult whose role will be to supervise and/or assist the casualty. If an ambulance is not required, then a taxi may also be used.
- If the accident was caused by a hazardous substance, the material safety data sheets must be made available to the ambulance service.
- The First Aider will notify the School Reception and the Health & Safety Coordinator .
- The First Aider will request supplies from the Health and Safety office to re-stock the first aid kit/box.

NB: Where prescribed or non-prescribed medication including controlled drugs are required to be administered, please refer to procedures contained in “Administration & Storage of Medication” in Unit 2 of this Health & Safety Policy for information on who is authorised by the School to administer medication.

First Aid - Illness Procedure -

- If a student becomes unwell during the school day a First Aider/responsible adult will be called and they will assess whether the student is well enough to stay at school. Arrangements will be made to care for them in school until they can be collected if it is assessed that they need to go home.
- If a member of staff becomes unwell and needs to leave the premises a first aider will be called to assess whether they can leave without assistance, and by what means. The member of staff or first aider if the member of staff is incapacitated will inform their line manager immediately and cover will be provided where necessary.

Dealing with Body fluids

- The person carrying out the cleaning should ensure that all cuts or abrasions on their skin are fully covered with waterproof plasters. They should wear either disposable latex/nitrile gloves or waterproof household rubber gloves and plastic aprons.
- To avoid any possibility of infection being spread to others, spillages of vomit, urine and excreta should be cleaned away immediately using a detergent and hot water solution. Disposable cloths should be used. When finished place cloths, gloves and apron in a yellow plastic bag and dispose of in a sanitary bin.
- If there is contamination with blood, cover the area with paper towels and allow the towels to absorb as much as possible, place in a yellow plastic bag. Clean the area with haz tab granules or a chlorine solution - made up as per instructions in the biohazard spill kit. Scoop up and put residue in yellow plastic bag. Place plastic bag in sanitary bin.

- If any members of staff are concerned they may have been in contact with body fluids of a person who may possibly have a blood borne infection (Hepatitis B, Hepatitis C or HIV) they must contact the medical centre for advice as soon as possible.

Hand Tool Safety

The School is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

Hand tools come under the remit of the Provision and Use of Work Equipment Regulations and full details of appropriate safety precautions to be taken in their selection, use and maintenance will be found in the section: Maintenance Provision and Use of Work Equipment in Unit 2 of this Health & Safety Policy.

Health Surveillance

The School will comply with its requirements under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended in 2004, Regulation 11 by:

- Providing on-going health surveillance to those employees who are exposed to substances known to potentially cause disease.
- Providing health surveillance to any employee who is found to be suffering from an illness or infection which is suspected to be the result of exposure at work to a hazardous substance.
- Ensuring that such health surveillance is undertaken by an employment medical advisor or appointed doctor and that in the case of on-going surveillance that this is undertaken at intervals of no more than twelve months.
- Ensuring that all records of health surveillance are kept for 40 years or offered to the Health and Safety Executive should the School cease trading.

Hot Drinks

Hot Drinks Policy Classrooms and School Grounds

Rationale

- To eliminate the risk of students and staff sustaining burns and scalds as a result of hot drinks in classrooms and school grounds.
- To recognise potential dangers.
- To take action to avoid/remove the danger.
- To eliminate risks and, reduce the risk of accident and injury.

Policy Statement

- All staff must adhere to the Hot Drinks Policy including visitors, students, and volunteers.
- Hot drinks in an open top mug may only be consumed in staff rooms where students are not permitted.
- Students should not be permitted hot drinks in the classroom or outside **unless** it is part of a food tech lesson or an appropriate risk assessment has been undertaken.
- All hot drinks taken out of the staff room into classrooms must be in a sealed drinking cup or be covered by a silicone lid.
- If a student should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the student.
- Hot drinks should not be left unattended in an area where students are present.
- Hot drinks or any form of liquid is not allowed to be next to electrical equipment.
- Any kettles used in classrooms must be emptied of all its contents after use. And fully unplugged from the wall socket.
- No hot drinks may be permitted in playground areas to avoid scalds and burns.

Housekeeping

Housekeeping procedures are covered in the Workplace Environment section below.

Infection Control

Introduction

Standard Infection Control Precautions (previously known as Universal Precautions) represent the standard of care and precautions that should be routinely used in order to minimise exposure to and transmission of potential micro-organisms from both recognised and unrecognised sources.

Standard Precautions are the basic level of infection control practices that when used consistently and diligently reduce the transmission of pathogenic organisms from both recognised and unrecognised sources. Implementation of standard precautions results in significant decrease in the number of Healthcare Associated Infections (HCAI) ultimately protecting students, staff and visitors. All staff are individually responsible for implementing standard precautions in their own practice to reduce the risk of infection to students, colleagues and themselves.

The key points of the Standard Precautions are:-

- Use effective hand hygiene.
- Wear personal protective clothing when dealing with blood and body fluids, including substances hazardous to health; - gloves, aprons and face masks.
- Treat all blood and body fluids as infected.
- Use and dispose of sharps safely.
- Manage equipment used in the delivery of care, such as thermometers and stethoscopes, appropriately in order to limit the risk of contamination with microorganisms.

- Prompt management of blood and body fluid spillages.
- Dispose of clinical waste correctly and safely- (See Clinical Waste Section).

Full details of the School's procedures regarding Infection Control are to be found in Unit 2 of this Health and Safety Policy.

Kiln Safety

The School is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

Kilns come under the remit of the Provision and Use of Work Equipment Regulations and full details of appropriate safety precautions to be taken in their selection, use and maintenance will be found in the section: Maintenance Provision and Use of Work Equipment in Unit 2 of this Health & Safety Policy.

Ladders and Step Ladders

Advice and guidance regarding the safe use of ladders and step ladders are covered in the Working at Heights section below.

Legionella

Legionella can form in any place where water is stored i.e. central heating tanks, water tanks, and shower heads etc. Legionella is a bacteria/virus that causes life threatening illness affecting the lungs (pneumonia effect) and it can also have a serious effect on other organs.

Under the Health and Safety at Work Act 1974 and in compliance with the Approved Code of Practice (ACoP L8, HSG 274), employers and those in control of premises, must ensure the health and safety of their employees or others who may be affected by their undertaking, this includes the risk of legionella.

The School will take suitable precautions to prevent, manage and control the risk of exposure to legionella by arranging for:

- Periodic legionella risk assessments to be undertaken.
- All identified risks within the risk assessment to be actioned with legionella remedial works.
- Water quality sampling to confirm bacterial presence with legionella testing.
- Ongoing record keeping (legionella monitoring).

A copy of the school's in house monthly water temperature monitoring form will be found in the section: 'Legionella' in Unit 2 of this Health & Safety Policy.

Maintenance Provision and Use of Work Equipment

Introduction

The objective of this policy is to ensure that equipment used at work does not result in health and safety risks regardless of its age, condition or origin.

The School is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

Definition of Work Equipment

- The definition of work equipment is broad and ranges from simple tools to complete installations, e.g. hammers, knives, ladders, drills, photocopiers, floor polishers, man-riders, lifting equipment and vehicles.
- The term 'installation' includes a series of machines connected together such as a conveyor system, a fire sprinkler system, or even scaffolding.
- Private cars are not considered to be work equipment. However, cars which are not privately owned are considered to be work equipment but they will fall within the remit of road traffic legislation i.e. they must have a current MoT certificate and be in a roadworthy condition. Where cars used at work are on private roads they will be governed by the PUWER and this policy will apply.
- Where employees provide their own work equipment then it is the duty of the school to ensure it complies with the regulations, otherwise it will not be authorised for use.
- The definition applies to all new, second hand and existing work equipment.

Scope

- This policy applies to all school employees with responsibility for purchasing or approving work equipment for use at the school's sites.
- It also applies to all employees with a responsibility for the provision and use of work equipment and those with a managerial responsibility for employees using the work equipment to ensure they have the appropriate levels of training and supervision.
- Where school employees are required to use or operate work equipment owned by or leased from a third party or another employer, it will be the duty of their line manager to ensure that the work equipment is safe for use and complies with the general requirements of this policy.

Purchasing New Equipment

- Before equipment is purchased, hired or contracted for use (whether new or second hand) it must be ascertained that it complies with the requirements of UK legislation and EU work equipment directives. This will be included in the specification details of the supply contract and a 'Declaration of Conformity' will be supplied with the equipment. Such purchases must be approved by the Management Group.
- Consideration must be given to how the equipment will be installed, used, and maintained, as well as any specific training requirements for operators and supervisors. The manufacturer will be responsible for providing information on how to install, use and maintain the equipment.

Existing Work Equipment

- Existing work equipment must be assessed to ensure compliance with the PUWER. Other hazards such as manual handling, hazardous substances, electric shock, noise etc., will also be considered.
- The responsibility for ensuring assessments are carried out rests with the Health & Safety Coordinator even where a service level agreement exists with a third party for the equipment.
- Any non-compliance identified by the assessment must be rectified within a reasonable time-scale depending on the severity.
- Records of risk assessment must be kept either by the person responsible for the equipment or through a service level agreement with a third party such as facilities management or service providers.
- In many cases the assessment will already be complete and the only action will be to confirm that all the requirements are being met.
- Any control measures identified will be incorporated into existing operating procedures and related training. These controls must be regularly monitored by the Health & Safety Coordinator .

Monitoring and Audit

- The Health & Safety Coordinator will monitor compliance with this audit by ensuring that all work equipment has been the subject of risk assessment and records are available to confirm this.
- The Health & Safety Coordinator will carry out an annual audit of compliance with this policy and report any non-conformance to the Management Group.
- Specific procedural advice and guidance for using kilns, hand tools, electrical powered tools and abrasive wheels will be found in Unit 2 of this Health & Safety Policy.

Manual Handling and Lifting

The school will comply with its requirements under the Manual Handling Operations Regulations (MHO) 1992 as amended in 2002 by:

- Conducting suitable risk assessment to ascertain whether the lifting process can be avoided, automated or mechanised.
- If this cannot be achieved a further risk assessment for the task will be undertaken including assessing the task, load working environment and individual capability.
- Ensuring that when appropriate, specific training will be provided.

The school will ensure, so far as is reasonably practicable, that all hazards arising from manual handling activities are eliminated where possible and where it is not the risk will be reduced to a minimum.

Risk Assessments

Manual handling operations will be identified and assessments conducted where necessary with results recorded.

The assessment is carried out under four main headings:

- Load
- Task

- Individual
- Environment

Employees are required to report any health problems which may affect their ability to lift safely and also to co-operate with the school.

Following the risk assessment, sufficient training, information, instruction and advice will be provided to ensure that employees can carry out their duties safely.

Full details of the School's Manual Handling assessment procedures and training arrangements will be found in Unit 2 of this Health & Safety Policy.

Mobile Work Equipment

Definition

Mobile work equipment (MWE) is defined as any equipment that carries out work while travelling, or which travels between different locations where it is used for work. Such equipment would normally be moved on wheels, track rollers or skids and may be self-propelled or towed.

Additional Requirements

- **Suitable Seating/Work Platform**

Where people are carried on the equipment, it must be designed for that purpose and have a seat or work platform for the operator and passenger.

- **Falling Objects Protection**

Where there is a risk that articles or materials may fall onto the operator, the cab or workstation must have a protective cage or be strong enough to protect the operator.

- **Restraining System**

Where the operator may be projected from the MWE, it comes to a sudden stop or they may be crushed between the MWE and another structure or floor, there must be a restraining system fitted and used. This will often be a seat belt, but can also be integral to the design of the seat.

- **Roll-over Protection System**

Where there is a risk from roll-over, a suitable roll-over protection bar must be fitted. Measures will be taken to prevent roll-over such as counter-balance weights. For forklift trucks it must be determined if the mast would prevent a rollover, in which case, additional roll-over protection is not required.

- **Unauthorised Start-up**

There must be systems to prevent unauthorised start-up. A key used only by authorised people will meet this requirement.

- **Equipment Lighting**

Where equipment may be used in the dark or in reduced lighting conditions it must have suitable lighting fitted.

- **Fire Extinguishers**

Where escape from MWE may not be easy, suitable fire extinguishers will be provided.

- **Statutory Inspection and Testing**

Dependent upon the type of mobile work equipment, statutory testing may apply.

Noise at Work

The School will comply with the Control of Noise at Work Regulations 2005 and will ensure that such procedures are in place that the risk to the employee from hearing damage is eliminated or reduced to the lowest possible level. Where it is not practicable to alter processes to reduce the noise levels below current legislative requirements, suitable hearing protection will be provided.

Provision and use of ear protectors depends upon the level of noise exposure, and should ear protection be issued to employees then employees will wear those protectors whenever exposed to the noise (if it applies to the action levels). Below these levels, it will not be a legal duty for the employee to wear the issued ear protectors, however, by providing such ear protectors the school has taken action to protect employees when exposed to noise, and, in such cases the school will recommend that they be worn.

All employees required to wear hearing protection will receive training in the correct use of their ear defenders or ear plugs.

The School will ensure that such procedures are in place to maintain permanent hearing protection in good working condition.

The Regulations¹ came into force on 6th April 2006. The new action levels are:

- **Lower exposure action values (LAV):** daily or weekly noise exposure of **80dB (A)** and a peak sound pressure of 135 dB(C).
- **Upper exposure action values (UAV):** daily or weekly noise exposure of **85dB(A)** and:
- **Exposure Limit Values (ELV):** daily or weekly noise exposure of **87dB (A)** and a peak sound pressure of 137 dB(C).

As a guideline, if any employee has difficulty being understood by others at about two metres distance as a result of localised noise, then it will be the School's responsibility to undertake a 'Noise Assessment' to establish whether the exposure is likely to reach action levels and then what action to take. Should this situation arise, inform the Health & Safety Coordinator, who will then take the following steps:

¹Control of Noise at Work Regulations 2005.

- Assess the noise levels and exposure;
- Keep the employees informed;
- Reduce the noise as far as reasonably practicable;
- If action required provide ear protection;
- Periodically review exposure and action.

Full details of the Schools procedures regarding the control of Noise at Work will be found in Unit 2 of this Health & Safety Policy.

Office Safety

Whilst the School understands that the office environment is less dangerous than some other working places, it is committed to ensuring that accidents and incidents remain at zero. To this end, regular housekeeping audits will be undertaken by the Health & Safety Coordinator with administration staff. The results of these audits will be taken seriously and remedial actions considered a priority.

All employees must keep their areas tidy at all times to enable the school to fulfil its health and safety obligations.

Employees must familiarise themselves with the content of the health and safety posters, instructions and information on office related safety topics.

Office equipment, e.g. photocopiers, guillotines, etc., must only be operated according to the manufacturer's instructions.

Any fault, accident or dangerous occurrence must be immediately reported to your Co-ordinator who will take appropriate action. All faults and/or equipment defects must be reported on the maintenance email address, maintenance@philpotsmanorschool.co.uk

Full details of the schools procedures regarding the office safety will be found in Unit 2 of this Health & Safety Policy.

Out-of-Hours and Lone Working

On occasions a member of staff may be required to work alone at the premises or travel and work away from the school's premises.

People who work alone face the same hazards in their daily work as other employees; however the potential for harm is often greater.

Hazards which lone workers may face include:

- Accidents or emergencies arising out of their work and the lack of immediate access to first aid equipment or assistance.
- Fire.
- Inadequate provision of rest, hygiene, and welfare facilities.
- Violence and abuse from non-employees.
- Theft.
- Intruders.
- Inability to summon help and support.

- Manual handling incidents.
- Sudden illness.

Whilst employees have responsibilities to take reasonable care of themselves, it is the duty of the school to organise and control working patterns. Safe systems of work will be instigated after the identification of hazards and the assessment of risk.

Safe Systems of Work

- When the work to be undertaken consists solely of work such as office administration, no special action is required, but if outside normal working hours the notifications relating to such work must be given.
- A risk assessment will be made of the work environment and task to be completed. This may conclude that one person cannot control the risks involved, e.g. employees working in a laboratory or workshop or in remote buildings, etc.
- When the work is to be done during normal working hours, the approval must be given to named individuals for specific tasks (taking into account any known health problems of the individual). If the three conditions given below can be assured, these specified tasks could be allowed for unspecified occasions. However, when the work is to be done outside normal hours, approval may be given only for specific occasions.

In giving approval for lone working, line managers will identify any hazards by completing a suitable and sufficient risk assessment and ensure that:

- all equipment (whether this be laboratory apparatus, machinery, hand tools or even a pair of steps) to be used is in safe working order;
- safe working procedures are available and are known to the employees concerned, they have the training and competence to use the equipment and to follow the procedures, and will not improvise or take potentially dangerous short-cuts;
- the area in which the work is to be carried out is in a condition to permit the work to be carried out safely, e.g. it has adequate space, is tidy and has safe means of access.
- In addition, when the work is to be undertaken outside normal working hours, the manager will ensure that arrangements have been made for checking at agreed intervals appropriate to the nature of the hazards.
- When the work involves the use of equipment for which the hazard is significant, even though the working procedures ensure that the risk is small, either the work will not be undertaken outside normal working hours or arrangements must be made for another employee to be present.
- All out-of-hours and lone working must be formally notified to and authorised by your line manager.
- The Caretaker must be notified of your whereabouts in order that they can check on your safety and contact you in an emergency.
- All employees will make use of control measures and equipment provided to minimise any risks.
- All employees will comply with any safe systems of work and standard operating procedures.
- Working at height must not be undertaken by lone workers.
- When leaving the premises, employees must notify reception and/or the Caretaker.

- All employees must take special care when leaving offices or attending appointments after dark and to remain on guard when travelling on public transport late at night or in remote places.

A copy of the School's Lone Working Risk Assessment form will be found in Unit 2 of this Health & Safety Policy.

Permits to Work

Requirements

The school must observe a safe system of work and this is required for all work situations. The basic steps of all safe systems of work are as follows:

- Correct planning of work activities;
- Selection, provision and use of suitable equipment;
- Provision of properly trained, competent personnel;
- Adequate supervision by properly trained, competent personnel having the necessary authority to control the activities;
- Ensuring that any necessary equipment test certificates and other documents are available;
- Preventing any unauthorised movement or use of work equipment;
- Ensuring the safety of persons who are involved in, or affected by, work operations.

Through the Health and Safety Policy the safe system of work must be effectively communicated to all parties concerned, including contractors.

Permit to Work Systems

These systems are designed to ensure that measures identified when work procedures were designed are actually carried out. They involve the use of specially designed forms which can only be issued by nominated people for a designated period only. All permit to work systems include the following basic principles:

- Isolation of plant and equipment from power and services must be adequate and secure.
- Residual hazards must be identified, controlled and understood.
- The equipment and workplace must be clearly and correctly identified.
- Changes of intent must be prevented.
- Instructions must be written clearly and checked.
- The equipment and workplace can be recommissioned provided that the maintenance and production employees are not in any danger.

Specific Permit to Work documentation has been produced by the School for:

- Electrical Work
- Entry into Confined Spaces
- General Work
- Hot Work
- Roof Work
- Working at Height

Examples of all Permits to Work will be found in Unit 2 of this Health & Safety Policy.

Personal Protective Equipment

In meeting the Personal Protective Equipment at Work Regulations 1992, the school will carry out a suitable and sufficient risk assessment of all activities within the workplace, where it has been identified that PPE will be used as a control measure.

The school will provide suitable PPE to employees who may be exposed to any risk while at work, except where the extent of any risk has been adequately controlled by other equally effective means. Such protective equipment will be without cost to the employee.

It is important that PPE is seen as 'last resort' protection. Its use will only be prescribed when engineering and management solutions (and other safe systems of work) do not effectively protect the worker from danger. The following guidelines will meet this responsibility.

1. Assessments and Issue of PPE

Prior to choosing any PPE, the school will assess any risks which have not been avoided by other means, and periodically review the assessment to establish any significant change in the work practice or risk.

PPE must be compatible with other items of PPE. When PPE is supplied, it must bear the 'CE' mark. The School will ensure that any PPE provided is properly used and is maintained in an efficient state, working order, good repair, and in hygienic condition, thereby protecting the health and safety of employees in the function it is issued for. Adequate storage facilities will be provided for when the equipment is not in use.

Use PPE as specified. This is required under the PPE at Work Regulations.

2. Information, Instruction and Training

The School will provide employees required to wear PPE with such information, instruction and training as is adequate and appropriate to enable the employee to know:

- The risk(s) which PPE will avoid or limit;
- The purpose and manner in which PPE will be used;
- Action by the employee, if applicable, to ensure that the PPE remains in an efficient working order;
- The correct way of wearing the equipment;
- The maintenance and storage of PPE.

3. Storage

Suitable storage must be provided for PPE in order to minimise loss or damage and prevent exposure to cold, damp or bright sunlight, e.g. pegs for helmets, pegs and lockers for clothing, spectacle cases for safety glasses.

4. Line Manager's Responsibility

Line Managers must take reasonable steps to ensure that PPE provided is used. For example, by carrying out daily compliance audits for employees in their areas.

5. Users' Responsibility

Each employee issued with PPE will make full and proper use of the equipment issued and ensure that it is returned to the storage facility after use. Any faults, wear or significant signs of malfunction will be reported immediately.

Full details of the schools procedures regarding the supply and use of Personal Protective Equipment will be found in Unit 2 of this Health & Safety Policy.

Personal Safety

The School recognises that there is always the potential for the personal safety of our employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence is low the school is committed to minimising that risk, so far as is reasonably practicable, in accordance with its' legislative obligations and its common law 'duty of care'.

The School recognises that the creation and maintenance of a working environment, which presents a minimum risk to the personal safety of all employees, is mutually beneficial and conducive to the efficient and effective delivery of services. The school undertakes to take all reasonable steps to establish a safe working environment, which protects and provides support for all employees, ensuring their dignity and treating them with respect.

The underlying principle is that violence, in all its forms, is unacceptable to the school, irrespective of the reasons for that violence. This includes the physical act of violence, threats of violence, aggressive or abusive behaviour, harassment, bullying or other persistent antisocial behaviour.

The school has developed procedures to eliminate or minimise the risk to employees' personal safety, the aims of which are:

- To enable the school to create and maintain a safer working environment for all employees, which is so far as is reasonably practicable, free from the threat of violence.
- To provide support to employees involved in violent incidents.
- To ensure that all incidents of violence/aggression are recorded and reported.

The measures undertaken to provide a safe and secure environment will be determined by a risk assessment, undertaken by appropriate persons, which considers:

- The individual
- The location
- The activities
- The existing controls

- The identification of additional measures which further minimise the risk.

Full details of the School's procedures regarding Personal Safety are to be found in Unit 2 of this Health and Safety Policy.

Risk Assessment

The school will complete risk assessments to ensure that all hazards to be found in the workplace and work operations are either eliminated or remedial actions implemented to reduce the level of potential harm to a minimum. Following the risk assessment, where required safe working procedures will be written and provided to all appropriate personnel. In assessing the risks in the workplace, the School will follow the Health and Safety Executive's 5-step approach):

1. Identify the hazards;
2. Decide who might be harmed and how;
3. Evaluate the risks and decide on precautions
4. Record the findings and implement them;
5. Review the assessment and if necessary, revise it.

1. Identifying Hazards

The School will identify the hazards by the following:

- Consultation and conducting inspections of the workplace;
- Analysing jobs;
- Adopting a "what if" approach;
- Listing all Acts and Regulations as they apply to the workplace.

Manufacturers' instructions, accident records, ill health records, etc., can help to identify hazards.

2. Who Might be Harmed?

- Children and young people
- Teachers
- Wellbeing staff
- Kitchen staff
- Admin Staff
- Maintenance workers and grounds staff
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public.

Particular attention will be paid to:

- Children
- Young persons (those under age 18)
- Expectant and New Mothers
- Employees with disabilities

- Visitors
- Inexperienced employees
- Lone workers

3. Evaluating the Risks

For the hazards listed, do existing precautions:

- Meet the standards set by legislation?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

The following should be provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, risks are adequately controlled but the precautions that are in place need to be indicated. If the risk is not adequately controlled, an 'action list' will be written.

4. Recording the Findings

The School must be able to show that:

- A proper check was made.
- Persons affected are identified.
- Obvious significant hazards are dealt with
- The precautions are reasonable and the remaining risk is low.

Records will be kept for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

5. Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new employees, etc., this could present new hazards. Amendments will not be made for trivial changes, only for significant ones.

Risk assessments need to be reviewed to determine their suitability following any related accident.

Risk Assessments will be 'suitable and sufficient' and cover both employees and non-employees affected by The Company's activities including contractors, clients and members of the public. The risk assessment process will identify the significant risks, identify the measures required to comply with any relevant statutory provisions, remain appropriate to the nature of the work and be valid over a reasonable period of time and identify the risks arising from or in connection with the work undertaken.

Risk assessments will be undertaken for both generic risks and individual task related risks.

Significant findings including a detailed statement of the hazards and risks, the preventative, protective or control measures already in place and additional measures required to reduce or eliminate the risks will all be recorded.

Full details of the Schools Risk Assessment procedures, forms and guidance on completion of assessments will be found in Unit 2 of this Health & Safety Policy.

Safe Systems of Work

Safe Systems of Work are formal procedures which result from systematic examination of a task in order to identify all the hazards. They define safe methods and practices for employees to follow to ensure that risks of injury or ill health are minimised and will encompass all practical control measures which have been proposed within the risk assessment process.

The Company will develop Safe Systems of Work for activities where specific task related hazards have been identified.

All Safe Systems of Work are brought to the attention of appropriate employees who will sign a declaration confirming that they have read, understood and agreed to follow the instructions and advice contained within such documentation.

All Safe Systems of Work will be reviewed annually and monitored on a routine basis.

An example of a completed Safe System of Work is to be found in Unit 2 of this Health & Safety Policy.

Safety Signs

The School will ensure that there is displayed information in the form of notices, documents and other articles as follows:

- **The Health and Safety (Information for Employees) Regulations 1989**

This requires employers to bring to the attention of their employees information relating to general requirements, duties, etc. under, health and safety law. The School may display a poster in each building. However, the distribution of a leaflet to each employee with the full detail required will fulfil the requirements of the Regulations.

- **Employers Liability (Compulsory Insurance) Act**

This act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees during the course of their employment. The School is required to display an up-to-date Certificate of Insurance at each place of business for the information of employees.

- **Health and Safety (Safety Signs and Signals) Regulations 1996**

All safety signs, regardless of when they were erected or placed, must comply with this regulation. The Regulations also lay down requirement for:

- Emergency escape signs;
- Fire-fighting signs;

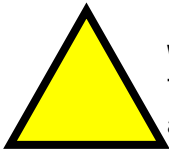
- Signs on containers and pipes;
- Identification and location of fire-fighting equipment;
- Signs for obstacles and traffic routes;
- Illuminated signs;
- Acoustic signals;
- Verbal, communication and hand signals;
- Periodic inspection to confirm that standards are maintained.

The types of signs specified are as follows:



Prohibition Signs

These must be round with a white background, red border and cross bar. Symbols must be black and placed centrally on the background without obliterating the cross bar. These signs mean that something **must not** be done.

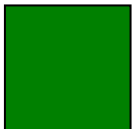


Warning Signs

These must be triangular with a yellow background, black border and black symbol which are centrally placed. These signs warn of a particular hazard.

Mandatory Signs

These must be round with a blue background and white symbol. These signs state what action must be carried out, e.g. wear protective equipment.



Safe Condition Signs

These must be square or oblong with white symbols on a green background. These signs indicate safe conditions such as first aid points or emergency routes.

Scaffolds

Advice and guidance regarding the safe provision and use of scaffolding are covered in the Working at Heights section below.

Smoking

This policy has been developed to protect all employees, students and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006

It is the policy of our school as well as a legal requirement that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all areas, enclosed or otherwise within the schools boundaries. This includes school vehicles. This policy applies to all employees, volunteers, consultants, contractors, customers or members of the public and visitors. The school does not provide outdoor smoking shelters.

All staff are obliged to adhere to, and support the implementation of the policy. The School will inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. New personnel will also be given a copy of the policy on recruitment/induction.

The School Caretaker will ensure that appropriate 'no-smoking' signs are clearly displayed at the entrances to and within the premises and in all vehicles.

For the avoidance of doubt, this policy equally applies to e-cigarettes, vapers etc., as well as the smoking of cigarettes, cigars, pipes or any other kind of smoking materials in its premises or vehicles. All of which are prohibited on School premises or School vehicles.

Smoking Area

There are absolutely no designated smoking areas within the school boundaries. For the avoidance of doubt, those designated areas which previously existed have all been removed without exception. Any employee, volunteer, consultant, contractor, customer, visitor or member of the public who wishes to smoke must do so off of school premises.

Smoking is prohibited in front of any children and at any time when staff are responsible for children, either during school times or any other time.

Non-Compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

The School will:

- Maintain a non-smoking environment.
- Display 'no smoking' signs
- Take reasonable steps to ensure that staff, children and visitors are aware that premises and vehicles are legally required to be smoke free.
- Encourage smokers to give up or reduce smoking (help provided in this task) and discourage non-smokers from taking up the habit.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Stress Policy

The School is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

We believe that all employees have the right to expect that their working conditions and relationships will be such that they do not result in prolonged stress symptoms, so far as is reasonably practicable within a Special Needs School for children and young people with emotional and behavioural difficulties.

The prevention and effective management of stress that is work related is central to the School's responsibility to its employees and to the role of the Management Group.

This policy will apply to everyone in the school and line managers are responsible for implementation and the school is responsible for providing the necessary resources.

The School cannot address all potential stressors, especially those emanating from outside the work environment and cannot eradicate all stress from the workplace. It recognises that stress may not be directly work related and can result from a range of causes including domestic circumstances, financial pressures and conflicting demands between workplace and home. However, this policy outlines the School's intent to prevent and address work-related stress where it is able to do so.

Definition of Stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Objectives

Whilst it may not be possible to eradicate all work-based stress, the School wishes to create an organisational culture in which issues of employee stress are taken very seriously and the well being of employees is given the highest priority.

This policy statement is an indication that the School is committed to:

1. Preventing, in so far as is practicable, employee stress resulting from work practices, excessive workloads or interpersonal relationships within the workplace.
2. Where work-related stress does occur, taking steps to minimise the impact of this stress on individuals.
3. Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
4. Consult with staff on all proposed action relating to the prevention of workplace stress.
5. Provide training so that all staff understand and recognise the nature, causes and management of work-related stress; and, for line managers in particular, how to prevent or minimise work-related stress.
6. Provide confidential counselling for employees affected by stress caused by either work or external factors.
7. Provide adequate resources to enable line managers to implement the School's agreed stress management strategy.

Full details of the School's advised procedures for identifying and dealing with Stress will be found in Unit 2 of this Health & Safety Policy.

Terrorist Threats

Introduction

The actual probability of chemical or biological attacks remains low compared to other less risky terrorist tactics, such as car bombings. For an attack to occur, three elements must be in place: a vulnerable target, a person or group with the capability to attack, and the intent (by the perpetrator) to carry out such an attack.

The aim is to prevent bomb (explosive) or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access.

This must be done without imposing unacceptable restrictions on them and the School must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures will be adopted.

Public Access

Consideration will be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Telephone Bomb Threats / Warnings

Postal bombs are unlikely to be in large parcels, rather in flat packages. Employees must be on their guard for:

- The post mark – especially foreign, and any name/address of sender;
- The writing – especially of foreign style;
- Stains – these could be sweating explosives;
- Smell – usually an aroma of marzipan or almonds indicate an explosive, also fuel oil, diesel;
- Wires – any tell-tale wires protruding from seal
- The sound – if the parcel rattles ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All employees must be aware of the necessary procedures should they receive such a call.

- Immediately alert the Head of Education / Health & Safety Coordinator in School hours, or the Caretaker out of School hours.
- Above all, be calm, listen carefully, and report exactly what is said.
- Try to write down what is said, exact words may be coded.
- Leave the phone off the hook when call has ended, this may assist with call tracing.

Protective Actions

The most common emergency protective actions are evacuation and shelter-in-place.

- Evacuation means to leave the area of actual or potential hazard.
- Shelter-in-place means to stay indoors. This includes additional precautions such as turning off air-conditioning, ventilation systems and closing all windows and doors.

Full details of the School's advised procedures for identifying and dealing with Terrorist Threats will be found in Unit 2 of this Health & Safety Policy.

Training

Health and safety training is a significant requirement of the Management of Health and Safety at Work Regulations 1999.

Effective training is essential for employees to fully understand the hazards and risks associated with their working duties and how such risks may be safely reduced or eliminated.

When new staff are appointed they are allocated a mentor. For Teachers, it will be the Head of Education and for Teaching Assistants it will be the relevant Class Teacher. For all other staff an appropriate mentor will be allocated on appointment.

Before starting the September term there will be an Induction training day in addition to the Seminar Day, when new employees are introduced to the ethos and expectations of the school. There is introductory training in Health & Safety, Fire Safety, Food & Hygiene, First Aid and Child Protection. Some training will be delivered using online web based training modules. For staff new to the locality there is an introduction to the local area, including transport and entertainment facilities.

All new employees are provided with an Induction Pack with essential information. Everyone is expected to read the Staff Handbook, which is available on the google drive. Employees are required to read the Health & Safety Policy and sign to say that they have done so.

All new employees receive Maybo training, with an introduction to our Behaviour Management Policy normally within the first few weeks of the autumn term.

If new employees commence employment at a different time of year, all this training will happen as soon as is practicable after their start date.

New employees will be provided with a 'Health and Safety Induction Training' which contains the necessary information with regard to Fire Marshals, first aiders, etc.

A 'Health and Safety Induction Training Record' will be completed for each employee.

All staff will receive annual fire training.

There are six Seminar Days a year – usually held on the first day of each term / half term holiday, prior to students returning. Regular training takes place on these days and these are normal working days so attendance at school is compulsory.

Refresher Training will take place at appropriate intervals according to subject.

General

The School has compiled a Training Plan that identifies the training needs of all personnel, based on job description, responsibilities and any relevant health and safety risks and environmental aspects associated with their work or environment.

Training Plan

The training plan is divided into four stages:

- Identification of necessary skills School-wide. These are identified on the health and safety skills matrix.
- Identification of individuals who require skills.

- Identification of current level of skill ('skills gap'), based on areas on knowledge of health and safety impacts,
- Identification of skills gaps, i.e. which areas require training.

Examples of Training forms and checklists will be found in Unit 2 of this Health & Safety Policy.

Use of Abrasive Wheels

The School is required by law under the Provision and Use of Work Equipment Regulations (PUWER) to ensure that all work equipment provided for use is suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and has suitable safety measures such as protective devices, markings and warnings.

Use of abrasive wheels come under the remit of the Provision and Use of Work Equipment Regulations and full details of appropriate safety precautions to be taken in their use will be found in the section: Maintenance Provision and Use of Work Equipment in Unit 2 of this Health & Safety Policy.

Visitors Policy

School employees are responsible for the health and safety at all times of visitors they invite onto the School's premises.

Employee Responsibilities

When confirming dates and times of visits with visitors ensure that:

1. The visitor is asked to bring with them proof of ID and whether they have any special requirements or disabilities that require specific arrangements to be made. Determine exactly what assistance is required, e.g. ramps for wheelchair access, allocated car parking, etc.
2. You explain the location and layout of the building, and the facilities available, including disabled toilets only available on the ground floor.
3. Reception is informed of the date and time of the visit, name of the visitor, and specific arrangements to be made.

On the day of the visit ensure that:

1. Either you or a nominated colleague is informed by reception on the arrival of your visitor;
2. You attend reception without delay and ensure the visitor(s) signs in, and their ID is checked. You can then issue the visitor(s) with a visitor's badge;
3. You escort your visitor to the relevant meeting room / area pointing out the amenities and health and safety and fire safety procedures;
4. Your visitor is accompanied at all times during their visit;
5. The visitor has no unsupervised access to the children, unless they have been satisfactorily checked by the Disclosure & Barring Service (DBS previously CRB).

This includes visiting parents and relatives, who are not to be given unsupervised access to other children in the school;

5. In the event of a fire or other emergency your visitor is escorted to the assembly point and is accounted for until reoccupation;
6. If in the event that your visitor has an accident you contact a first aider and that an accident form is completed;
7. The visitor's badge is returned to reception and the visitor is signed out upon leaving site.

Reception Responsibilities

When you are informed by a school employee that they have arranged for a disabled person to visit the premises, you must ensure that:

1. Prior to the visit you have a clear understanding of the date, time and name of the visitor, their specific requirements and the arrangements to be made, and the School's host.
2. Prior to the visit if wheelchair access is required you have requested the completion of a Personal Emergency Evacuation Plan (PEEP).
3. The Fire Marshal responsible for the area(s) that the guest is visiting is informed of their attendance.
4. On the day of the visit the host employee is contacted and requested to attend reception as soon as their visitor arrives.
5. Ensure the visitor signs the Visitor's Book and is issued with a visitor's badge.

Further information and guidance relating to visitors from outside organisations and visitor health & safety considerations will be found in Unit 2 of this Health & Safety Policy.

Work Safe Policy

Introduction

A safe working environment for all employees is regarded as an absolute commitment by the School. This requires a competent and trained team complying with measurable safety standards. The School does not condone any of its employees being placed in a position which could prejudice their health, safety or welfare. All employees have a right under this policy to refuse to carry out any work related duty which they consider not to be safe. If this situation occurs the employee(s) will, in the first instance, immediately cease carrying out that work and raise the matter with their line manager. The situation will be immediately assessed and the employee(s) kept informed throughout the management decision process.

Action

Any employee who perceives a work situation as being unsafe and has used this policy to raise the matter with their line manager will assist in the initial appraisal and assessment of the task and will jointly decide if further control measures are required to reduce or eliminate all risks. If this cannot be agreed or achieved, the matter will be raised with the Health & Safety Coordinator for final resolution.

All refusals to work under the Work Safe Policy will be formally documented and recorded including all decisions taken to reduce any risks. Work will not recommence until all parties

concerned are satisfied that it is safe to do so, taking into account any further control measure which may have been agreed.

Invoking this policy on the part of the employee will never be considered to be a matter for disciplinary action.

Working at Heights

Introduction

All work completed at height on behalf of the School will be undertaken in compliance with the Working at Height Regulations. The first consideration will always be to seek an alternative means of completing the work where at all possible. A permit to work might be applicable. Every effort should be made to carry out tasks from ground level. Where this is clearly impracticable the following precautions shall be included in a safety system of work involving working at height.

Planning and Organisation - The School will:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment is selected to suit the task.
- Provide suitable personal protective equipment.
- Ensure all personnel are competent to undertake work at height.
- Use Permits to Work at Height when necessary.

Training - The School will:

- Provide any employee completing the task with training in safe working at height to include any specific conditions which may apply to that particular task.
- Train the employee in the use of all safety equipment and personal protective equipment as necessary
- Communicate the safe method of working on any specific task to the employee.

Inspection - The School will:

- Ensure all safety equipment, e.g. harnesses, safety nets, ladders, etc., are inspected on a regular basis by a competent person
- All the above equipment is maintained in a safe condition

Contractors

- Only contractors who are able to provide evidence of competence will be used.
- Contractors will be required to provide a method statement for the work to be completed.
- Work at height, where necessary, will be completed under permit to work conditions.
- All work will be monitored by the School's representative.
- Where used evidence of certification on the erection and inspection of scaffolding will be required.

Specific procedural advice and guidance for using working and access platforms, guard rails and toe boards, scaffolds, ladders, step ladders and conducting Working at Heights risk assessments will be found in Unit 2 of this Health & Safety Policy.

Work Place Environment

Introduction

A good standard of general housekeeping is essential to safety and it is the responsibility of all staff to ensure that this is achieved.

The Finance and Facilities Manager will organise and control:

- Provision of adequate systems and equipment;
- Provision of maintenance, inspection, monitoring and recording of housekeeping.

All staff will:

- Ensure they follow good housekeeping practices;
- Conduct weekly visual checks of housekeeping within their area of work and report to the Health & Safety Coordinator, noting any items for rectification in the Maintenance Book in the Teachers Room.

The School will provide the following:

Heating

- A sufficient number of thermometers shall be provided to enable employees to determine the temperature in any workplace inside the buildings
- The School will aim to maintain the work environment at a comfortable 19°C (office/school buildings)
- Space heating
- Maintenance of the above.
- All portable heating appliances will be PAT tested as per current guidelines.
- During the summer months all efforts will be made to maintain the temperatures at a comfortable level by means of fans.

Lighting

- Lux (unit of illuminance) levels appropriate to the working area
- Task lamps, where necessary will be provided
- Special consideration will be made to those personnel & students who undertake fine work.
- All emergency lighting will be tested on a regular basis and results recorded.

Sanitary facilities

- Suitable and sufficient toilets shall be provided at readily accessible places
- Sanitary disposal bins will be provided
- Cleaning regime
- Toilet facilities will be available for disabled personnel and visitors.

Workstations

- Sufficient space for each employee
- Suitable software and work equipment
- Workstation assessments
- Suitable training will be provided as required.

Resting facilities

- Facilities for pregnant women or nursing mothers to rest
- A smoke-free environment
- Facilities for making hot drinks and heating food, e.g. kettle and microwave
- An adequate supply of wholesome drinking water. In the case of non-disposable cups a facility for washing them is provided nearby.

Housekeeping

- Access corridors to fire exits, and the fire exits themselves, must be kept clear and unobstructed, and areas around machines, test equipment, etc., must be kept tidy, particularly avoiding obstacles that could cause trips or falls.
- Workstations and tables must be kept in a tidy condition, with any equipment, etc. (which is not in use) stored, as far as practicable, away from the working area.
- All employees will ensure that any objects stored in areas where they work are placed appropriately having regard to the nature of such objects (e.g. their weight, whether there are sharp corners or edges, whether materials could spill out etc.).
- Storage areas will be tidy and carefully organised, taking particular care that stacks are stable, heavy objects that are to be handled manually are stored at waist height to prevent bending or stooping, and that flammable and other hazardous substances are not stored at heights or in places that are otherwise difficult to access.
- All persons undertaking general risk assessments will ensure that injury from falling objects is a hazard that is always considered.

Repairs and Maintenance

The School has a dedicated Finance and Facilities Manager who is responsible for arranging the ongoing maintenance and development of the School's buildings and grounds through the employment of qualified and/or experienced external contractors. The work is generally prioritised on the following basis:

Emergencies

For example, water leaks, broken glass, etc.

All of the above are treated as an emergency and as such are dealt with immediately. For any emergencies related to gas, chemical or electrical services, inform the Finance and Facilities Manager immediately and he/she will arrange for the relevant contractor to be called in to rectify the problem.

Out of school hours, staff should contact John Flint, Health & Safety Coordinator on his mobile. He will assess the situation and decide if immediate action is required or whether it can wait until school hours:

John Flint - 07918 746765 (mobile)

General Maintenance

All maintenance requests should be emailed to maintenance@philpotsmanorschool.co.uk. These emails go to all members of the facilities team and will be prioritised by the team and manager.

A Workplace (Housekeeping) Checklist will be found in Unit 2 of this Health & Safety Policy.

Young & Inexperienced Employees

The Company will comply with its requirements under the Management of Health and Safety Regulations 1999 as amended in 2003 and 2006 Regulation 19 by ensuring that young workers are not employed in situations which pose a significant risk to their health and safety due to:

- Physical or psychological capacity.
- Pace of work.
- Temperature extremes.
- Radiation.
- Hazardous substances.
- Lack of training and/or experience.

Except where the person is over school-leaving age and:

- The work is necessary for their training.
- They will be supervised by a competent person.
- The risk is reduced to the lowest level that is reasonably practicable.

Young workers in particular may have poor perception of risk and therefore The Company will undertake additional risk assessments for such people to include:

- Additional training and supervision requirements
- Health and safety awareness training
- The highlighting of any tasks or processes that such employees should be prohibited from undertaking.

A specific risk assessment form for young employees will be found in Unit 2 of this Health & Safety Policy.

STAFF DECLARATION

Philpots Manor School

Health and Safety Policy

I hereby confirm that I have read and understood this Health and Safety Policy Unit 1 and agree to comply with the policies and instructions contained within it and to the policies, procedures, safe practices and other advice referred to in Unit 2.

Employee Name_____

Employee Signature_____

Date_____

A copy of this signed declaration to be retained within the employee's staff file by HR department