

Philpots Manor School



Health & Safety Policy Unit 2 Procedures

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Section 1

Procedures for Health and Safety

Accidents Reporting and Investigation

Reporting and Investigation Procedure following an accident

1 Investigation of Accidents / Incidents

- The Health & Safety Coordinator will, on arrival at the scene:
 - ensure that the area is left undisturbed and sealed off where necessary;
 - carry out an investigation to determine the cause of the dangerous occurrence;
 - take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary;
 - obtain witness statements;
 - obtain a statement, if possible, from the injured person(s).
- The Health & Safety Coordinator will compile a full report and include all of the above information and forward it to the School's insurance company and any other relevant external agency as appropriate.
- The insurance company providing the School's Employer's Liability Insurance may require a copy of the entry in the accident reporting system (behaviourwatch), the F2508 (RIDDOR Incident Report Form) and details of the accident investigation.

2 Recording

- Once first aid treatment has been provided, the first aider must enter the relevant details on to Behaviourwatch, the school's accident recording system.
- Once the entry has been made on behaviour watch the Health & Safety Coordinator will be copied in. Accident records must be kept for a period of 4 years from the date of the last entry. Copies will be stored on the student/employee's file and the originals will be stored on behaviourwatch.
- An internal Accident/Illness/Incident/Injury/Near Miss Report must also be completed on behaviour watch by those involved with the Health and Safety Coordinator copied in.
- When the Health & Safety Coordinator has completed his/her investigations, they will retain a copy of the investigation for recording purposes. Copies will be placed on the relevant student/employee file as 4.1 above.
- 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.

3 Official Notification/Reporting (RIDDOR)

A full list of all reportable accidents, incidents, diseases and dangerous occurrences can be found on the HSE website (<http://www.hse.gov.uk/>) or in the F2508 booklet.

- If notification is required, the Health & Safety Coordinator will be responsible for the notification.

Use Form F2508 for injuries and dangerous occurrences
<https://www.hse.gov.uk/forms/incident/f2508.pdf>

and Form F2508A for diseases:
<https://www.hse.gov.uk/forms/incident/f2508a.pdf>

- A copy of the completed RIDDOR report will be kept together with all other relevant forms and statements by the Health and Safety Coordinator.
- Should the incident be sufficiently serious, the enforcing authority may require to carry out their own investigation. For this reason the scene of the accident, etc., must be preserved until such time as permission is granted to disturb it.

4 Reportable Injuries, Diseases and Dangerous Occurrences

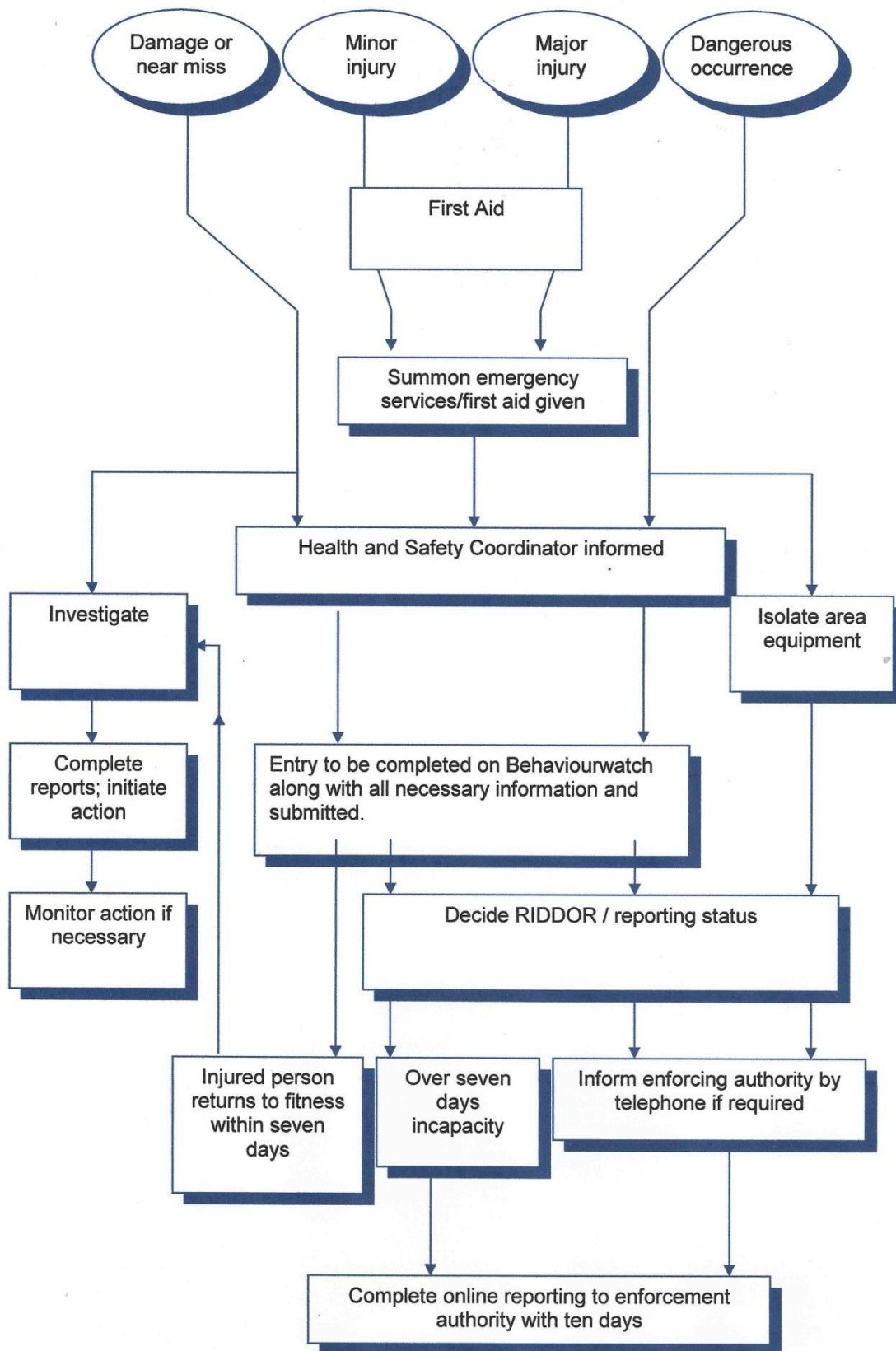
- Reportable Accidents and Dangerous Occurrences: All types of reportable accidents and dangerous occurrences are identified on the above website.
- Reportable Diseases: Reportable diseases are those prescribed by the Health and Safety Executive and diagnosed by a General Practitioner or other Specialist as being caused by the individual's occupation. In such circumstances the individual's General Practitioner will notify the School in writing. Thereafter, the Health & Safety Coordinator is responsible for reporting the disease to the HSE as at paragraph 4 above. The Health & Safety Coordinator will liaise with the Head of Education Coordinator as appropriate prior to reporting.

5 Incidents/Near Misses

- An incident/near miss can be defined as something that has happened which is not intended to do so. No injury or damage has to have occurred, i.e. a roof tile falling to the ground narrowly missing a person.
- It is important to notify the Health & Safety Coordinator of any incidents immediately before they result in an injury so that steps can be made to try to prevent it.
- The person involved will complete a behaviour watch report on any such incidents/near misses for action.

6 Statistical Information

- The Accident Analysis Data Sheet will be completed by the Health & Safety Coordinator. If no accident or dangerous occurrences have occurred a return of nil must be made.
- The Health & Safety Coordinator will check to ensure that every injury, dangerous occurrence or near miss is recorded on behaviourwatch.



Administration and Storage of Medication

Arrangements

All medicines, prescription, non-prescription homely and homoeopathic remedies must be stored safely and securely (RPS Principle 6.)

- They must be kept in a locked cabinet at all times when not being administered.
- They must also be stored to ensure that the medicines are not damaged. They need to be protected from heat or dampness.
- They must be clearly marked to ensure that medicines are only given to the child for whom they are prescribed.
- Care must be taken to ensure that keys to medicine cupboards and cabinets are not left in places which are accessible to students. Staff should ensure that keys are kept on their person.

If a student has been assessed and approved for self-administration of their own medication, arrangements will be made for the appropriate storage of their supply of medication. This will be detailed on their individual health plan and individual risk assessment (see appendix 2).

The only exception to this is the emergency asthma inhaler boxes which are not locked in order to make them readily accessible for the emergency use for which they are designated (see asthma policy).

Emergency medication, e.g. asthma inhalers, epi-pens, epilepsy medications, insulin etc, may be carried by the student for whom it is prescribed in accordance with their health plan and individual risk assessment.

All medications administered must be recorded on a medication administration record (MAR) chart, homely remedies log or in the medical unit's medicines log book at the time at which they are administered.

Prescribed Medications

Administering Medicines; (RPS principle 3 & 4)

Emergency medication e.g. for epilepsy, asthma, anaphylactic shock and diabetes may be given by any first aid trained staff.

The following rules must be followed at all times;

Students under 16 years of age will only be given medicines with their parents/guardians written consent.

Only medicines that are in their original pharmacy dispensed packaging/containers, and which have the original pharmacy label on will be administered. The pharmacy label must be legible and clearly state the name of the patient/student for whom it is prescribed. Pharmacy labels must not be tampered with or overwritten.

When giving prescribed medicines the following checks must be carried out:

Identity of Student

Name, date of birth and photograph on the MAR chart must be checked against the name on the box or bottle of medication, if the MAR chart is not available then the student's ID information sheet can be used.

Allergies

Allergies must be checked against the entry on the front cover of the MAR chart

Name and dose of medication

Name and dose of medication on the MAR chart must be checked against the name and dose of medication on the box or bottle,

Time and route of administration

Prescriber's specific instructions, including route of administration

Expiry date

Check expiry date on the packaging of the medication.

Changes of dosage of student's medications will not be accepted verbally, nor will changes be made on parental instruction alone, staff administering drugs must do so only in accordance with the prescriber's instructions.

Staff must refrain from holding excess stock of prescribed medicine.

Prescribed medicine will not be given to any student other than the named student for whom it is prescribed.

If the prescribed medicine is refused then staff must not force the student in any way to take it, nor must it be administered covertly. It must be noted on the MAR chart immediately, and the Headteacher informed. The student's refusal must be investigated by the Headteacher and recorded in the student's individual care records. If there are concerns regarding a student's safety the Headteacher will ensure that appropriate action is taken including informing the student's parents, the prescriber, and designated safeguarding lead.

Rectal medication and Buccal Midazolam must only be given in the presence of a second member of staff and following additional training.

In very exceptional circumstances, and where it would cause greater harm to omit to give a student medication, medication may need to be administered outside of the above guidance. An example of this is a student who takes 36 mg of methylphenidate in the mornings and 18mg in the evenings or at lunch time, but only has brought 18 mg tablets to school with them. The decision to administer the correct dose in a different format to what has been prescribed can only be taken when it has not been possible to gain permission from the prescriber and in agreement with the student, their parent or carer and the senior management team.

Transportation of medications between home and school

Parents whose children take medication must be informed of the correct procedures to be followed for transporting medications to and from school.

All medications must be handed over to a responsible adult for the duration of the journey to and from school.

On arrival at school, the responsible adult must hand the medication to wellbeing staff. They will assume responsibility for the medication; lock them in the medication cabinet in wellbeing.

1. Receipt of all medications must be recorded in the book in wellbeing in the medication cabinet.

When returning medications to parents and carers, staff must fill out the medication transfer form and ask the responsible adult receiving medications for the journey to sign the form acknowledging receipt of the medicines. The completed form must be kept with the student's MAR chart. The stock balance on the MAR chart must be adjusted accordingly.

If the drug to be returned to parents/carers is a controlled drug (CD), then it will be signed out of the CD unit by the authorised member of staff and a witness and placed in a sealed envelope. A medication transfer form must be completed, signed by the responsible adult accompanying the child and retained in the CD register. Parents, if collecting a student, may be handed the CDs directly and may act as a second signatory.

Parents and carers must always be made aware that medication is being returned home.

Transfer of Medications within the school

If medications are transferred within the school, a medication transfer form must be completed and retained in the student's MAR chart.

Management of Controlled Drugs (CDs)

Under the Misuse of Drugs (Safe Custody) Regulations 2007 all Schedule 2 drugs (Methylphenidate, Ritalin, Concerta XL, Equasym XL, Medikinet, Tranquillyn etc) obtained, dispensed and disposed of must be recorded in a hardback, bound controlled drug register.

A separate page is required for each individual's prescribed medication and for different strengths of prescribed medication.

CDs are stored in wellbeing in a locked medical cabinet and are administered by an appropriately trained, designated member of staff. It is good practice for a second appropriately trained member of staff to witness this process.

Following administration **both** members of staff should sign the student's MAR chart and the CD register.

Whilst it is good practice for the second member of staff to witness the process, if such a suitable person is not available, this should not prevent the administration of such medication. Where it is necessary to administer a CD without a witness, the circumstances should be recorded and the record be available for monitoring. An audit of medication, prior to the next dose may also be carried out to ensure no errors are made.

On receipt of a CD the date of supply and quantity received should be recorded in the CD register and the entry signed by two members of staff. Stock balances for CDs are recorded **ONLY** in the CD register. No stock record is required in the MAR chart for CDs. If a student is taken off a CD for a trial period, or treatment is discontinued completely, all remaining stock of that student's prescribed medicine (CDs) must be sent home at the earliest opportunity.

See 'transportation of medication' above for details of how CDs should be returned. CD registers must be kept for three years from the date of last entry.

Transcribing

Any act by which medicinal products are written from one form of direction to administer to another is transcribing. This includes transferring prescribing instructions from pharmacy labels to MAR charts, instructions in letters to MAR charts and MAR chart to MAR chart. Transcribing may be carried out by appropriately trained staff. The MAR chart entry must be signed and dated by the transcriber.

The transcription must then be checked and the MAR chart signed and dated.

Non prescription Medication and Remedies

Students may have the occasional ailment such as headache or period pain that necessitates taking an analgesic. A small quantity of homely remedies may be kept in wellbeing for this purpose. In order for these homely remedies to be given, the child must have a written, signed consent from Parent/Guardians or those with legal responsibility for the child. Administration of such remedies must be logged in the units' homely remedies log book and teachers notified via Behaviour watch. Parents should be informed via home contact books or phone where appropriate.

All instructions must be read prior to any administration of medicines or remedies.

Aspirin and medicines containing ibuprofen must not be given to any student under 12 years of age or students with Asthma unless they have been prescribed by a doctor.

Use of homely medicines or remedies will be limited to a 24 hour period and in all cases will not exceed 48 hours without consultation with a medical practitioner.

Remote direction to administer

In exceptional circumstances, a prescriber may consider it necessary to change a prescribed dose without issuing a new prescription. This is acceptable where medication has been previously prescribed and the prescriber is unable to issue a new prescription. In this case, the use of information technology such as email may be used to change the prescriber's instructions. Copies of all such communication must be kept in the student's individual folder in the medical centre and a copy given to the house parents. A new prescription should be made available at the earliest opportunity.

Self Management

Students who have been individually assessed as competent and sufficiently responsible may administer their own medication under the supervision of wellbeing. (See [appendix 2](#))

A programme of education should begin before a young person takes responsibility for their medication.

A risk assessment must be carried out to ensure that the student is able to store and carry their medications safely, that they understand the importance of not sharing medications and that they have the capacity to self-administer medications as prescribed.

A copy of the risk assessment must be kept on the student's file.

Self-administration must be recorded on the individual student's health plan.

An agreed means of recording the administration of their medication should be set out as part of the self-administration process to enable monitoring and auditing to take place. This

could take the form of the young person completing their own MAR chart or other such appropriate record.

Record Keeping

All medication administered must be recorded on the Medication Administration Record (MAR Chart, homely remedy record OR in the stock control book in the medical room.

If medication is given by a member of staff in school hours, or at other times when the MAR charts are not available, the medication will be recorded in the stock control book in the medical room.

This is vital to ensure that medications are not duplicated.

All MAR charts must have a photo of the student on the front for identification purposes.

All medications administered must be recorded in the following ways;

- Administration of 'As Required' medications are recorded on the front of the MAR charts.
- Administrations of 'Regular' medications are recorded on the inside of the MAR charts.
- Administration of 'Once only' medications are recorded on the back of the MAR charts.

Stock balance of medications must be recorded every 24 hours, usually after the final medication of the day has been administered. Stock balance of controlled drugs need not be duplicated in the MAR chart.

Return or transfer of medications must be recorded in the stock balance of the individual student's MAR chart.

NO correction fluid to be used on MAR charts. If an error is made, the incorrect entry should be struck through with a single diagonal line and the correct entry written below and initialled.

An audit of all MAR charts will be carried out as a minimum, at the end of the twelve week period (term).

Disposal of Medicines

When a medicine is no longer required it may either be returned to the parent/carer for safe disposal (see above procedure "Transporting medications between home/school"), or after discussion and agreement with the parent or carer it may be taken to the local pharmacy for disposal.

A receipt for all medication returned to the pharmacy will be obtained and the record held within the medical centre for auditing purposes.

Training

The Nursing and Midwifery Regulations (2008) state that it is the responsibility of a Registered Nurse to provide/organise training in medication handling to all untrained staff and assess their competency, and to regularly review the care being given.

The Wellbeing team (Claire, Kerry and Dan) can administer medication to students and undergo in house training and a practical assessment of skills every three years. This training will be recorded on the individual staff training record by the HR Coordinator.

In the event of a student having a known history of anaphylaxis, asthma, epilepsy or diabetes it is recommended that the whole school undergo training in the use of epi-pens, inhalers and/or administration of emergency medication as appropriate. Such training needs to be determined by risk assessment of each individual case.

Drug Error Reporting

If a member of staff realises that a medication error has been made the Headteacher **or** the Health and Safety Coordinator must be informed as soon as possible. **This is mandatory.** The student's parent or carer must be informed as soon as possible.

If a student appears to be unwell or appears to be having an adverse reaction dial 999 and have the student admitted to hospital - inform the parents/guardians immediately.

At the earliest possible opportunity fill in the drug administration error report form and send to the Headteacher. The event must also be recorded as a potential safeguarding incident on Behaviour watch. NHS England defines a near miss as a 'prevented patient safety incident'. A 'near miss is an event not causing harm but has the potential to cause injury or ill health. Reviewing near misses can provide useful learning and areas for improvement.

The Headteacher will conduct a root cause analysis of the situation, which is recorded on the drug error report form. A photocopy of the report form must be placed in the Student's Medical notes, the original copy to go to the Headteacher.

Drug errors will be considered as a potential safeguarding concern and will be referred to the Designated Safeguarding Lead. Incidents relating to controlled drugs (including loss or theft) must be reported to the local NHS Controlled Drugs Accountable Officer (CDAO) at NHS England. You should also report incidents to the LADO and police (if necessary).

Management Monitoring and Audits

Frequency	What will be monitored/Checked	By Who	Action required
Weekly	Meds received and returned/Med transfers	Headteacher	- Record on Audit Sheet - Complete Med error form if discrepancies identified
Monthly	Asthma boxes	Wellbeing Team Claire, Kerry and Dan	- Restock box - Complete Med error form if discrepancies identified
Half termly (approx 6 weeks)	An audit of all MAR charts Stock check/ medical cabinet Audit	Wellbeing Lead	- Record on Audit Sheet - Complete Med error form if discrepancies identified - Line manager to address with staff in supervision

Termly (approx 12 weeks)	First Aid Allergy List Involvement with External professional	First aiders Check all the first aid boxes on a half term basis. Lists of First Aiders, Allergies and Asthma Sufferers are on all main notice boards.	- Update lists as required - Restock boxes
Annual	Administration of Medication Policy	Wellbeing Team.	

NB:

- *Any medication errors resulting in harm occurring to a student will be reported to the Health and Safety Coordinator at the earliest opportunity.*
- *Repeated errors by individual staff members will result in a programme of retraining and monitoring.*
- *Repeated errors by a range of staff will result in the review of the systems and processes by Management*

Alcohol and Substance Abuse

Guidance Notes

Recognition of an alcohol or drug problem

The following signs or symptoms may provide an indication of an alcohol or drug abuse problem:

- unexplained absences, repeated short term sickness absence;
- mood swings, depression, irritability, aggression;
- persistent lateness;
- irresponsibility or reluctance to accept responsibility;
- poor work performance;
- deterioration of general appearance;
- deterioration in relationships with colleagues;
- personal difficulties including marital and debt problems;
- unsafe working, proneness to accidents.

Procedure

The line manager will determine whether at any time an employee, under the influence of alcohol or drugs, is capable of carrying out their duties. If the line manager believes the employee is incapable of performing their duties (e.g. use of tools, vehicles, care of children and young adults, etc.) without risk of endangering themselves or others then they will be sent home immediately. The absence will be recorded as sickness.

On return to duty, the employee will report to their line manager in accordance with the School's absence policy.

Self-referral

- Employees are encouraged to seek voluntary help, e.g. talking to their line manager, GP or other agency.
- The line manager has the responsibility to act if attendance or work performance are affected and will be aware of employees experiencing difficulties. The line manager will initially raise the matter informally with the person concerned, thus giving the person opportunity to consider what they wish to do. An agreed timescale will allow the employee to decide on how to respond to concerns.
- The employee may call the **Confidential Counselling Helpline on: 0117 934 2121**. This free facility is available to all employees and their immediate families.

Period of treatment

The length of a course of treatment may vary considerably between cases. It is unlikely to be less than two weeks and in some cases could involve a period of absence of six weeks or more.

Continuation in present role

For reasons of health and safety of the individual, or of others that may be at risk, we reserve the right to transfer any individual undergoing treatment for alcohol dependency out of a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought. Where an individual's job role is found to be contributing to a problem, then the School will take all reasonable steps to deal with it.

Further action

If the employee declines help, the line manager may instigate the staff discipline procedure.

Asbestos

Procedures regarding the management of asbestos

The Control of Asbestos at Work Regulations imposes duties on the owner, landlord and/or the tenant. The circumstances will decide how and whether these responsibilities are shared. In accordance with the CAW Regulations, the School will:

1. Determine the location of materials likely to contain asbestos;
2. Presume that materials contain asbestos unless there is evidence that they do not;

3. Make a written record (the Register) of the location of asbestos and suspected asbestos material and keep it up-to-date;
4. Keep a check on the condition of asbestos and suspected asbestos materials to ensure that they are not deteriorating;
5. Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:
 - Any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is repaired or, if necessary, removed. This can only be conducted by approved and licensed contractors who will be monitored by the enforcing authority.
 - any material known or suspected to contain asbestos is maintained in a good state of repair;
 - Information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and is given to anyone likely to disturb it.
6. Prepare and implement a written management plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it.

Contractors

Prior to the employment of any contractor, the pre-qualification assessment form must be sent to your contact for completion. Subject to a satisfactory response, the contractor can then be employed.

The Control of Contractors on site Checklist must also be sent with the pre-qualification assessment.

Rules for contractors on site

1 Introduction

- 1.1 All contractors are required to comply with Philpots Manor School's Contractor Controls Procedure.
- 1.2 The Contractor's management and supervisory staff must ensure this information is brought to the notice of their employees including any employees of sub-contractors.
- 1.3 If there is any doubt or misunderstanding about the contents of this agreement, the Contractor must approach the School for clarification before proceeding with the work.

2 Terms Used

- 2.1 "The School" refers to Philpots Manor School or any of its constituent parts.

- 2.2 “The Contractor” refers to contractors, sub-contractors, engineers and self-employed persons working under a contract on premises owned or occupied by the School.
- 2.3 Each Contractor has the responsibility for ensuring that his employees understand and comply with the relevant health and safety procedures detailed in this agreement.

3 Legal Obligations

- 3.1 The Contractor must comply with the legal duties detailed in the Health and Safety at Work etc. Act and such subordinate legislation or codes relating to the work such as regulations covering these subjects (this list is non-exhaustive):
- Construction
 - Management of health and safety
 - Workplaces
 - Work equipment
 - Personal protective equipment
 - Manual handling
 - Noise
 - Electricity Welding
 - Pressure systems
 - First aid
 - Etc.
- 3.2 The Contractor shall adhere to these guidelines and provide additional information as required.
- 3.3 Philpots Manor School shall have the right to require the Contractor, on receipt of verbal instruction supported by notice in writing at a later date, to remove any of his employees who have failed to comply with such provisions of Statutory Regulations, Approved Code(s) of Practice and Philpots Manor School's policies and procedures.

4 Contractual Obligations

We require the Contractor to:

- 4.1 Provide the School with proof of Public Liability Insurance cover up to the required limit.
- 4.2 Ensure all construction equipment brought onto site and any plant, machinery and ancillary equipment which he installs, complies fully with the regulations described in 3.1 above and any relevant European Product Directives and appropriate European and British Standards.
- 4.3 The School retains the right to stop any activity or the use of any equipment which it considers exposes employees or others to risk of injury or ill health. The School will not accept responsibility for any increase in cost arising out of such action.

- 4.4 The Contractor and its employees must obey any written or verbal instructions on health and safety given by appropriate School representatives.

The rules and procedures described in this document do not relieve the Contractor from their general legal or contractual obligations.

5 Health and Safety Documentation

- 5.1 The Contractor shall provide the following information to the School if appropriate:

- Health and Safety Policy
- Risk Assessment(s) on which the policy is based
- Risk Assessment, Safe Working Procedure or specific method statement relating to the work that will be carried out.

- 5.2 Conversely, the Contractor will be informed about any risks relating to the area in which the work is to be carried out.

6 Authority to Proceed

- 6.1 There are certain activities, which require written authority from the School before proceeding with the work. Where Contractors work for the School on a regular basis this can be done annually provided it covers the activities listed. These are summarised below and the Contractor must read each section carefully before commencing the operations and activities.

- Cartridge operated fixing tools
- Confined spaces
- Cranes
- Erection, dismantling and demolition
- Fire prevention
- First aid and welfare
- Ground penetration
- Gas and oxygen
- Highly flammable liquids
- Plant, equipment and energy sources
- Welding

7 Security (Inc. access to and exit from site and place of work)

- 7.1 Access

- 7.1.1 On initial arrival employees of Contractors must report to Reception and sign in. A visitors badge will be handed out and must be worn whilst on site.

- 7.1.2 Contractors must ensure their employees use the proper access provided, e.g. walkways, paths, stairs, etc., when going to and from their place of work, and must keep clear of those areas not directly connected with their work. Contractors must not interfere with, impede or misuse access provided by the School.

7.2 Site Entry:

- The responsible member of SLT, reserves the right to search all personnel, vehicles, containers or goods before entry to or exit from the site should this be required.

7.3 Site Exit:

- All persons leaving the site must sign out prior to leaving.
- Property or scrap belonging to Philpots Manor School must not be removed from site without proper authorisation. Permission can be obtained from the Health & Safety Coordinator

8 Site Health and Safety Procedures

8.1 Safety of School Students

Philpots Manor School educates and cares for vulnerable children and young persons. All contractors working on site must be aware of the potential impact their presence on site may have and as a result look to minimise contact with students at all times. For work in any area when students are on site, individual contractors will be required to hold an enhanced DBS check prior to being approved. Alternatively work will need to be supervised by a Philpots Manor School employee at all times.

8.2 Facilities Available for Contractors Use

- The Contractor must agree which of the site's facilities are to be made available to them with the Health & Safety Coordinator. The site standards must be adhered to. If the Contractor provides all facilities for the health, safety and welfare of their employees' good housekeeping as determined by the site rules must be adhered to.
- Contractors, subcontractors and their respective employees are asked to eat and/or drink only in those areas defined for that purpose.
- When using site facilities, the site standards for behaviour must be adhered to.
- Contractors shall provide all necessary first aid and welfare facilities for their employees as required by the Health and Safety (First Aid) and Construction (Health and Welfare) Regulations.
- This will necessitate providing and maintaining separate washing and toilet facilities together with suitable accommodation for meals and drying/changing clothes.
- The School may allow Contractors to share existing facilities provided the facility can adequately accommodate the additional numbers involved.

8.3 Working areas for contractors

Site areas and siting of temporary buildings and storage areas shall be clearly defined and adequately protected so that no unauthorised persons, including students, may enter the site, so far as is reasonably practicable. All vehicles, equipment and materials will be secured at all times whilst on site.

8.4 Demolition, Dismantling, Erection of Structures

- No demolition, dismantling or erection of any structure must commence until the Contractor has obtained written permission from the School, and provided a suitable written safe system of work in accordance with Guidance Note GS28 or 29, parts 1, 2, 3 and 4.

8.5 Plant, Equipment and Energy Sources

- Contractors will not be allowed to operate any equipment including plant and machinery or use energy sources (gas, compressed air, electricity, etc.) belonging to the School unless written permission has been given by the Health & Safety Coordinator.
- It is the responsibility of the Contractor to ensure that any School equipment and energy source provided is used safely and that defects are reported as soon as possible.
- Contractors must ensure tools and equipment connected to energy sources are compatible, e.g. pressure, voltage, etc., and safe for their intended use and must ensure their employees are properly trained and competent to connect and safely use the equipment provided.
- Work equipment shall comply with the Provision and Use of Work Equipment Regulations 1998. Where necessary, documentary evidence of the above, or any other documents deemed appropriate, will be requested prior to any work commencing.

8.6 Ground Penetration

- No ground penetration shall commence unless written permission has been obtained from the School representative. Buried services should be identified and made safe before commencing work.
- Where 'live' services may be present, hand excavation should be carried out until the location of the service has been clearly identified.
- Contractors must erect suitable edge protection around excavations or openings. Excavations, openings or obstructions near or on roadways and walkways must be clearly identified by a sufficient number of barriers, cones, warning signs, lamps, etc., particularly during the hours of darkness.

All ground penetration work must be carried out in accordance with the Construction Regulations.

8.7 Protective Equipment

- Protective clothing and equipment required under Statute Law or Approved Code(s) of Practice for the particular work being undertaken, e.g. safety helmets, ear defenders, safety footwear and eye protection, must be provided by the Contractor and worn or used by their employees/subcontractors. Philpots Manor School reserves the right to specify additional or alternative protection to that normally used. Anyone refusing to accept these requirements may be asked to leave the site to ensure the safety of all other employees.

8.8 Fire Protection

- There is a strict no smoking policy on School premises. Persons found in violation of this rule may be asked to leave the site.
- Fire extinguishing equipment is available on site, however, should it prove necessary to use any of this media, the school Caretaker must be advised, who will ensure that the extinguisher is replaced.
- The contractor and his employees or subcontractors will be aware of the evacuation procedures in case of an emergency and follow any directions given by our personnel at this time.
- Any work which requires the disconnection of part or all of the site fire alarm system must be advised to the school Caretaker.
- Contractors site huts (if required) must be kept at least 10 metres from any building or external combustible store.
- Contractors must take adequate fire precautions when carrying out work, particularly where hot work is involved, e.g. burning, welding, grinding, etc.
- For welding, when required to work on equipment or systems that are coded systems, the Contractor must produce evidence of Certification to the required standard for each operative carrying out the work. **All welding must cease 1 hour before the end of the last shift worked each day.**
- Contractors must ensure their employees clearly understand and implement satisfactory fire precautions and the correct hot work conditions including any associated fire procedures such as location and use of fire equipment, evacuation procedures, etc. **All hot work must cease 1 hour before the end of the last shift worked each day.**
- Fire doors, extinguishers, hose reels, hydrants and escape routes must be kept clear at all times.

8.9 Control of Substances Hazardous to Health (COSHH)

- Contractors will be expected to comply with the requirements of the COSHH regulations.
- It is also essential for the Contractor to provide their employees with adequate information, instruction and training on the hazards and corresponding precautions relating to the use of hazardous substances and must ensure these precautions are effectively implemented.
- Flammable liquids and liquefied petroleum gases must not be brought onto the site without the prior written permission of the Health & Safety Coordinator. All such materials shall be stored and used in accordance with current statutory obligations.
- Contractors must implement the following general precautions:
 - Replace lids on containers when not in use
 - Remove empty containers and dispose of them safely and in accordance with current legislation
 - Ensure the 'No Smoking Policy' is vigorously applied
 - Provide suitable extinguishers near to the work
 - Ensure flammable liquids are not discharged into drains
- A complete list of all hazardous substances (as defined by the COSHH Regulations) intended to be used on the site, with the quantities and hazards of each defined, must be supplied to the commissioning manager. Philpots Manor School reserves the right to require additional protection at Contractors cost.
- At all times all materials, whether hazardous or not, must be stored correctly and labelled appropriately.

- COSHH data will be made available on all occasions necessary, for Contractors information.

8.10 Gas and Oxygen Equipment

- Contractors gas and oxygen equipment brought onto the School's premises must comply with and be maintained to the relevant statutory requirement/standards. In the case of gas cutting equipment, flash back arrestors must be used.
- Portable cylinders must be safely stored in a separate enclosure designed for this purpose or in the School's liquefied petroleum gas (LPG) store, provided there has been prior agreement to use this facility. Under no circumstances must LPG or oxygen cylinder stores be erected without prior written permission from the School.
- Gas equipment, including hoses, must not obstruct roadways, walkways or other means of access. Hoses not in use should be coiled up and stored safely.
- Cylinders must never be placed in confined spaces. At the end of each working period, isolation valves must be closed and hoses disconnected where possible. The correct procedure must be followed when using gas or oxygen equipment in confined or semi confined spaces.

8.11 Use of Philpots Manor School's Equipment

- Equipment belonging to the School is not to be used or interfered with, in any way without prior authorisation by the Health & Safety Coordinator.
- Connections must not be made to the site services distribution systems, e.g. compressed air, water, electricity or fire alarm without the written permission of the Health & Safety Coordinator. This permission will be withheld if the equipment intended to be connected to such services does not conform to Statutory Regulations or Codes of Practice and/or the School's requirements.
- All written permission issued in accordance with the above shall be produced for inspection by Philpots Manor School's management if requested.
- Any connection/disconnection which may affect the computer system must be agreed in writing in advance with the Health & Safety Coordinator.

8.12 Equipment Supplied by Contractor (including cranes and other lifting equipment)

- All tools and equipment shall conform to and be tested in accordance with Statutory Regulations, or Approved Code(s) of Practice. Philpots Manor School shall have the right to inspect and reject equipment considered unsuitable at no extra contract price. Certificates of conformity must be produced on request.
- Where portable equipment and tools are being used these shall be 110-volt type, or air operated equipment. Mains voltage (240 volts) may only be used when a residual current breaker is fitted. The Contractor shall provide the necessary transformers which must be 240/110V winding provided with an earthed centre-tap and will ensure that appropriately protected cabling is used with such equipment and tools.

- Lifting or hauling tackle, wrenches, ropes, etc., are not to be attached to any plant, equipment, pipe work or building without written permission of the Health & Safety Coordinator. All such tackle must be registered and have a current test certificate (made readily available) where appropriate. Equipment must be properly marked with an identity number and safe working load.
- Contractors must ensure that any of their employees permitted to change abrasive wheels, have received appropriate training and are appointed in writing to carry out this work.
- Contractors who bring cartridge operated fixing tools onto the premises must produce a suitable written safe system of work for the use and storage of this equipment on site. The written system shall detail authorised users, storage arrangements, control measures for the issue and return of the equipment, limitations of the type of work undertaken, and safety precautions during use.
- The use of equipment which will expose either contractors' employees or Philpots Manor School's employees and/or students to noise levels in excess of 80 dB(A) must be agreed with the Health & Safety Coordinator prior to commencing work and adequate protective measures taken.
- Adequate guarding, extraction, shielding, etc., in accordance with Statutory Regulations or Approved Codes of Practice shall be provided.
- All cranes brought onto site, whether owned by the contractor or hired, must carry relevant test certificates, thorough examination reports, and manufacturer's handbook.
- Only persons who are competent and authorised will be permitted to operate cranes. If necessary, the Contractor must prove to the satisfaction of the School that such employees can operate cranes safely.
- Travel routes for cranes and crane standing must be agreed with the School to avoid potential danger from overhead lines and structures, underground services, soft ground, etc.
- Similarly, work must not be undertaken on or near overhead cranes without authority from the School and in such cases the work must be done in accordance with Section 27 of the Factories Act and any other relevant legislation.

8.13 Electricity

- Contractors authorised to work on electrical equipment must comply with all aspects of the Electricity at Work Regulations and supporting guidance. Please also see the section on Permits to Work.

Note: All equipment must be treated as “live” unless isolated and clearly marked accordingly.

- Repair or installation of any electrical equipment must only be carried out by competent personnel. Evidence of such competence will be required.
- During work on electrical apparatus, proper account should be taken of the Electricity at Work Regulations and other relevant publications.

8.14 Permits to Work System

- Permits to work are required for working at height, working with electricity, roof work, confined spaces and hot work.
- Hot work will require certain conditions to be met before commencing work. The permit conditions must be strictly adhered to during the course of the work. Hot work includes any activity which generates heat, e.g. grinding, burning, welding, tar boilers, blowlamps, etc.

8.15 Working at Height

- Contractors who provide their own means of access must ensure that all equipment used meets the required standard and in addition, is properly maintained. All work at height will be completed under permit to work conditions.
- Scaffolding must only be erected or dismantled by suitably trained and qualified scaffolders.
- Openings created in roofs, floors or other areas where persons could fall must be properly protected with covers or guardrails.
- Where material may fall, effective steps must be taken to erect suitable barriers and to warn people below about the danger.
- Contractors working on roofs must check for fragile material before commencing work. Suitable edge protection must be provided where appropriate on every roof where persons can fall and on pitched roofs, suitable crawling boards must be used as part of the Contractor's safe system of work.
- Contractors must not work above open chests, tanks or similar vessels containing liquid or other substances where a fall could lead to asphyxiation or drowning unless suitable precautions have been taken to prevent this.

Harnesses

- A safety harness should be worn and secured to a suitable anchor point when it is not possible to provide a safe place of work at height.
- Safety harnesses must comply with appropriate standards and be properly maintained and regularly inspected. Records of examinations must be kept readily available on site and contractors using this equipment must ensure it is worn and connected at all times.
- Any uncertainty about the suitability of securing a harness to an existing structure should be discussed with the School before proceeding with the work.

8.16 Housekeeping and Disposal of Materials

- Contractors must keep their work areas tidy and not allow rubbish or scrap to accumulate. If storage is necessary for material or waste, the School must be consulted so that, if appropriate, an area can be allocated for this purpose.
- Combustible waste must be removed from the premises frequently to minimise the risk of fire. Material should be stored safely, clear of access ways and fire routes.
- Material must not be thrown from height. If material has to be transferred from one level to another, proper arrangement must be made using skips, waste chutes or other proper transfer systems.

- All materials brought on the site and subsequently residual to the work, remain the property of the Contractor (unless already paid for by Philpots Manor School) and must be disposed of by the Contractor, unless specific agreement is given in writing by the Health & Safety Coordinator to use the sites' disposal facilities.
- The disposal of all wastes and effluent generated by the contractor is the responsibility of the Contractor to remove from the site in accordance with current legislation.
- Oils, solvents and other harmful chemicals **must not** be disposed of down drains on the school premises.
- For disposal of hazardous products, all disposal details, including authorised carrier, disposal site and method are to be supplied to Philpots Manor School for their records.

8.17 Spills and Leaks

- Contractors must take all reasonable steps to prevent spillages and leaks. Any which do occur must be dealt with immediately, every effort being made to contain any material involved.

8.18 Accidents and Dangerous Occurrences

- Contractors must ensure their employees report all injuries, as soon as possible, by recording details in the School's Accident Reporting System (behaviourwatch).
- The Contractor is responsible for notifying the H.S.E. of any injury, disease or dangerous occurrence on Philpots Manor School's property as per RIDDOR Regulations.
- All reportable accidents or dangerous occurrences must be notified to the Health & Safety Coordinator.
- The Contractor must nominate a competent person to have specific responsibility for all matters relating to safety. This person will liaise with the Health & Safety Coordinator on all matters as required.
- The competent person should effectively monitor from time to time the Contractor's activities. Ensuring suitable health and safety precautions are properly implemented and that employees receive adequate information, instruction and training to understand the dangers and corresponding safeguards associated with the work.

8.19 Occupational Health and Hygiene

- The Contractor shall ensure that all employees are medically fit to carry out their duties on the site.
- Philpots Manor School reserves the right to eject from the site any contractors' employees considered to be acting under the influence of alcohol or drugs, etc. The Contractor shall provide Philpots Manor School with assessments of potential health hazards for their workers on the site conducted in accordance with the COSHH Regulations.

8.20 Noise

- Contractors must implement suitable precautions to eliminate or control noise from plant and equipment brought onto site and must advise the

School about noise above the statutory action levels so that persons who may be affected can be properly protected. Contractors must also comply with their legal duty under the Noise at Work Regulations.

- If applicable, signs identifying noisy areas will be displayed and Contractors must ensure their employees who work in these areas wear suitable hearing protection.

8.21 Vehicles Under Power

- Contractors are not permitted to drive any type of vehicle other than delivery trucks and vans on School premises unless they have been specially selected, adequately trained and authorised in writing. Contractors must provide the School with written evidence of competency prior to allowing their employee to drive on School premises.
- Vehicles and personnel shall not go into parts of the school premises other than those in which they are working except with the consent of the Health & Safety Coordinator or Caretaker.
- Contractors must ensure:
 - Drivers always observe speed limits and give way to pedestrians and internal transport
 - Passengers are not carried on vehicles unless a proper seat and restraint has been provided for this purpose.
 - Personnel do not get on or off vehicles while in motion.
 - Vehicle loads are within safe limits, properly secured, and do not project beyond the vehicle body unless suitable precautions have been taken to avoid striking pedestrians, adjacent structures or other vehicles.
- Contractors must not bring vehicles onto School premises unless they are roadworthy and conform to current legal requirements.
- Vehicles supplied by Contractors must be properly maintained in accordance with the manufacturer's recommendations. Internal roadways must be kept clear except where permission has been given to load or unload. In such circumstances, the driver must remain with the vehicle in case it has to be moved in an emergency. Trailers may be uncoupled and parked in designated areas.
- Drivers or operators of high sided vehicles should exercise extreme caution and be aware of overhead power lines on the School's estate.

8.22 Record Keeping

- All records shall be kept in an easily retrievable management system for 3 years unless otherwise specified in current legislation.
- All records pertaining to work undertaken on the behalf of Philpots Manor School shall be made available upon request.

The Contractor shall provide one copy of any drawings, manuals etc. as required for the files.

8.23 Safety Induction Training

- On site induction training will be required, in all instances, the level being determined by Philpots Manor School's Health & Safety Coordinator.

8.24 Long Term Contractors/Facilities Management Services

- All contractors who provide an ongoing service(s) to Philpots Manor School are defined as long term contractors/facilities management services.
- They will be subject to the terms and conditions of these guidelines in all respects.
- Philpots Manor School will ensure that all appropriate risk assessments are made available to the contractor as required.
- An induction training package will be provided to all new Long Term Contractors, for the purpose of training all of their staff who will be employed on site.
- Contractors must liaise with the Health & Safety Coordinator for Permit to Work instructions.

8.25 Approved Contractors List

- Only those contractors who agree to the above terms and conditions will be included on Philpots Manor School approved contractors list

Control of Substances Hazardous to Health

COSHH Procedure

1. The risks will be assessed by the following route:

- Identify which substances are in the workplace.
- How the substance is used
- How the substance is hazardous
- What the exposure standards are
- What the work activity is
- Existing control measures and whether they are effective
- Existing records for monitoring
- What the risk is to health

It is a legal requirement to record findings of COSHH assessments.

2. What precautions are needed?

- If any significant risks are identified, you need to take action to reduce them to acceptable levels.
- If controls are already in place are they effective?
- If effective controls are in place you still need to go through the other steps to ensure you are fully complying with COSHH. This also will help ensure your controls remain effective.
- If effective controls are not in place you need to take further precautions by preventing or controlling exposure.

3. Hierarchy of control measures

- Remove – Is the substance no longer needed as part of the process?
- Substitute – Can the substance be replaced by a safer alternative?

- Contain – Can the substance be isolated from the person(s) by containment or local exhaust ventilation (LEV)?
- Use of PPE – ONLY if the above cannot be achieved – appropriate PPE should be provided.

4. Maintenance and use of control measures

Using Control measures:

- COSHH requires employees to make proper use of control measures and to report defects. This is why employees need to receive appropriate information, instruction and training with respect to using control measures.

Maintenance of control measures:

- COSHH requires that controls are maintained to ensure that the control measure remains effective.
- Local exhaust ventilation (LEV) needs to be checked regularly (every 14 months) to ensure that it remains effective

5. Monitoring Exposure

The COSHH Regulations require that monitoring is undertaken when any of the following circumstances apply:

- When failure or deterioration of the control measures could result in a serious health effect.
- When measurement is required so as to be sure that a WEL or any self-imposed (in-house) working standard is not exceeded.
- When measurement is required as an additional check on the effectiveness of any control measure provided in accordance with regulation 7 (monitoring), and always in the case of a substance or processes specified in Schedule 5 of the COSHH Regulations.
- When any change occurs in the conditions affecting employees' exposure, which could mean that adequate control of exposure is no longer being maintained.

6. COSHH requires employers to carry out health surveillance:

- Where an employee is exposed to one of the substances listed in Schedule 6 to COSHH and there is a reasonable likelihood that an identifiable disease or adverse health effect will result from that exposure.
- Where employees are exposed to a substance linked to a particular disease or adverse health effect and there is a reasonable likelihood, under the conditions of work, of that disease or effect occurring and it is possible to detect the disease or health effect.
- Normally carried out by a doctor or trained nurse, but a supervisor could, for example, check an employee's skin for dermatitis or ask questions about breathing difficulties.
- Health surveillance records are required to be kept for 40 years.

7. Accidents, incidents and emergencies

School is to ensure:

- Provision of appropriate first aid and carrying out safety drills
- Adequate information on emergency arrangements
- Suitable warning and communication systems to enable appropriate response

In the event of an emergency related to a hazardous substance, take immediate steps to:

- Mitigate the effects of the event
- Restore the situation to normal
- Inform those who may be affected.

8. Specialist training on handling hazardous substances will be made available for those staff identified as needing it. The COSHH Regulations require that personnel should know:

- The names of the substances to which they are liable to be exposed and the risks to health created by exposure.
- Any relevant workplace exposure limits (WEL) that applies to the substance.
- The information on any safety data sheet that relates to the substances.
- The significant findings of the risk assessment.
- The precautions they should take to protect themselves and their fellow employees.
- The results of any monitoring of exposure, and especially if these exceed any WEL.
- The collective results of any health surveillance.

Assessment records

- Copies of relevant information such as manufacturers' safety data sheets and environmental monitoring should be kept with the completed Form.
- Personal exposure monitoring and health surveillance records are retained in personal records and these records are required to be kept for at least 50 years.
- Records for the following should also be considered where appropriate:
 - Local Exhaust Ventilation (LEV) – Maintenance and examination record.
 - Respiratory Protective Equipment (RPE) – Issues and Maintenance.
 - COSHH Laboratory Assessment Findings.

Guidelines for Handling

The following categories are used to identify appropriate control measures when using substances within the School. The category is made up of a two part alphanumeric code with the letter denoting 'Skin Protection' and the number denoting 'Respiratory Protection'.

This list is a minimum requirement when dealing with these substances. A list of substances and their category are displayed on various notice boards and with the Health & Safety Coordinator .

Where pack size is greater than 5 litre/KG it is also necessary to wear toe protection and follow manual handling guidelines.

Category	Skin Protection	Category	Respiratory Protection
A	No specific requirement	1	No specific requirement
B	- Enclosed shoes/boots - Generally keep hands and clothing clean. - Wash hands where appropriate and reapply barrier cream if used. - Avoid skin/eye contact	2	Disposable 'paper' mask required
C	- Enclosed shoes/boots - Gloves must be worn. (Red PVC knitted wrist) - Generally keep hands and clothing clean. - Wash hands where appropriate and reapply barrier cream if used. - Avoid skin/eye contact	3	Ori-nasal cartridge mask required
D	- Enclosed shoes/boots - Gloves must be worn. (Red PVC knitted wrist) - Eye protection must be used. - Generally keep hands and clothing clean. - Wash hands where appropriate and reapply barrier cream if used. - Avoid skin/eye contact	4	Full face cartridge mask required
E	- Special requirements needed. - See special work instructions	5	Air fed or self-contained breathing apparatus required
		6	Extraction or Local Exhaust Ventilation required.

As an example, for a Category D3 substance the following precautions would be required:

- Enclosed shoes/boots
- Gloves must be worn. (Red PVC Knitted wrist)
- Generally keep hands and clothing clean.
- Wash hands where appropriate and reapply barrier cream if used.
- Avoid skin/eye contact
- Ori nasal cartridge mask required

Display Screen Equipment

Individual Health and Safety Guidelines

The Health & Safety Coordinator will arrange an assessment of individual workstations, display screen equipment and workplace according to ergonomic principles as specified here and in the Regulations, with respect to the requirements for display screen equipment design and workplace layout. Where appropriate, health and safety training will be provided to employees with the aim to increase the users competence to use the workstation equipment safely and reduce risk to their health.

Completed DSE Workstation Analysis forms will be sent to the Health & Safety Coordinator.

The School will provide all new employees with a DSE workstation analysis as part of their induction to the School, where appropriate to their role.

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

Driving and Use of Vehicles

Driving Procedure

You must:

- Ensure that your vehicle, whether your own or that of the School, is maintained in a good condition and serviced in line with the manufacturer's guidelines. Prompt action must be taken to ensure that any defects, which may affect safety, are fixed.
- Ensure your driver's licence, insurance (which must cover business usage), MOT and Road Tax are current and in order and that you have provided copies of these to the HR Administrator in Reception. Updated copies must be provided annually and/or when renewed or details changed.
- Ensure, where relevant, that your driver's LGV/PSV driving credentials are in order.
- Be fit to drive. Any major health condition likely to affect driving **MUST** be reported to the Driver and Vehicle Licensing Agency (DVLA) and to the School.
- Wear seat belts at all times as a driver (including delivery drivers) or as a passenger (this includes the wearing of rear seat belts where fitted). Expectant mothers must only use a lap/diagonal seat belt rather than a lap only seat belt. Children must use child seats appropriate to their weight and size and fitted in accordance with the manufacturer's instructions.
- Observe speed limits and drive at a speed appropriate to the conditions.
- Not be under the influence of alcohol or drugs when driving
- Refrain from smoking in the vehicle (in accordance with School policy and Government legislation). School vehicles will display 'no smoking' signs.

Mobile Phones

Using a hand-held mobile phone (making or taking calls and texting) whilst driving is an illegal and unsafe practice.

Please adopt the following safe practice:

- Switch your phone off whilst driving
- Pull over when safe to do so
- Park safely
- Switch off the engine (if the engine is still running, the driver is still "in control of the vehicle").
- It is now safe to check your messages.

Although not illegal to use, ear pieces and hands-free kits should not be used when driving unless absolutely necessary in an emergency.

Be Safe During an Emergency

If you need to stop the vehicle because of an emergency e.g. puncture, mechanical breakdown, etc., remember the following:

- When on a motorway, if possible carry on to an emergency telephone, switch on your hazard lights and where possible ensure that you and any passengers do not remain in the car. Stay off the hard shoulder. If you make an emergency call, stand facing the oncoming traffic. If you are a lone female, mention this to the control centre.
- If you are on a rural road, a warning triangle must be placed up some distance prior to the broken down vehicle to alert oncoming drivers, particularly where the vehicle has broken down on a corner. If you are a lone female, mention this to the control centre. Wait in the vehicle with your hazard lights on and doors locked until assistance comes.

Look After your Back

- If you spend a lot of time driving, there is an increased risk of spinal disc problems caused by the lower back muscles when seated.
- Adopt a good posture before your journey by having the seat positioned such that your hips and knees are comfortably flexed and your mirrors are correctly positioned. If you are taking equipment etc. ensure the heaviest items are placed nearest the sill of the boot, in order to minimise dragging and lifting.
- During your journey, don't grip the steering wheel tightly, keep your back supported, and take regular breaks during a long journey.
- After your journey, don't twist around to the back seat to reach objects and relax your muscles before lifting anything out of the car.

Code of Practice for Driving PMS and Hired Vehicles

1. Introduction

- 1.1. Although rare, serious, sometimes fatal, accidents have occurred with vehicles used by educational establishments. It is in order to minimise the risk of such accidents occurring that this Code of Practice has been written.
- 1.2. This code of practice applies to all vehicles used by the School whether owned or hired.

2. Minibuses

- 2.1. Further rules are applicable to driving minibuses. These are in addition to the requirements of the main body of this Code of Practice.
- 2.2. There are complex driving licences and 'hire and reward' permit requirements for the use of minibuses (those above 9+ passenger seats). Seek advice from the Health & Safety Coordinator if you are in any doubt as to whether you hold the correct licence to drive a particular vehicle

3. Application

- 3.1. Compliance with this code is mandatory and the Code applies to any use of vehicles whether owned by the School or hired for School business.
- 3.2. This Code of Practice should be read in conjunction with any other school policies that relate to the use of vehicles.
- 3.3. The requirements of this Code of Practice represent the minimum standard to be adopted. The School may impose additional requirements if they consider them appropriate.

4. Drivers

All drivers must be approved by the HR department. Approval may only be given providing the following requirements are met.

- 4.1. Only employees of the School may drive School vehicles or vehicles hired for School business. An employee of the School is any person being officially paid by the School for the time they are driving on the School's behalf. Persons being paid a fee to drive for short periods such as the duration of a field trip are considered School employees. Such persons must however meet all the other requirements of this Code of Practice.
- 4.2. All drivers must be aged 25 or over and have held a full UK driving licence for 2 years or more to comply with the School's insurer's requirements.
- 4.3. The driver has a valid full UK driving licence for the vehicle to be used. Special licence conditions may apply to the drivers of minibuses. See Section 2 above.

- 4.4. In the case of minibuses, the driver has completed the relevant approval form. and taking students must have done the appropriate MiniBus safety course. The completed form must be kept by the School.
- 4.5. All drivers are required to inform the DVLA of any physical or mental disability, which might affect their fitness to drive any vehicle and must also notify the School.

5. Roadworthiness of the vehicle

- 5.1. All vehicles owned by the School must be regularly maintained and kept in a roadworthy condition.
- 5.2. All hired vehicles must be checked very carefully by the driver on delivery.
- 5.3. Before taking over responsibility for any vehicle, all drivers must carry out the pre-journey checklist that follows or satisfy themselves that such checks have already been carried out by the operator prior to handing over the vehicle. Checks i) and ii) must be carried out on a daily basis thereafter whilst the vehicle is in use.
 - i) brakes and steering operate correctly;
 - ii) there is an adequate supply of water in the windscreen wash reservoir, that windscreen and wipers function correctly and all windows are clean in order to ensure good all round visibility;
 - iii) there are correct fluid levels in hydraulic systems, particularly the braking system, and the engine oil level is correct;
 - iv) there is an adequately stocked first aid kit; any items used from the kit should be replaced without delay;
 - v) there is a vehicle fire extinguisher mounted in an easily accessible position;
 - vi) tyres are inflated to the correct pressure and are free of dangerous cuts or cracks, tread depth is at least 1.6 mm, and wheel nuts are tight;
 - vii) the spare wheel is also in good condition and correctly inflated. If a spare wheel is not designed to be carried then a temporary puncture repair aerosol must be carried.

6. Provision and use of Seat Belts

- 6.1. Seat belts must be worn at all times. The most senior member of staff present or the driver must ensure that they are worn.

It is the driver's responsibility to ensure that Students /children requiring the use of child restraints/booster seats appropriate to their age/height & weight are installed in the vehicle correctly and used for the duration of the journey.

7. Journey and Driving Times

- 7.1. Tiredness of the driver has often been a significant factor in accidents involving minibuses. The presence of a second driver should always be considered both on account of possible incapacity of the first driver and also because of tiredness.
- 7.2. The maximum number of hours that a driver may drive in any 24-hour period is 9 hours subject to a weekly maximum of 56 hours. Every driver must take a continuous rest period of at least 11 hours in every 24-hour period. A bed, bunk or couchette must be available for use during the rest period. The driver must not be tired at the start of a journey.

- 7.3. The maximum continuous period of driving should not exceed two and a half-hours and should be followed by a minimum break of 10 minutes out of the vehicle. Time spent crawling in motorway type hold-ups should count as part of the driving period, as should any period spent driving to pick up a party.
- 7.4. Persons returning to the UK after a long journey abroad, even air travel, should be warned that they might not have had sufficient rest to undertake a further lengthy journey by road in the UK as soon as they have left the ferry or airport. Accidents frequently occur to drivers returning from abroad within one hour's driving distance from UK ports and airports because of tiredness and/or change from driving on the right hand side to the left hand side of the road.

8. Consumption of alcohol or drugs by any driver

- 8.1. Blood alcohol level should be zero during all driving activities. It is an absolute rule that a driver does not consume any alcohol or drugs during or for an appropriate period before any journey. As a guide only - it takes one hour for an average person to metabolise the alcohol from one half pint of average strength beer. Accordingly, it can take eight hours or longer to metabolise all the alcohol from four pints of beer and therefore if driving the next morning care should be exercised with regard to how much alcohol is consumed the evening before. If in doubt, no alcohol should be consumed on the evening before driving.

9. Medication

- 9.1. Drivers must adhere to any guidance accompanying medication, prescribed or otherwise. If driving ability may be affected by such medication then no driving should be undertaken.

10. Speed Limits

- 10.1. All speed limits must be complied with.

11. First Aid and Emergency Procedures if a vehicle is involved in an accident:

- 11.1. Make sure all passengers are safe and if necessary summon the emergency services for assistance.
- 11.2. Obtain the registration number(s) and insurance details of any other vehicle(s) involved.
- 11.3. Take the names, addresses and if appropriate vehicle registration number of any witnesses and the number and base station of any Police Officer who attends.
- 11.4. Take photographs of any vehicle damage, road conditions etc prior to leaving the scene where possible and safe to do so.
- 11.5. Write down as soon as possible after the accident all relevant details in a precise manner.
- 11.6. Report all the above details to the School Bursar and the Health & Safety Coordinator as soon as possible.

12. Documentation

- 12.1. Drivers should carry their driving licences but, wherever possible, any hire agreement or insurance certificate should be kept by the School. The driver should carry details of insurance in order to exchange the information required in 11.

13. Overseas Travel

- 13.1. There are likely to be special insurance requirements for overseas travel. Check with the School Bursar (Estates Coordinator) and the operator of any hired vehicle.

14. Insurance

- 14.1. All questions of insurance should be addressed to the Finance and Facilities Manager in the first instance.

Educational Visits

Philpots Manor School recognises the benefits to students of having a wide range of learning opportunities as part of their Individual Education Plans. As well as formal, class based learning activities, the school curriculum values and encourages the use of 'experiences' as a key means of assimilating information to increase understanding and levels of engagement with a subject.

It also has additional benefits for both the individual learner and the class as a whole. These include:

Developing Individual Potential	Spiritual and Emotional Development
★ Building Self-confidence ★ Boosting Self-esteem ★ Coping with Challenge ★ Providing Hands-on Experience ★ Facilitating Personal Decision Making ★ Stretching Personal Comfort Zone ★ Improved Motivation New Skills and Unlocking Talent ★ Providing Rites of Passage	★ Emotional Literacy - Awareness and Understanding of Self and Others ★ Developing Self-reliance and Independence ★ Developing Self-respect and Self-esteem ★ Responding to the Awe and Wonder factor ★ Developing a Positive Attitude to Challenge ★ Developing a Sense of Adventure ★ Developing the ability to Empathise ★ Appreciation of People and Places
Improved Understanding and Awareness of Environment, Other Cultures and Real World Learning	Improved Learning Skills
★ New Places and Expanded Horizons ★ Appreciation of the Natural Environment ★ New Language skills ★ Contextual Learning - Fieldwork in context	★ PSHE Key Skills Citizenship Experiential ★ Learning Managing Challenge and Risk ★ Maximising Learning through Multiple Intelligences ★ Learning with Consequences ★ Access to Lifelong Learning

★ Practicing the Principles of Sustainability ★ Curriculum theory into real world context	★ Theory into practice
Improved Teamwork	Improved Relationships
★ Cooperating with others ★ Learning to Trust ★ Group Decision Making ★ Helping and Caring for Others ★ Setting and Achieving Team Goals ★ Effective Communication - Listening and Speaking ★ Working Together and Sticking Together ★ Establishing a Group Identity ★ Awareness of Strengths and Weaknesses	★ Heightened sensitivity to the Needs of Others ★ Adults seen in a different light ★ Young People seen in a different light ★ Working and Living with Others ★ Understanding the need for Trust and Cooperation

The Leadership team will always try to “take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.” (“Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies” February 2014)

3. Types of visit and approval

There are four ‘types’ of visit:

1. Visits/activities within the ‘School Learning Area’ that are part of the normal curriculum and take place during the normal school day. These follow the ‘School Learning Area’ Operating Procedure (Appendix 1 - ‘School Learning Area’).

2. Local Walks (within 2 mile radius of the school i.e. to Sharpthorne Village) that are part of the normal curriculum and take place during the normal school day. These are risks assessed by the visit leader and submitted to the Headteacher (or Deputy in their absence) and the Health and Safety Coordinator for approval. Walks up the drive should still be risk assessed, but will not require a written assessment on each occasion, however, it is accepted that the teacher or TA leading the walk will carry out a dynamic risk assessment before each walk to ensure there are no additional areas of risk (i.e. change in group dynamics or individual student behaviour). A written review of the risk assessment should be carried out following any significant incident or the arrival of a new student or staff member.

3. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc. These are risk assessed by the visit leader and submitted to the Headteacher (or Deputy in their absence) and the Health and Safety Coordinator for approval. A copy of the risk assessment from the activity centre must also be submitted for approval.

4. Visits that are overseas, residential, or involve an adventurous activity.

These follow 2. above, but approval must also be given by the SLT and board of directors for this type of activity.

- **All off site activities have to be approved by the appropriate Deputy head and a trip proposal form needs to be completed.**

4. Assessment of Risk

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, at least, request a copy of the venue risk assessment.

The assessment of risk should include information to demonstrate that activities are supervised by competent instructors who have experience with the activity and are aware of the hazards. Where required, they should hold the appropriate up-to-date qualifications. The visit leaders should check that the chosen activity is covered by the school's insurance.

The Risk Assessment, which includes names of staff and students, must be signed off by the Headteacher and by the Health and Safety coordinator before the trip can be approved. It would be prudent to do this well enough in advance to sort out any potential difficulties so that the trip does not need to be cancelled or postponed.

If a venue which has been previously visited and carries a current risk assessment this can be used as a generic assessment, however it must be reviewed and updated taking account of the group of students and any other changes. This risk assessment must also be approved by the Headteacher and Health and Safety Coordinator

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.

Risk Assessments for weekly trips can be prepared in advance for everything except names of staff and children, but these need careful consideration on each occasion (Dynamic Risk Assessment) to take into account the particular needs/risks of any particular child or combination of children and their medical needs, which may require the risk assessment to be reviewed and amended. The dynamic risk assessment does not need to be recorded, unless you identify significant risks that require an amendment. In this instance, this will need to be verified by the relevant coordinator.

For what to do in an emergency see Appendix 2 – Emergency Procedure

5. Parental Consent - See Appendix 3 - Parental Consent

Notifying parents of planned activities is an essential part of establishing good working relationships. Written parental consent will not be requested for the majority of off-site activities offered by the school – for example, class visits to local amenities – as such activities are part of the school's curriculum (Swimming, sport centre, Gym etc.).

As part of the admissions process we require parents to sign a general consent for off site activities. The trips and activities covered by this consent include:

- Local Walks (within 2 mile radius of the school i.e. to Sharpthorne Village)
- Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.
- Adventure activities at any time as part of planned PE lessons.

The activity leader will send detailed information to parents/carers for any adventurous or residential activities prior to the activity and parental permission will be required.

6. Transporting Students - for specific guidance see separate section: Driving and Use of Vehicles

It is the duty of the staff member responsible to ensure:

- That they are confident with the transport to be provided ~ private hire, public transport or School transport.

See separate guidelines on Minibuses

Use of staff cars to transport pupils

If using staff cars to transport pupils, staff will have ensured the HR department has a copy of the drivers licence and relevant Insurance documents and that checks to show tax and MOT are up to date. Seat belts will be worn at all times when travelling in cars. The school accepts no liability for damage to staff cars whilst transporting students

7. Requiring assistance when offsite

If a child becomes unwell during a trip:

1. The first priority should be to obtain medical assistance locally.
2. 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 venue you are visiting. If necessary you should call an ambulance.
3. You should also call the School Office to ensure that other relevant people are informed.

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. Where one member of staff is lone working (either 1:1 with a child or with a small group of students) they should have regard for the Lone Working Policy

If you need additional support from the school this will be discussed with the Headteacher who will arrange for support to be provided.

If a student is absent without permission or goes missing during a school trip or visit offsite, the School's Absent or Missing Policy must be followed.

Please refer to Appendices for further guidance on off-site trips/activities.

Appendix 4 - CAMPING TRIPS, CLASS CAMP, FIELD TRIPS, WALKS

Appendix 5 - CAMPING ~ DETAILED REQUIREMENTS

Appendix 6 - WALKS - DETAILED REQUIREMENTS

Appendix 1 - 'School Learning Area'

General visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. (This includes the drive and the Sand school for the Equine department ONLY)

These visits/activities:

- Do not require parental consent, although notice will usually be given to parents / carers (either electronically or by letter) in advance where appropriate
- Will still have a risk assessment created, submitted and approved as part of medium term planning



Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/us know to request support from the local services (i.e. Police/ambulance) in the event that an incident overwhelms the establishment's emergency response capability. If it involves serious injury or fatality, or where it is likely to attract media attention the proprietor will be immediately notified and a public relations plan developed. Staff members are not to speak to the press without the authority of the Proprietor.
6. For visits that take place outside the School Learning Area, the visit leader will carry relevant medical consents for students, first Aid kit including asthma pack and other identified equipment.

Appendix 3 - Parental Consent

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

I confirm (child's name):..... can

- a. take part in school trips and other activities that take place off school premises
- and
- b. to be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include:

- Local Walks (within 2 mile radius of the school i.e. to Sharpthorne Village)
- Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.
- Adventure activities at any time as part of planned Games lessons.
- Off-site activities outside the school day (where your child is not normal residential).

For Other non-residential visits within the UK that do not involve an adventurous activity. Adventure Activities as part of planned Games lessons and Off-site activities outside the school day, the school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, Class visits to local amenities – as such activities are part of the school's curriculum (Swimming, sport centre, Gym etc.) or activities such as cinema trips or visits to the gym made as part of routine evening activities for students who are boarding.

When necessary, a separate consent form will be provided, for example, Adventure activities outside of planned Games lessons, residential trips (away from school) and Off-site activities that require significant travel.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

Please sign and date this form if you agree to the above.

Signed:

Date:

Appendix 4 - CAMPING TRIPS, CLASS CAMP, FIELD TRIPS, WALKS

It is the duty of the staff member responsible to ensure:

1. That there are adequate arrangements for health and safety, which includes: tents, toilets, drinking water, washing water, cooking facilities, transport and First Aid facilities. The ratio of adults to pupils must be no more than 3/4:1.
2. That they inform pupils of health and safety before and during camp, in particular about:
Personal hygiene and Fires
3. That they are responsible for the use and storage of any chemicals taken on camp, eg, toilet chemicals.
4. That all pupils have appropriate clothing for camp.
5. That all equipment belonging to the School is in good working order and is returned clean and well maintained.
6. Before leaving the School, the school office is informed of the address, telephone number (if any) of camp(s), with dates and times of arrival and departure.
7. That a written record is kept of any accidents and treatment given and handed to the appointed Person on return.
8. That they supervise all fires and ensure fires are doused with water at the end of the camp.
9. That in the event of children of mixed sex on camp, male and female adults must be in attendance.
10. That parent/carer permission is obtained for any adventurous or residential trip.
11. That Management and the Schools Health and Safety Adviser are kept informed of any activities or events which they may need to be aware of under the Health and Safety Act.

Appendix 5 - CAMPING ~ DETAILED REQUIREMENTS

1. **PUPIL ~ STAFF RATIO** must be no more than 3/4:1.
2. **TENTS** ~ must be in a sound and waterproof condition with a ground sheet and adequate tent pegs to enable the tent to be made secure. Tents should be pitched in such a way that the Teacher in charge can view all tents with the interest of safety in mind. No tent must be pitched away from the main camp.
3. **TOILETS** ~ toilet tents must be erected in a secure way. Toilet buckets and seats must be kept in a clean condition and the instructions for the amount of chemicals to be used be adhered to. Instructions are found on the chemical container. Waste must be regularly emptied into an appointed drainage system or buried in a hole dug into the ground and then covered with soil, The toilet must be situated away from the main camp.
4. **WATER** ~ a supply of fresh water must be provided ~ mains water or bottled water, for drinking, cooking and washing. Water must not be taken from rivers, other than to douse fires.
5. **COOKING FACILITIES** ~ pots, pans, plates and cutlery must be washed properly in warm water, after use. Any covering, canvas or plastic, placed over any eating or food preparation area must be in a clean and sound condition.
6. **FOOD** ~ must be stored in a cool, dry and safe place and special attention must be made to protect food from flies, insects, rodents and animals. Areas where food is prepared must be kept clean.
7. **FIRST AID** ~ a kit must be ordered and collected from the School First Aid Centre. All accidents and treatment must be recorded in writing and handed in to the Appointed Person along with your kit on your return.
8. **PERSONAL HYGIENE** ~ a personal washing area should be set aside. Fresh water must always be made available. Hands should be washed before every meal. If camping on a site where showers are available then the pupils should be encouraged to use them.
9. **FIRES** ~ wood for fire may have to be collected from areas around the camp. This must be done with consideration and with no damage done to trees etc. The Teacher in charge must take full responsibility for lighting and looking after the fire. Consideration must be made as to the site of the fire, so that sparks cannot fall on canvas tents. Buckets of water must be placed around the camp in case of fire. These buckets of water must not be used for any other reasons. At the end of the camp, the fire must be doused with water and any turf replace. The site must be left clean and tidy at the end of a camp.
10. **CHEMICALS** ~ all chemicals for bucket toilets must be stored away in a safe place, and the manufacturer's instruction carried out.
11. **CLOTHING** ~ enough should be taken for several changes of clothing, as drying may be a problem. Special types of clothing for certain activities may be needed. The same applies to footwear.
12. **EQUIPMENT** ~ all School or borrowed equipment ~ toilet buckets and seats, cooking pots, kettles, saucepans, frying pans, water carriers, washing up liquid, sponge cloths, must be returned immediately at the end of camp, in a clean and well maintained condition.

Appendix 6 - WALKS - DETAILED REQUIREMENTS

1. The walk supervisor/leader should be familiar with the route of the walk or have the sufficient skills to orient with a map and compass

2. The walk supervisor/leader should ensure that there is a first aid kit at hand, and that someone in the group has a mobile phone.
3. The walk supervisor/leader should ensure that the children are wearing appropriate footwear and that their clothing is suitable for the weather conditions.
4. The walk supervisor/leader should take into account the length and duration of the walk. If the supervisor/leader thinks it may turn dark before the end of the walk, they need to ensure at least two torches are available and also fluorescent strips/clothing.
5. The walk supervisor/leader should carry a whistle or other device in case of wanting to call the group together.

During The Walk

1. It is important to keep the group together.
2. When crossing any road this should be done under strict guidance from either the walk supervisor/leader or an elected adult from the group. (Roads should preferably be crossed as a whole group)
3. No child should go ahead of the walk supervisor/leader or go behind the last adult.
4. The walk supervisor/leader should make regular stops so that other members of the group who are lagging behind can catch up.
5. Try and avoid walking along busy roads; where possible stick to footpaths. If the group has to walk along a road, it must be in single file with adults at the front and rear of the group as well as in-between. **WALK FACING THE TRAFFIC.**

Electrical Safety

Electrical Safety Procedure

Any portable electrical equipment brought onto the School's premises must be reported to the Health & Safety Coordinator for electrical testing, prior to it being used, even if newly purchased.

Any untested portable appliance brought on site is to be notified to reception and must be PAT tested before it can be used in school and should be kept in a safe and secure area until testing is carried out.

Testing of portable appliances will be carried out as soon as practicably possible and the results of the test will be made known to the owner straight away. Should any item fail the PAT test, it will not be allowed to be used on site until either repaired or replaced and successfully retested.

Testing of all portable appliances already on site will be arranged annually by the School Caretaker.

When a check is carried out, a 'PAT Testing Inspection Record & Results Form' will be completed and filed with the Health & Safety Coordinator.

Evidence of testing will also be logged on a central file held by the School Caretaker. A sticker will be applied to the tested item showing date tested and date when retest next due.

The following checklist gives a list of items which will be verified when checking out the safe operation of computer equipment.

Item	Check
Mains plug	Wired correctly, connections secure No bare wires or whiskers Outer insulation secure in cord grip Correct fuse rating for appliance No signs of overheating or scorching
Mains lead to appliance	No mechanical damage, cuts, No sharp kinks, twists or burn marks No taped joints
Extension lead	Check plug and mains lead as extension leads must not be used as permanent sockets
Multiple socket extension	Check plug and mains lead as above Check correct fuse
Equipment	Outer case: • no mechanical damage • no broken parts • no cracks • no burns or scorch marks • no evidence of tampering • no makeshift repairs • no signs of wear or abuse
Switch ON	Verify correct
Switch OFF	Insulation test Optional flash test Optional leakage test.

General Electrical Safety

- Employees, unless adequately trained and authorised, will under no circumstances attempt to install or repair sockets, plugs and tools or interfere with plant, appliances or electrical installations. These jobs will be undertaken by an authorised and competent person, either employed by the School or by contractors, agents or manufacturers called to the building.
- Never handle mains operated electrical equipment unless you thoroughly understand its use and operation.
- Never leave any light sockets without a bulb even if the circuit is known not to be live.
- Never handle electrical equipment with damp hands
- Do not attempt to repair electrical equipment unless you are qualified to do so.
- On discovering damage to electrical equipment or services, first isolate the damage by removing the apparatus if it is safe to do so, closing the room or area, and then report the damage.

Fire Safety

Fire Evacuation Procedure

To save life and prevent injury in the event of fire or other similar emergency, all employees must know, understand and follow the fire evacuation procedure. This procedure has been prepared to comply with the statutory requirements of The Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999.

Staff will familiarise themselves with the following procedure so that they are aware of what to do in the event of an emergency.

1. Action on Discovering a Fire

1.1. Fire detection systems, e.g. smoke and heat detectors, are installed in the buildings. These will “sense” fire and raise the alarm automatically, but not necessarily immediately. It is the responsibility of all employees to know where the manual “break glass” fire alarm call points are located and how to operate them. These points are sited beside most external fire doors, tops of staircases and along evacuation routes.

1.2. DO NOT attempt to fight fires if your personal safety or that of others is at risk.

2. Emergency Fire Procedure:

2.1. If you discover a fire:

- Immediately operate the nearest call point unless the alarm is already sounding. Close all doors behind you. This will delay fire/smoke spreading. Do not stop to collect personal belongings
- **Evacuate all persons for whom you are responsible, using the nearest available exit.**
- **Call the Fire Brigade (999).** During school hours this will normally be done by staff in Reception.
- **Assemble** at the appropriate assembly point (Tennis Court).
**During inclement weather this may be relocated to the Marley Building Hall as directed by the Incident Controller.*



3. On hearing the fire alarm:

3.1. Except in the case of a pre-arranged fire alarm test it must be assumed that any fire alarm is sounding as a result of a real fire.

- **During the school day** (Monday – Friday 9.00 am-4.00pm) if the main school siren sounds all staff and students must evacuate as above and proceed immediately to the assembly point on the Tennis Courts.
- **Between 4pm – 9am, at weekends and in school holidays:** evacuate your own building as above the designated Assembly Point.

3.2. There will be no exceptions to this and failure to comply with this policy may lead to disciplinary procedures. All staff must ensure they are familiar with the main and alternative escape routes from their areas of work.

3.3. When leaving remember to:

- Use the most direct route following the fire exit signs. If the main route is blocked take the alternative route
- Close all doors behind you. This will delay fire/smoke spreading
- Do not delay when leaving
- Do not return to your building for personal belongings
- Switch off machinery and equipment if it is safe to do so
- Isolate any gas and/or oil supply if it is safe to do so.
- Do not run
- Make your way out of the building in an orderly manner by the nearest exit and head for the assembly point.
- No one will remain inside the building during an evacuation
- Remain at your assembly point until instructed by either the emergency services, Incident Controller or the relevant member of SLT

Above all, try to remain calm.

3.4. Do not re-enter the building until you are told it is safe to do so.

3.5. During school hours the incident controller must ascertain the reason for the alarm sounding and what action was subsequently taken. As soon as they deem it safe to do so they will allow staff and students back into the building.

3.6. Outside of normal school hours if the fire alarm sounds any person present must at all times follow the Emergency Fire Procedure.

4. Disabled Persons

4.1. In the event of an evacuation the disabled person will be evacuated according to their Personal Emergency Evacuation Plan (PEEP).

5. Visitors and Contractors

5.1. In the event of an evacuation, visitors are to be escorted off the premises by their host and must remain with them until all personnel are accounted for. For contractors, the person responsible for them will brief them on the action to take on hearing the alarm and the location of the fire assembly point.

6. Fire drills

6.1. **During the school day:** The School Caretaker, in liaison with the Health & Safety Coordinator, will arrange one planned fire drill per term. (See Staff Responsibilities below).

7. Staff Responsibilities

7.1. Fire Marshals Responsibilities

7.1.1. A Fire Marshal will be appointed for each department or area of the workplace. The Fire Marshal is responsible for:

- Conducting monthly emergency inspections (see checklist);
 - Knowing who works in their allotted area;
Ensuring that all colleagues in their area are familiar with their assembly points, and nearest escape routes;
 - Ensuring that the hi-visibility jacket/arm band is kept on hand at all times.
- 7.1.2. At no time must a Fire Marshal or any other employee risk his or her own safety.
- 7.1.3. When the alarm has been raised ensure that all employees, students and visitors immediately evacuate the area.
- 7.1.4. Check the area including any meeting rooms and toilets to ensure that everyone is out, closing all doors on the way if it is safe to do so.
- 7.1.5. Wear the hi-visibility jacket/arm band and proceed to the assembly point.
- 7.1.6. The Fire Marshal must inform the Incident Controller immediately the result of the search.
- 7.1.7. The Fire Marshal must inform the Incident Controller if any disabled people are held in the safe refuge point awaiting rescue.
- 7.1.8. The Fire Marshal must conduct a head count and once everyone is accounted for, inform the Incident Controller. Ensure that all employees remain at their assembly point, and do not leave. Upon authorisation to re-enter, the Fire Marshal must ensure that the return is controlled.
- 7.1.9. The Fire Marshal will attend a post emergency evacuation meeting to discuss any required changes in the procedure.

7.2. All staff:

It is the duty of all staff to ensure good housekeeping in their area of work; to prevent the causes and risk of fire by:

- switching off and disconnecting electrical appliances
- avoiding overloading sockets
- adhering to the schools no smoking policy
- not accumulating unnecessary combustible material such as paper and wood

Ensure that fire doors are never wedged open and either left closed at all times or where fitted the existing self-closing system is used.

Ensure that only persons with sufficient knowledge and training may use the fire-fighting equipment provided, e.g. fire blankets and extinguishers (see Training below). If any fire fighting equipment has been used, appears to be damaged or is missing from its normal location then the matter must be reported using the maintenance email address maintenance@philpotsmanorschool.co.uk.

During school hours it is the duty of the class teacher to complete registers within the timescales given in the attendance policy and to ensure that the Attendance Officer, Designated Safeguarding Lead and Headteacher are aware of any students who are absent and the reason for their absence.

It is extremely important for employees to report any problems encountered to their fire marshal immediately after a fire evacuation or drill, e.g. the alarm not being heard or congestion of escape routes via the evacuation response form.

7.3. School Caretaker:

To liaise with the Health & Safety Coordinator whenever necessary and plan the whole school fire drill *as above*.

It is the responsibility of the School Caretaker to carry out and document the following weekly checks within all School Buildings:

- Alarm tests
- Call points
- Check all emergency lighting is working
- Carry out a visual inspection of all firefighting equipment
- Carry out a visual inspection of all emergency routes
- Check operation of all Fire Doors to all rooms

A record of these checks must be made in the relevant Fire Log Book. Any defects must be reported to the Health & Safety Coordinator using the maintenance email address.

7.4. Health & Safety Coordinator :

It is the responsibility of the Health & Safety Coordinator to liaise with the emergency services and any school staff who may be required in the event of an emergency situation.

In the event of an emergency situation outside of school hours the Health & Safety Coordinator must be called. *Note: Refer also to the School's Emergency Response Plan (Policy No. 97) as appropriate.*

In the event of a fire it is the responsibility of the Health & Safety Coordinator to prepare a report for management identifying the causes of the fire, the immediate steps taken after the fire and proposals for preventing a recurrence of such an incident.

8. Training

8.1. The school will train staff in basic fire awareness on induction and at annual interval refreshers the Health & Safety Coordinator will provide in-house training or arrange for external training when required, such training to incorporate, but not exclusively:

- The causes of fire
- Prevention measures
- The PMS fire policy
- Appropriate use of all fire-related equipment including alarm call points, fire-fighting equipment and fire blankets
- Record keeping and other procedures

8.2. Records of those trained will be kept by the HR Manager.

Devising a personal Emergency Evacuation Plan (PEEP)

1. New staff and students will be asked to provide information if they feel they have any additional needs or disabilities which may require them to have a PEEP in place.
2. Some questions are provided below, to ensure that the relevant topics are discussed and observations made when undertaking a tour of the study / workplace. This should not preclude individuals from raising any other relevant issues.
3. Any arrangements or equipment requested to assist the person in the event of an emergency evacuation should be summarised on the form below which is provided as a template.
4. The requests made on the form must then be discussed with the relevant Co-ordinators, e.g. provision of deaf alerter; availability of Evacuation Chair / assistance should be discussed with the Health & Safety Coordinator.
5. When the requests made on the form are agreed and implemented, a copy of the form should be kept by the Care Co-ordinator or the Personnel Secretary as appropriate and issued to the person concerned.
6. The following questions should be discussed to form the basis of the PEEP for all people with hearing, visual or mobility impairments.

General Questions

1. Where are you based for most of the time - which buildings / location / floors....?
2. What days do you visit these premises on?
3. Are you aware of the emergency procedures for the building(s) you visit / are based in?
4. Can you hear the fire alarm in your place of work?
5. Can you move quickly in the event of an emergency?
6. Do you find stairs difficult to use?
7. Could you raise the alarm if you discovered a fire?
8. Do you need assistance to get out of your place of work in an emergency?
9. Is anyone designated to assist you to get out in an emergency?
10. Is the arrangement with your assistant(s) a formal arrangement?
11. Are you always in easy contact with those designated to help you?

Hearing Impairment:

1. Can you hear the fire alarm in normal circumstances?
2. Are you aware of any special or purpose designed hearing system or device that is available and would assist you in hearing the fire alarm more clearly?
3. What measures do you feel would assist you to exit the building safely in the event of an emergency? For example:
 - if you have difficulty in hearing the fire alarm, a visual indicator or vibrating pager
 - written emergency egress procedures
4. Are there any other concerns that you wish to raise?

Visual Impairment:

Do you have a visual impairment, which could inhibit you being able to leave the building safely in the event of an emergency?

Do you require help to move around the building for example: a cane, guide dog or other equipment?

How long does it take you to leave the building in normal circumstances from your place of work, unaided?

What measures do you feel would assist you to exit the building safely in the event of an emergency? For example:

- emergency procedures to be issued to you in Braille / on tape / in large print
- different signs to mark emergency routes and exits; tactile signage or floor surface; coloured tape on the floor surface

Are there any other concerns that you wish to raise?

Mobility Impairment:

1. Can you leave the building unassisted?
2. Do you need or use a wheelchair?
3. Is your wheelchair required for all circumstances?
4. Is your wheelchair a standard size or an electrically powered type with wider dimensions?
5. Would an evacuation chair help - and could/would you use it?
6. Would a member of staff, assigned to assist you be a help?
7. What measures do you feel would assist you to exit the building safely in the event of an emergency?
8. Are there any other concerns that you wish to raise?

Some examples of helpful measures for consideration when discussing needs with mobility impaired people:

- locating a team, which include disabled people with mobility impairments as near to ground floor level, and close to fire exits as possible.
- the provision of evacuation chairs to enable mobility impaired people unable to negotiate stairs to be safely helped out of the building. Both the disabled person using the chair and those operating it should be properly trained in the use of the equipment in order to avoid accidents and to maintain adequate safety for other users of the stairs. This will require sufficient numbers of staff to be trained in the use of, handling and lifting into the chair and available to respond in the event of an emergency.
- clear designation and instructions for use of 'Fire Safe Havens / Fire Refuges' - for use while waiting for help to move from the refuge to safety.

Tour of the Building / Work Environment that you work in / generally require access to?

Initial discussions with the disabled person should be followed by a tour of the place of work, including any exit routes. The following questions are provided as prompts for relevant observations relating to the building and work environment. These issues must be discussed during the tour - and recorded to form part of the PEEP / assessment.

1. Is the directional and instructional signage adequate and relevant?
2. If you have a hearing impairment – does the deaf alert work?
3. If you have a partial mobility or sight impairment - do you routinely negotiate staircases?
4. If you use the staircase, are steps adequately identified?
5. Are there fire doors with self-closing devices on your exit routes - would that hinder you if you had to leave the building in an emergency?
6. Are there any internal or external steps that are difficult to negotiate?

Infection Control

Infection Control Procedures

Hand Hygiene: a term that incorporates the decontamination of the hands by methods including routine hand washing and the use of alcohol free hand rubs and gels.

Hand Soap; Dispensed from wall mounted or standalone dispensers in a measured dose.

Alcohol Gel: A sanitising gel containing alcohol and emollients. Dispensed in a measured dose from a wall mounted or stand-alone dispenser. The alcohol gel disinfects / sanitises physically clean hands and destroys transient microorganisms.

Hand Hygiene must be carried out;-

- Before and after each work shift or visit.
- Before and after caring for children or staff members.
- After handling potentially contaminated items such as waste, handkerchiefs, used linen, soiled dressings or medical equipment.
- Before putting on, and after removing, protective clothing
- After using the toilet.
- After contact with bodily fluids

Washing hands with liquid soap and water is adequate for routine clinical activities.

Alcohol free hand gels may be used in place of soap and water if hands are visibly clean. In the presence of diarrhoea and vomiting it is recommended that a combination of soap and water and alcohol free hand rubs be used.

Hands should be dried with a disposable paper towel from a wall mounted dispenser.

Personal Protective Equipment

Gloves must be:-

- Worn when exposure to blood or other body fluids is anticipated/likely;
- Changed/removed immediately after each patient;
- Changed/removed following completion of a clinical procedure or task;
- Changed if a perforation or puncture is suspected.

Gloves should not be seen as a substitute for good hand hygiene.

Aprons must be:-

- Worn to protect clothes when contamination with blood or other body fluids is anticipated/likely;
- When dealing with body fluids;
- When in direct care contact with an infected patient;
- Changed between patients;
- Removed on completion of a procedure or task.

Body fluids

People should be kept away from the spillage until it has been effectively dealt with.

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 reduce the 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 inform their line manager and / or HR as soon as possible.

Sharps Disposal

Sharps are generally only used when vaccinations are being carried out, the NHS school nurses will bring sharp disposal boxes with them and remove any used sharps at the end of the procedures

First Aid

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.

Unwell Students

Unwell students should be assessed by their teacher in the first instance and if necessary a first aider or member of the wellbeing team can review the student. When a student is assessed to be too unwell to remain in school they should be looked after until they can be collected. If they could be infectious they should be isolated if possible.

The UK Health Security Agency guidance on exclusion periods can be found below

Infection	Exclusion Period	Comments
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Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over	Pregnant staff contacts should consult their GP or midwife
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E.coli STEC and hep A
Diphtheria	Exclusion is essential Always consult with your UKHSA HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT (Health Protection Team)
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A your local HPT will advise on control measures
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact Contact your UKHSA HPT for more advice
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR

		Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Meningococcal meningitis or septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed.
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your UKHSA HPT for more information.
Mumps	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for pupils and staff.
Ringworm	None usually required	Treatment is needed
Rubella (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Scarlet Fever	Exclude until 24 hours after starting antibiotic treatment	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, contact your UKHSA HPT.
Slapped Cheek /	None (once rash has	Pregnant contacts of case

Fifth Disease / Parvovirus B19	developed)	should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB). Exclusion not required for non-pulmonary or latent TB infection. Always consult your local HPT before disseminating information to staff, parents and carers.	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread. Your local HPT will organise any contact tracing.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping Cough	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.

MRSA

Staphylococcus aureus is a type of bacteria (germ) which can be found in healthy people. It can be carried harmlessly in the nose or on the skin of 30-40% of the healthy population. It is the commonest cause of minor skin infections. MRSA poses no particular risk in community settings including schools and boarding schools. There is no need for a person with MRSA to be excluded from school if they are well.

Meningitis

Meningitis is inflammation of the meninges, the membrane covering the brain. It can be caused by bacteria, viruses or any micro-organism. Bacterial meningitis is less common but usually more serious than viral meningitis and needs urgent treatment with antibiotics. Viral meningitis is not helped by antibiotics, but is usually a mild infection and the person is not an infection risk to others.

In the early stages symptoms can be similar to flu. Later symptoms may include severe headaches, fever, vomiting, drowsiness, dislike of bright light and neck stiffness. If

meningitis is suspected medical help should be obtained urgently by calling an ambulance. Symptoms may not appear in order and some may not appear at all.

Meningitis is a notifiable disease; however, the attending doctor is responsible for doing this. Advice will be offered by the Consultant for Communicable Diseases and their instructions should be followed.

Ladders and Step Ladders

What can be done to reduce the risks in using ladders and step ladders?

- Do not use ladders when working alone
- See that the ladder cannot slip.
- Ensure ladders are tied near the top.
- Keep rungs and footwear clean.
- Use both hands when climbing or descending.
- Secure ladders at base to prevent slipping outwards and sideways.
- Set ladders at the correct angle, 300 mm out to every 1200 mm up.
- Always check ladders before and after use. Report any defects immediately.
- Never use a makeshift ladder.
- Do not use ladders with cracked or broken rungs or other defects.
- Do not overreach from a ladder - always move it.
- Do not stand a ladder on a drum, box or other unsteady base.
- Never overload a ladder, or support it on its bottom rung on a plank.
- Do not use ladders that are too short.

Step Ladders

Before using a step ladder check the condition of:

- Treads
- Stiles
- Hinge arrangement
- Restraining rope between legs
- Damaged stepladders to be taken out of use and either destroyed or returned to the supplier.

Only staff members who are trained and authorised in the use of step ladders may use them.

All ladders must be kept in separate secured storage by the School Caretaker to prevent unauthorised use.

No member of staff is permitted to use other access equipment e.g. tower scaffold, without express permission of the Health & Safety Coordinator.

Kick Stools

Kick Stools and other properly designed low steps with handrails can be used by staff members in classrooms and units once a safety brief has taken place.

No student at any age may use a ladder without close supervision.

Inspection of Ladders Procedure

- The **School Caretaker** will be responsible for carrying out six monthly inspections and recording details within the Ladder Register.
- Aluminium or steel ladders will be inspected for rough burrs and sharp edges. Look carefully for loose joints and bolts, insecure welds and cracks.
- When the visual inspection has been made, an entry must be entered onto the monthly inspection sheets to confirm.
- Any defects must be reported to the Health & Safety Coordinator and the ladder must be taken out of circulation and clearly labelled "do not use". If the ladder cannot be repaired it must be rendered useless and dismantled by a competent person prior to disposal.
- All ladders need to be given a unique reference/identification number, which must be affixed to the ladder. The number must also be recorded onto the inspection sheets.
- On an annual basis a competent person will inspect all ladders on the register and complete the register. It is therefore important to ensure every ladder has been identified and registered.
- The competent person will be arranged by the Health & Safety Coordinator.

Maintenance Provision and Use of Work Equipment

Hand Tool Safety

- Do not continue to work if your safety glasses become fogged; stop work and clean the glasses until the lenses are clear and defogged
- Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms
- Carry all sharp tools in a sheath or holster
- Tag worn, damaged or defective tools "Out of Service" and do not use them
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person
- When using knives, shears or other cutting tools, cut in a direction away from your body
- Do not chop at heights above your head when you are working with a hand axe
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed
- Do not perform "make-shift" repairs to tools
- Do not carry tools in your hand when you are climbing; carry tools in tool belts or hoist the tools to the work area using a hand line
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms
- Transport hand tools only in tool boxes or tool belts; do not carry tools in your clothing

Files / Rasps

- Do not use a file as a pry bar, hammer, screwdriver or chisel
- When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other
- Do not hammer on a file

Chisels

- Use the chisel that has been sharpened; do not use a chisel that has a dull cutting edge
- Do not use chisels that have "mushroomed" striking heads
- Hold a chisel by using a tool holder if possible
- Clamp small work pieces in the vice and chip towards the stationary jaw when you are working with a chisel

Hammers

- Use a claw hammer for pulling nails
- Do not strike nails or other objects with the "cheek" of the hammer
- Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer
- Do not strike one hammer against another hammer
- Do not use a hammer if your hands are oily, greasy or wet
- Do not use a hammer as a wedge or a pry bar, or for pulling large spikes
- Use only the sledge type hammer on a striking face wrench

Saws

- Keep control of saws by releasing downward pressure at the end of the stroke
- Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut
- Do not use a saw that has dull saw blades
- Oil saw blades after each use of the saw
- Keep your hands and fingers away from the saw blade while you are using the saw
- Do not carry a saw by the blade
- When using the hand saw, hold the workpiece firmly against the work table
- Use the circular saw guard when using the circular saw

Screwdrivers

- Always match the size and type of screwdriver blade to fit the head of the screw
- Do not hold the workpiece against your body while using a screwdriver
- Do not put your fingers near the blade of the screwdriver when tightening a screw
- Use a drill, nail, or an awl to make a starting hole for screws
- Do not force a screwdriver by using a hammer or pliers on it
- Do not use a screwdriver as a punch, chisel, pry bar or nail puller
- When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated
- Do not carry a screwdriver in your pocket
- Do not use a screwdriver if your hands are wet, oily or greasy
- Do not use a screwdriver to test the charge of a battery
- When using the spiral ratchet screwdriver, push down firmly and slowly

Wrenches

- Do not use wrenches that are bent, cracked or badly chipped or that have loose or broken handles
- Do not slip a pipe over a single head wrench handle for increased leverage
- Do not use a shim to make a wrench fit
- Use a split box wrench on flare nuts
- Do not use a wrench that has broken or battered points
- Use a hammer on striking face wrenches
- Discard any wrench that has spread, nicked or battered jaws or if the handle is bent
- Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice

Pliers

- Do not use pliers as a wrench or a hammer
- Do not attempt to force pliers by using a hammer on them
- Do not slip a pipe over the handles of pliers to increase leverage
- When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated
- Do not use pliers that are cracked, broken or sprung
- When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand

Vices

- When clamping a long workpiece in a vice, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box
- Position the workpiece in the vice so that the entire face of the jaw supports the work piece
- Do not use a vice that has worn or broken jaw inserts, or has cracks or fractures in the body of the vice
- Do not slip a pipe over the handle of a vice to gain extra leverage

Clamps

- Do not use the C-clamp for hoisting materials
- Do not use the C-clamp as a permanent fastening device

Snips

- Wear your safety glasses or safety goggles when using snips to cut materials
- Wear your work gloves when cutting materials with snips
- Do not use straight cut snips to cut curves
- Keep the blade aligned by tightening the nut and bolt on the snips
- Do not use snips as a hammer, screwdriver or pry bar
- Use the locking clip on the snips after you have finished using them

Tool Boxes / Chests / Cabinets

- Use the handle when opening and closing a drawer or door of a tool box, chest, or cabinet
- Tape over or file off sharp edges on tool boxes, chests or cabinets
- Do not stand on tool boxes, chests or cabinets to gain extra height
- Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling

- Push large chests, cabinets and tool boxes; do not pull them
- Do not open more than one drawer of a tool box at a time
- Close and lock all drawers and doors before moving the tool chest to a new location
- Do not move a tool box, chest or cabinet if it has loose tools or parts on the top

Electrical Powered Tools

- Do not use power equipment or tools on which you have not been trained
- Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses
- Do not use cords that have splices, exposed wires, or cracked or frayed ends
- Do not carry plugged in equipment or tools with your finger on the switch
- Do not carry equipment or tools by the cord
- Disconnect the tool from the outlet by pulling on the plug, not the cord
- Turn the tool off before plugging or unplugging it
- Do not leave tools that are "On" unattended
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors
- Do not operate spark inducing tools such as grinders, drills or saws near containers labelled "Flammable" or in an explosive atmosphere such as a paint spray booth
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work
- Tag the tool "Out of Service"
- Do not use extension cords or other three prong power cords that have a missing prong
- Do not remove the ground prong from electrical cords
- Do not use an adapter such as a cheater plug that eliminates the ground
- Do not plug multiple electrical cords into a single outlet
- Do not run extension cords through doorways, through holes in ceilings, walls or floors
- Do not drive over, drag, step on or place objects on a cord
- Do not use portable power tools unless they have colour-coded green bands taped to the handles
- These green labelled tools have ground Fault Circuit Interrupters incorporated into the plug end of the power cord. The use of these power tools is required when working in older buildings or temporary work locations where the work environment is often damp, and the available electrical outlets may not meet our wiring standards
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances
- Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves
- Never operate electrical equipment barefooted; wear rubber-soled or insulated work boots
- Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord
- Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed
- Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two conductor extension cord
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand
- Hold all portable power tools by the plastic hand grips or other non conductive areas designed for gripping purposes

Hydraulic/Pneumatic Tools

- Do not point a charged compressed air hose at bystanders or use it to clean your clothing
- Lock and/or tag tools "Out of Service" to prevent usage of the tool
- Do not use tools that have handles with burrs or cracks
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor
- Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended
- Disconnect the tool from the air line before making any adjustments or repairs to the tool

Jacks

- Do not exceed the jack's rated lifting capacity as noted on the label of the jack
- Clear all tools, equipment and any other obstructions from under the vehicle before lowering the jack

Drills

- Do not use dull, cracked or bent drill bits

DO NOT LEAVE TOOLS UNATTENDED AT ANY TIME. TOOLS MUST BE KEPT IN LOCKED STORAGE WHEN NOT IN USE. ANY LOST OR UNACCOUNTED TOOLS MUST BE REPORTED TO THE HEALTH AND SAFETY OFFICER WITHOUT DELAY.

Kiln Safety – Pottery and Enamelling

Check the kiln from time to time. Observe the normal sounds that it makes and length of firing time. Once you are familiar with the normal operation of your kiln, you will know when something goes wrong.

- Place the kiln on the stand recommended by the manufacturer.
- When a kiln is safety tested, the lab fires the kiln on the stand designed for the kiln.
- Cinder blocks or bricks can inhibit the flow of air under the kiln. They can also change the kiln's heating characteristics.
- Place the kiln on a non-combustible surface.
- Do not install closer than 12" from any wall or combustible surface.
- "Kiln-on" - warning light to be used.
- Fire only in a well-ventilated, covered and protected area.
- Do not open the lid until the kiln has cooled to room temperature and all switches are off.
- Dangerous voltage: do not touch the heating elements with anything.
- Disconnect kiln before servicing.
- Do not leave the kiln unattended while firing.
- Wear firing safety glasses when looking into a hot kiln.
- Keep the kiln door closed when the kiln is not in use. This keeps dust out of the kiln. Also, should someone turn on the kiln while you are absent, the closed door will keep the heat safely inside the firing chamber.
- Remove all tripping hazards from around the kiln. Keep the kiln's supply cord out of traffic areas.
- Do not let the cord touch the side of the kiln, which may damage the cord.

- Avoid extension cords. Do not remove the ware from the kiln until the kiln has cooled to room temperature. It is possible for thermal shock to break hot ceramic pieces. The sharp edges of broken ware can injure hands.
- After firing glazed ware in your kiln, examine the shelves for glaze particles. Sharp slivers of glaze stuck to the shelf can cut hands. Before rubbing a hand over a shelf, be sure the shelf is free of glaze shards.
- Fire only approved materials purchased from a knowledgeable supplier.
- Do not fire marbles, pieces of concrete, rocks, and other objects. Rapid heating to high temperatures can cause violent reactions in many materials.
- Never fire tempered glass inside a kiln. It could explode.
- Greenware, which is unfired clay, must be bone dry before firing. Moist green ware can explode inside the kiln, damaging the ware and the kiln. Place a piece of greenware against the inside of your wrist. If it feels cool, it is too wet to fire.
- Do not fire cracked shelves. They can break during firing, damaging the ware inside the kiln.
- Store kiln shelves in a dry area. Moist shelves can explode inside a kiln.
- If you smell burning plastic, turn the kiln off. Examine the wall outlet and supply cord for signs of burning.
- Never place extra insulation around the kiln in an attempt to conserve energy. The extra insulation can cause the wiring and the steel case to overheat.
- Do not wear loose-fitting clothing around a hot kiln.
- Unplug the kiln, or turn off the electrical shut-off box or circuit breaker when the kiln is not in use, especially if you are concerned that someone could turn it on while you are away.
- Remove flammable materials from the kiln room.
- Keep packing materials such as shredded newspapers out of the kiln room.
- Keep unsupervised children away.
- Do not allow children inside the caged area of the room.

Use of Abrasive Wheels

- Abrasive wheels may be used on site for cutting and grinding operations within the maintenance workshop. The seriousness of the risk of injury requires their use to be tightly controlled.
- Abrasive wheels used at work offer a serious risk of injury and, therefore, must only be operated by trained competent employees.
- Notices stating that only competent people are allowed to operate the abrasive wheel and indicating the safe working procedure are displayed in prominent positions next to the abrasive wheels and must be observed at all times.
- Employees required to mount abrasive wheels or spindles or to use mounted wheels or points must have been trained and certificated and be registered on the approved form F2346. Any wheels found to be deformed or badly worn or cracked must be replaced without delay.
- The workpiece rest plate gap between the rest plate and the abrasive wheel must be set to 3mm maximum to avoid a draw-in point.
- If a guard is fitted to the abrasive wheel it must be used and properly adjusted.

- Eye protection must be worn at all times when operating the abrasive wheel. The eye protection, e.g. goggles, safety glasses or face visor, must be located close to the abrasive wheel and kept clean and free from defects.
- Suitable respiratory protection may be required when cutting items which create significant dust or fumes. The respiratory protection will be assessed and will be provided when required.
- Suitable means of disconnecting the power must be clearly identified.
- Young people and trainees are not to operate abrasive wheels unless suitably competent and supervised at all times.

Manual Handling and Lifting

Manual Handling Procedure

All manual handling activities will be identified.

Manual Handling Assessments

The School will train manual handling assessors to identify those tasks which include an element of manual handling. Upon identification, they will also complete manual handling assessments for each of these tasks. These will be reviewed annually or when any of the tasks identified change significantly.

During the assessment, the following will be considered:

- Providing mechanical lifting aids of some kind?
- Changing the layout of the working area so as to allow people to work in a better way?
- Redesigning the load so as to make it easier to handle?
- Allocating more people to the job so as to reduce the overall burden on each person?
- Training the workforce in safer working practices?

Alternatively, can the working system be redesigned so as to eliminate the need for handling the load altogether?

Training

All relevant personnel will receive manual handling training which will be reviewed on a regular basis. Information on any specific manual handling techniques appropriate to the tasks completed will also be provided.

Information on Safe Lifting

'Safe lifting' basically means using common sense. It is not a question of strength, it's a commitment to lifting correctly each time an object is lifted or moved. Listed below are basic safety tips which, when followed, will prevent accidents or injury to employees.

Basic safety tips when moving objects:

1. Get help – if there is any doubt about your ability to move the object by yourself.
2. Get a good grip – to make carrying easier and to protect your fingers and toes. Use your palms and whole fingers.

3. Wear gloves - to protect against slivers, cuts, scratches and burns.
4. Lift with your legs – don't really put your back into it.
5. Feet should be hip width apart, leading foot in direction of travel.
6. Keep your arms close to your body with elbows tucked in.
7. Your head should be facing in the direction of travel with your chin tucked in.
8. Keep hands in the clear – fingers can be crushed when load is put down carelessly.

When lifting or lowering from a high place these guidelines must be followed:

- Stand on a sturdy ladder or platform, never on the top rung.
- Lift the load in smaller pieces if possible.
- Push up the load to see how heavy and stable it is.
- If necessary make it a two person job (this is often best when lifting or lowering from high places as the exercise is done with weaker arm muscles at that height).
- Slide the load as close to yourself as possible before lifting.
- Grip firmly and slide it down, if lowering.

Noise at Work

Noise at Work Procedure

If you work in areas where you are exposed to noise, please ensure you wear the appropriate protective equipment provided, e.g. earplugs or ear defenders. All employees should observe the following rules:

- Wear ear protectors at all times if exposed to a noise hazard at or above 85dB (A).
- It is advised that areas where noise levels are in excess of 80dB (A) hearing protection should be worn.
- Do not use cotton wool for ear protection – it is not effective and can damage the ear.
- Make sure that ear plugs are a good fit and are properly inserted.
- Regularly clean reusable earplugs to the manufacturer's instructions.
- Use disposable earplugs only once.
- Hands should be clean when handling all types of earplugs.
- Ear defenders should be a good fit to the head all around the seal.
- Ensure that ear defenders are worn the correct way round.
- See that ear defenders are always in a serviceable condition.
- Do not alter the pressure of ear defenders by bending the headband.
- Do not wear damaged or worn out ear protection. Replace immediately.
- Ensure that you are aware of the procedure for replacement of damaged or worn out ear protection.

- Consider the ability of the wearer to adequately hear verbal instructions, warnings etc., when evaluating suitability of hearing protection.

Office Safety

Office Safety Procedure

- Furniture and equipment must be arranged so as to avoid injury from sharp corners.
- Upper drawers of filing cabinets must not be overloaded causing them to become top-heavy.
- Only one drawer of a filing cabinet must be opened at a time so as to avoid a tipping hazard.
- Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
- Access to high upper storage shelves must only be gained by using the steps or safe access provided.
- Loads which are heavy enough to be likely to cause injury, must not be lifted, carried or moved. If in doubt seek help or mechanical assistance.
- When carrying files, you must not carry so many that your vision is obscured.
- Close desk and filing cabinet drawers after use
- Paper guillotines are not to be operated without their guards.
- Cables from electric fires, telephones and leads to office electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
- 'Daisy chaining' of electrical sockets (e.g. 4-way blocks off 4-way blocks, etc.) is potentially dangerous and must be avoided. Extra wall sockets will be installed.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- Place scissors and other sharp tools where they will not cause injury.
- To avoid spillages and slips, take care when carrying liquids, e.g. hot drinks. Spillages must be cleared up immediately. Appropriate hazard warnings signs to be used as appropriate.
- At the end of each working day, non-essential electrical appliances will be switched off and their wall socket plugs removed.
- All electrical appliances such as kettles, coffee makers, etc. destined for use around the building must be inspected by a competent electrician prior to use.

- Any electrical fault must be reported to the Health & Safety Coordinator . All faults should be reported in writing in the Maintenance Book in the Teachers Room. Faulty or defective equipment should not be used until fault rectification.
- Any adjustments to electrical equipment must be made with the power switched off except where authorised.
- Electrical repairs or maintenance are to be carried out only by a competent electrician.
- Electrical heaters or fires may only be used if properly guarded in accordance with British Standards.
- Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
- Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked and taking care when using extension cables so they do not cause an obstruction.
- Fire doors must be kept closed at all times and must not be wedged open. Fire exits must be kept clear at all times.

Personal Protective Equipment

Personal Protective Equipment Procedure

All employees, temporary staff and visitors will:

- Wear the appropriate PPE where required and provided.
- Ensure PPE is suitable and fits correctly
- Inspect PPE before use and report defects, loss or problems to the relevant line manager or provider of the PPE.
- Correctly store the PPE after use.
- Sign for all PPE (except disposable PPE) provided.

Compatibility of PPE

- Where two or more items of PPE are used, they must be compatible with each other. The user/wearer must be comfortable, and able to carry out their work.

Reporting Loss or Defect

- The Health & Safety Coordinator must ensure that all employees are instructed to report the loss or defects of any PPE provided.
- The employee must report any defect or loss as soon as possible.

Guidance

It is essential that all PPE is suitable for use and replaced immediately if it shows signs of deterioration. The following information provides some guidance on the types of basic care of the product and some obvious defects to be aware of.

Safety helmet

- Do not store in direct sunlight as it degrades the plastic.
- If the hat has been dropped or something has fallen on it, it must be replaced.
- Use the chin strap (if in place) to prevent it slipping off your head.
- Do not use the hat if it has exceeded the manufacturer's recommended lifetime from production (*usually 3 years*) – the production date is stamped in the helmet, usually on the peak.
- Do not paint or deface as this will degrade the plastic.
- **Riding:** The School requires that all staff and students must wear a properly fitted riding hat with the chin strap fastened at all times when mounted, loading or lunging a horse.
- **Cycling:** The School requires that staff and students must wear a properly fitted cycle helmet with the chin strap fastened at all times when riding a bicycle during any School activity.

Safety footwear

- Keep footwear clean so defects can be seen.
- If the steel cap becomes damaged, the sole is cracked or punctured, or uppers torn, the boots must be replaced.

Disposable Respirators

- These should be selected for the substance or material being used and assessed to ensure an appropriate protection factor is selected.
- These have a limited shelf life and if they are visibly dirty must not be used and must be disposed of. This should then be replaced with a new mask.
- Ensure the elastic face straps fit and have not perished. If the straps are damaged it may prevent the mask fitting properly and a new one must then be obtained.
- Facial hair will prevent a seal to the face.
- Use medical wipes to clean respirators, goggles and other types of personal items after use.

Hi-visibility jackets

- Keep the jacket clean – it is designed such that you can be seen from substantial distances.
- Replace torn or worn jackets.

Life Jackets / Buoyancy Aids

- Keep the life jacket / buoyancy aid clean – it is designed such that you can be seen from substantial distances.
- Inspect jacket / buoyancy aid for signs of wear / damage before using.
- Replace torn or worn jackets.

Wellington boots

- Substantial damage to the upper of the boot could reduce its protective/waterproof qualities and should therefore be replaced.

- Keep your boots clean so defects can be seen.

Overalls

- Don't keep oily or dirty rags in the pockets as the oil soaks through the overalls to the skin and cause skin irritations. Prolonged skin contact with 'unrefined' or mildly refined mineral oils may cause scrotal or skin cancer.
- Replace torn or worn overalls.

Safety eyewear

- The impact resistance and physical protective qualities – chemical, molten metal, gas etc. should be assessed for suitability.
- Keep the safety eyewear clean.
- Do not use them if they are substantially scratched or damaged.
- The arms of safety spectacles get the most wear and tear and if they become loose, tighten them up.
- If the safety eyewear has been hit or impacted with an object then they must not be used and must be replaced.

Hearing Protection

- Ensure hearing protectors are clean and inspect for signs of damage or wear before using.
- Replace dirty, damaged or worn hearing protectors.

Personal Safety

Personal Safety Procedure

Stage 1

The first step in a risk assessment is to identify the hazard. This can be done by:

- Asking employees: they may have knowledge that assessors are not aware of.
- Reviewing accident/incident report forms. There may be a pattern that events happen in a particular location, at certain times of the day or by a particular group of students or employees.

Stage 2

Deciding on what action to take. Factors that will be considered in the risk assessment include:

- Training and Information
 - Train employees to identify early signs of aggression so they can avoid or deal with it.
 - Make employees aware of any systems set up for their protection e.g. systems for calling for assistance etc.
 - Provide employees with information they may need to identify students with a history of violence or to anticipate factors that might make violence more likely.

- Details of appropriate courses are available from the relevant Co-ordinator.
- Environment
 - Provision of better seating and its arrangement to enable employees a safe escape.
 - Physical security measures such as safe (soft) furniture for restraints.
 - Better décor and lighting.
- Design of the job
 - Make arrangements for employees who work away from school to keep in touch e.g. consider using mobile telephones, etc.
 - Maintain numbers of employees at the school to avoid lone working
 - Consider what may happen subsequent to an incident and take appropriate precautions to counter such risks.
- Record the risk assessment and inform employees of the outcomes
- Review and revise assessments by checking they are a true reflection of the current work situation.
- Change existing measures if they are not working or the job changes.
- If a violent incident happens, review the assessment, evaluate it and make any necessary changes.

Stage 3

Taking action, implementation

Take action to ensure the risk assessment is being implemented by employees and all procedures and practices are being followed. This can be done by:

- Discussion at team meetings
- Supervision of the work;
- Monitoring by Co-ordinators
- Appraisals

Stage 4

Checking that actions are in place and are effective: review

Co-ordinators and risk assessors will check that the arrangements put in place are working and are effective. This can be achieved by:

- Consulting with employees
- Supervision of work activities
- Appraisals
- Monitoring and reviewing the practices/procedures in place
- Reviewing incidents and accidents rates to establish improvements.

If violence is still a problem then other measures will be tried.

Withdrawal from potentially physical violent attacks:

- If a situation is escalating and other de-escalation techniques are not proving successful, an employee may remove him or herself and other students from the situation
- Such actions are supported by the School's Management, through the implementation of "Team Teach" as part of the school's Behaviour Management Policy, and the HSW Act. Employees will then report the circumstances to their Co-ordinator for guidance, assistance, direction and support. When to withdraw from a situation will be recorded in the risk assessment.

Counselling of Victims

Employees who have experienced violence will need counselling soon after the event to avoid any long term distress. They will contact their Co-ordinator who will consider the following possibilities:

- Debriefing

Victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack. The victims will be assured of support from their colleagues and relevant Co-ordinator.

- Recording the Incident

An Accident, Incident and Near Miss Report Form must be completed following the incident by both the victim and line manager.

- Time off Work

Individuals will react differently and may need time to recover. In certain circumstances they might need special counselling. Line Managers may be able to advise on counselling services. Time off for counselling, treatment or representation will be regarded as sickness absence or special leave. Employees will be made aware of the free Confidential Counselling Helpline (Tel: 0117 934 2121).

- Legal Help

In serious circumstances, legal help may be appropriate. The advice of Legal Services will be sought in deciding on whether to proceed with the case.

- Further Training

This will be considered for other employees who could be victims, as well as the victims themselves.

Reporting Personal Assaults

In the interest of employee safety and for monitoring purposes employees are required to report all incidents of violence or threatened violence. It is important that you encourage employees and students to report all incidents if a true picture of their nature and frequency is to be built. If an incident occurs employees should:

1. Immediately report the incident to their line manager.

2. Complete an incident report and in the case of actual physical injury, an accident form should also be completed. It is better to complete the report as soon as possible after the incident as your memory will still be fresh. When completing the report try to remember exactly what happened. Aim to answer these questions:
 - Who attacked you? What did they look like; try to recall their build, facial characteristics, distinguishing marks, and clothing.
 - What precisely happened (including details of the attack and of what was said)?
 - When did the attack take place?
 - Were there any witnesses?
 - What was the nature of your contact with the attacker?
 - Why were you communicating?
 - Why were you attacked? Was it, in your opinion, premeditated, or the result of a breakdown in communication?
3. If emergency treatment is not necessary, visit your doctor to record what happened and to check that you are not suffering from any non-emergency ill effects. If you need to take time off as a result of the incident, your line manager may have to report what happened.
4. Take advice from your line manager over what steps should be taken next in your specific circumstances. It could be that the incident should be reported to the police.
5. Take photographs of any injuries sustained, as these will be useful if charges are pressed.

Is there anything to be learnt from the Incident?

The incident will be assessed in terms of future risk by the line manager. What steps can be taken by all concerned to ensure that this doesn't happen again?

Information about more serious incidents will need to contain sufficient detail about all the relevant factors if it is to help you devise appropriate prevention strategies and, subsequently, monitor whether and to what extent they are effective.

Such detailed information includes:

- The context: where the incident occurred, time of day.
- The activity at the time of the incident.
- Details of the victim and assailant, and their relationship.
- Possible motive.
- The outcome, e.g. emotional disturbance, physical injury, fatal, other long-term emotional/disabling impacts (absence from work).
- Whether reporting procedures were followed, including where necessary to outside authorities, e.g. the police and HSE
- Whether any preventative measures, already in place, helped.

Risk Assessment

Risk Assessment Arrangements

There are two broad categories of risk assessments to be produced:

- Assessment of risks on the school premises
- Assessment of risks off the school premises, visits and trips

Risks on the School Premises

- Any member of staff who is responsible for an area or activity is also responsible for carrying out risk assessments for the same. Where a lack of training precludes this, the Health & Safety Coordinator will ensure the appropriate training is provided for them.
- Risk assessment forms are available electronically on google drive.
- All assessments must be signed and dated by the assessor.
- All risk assessments must be signed off by the Health & Safety Coordinator, in the first instance, and the relevant manager before they are adopted by the School.
- Individual pupil assessments are signed off by the headteacher.
- Original risk assessments are kept on the google drive.

Assessments will be re-assessed as a matter of course every term **or** when a significant change has been identified, where new legislation requires it, where there has been an increase in accidents or incidents associated with the activities covered by the assessments, where there has been a significant change in personnel associated with the assessment or as a result of any enforcement action.

- Identified dates for re-assessment (as a matter of course) will be clearly entered at the end of each assessment.
- Copies of all Risk Assessments will be kept by the Health & Safety Coordinator .

Risks off the School Premises

- Any member of staff who is responsible for an off-site visit or trip is also responsible for carrying out a risk assessment for the same. Where a lack of training precludes this, the Health & Safety Coordinator will ensure that appropriate training is provided for them.
- All assessments must be signed and dated by the assessor.
- All risk assessments must be approved by the Health & Safety Coordinator in the first instance and the relevant manager before they are adopted by the school and the visit/trip is allowed to take place.

- The risk assessments will take into account the following: the journey to and from the venue/s; the mode of transport; the activities whilst at the venue/s; student behaviour and medical needs; the ratios of staff to pupils; emergency procedures in accordance with the School's Trips policy.
- The risk assessments will also include: the time of activity, the names of the students. The nominated trip leader, names and ratio of staff and contact details including mobile telephone numbers.
- Approval of the risk assessments for new off-site visits/trips must take place no later than 72 hours before the visit/trip is due to start.
- Visits that are made on a regular basis must be reviewed by the member of staff in charge each time the visit takes place and unless anything significant has changed re-assessment and further approval is not required.

Completing a Risk Assessment Form

You need to gather together all the relevant information on the risks and hazards of the task being assessed. You can use the risk-assessment form to help you make the assessment and create a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who might be exposed to the hazards.

Section A – Initial Risk Assessment

In this section you need to consider what the hazards are. In doing this, it is important to consult with staff who work in the area and any existing documentation that may have a bearing on the risk assessment (e.g. documented procedures and policies, student information, equipment used, services used (electricity, gas, etc) and maintenance procedures).

Once the hazard has been identified you should then decide what the potential harm from the hazard is and what existing control measures are in place. An example is given in Table 1.

Table 1	Hazard	Potential Harm	Existing Risk Control Measures
	Using computer workstations incorrectly	Repetitive strain injury and back injury	Induction training given
	Lifting heavy files on to shelving	Injury, especially to the lower back	None

For each hazard the level of risk is estimated taking into account the existing control measures. So for the above two examples:

Table 2	Level of Risk		
	Likelihood	Severity	Risk Score
Using computer workstations	4	3	12
Lifting heavy files	4	4	16

Section B – Additional Risk Control Measures

For each hazard that you have assessed with a risk greater than 5 (i.e. a medium or high risk), you need to list it in section B. You then need to list, where practicable, any additional things that can be done to reduce the risk as shown in Table 3.

Hazard	Additional Control Measures
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Table 3	Using computer workstations incorrectly	1. Carry out full DSE workstation assessment. 2. Ensure corrective actions implemented.
	Lifting heavy files on to shelving	1. Use trolleys to transport files. 2. Use step[s] to gain access to shelves. 3. At risk staff to carry out manual handling training.

With these new control measures in place the risk is re-assessed as shown in table 4.

Table 4	Level of Risk		
	Likelihood	Severity	Risk Score
Using computer workstations	1	3	3
Lifting heavy files	2	4	8

It can be seen that in this example the risk will be reduced in both of the examples. In some situations, it may not be possible to reduce the risk to a low level and a medium risk can be accepted provided that staff are fully informed of the level of risk and the protective measures in place. A high residual risk must not be accepted. The person responsible for carrying out or implementing the additional control measures completes the last two columns in section B, which includes a target completion date.

Section C – Additional Comments

Section C allows you to add any additional comments relating to the risk assessment. This may include occasions when you do not have enough information or knowledge to fully assess the risk.

Aide-Memoir for Area/Task Risk Assessments

The following headings will give you a number of most likely disciplines you should consider when undertaking a risk assessment. Decide if any of the main headings apply to the task and then add them onto the risk assessment form as a hazard.

Some headings ask questions, e.g. Permits to Work section. You must consider whether these are required and if so which one. These will then be added into the remedial actions column.

Consider also the bullet points attached to each section. They may provide you with some of the remedial actions that you need to take as well.

Please Note: This is not intended to be an exhaustive list. Your particular tasks/area may have other considerations to be taken into account.

Accident Procedures - Do you have the correct procedures in place?

- Is there an accident book (compliant with the Data Protection Act) readily available?
- Has everyone received training in the School's accident procedure?
- Has someone been made responsible for RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting?

COSHH - What should you consider if any hazardous products are being used?

- Can you discontinue use of the product? (First priority)
- Can you substitute the product with a less hazardous one?
- Has the person been trained to understand the hazards of the products?
- Are Material Safety Data Sheets (MSDS/COSHH sheets) available and nearby?
- Have your first aiders received a copy of the Material Safety Data Sheets for products used in their areas?

Electrical Equipment

- Are the personnel working on the equipment qualified to do so?
- What safety measures must be taken in order to work on this equipment?
- Are the first aiders aware that electrical work is taking place?
- Is there an on-going procedure in place for PAT (portable appliance testing - electrical) testing of all portable electrical equipment?
- Is the testing still in date?
- Is there a procedure in place to ensure that any employee bringing personal electrical equipment into the building (radios, phone chargers, etc.) has it PAT tested before use?

Emergency Measures

- Are the fire exits clearly marked with a pictorial sign (e.g. “running” man)?
- Are there adequate and correct fire extinguishers in the area whilst the task is being undertaken?
- Are there written evacuation procedures close by?
- Are the fire exits blocked?
- Do you have disabled employees or visitors?

Driving for the School

- Do you check the current driving licences of all personnel who drive on behalf of the School on a regular basis?
- Do all School vehicles have first aid kits in them?
- Do all School vehicles have fire extinguishers in them?
- Has smoking within the vehicle and use of hand-held mobile phones whilst driving been banned?
- Have you completed a risk assessment for all tasks completed by School drivers?
- Are all School vehicles regularly maintained?

DSE (Display Screen Equipment)

- Have all DSE “Users” been identified and a DSE Assessment completed?
- Do you have a School Eye and Eye Sight Policy (legislative requirement)?

First Aid

- Is there a fully equipped first aid box available at all times?
- Are there adequate numbers of first aiders available at all times when the building is in use?
- Is an eyewash station required?

Lone Working

- Do you have any lone workers or those in professional isolation?

Manual Handling - Does the task involve an element of lifting, pulling or pushing? If so, consider the following:

- Have personnel received training in manual handling?
- Is a written manual handling assessment required? It could be if it involves any excessive pushing, pulling, repetitive movements or twisting/bending, etc.
- Individual capability.

Machinery - Consideration must be given to safety when using a piece of machinery.

- Is there an adequate maintenance procedure in place?
- Does the machine need to be isolated electrically?
- Are there guards in place to ensure that contact with moving parts is not possible?
- Is it excessively hot?

- Is it excessively cold?
- Are there very sharp edges to be avoided?
- Is there a nip point?
- Is it a power press?
- Can body parts be trapped by equipment?
- Is the area to be worked in very cramped with poor housekeeping?

Maintenance / Groundworks

- Is all machinery/equipment regularly maintained?
- Are all personnel undertaking the maintenance trained to do so?
- Are there risks assessments and safe working procedures in place?

Noise

- Are the levels of noise in the workplace such that a noise survey should be considered?
- Are all personnel given hearing protection if required?
- Are warning notices posted in areas where the noise levels exceed the legislative requirements?
- Are all personnel trained in the use of their hearing protection?

Permits to Work - They could be required if any of the following activities are involved.

- Are they working at a height where a fall could injure them?
- Are they going to work on a roof?
- Are they going to work in a confined space?
- Is there a likelihood of an explosion (high levels of dust perhaps)?
- Is flammable work needed?
- Is pressurised gas involved?
- Is electrical work involved?
- **Are hot works involved?**

Personal Protective Equipment - What is needed?

- Masks?
- Air fed helmet?
- Safety Goggles?
- Harness?
- Lone Worker alarm?
- Gloves specific to task?
- Ear protection?
- Specialised overalls?
- Head protection?
- Safety footwear?

Have all personnel been trained in the use of their protective equipment?

Personnel

- Training – Is the person qualified to undertake this work?
- Are they physically capable of carrying out this work?
- Do they have any disabilities that need to be considered?

Task

- Is specialist equipment needed?
- Is specific personal protective equipment required?
- Are barriers and warning signs needed?
- Have the personnel completing the task been trained to do so?

Stress

- Is there a procedure available for the stress related concerns of all personnel?

Waste

- Will waste be generated during the work in progress, e.g. waste hydraulic fluid, etc?
- Do personnel know how to dispose waste correctly?
- If the waste is hazardous has the correct procedure been implemented for its disposal?

Working Area

- Are all emergency exit routes clear at all times?
- Is there a housekeeping procedure in place?
- Is the work area congested?
- Are there any trip hazards around, e.g. cabling, personal belongings?
- Is the floor slippery?
- Is the carpet in good condition?
- Are there potholes?
- Are there barriers available for cleaners to use?
- Consider the working environment, indoor or outdoor, extremes of temperature, weather conditions, etc.

Stress - Stress Procedure

Responsibilities

Line managers will:

- Conduct and implement recommendations of risk assessments within their jurisdiction.
- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Discuss issues with employees and provide regular and accurate information on matters which affect them and their work.
- Establish clear work objectives for individuals that are measurable, achievable, reasonable and in accordance with established procedures and collective agreements.
- Meet with employees to conduct performance appraisals on a yearly basis.
- Ensure employees are provided with meaningful developmental opportunities.
- Identify posts where stress has been or is a problem.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that employees are not overworking.
- Monitor holidays to ensure that employees are taking their full entitlement.

- Meet all employees reporting directly to them on a planned and regular basis.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant and offer additional support to employees who are experiencing stress outside work e.g. bereavement or separation.
- Ensure employees have the necessary skill and reasonable timescales when allocating work.
- When your employees are absent, find out why in a sensitive and appropriate manner. Contact and offer support to employees on longer-term absences.
- Ensure that all new employees in their section receive a planned local induction programme, which fully prepares them for their work.
- Ensure employees are fully trained to discharge their duties.
- Identify the training and development needs of their employees.
- Allow time for their employees to attend induction events, including safety training.
- Ensure employees are given advice, support and any necessary training to help them adjust to any job changes or promotions.
- Ensure that employees are treated fairly and consistently.
- Ensure that confidentiality is maintained when employees have disclosed matters to them.
- Create a culture in which it is clear that bullying and harassment will not be tolerated and deal promptly with those who are accused of inappropriate behaviour.
- Take seriously employees' concerns about inappropriate behaviour and ensure procedures to support employees are in place.
- Ensure that employees know they can raise concerns, and their concerns will be treated seriously and sympathetically; avoiding a blame culture.
- Recognise that employees need to balance their work and home lives and responsibilities
-

The Management Group will:

- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Provide continuing support to staff in a changing environment and encourage referral to occupational workplace counsellors or specialist agencies, where appropriate.
- Monitor and review the effectiveness of measures to reduce stress.

The Health & Safety Coordinator will:

- Resource specialist advice and awareness training on stress.
- Inform the Management Group of any changes and developments in the field of stress at work.
- Give guidance to the Co-ordinator on the stress policy.

The HR Manager will:

- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.

Employees will:

- Be alert to possible changes of behaviour that stress can cause - increased smoking, drinking, poor sleep patterns.
- Discuss with their Co-ordinator if they or their colleagues are experiencing signs of stress.

- Highlight any issues, concerns, situations, or conditions that may be or are causing stress.
- Make use of any counselling services provided by their employer.
- See their GP, if they have concerns about stress affecting their health.
- Not put their well-being at risk, such as by stopping taking breaks from DSE work or taking other shortcuts in safe working procedures

Reporting Stress

1. The School recommends that employees seeking help should normally approach their line manager in the first instance, with a view to resolving any issues at an early informal stage.
2. If the employee feels unable to approach their line manager, they may approach another manager, or the HR manager.
3. Where it is not possible to resolve any issues informally the employee may wish to consider taking out a grievance, or making a formal complaint.
4. Line managers are available to provide guidance and assistance, which may include the provision of counselling where necessary.
5. The School offers a programme of independent professional counselling for employees suffering from work-related stress to aid their recovery. The School will pay for this telephone counselling. The counselling will be entirely confidential and independent.
6. The Counsellor will, with the employee's consent, inform the School of the circumstances that are contributing to the employee's stress.
7. There may be occasions where stress impacts so negatively on health that individuals take time off work, therefore the normal sickness procedure will be followed.

Monitoring and Review

Monitoring and evaluation are essential to any effective policy of stress management. They provide feedback, which is critical to the maintenance and development of strategies and procedures to control stress in the workplace. For this reason, the organisation will carry out stress audits from time to time, the key objectives of which are as follows:

- To ensure that the requirements and standards set out in the policy are being met.
- To assess and compare the effectiveness of different aspects of the policy.
- To provide information to justify continuation of current policy or to propose any necessary changes in strategy.
- To assess the cost-effectiveness of the policy and its provisions.

Data collected for these audits will include both individual and organisational issues. Staff will be consulted during this process.

This document shall be reviewed annually or a result of changes in legislation or incidents.

Terrorist Threats - Terrorism Threat Procedure

Preparation

- Adopt, as appropriate, the same techniques used to prepare fire and other emergency evacuations.
- Be prepared and observe your environment. Terrorists most often strike with little or no warning.

- Use caution when you travel. Observe and report unusual activity. Keep your packages with you at all times. Do not accept packages from strangers.
- Identify the location of fire exits and review emergency evacuation procedures. Inform all employees.
- Locate and maintain that fire extinguishers are in good working order.
- Train responsible personnel how to use fire extinguishers.
- Trained first aiders will be available.

Upon receiving a phone call that a biochem hazard or bomb has been planted:

- Try to remain calm.
- Whilst listening/speaking to the caller, get one colleague* to phone the Police (9-999). While the above is being completed, chat to the caller and keep calm. *Remember, if you want to speak to a colleague whilst still listening to the caller, the whole of the handset may be sensitive to sound.
- Complete the "Checklist for Dealing With a Telephone Terrorism Threat" which will prompt you with questions to be asked.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- Follow instructions from the Police and evacuate the building if instructed or if the fire alarm is sounded. The Education Coordinator / Health & Safety Coordinator (School hours), Caretaker (out of School hours) will order evacuation of all other persons inside the building.

During an Attack

If there is an explosion:

- Remain calm.
- Take cover under a desk or sturdy table if ceiling tiles, bookshelves, their contents, etc., begin to fall.
- Exit the building as quickly as possible.

If there is a fire:

- Stay low to the floor at all times and exit the building as quickly as possible. Heavy smoke and poisonous gases collect near the ceiling first.
- Use a wet cloth to cover your nose and mouth.
- Use the back of your hand to feel closed doors. If the door is not hot, brace yourself against the door and open it slowly. Do not open the door if it is hot. Seek another escape route.
- Use appropriate fire exits.

After an attack

If you are trapped in debris:

- If possible, use a flashlight or whistle to signal rescuers regarding your location.
- Stay in your area so that you don't kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are.
- Use a whistle if one is available. Shout only as a last resort - shouting can cause a person to inhale dangerous amounts of dust.

Evacuation procedures:

- The Head teacher / Health & Safety Coordinator (in School hours), or the Caretaker (out of School hours) notifies employees if evacuation is deemed necessary. Do not mention "terrorism" or "chemical or biological agent" to any employee.
- Report any unusual activities to the Police immediately.
- "Uninvolved" employees will be evacuated to a safe distance outside of buildings, in keeping with the Evacuation Procedure. After consulting with appropriate officials, the Incident Controller may move employees to a safe haven.
- After evacuation, managers will note any absences immediately to the Incident Controller.
- Do not leave your sheltered location or return to the evacuated area until it is deemed safe to do so by local officials.
- The Incident Controller notifies employees of termination of emergency. Resume normal operations.

Upon receiving a chemical or biological threat letter:

Do not open suspicious packages! If you do open a letter or package and find suspicious materials:

- Back away from the product.
- Alert everyone present to leave and stay away from the area.
- Wash your hands with soap and water, avoid touching your face.
- Do not brush off your clothes.
- Call, or have another co-worker get an outside line then call 999 to report a suspicious letter or package
- Try to remain calm. Most anthrax threats are hoaxes. Even if the suspicious material is anthrax, it is treatable with common antibiotics.
- Isolate the area and keep people away until emergency services arrive.

What emergency responders **may** ask you to do:

- Remove clothing and place it in a plastic bag, as soon as possible.
- Shower with soap and water as soon as possible at home. Do not use bleach or other disinfectant
- Put on fresh clothing.
- Make a list of all people who had contact with the powder and give it to local public health authorities. They may be instructed to watch for fever or other symptoms over the next couple of days.

Counselling of Victims

Employees may need counselling soon after the event to avoid any long-term distress. They can contact their Co-ordinator who will consider the following possibilities:

- Debriefing

Victims will need to talk through their experience as soon as possible after the event. Remember that verbal threats can be just as upsetting as a physical attack. The victims will be assured of support from their Co-ordinator.

- Time off Work

Individuals will react differently and may need time to recover. In certain circumstances they might need special counselling. Coordinators may be able to advise on counselling services. Time off for counselling, treatment or representation will be regarded as sickness absence or special leave. Employees will be made aware of the free Confidential Counselling Helpline (Tel: 0117 934 2121).

Visitors: Relations with Outside Organisations

Introduction

The following persons may visit the school with the intention of carrying out Health & Safety inspections of the premises:

- Inspectors from the HSE.
- EHO from the local authority.
- Fire officers
- Insurance inspectors/risk assessors
- School inspectors e.g., Ofsted, Department of Education, local authorities etc

An EHO, HSE or School inspector may also wish to review and discuss Health & Safety management systems associated with the school.

Arrangements

- When an inspector, or any other of the above-mentioned persons arrives at the school, reception personnel will inform the Health & Safety Coordinator, who will act as the host. All relevant managers will be notified by the host, where possible in advance, of any school inspections.

In the absence of the Health & Safety Coordinator the Finance and Facilities Manager or Headteacher will be informed in order to act as host.

- The host will ensure that, in the event of an inspector wishing to examine the premises, the inspector is always accompanied by an appropriate person.
- When any inspection has been completed, the host will discuss any findings with the inspector and record such findings so that they may be made known to the School Management Group.
- If the host is not the Health & Safety Coordinator on a particular occasion, the findings will be made available to him/her as soon as is reasonably practicable.
- Resulting action from the above will be as follows:

In the event of urgent action being required, such as a prohibition notice requiring urgent significant resources or action, the Health & Safety Coordinator will be informed immediately and the Management Group will be informed by him/her.

For less urgent matters, the Health & Safety Coordinator will be notified by the inspectors of any action required and this will then be brought to the attention of the Management Group for action.

Visitor Health & Safety Information

Health and safety legislation requires that we provide a safe place of work for our employees, visitors, contractors, and anyone else who may be affected by what we do.

To that end we request your cooperation in complying with the following:

- Behave in a safe manner at all times.
- Act in accordance with the School's health and safety procedures, and in line with your host instructions.
- Please sign in the Inventory Visitors system.
- Display your visitors' pass at all times - available from reception.
- Understand and follow the emergency procedures.
- Behave in a way that is conducive to good health, safety and welfare and observe the no smoking policy or risk being asked to leave the premises.
- Report any unsafe acts and conditions.
- If at any time during your visit to the School's premises you have an accident/incident/near miss please inform your host who will ensure the accident is reported and you receive appropriate first aid/medical attention.
- If at any time during your visit to the School's premises you become ill please inform your host who will ensure you receive appropriate first aid/medical attention.

Working at Heights Procedure

Risk Assessment

A risk assessment must be completed to prevent, so far as is reasonably practicable, anyone falling a distance which is liable to cause personal injury.

Consideration must be given to the following:

- how long the work will last;
- what risks there will be during erection of the platform;
- how difficult the platform will be to maintain;
- how many people will need to use the equipment;
- how easy it will be to maintain security;
- whether part of the structure can be provided early in the work so that there is a permanent working platform;
- emergency evacuation;
- falling materials;
- barriers and warning signs;
- etc.

Working Platform

- Ensure it is secure!
- It must support the weight of workers using it and any materials and equipment they are likely to use or store on it.
- Ensure it is stable and will not overturn, e.g. tied scaffolds. Mobile elevating work platforms may not be safe on uneven or sloping ground. Ladders should be footed on stable ground.

- Provide and fit guard rails, barriers, etc., at open edges of floors, floor openings, edges of roofs and edges or working platforms.

Access Platform

1. Hard hats must be worn at all times.
2. There must be no more than 2 people on the machine at any time, one of whom must be a trained member of staff.
3. Always make sure the following inspection has been carried out before use:
 - Wheels / wheel nuts;
 - Hydraulic fluid;
 - Battery power;
 - Structure for visible defects;
 - All operational controls.
4. Always clear any possible obstructions from the route to be taken before moving the machine; it is far easier than trying to drive around them.
5. Only use machines on the level floor.
6. Make sure safe working load is not exceeded - any tools/equipment taken up in the cradle must be made secure before moving the machine at all.
7. Always work within specified reach - do not lean out of the cradle. If you cannot comfortably reach the work area, move a machine or outreach nearer.
8. Never take a machine higher than is comfortable for you or your work partner if applicable.
9. If 'driving' whilst the cradle is raised, make sure the cradle is at least lower than any possible head hazards / obstructions.
10. Never stand on railways to gain extra height.
11. Do not use the platform as a climbing frame or a 'stepping stone' to gain access to the balcony.
12. Always push down the lock stop (red button on controller) before climbing off the machine.
13. Always make sure the machine is shut down and locked with the key removed before leaving it unattended.
14. **Above all, never fool about on or near the machine - it is capable of toppling!**

Guardrails and Toe boards

Suitable precautions shall be taken to prevent falls. Guard rails, toe boards and other similar barriers shall be provided whenever someone could fall and receive injury. They shall be:

- made from any material, provided they are strong and rigid enough to prevent people from falling and be able to withstand other loads likely to be placed on them. For example, guard rails fitted with brick guards need to be capable of supporting the weight of stocks of bricks which could fall against them;
- fixed to a structure, or part of a structure capable of supporting them;

They shall include:

- a main guard rail at least 910mm above any edge from which people are liable to fall;
- a toe board at least 150mm high;
- a sufficient number of intermediate guard rails or suitable alternatives positioned so that the unprotected gap does not exceed 470mm. Where the barrier is solid or the space between the upper part of the barrier and the toe board is completely occupied

by mesh (for example a brick guard) or similar, an intermediate guard rail is not required.

- Barriers other than guardrails and toe boards can be used, so long as they are at least 910mm high, secure and provide an equivalent standard of protection against falls and materials rolling, or being kicked, from any edges.
- If the risk comes from falling through openings or fragile material (for example, roof lights or asbestos roof sheets), an alternative to guard rails or a barrier is to cover the opening or materials. Any covering shall be:
 - strong enough to support any loads likely to be placed on it (including the weight of a person); and
 - fixed in position to prevent accidental dislodgement. To prevent people removing the covering, mark them with a warning (for example, 'Hole below – do not remove').

Scaffolds

- Shall be erected by competent scaffolding suppliers.
- Shall be inspected and tested after initial erection, every 7 days thereafter or earlier if weather conditions may have weakened the structure.

Section 2

Recording and Monitoring Documents

Accidents Reporting and Investigation

Accident / Incident / Near Miss Investigation Report

Date		Time		Location	
------	--	------	--	----------	--

Type of occurrence	Accident	Incident	Near Miss	delete as appropriate
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Person (s) involved	
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Full details of occurrence:

Was an entry made in Company accident book		Yes / No
Riddor – is the accident reportable – see below	Yes/No Date reported HSE reference No.	

Over-seven-day Injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over seven-day injury you must send a completed accident report form (F2508) to the enforcing authority within fifteen days.

An over seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Reportable Major Injuries

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Reportable Diseases

If a doctor notifies you that your employee suffers from a reportable work-related disease you must send a completed disease report (F2508A) to the enforcing authority.

In addition, specific incidents and/or accidents may be reportable under RIDDOR – if in doubt refer to the HSE RIDDOR website.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Full details of injuries:

What actions were taken immediately after the occurrence?

Details of any sickness absence as a consequence of occurrence:

Assessment of cause of occurrence:

Actions implemented to avoid repetition of occurrence:

Is a new risk assessment required?	Yes / No
Details:	

Does an existing risk assessment require reviewing?	Yes / No
Details:	

Additional comments:

Investigating Officer		
Name	Signature	Date

Administration and Storage of Medication Assessment Tool for Self-Administration of Medication

Young Person's name:		DOB:
Date of Assessment:		
Assessment Criteria	Outcome	Comments
Has self-administration been explained?	Yes/No	
Has the supply of medication been explained? (including advice on when and how to order supplies to ensure medication does not run out)	Yes/No	
Does the young person understand the requirements regarding storage of their medication? (all medicines must be kept locked securely in the locker and that they must keep the key with them at all times)	Yes/No	
Does the young person understand what the medicine is for/ the dose to be taken, and frequency?	Yes/No	
Has the young person been advised to inform staff if they suspect they are experiencing side effects?	Yes/No	
Has the young person been advised what they must do if they make a dosing error?	Yes/No	
Has the young person been informed that they must inform staff if they lose the key?	Yes/No	
Has the young person been advised that they should inform staff of any change in their condition?	Yes/No	
Can the young person open child resistant containers?	Yes/No	
Is the young person have access to, and able to read a watch or clock?	Yes/No	
Is the young person able to read and understand written words?	Yes/No	
Does the child understand what to do if they have medication that they wish to dispose of?	Yes/No	
Does the young person understand the technique for using an inhaler?	Yes/No	
Does the young person need a spacer?	Yes/No	
Are reminder prompts necessary?	Yes/No	
Reassessment Date		
Self-Medication Approved	Yes/No	

Young person's signature _____ Date _____

Health Care Assistant signature _____ Date _____

Drug Administration Error Report Form

Student Name Date of Birth _____

Date and Time of Incident & Description of Error - under-medicated, over-medicated, wrong medication given, etc

Effect on student - if harm occurred describe what happened;-

Action taken - Who was informed, When they were informed, Advice sought, and received. Have parent/guardian/carers been informed?

Signature of Staff Member _____

Analysis - What went wrong? What can be learned? Were correct procedures followed?

Has the staff member undergone competency assessment - if so when?

Would the staff member benefit from further training?

Does information (non- identifiable) need disseminating to other members of staff?

Comment from Head Teacher

Signature of Headteacher_____

Comment from Health and Safety Co-ordinator

Signature of Health and Safety Co-ordinator_____
Copy to Student Notes

Contractors

Contractors Pre-qualification Assessment			
Main Details (to be completed by all contractors)			
Company name:			
Company address:			
Telephone number:		Fax number:	
E-mail:			
Employer's Liability Insurance:	Yes/No	Limit of Cover:	Renewal Date / /
Public Liability Insurance:	Yes/No	Limit of Cover:	Renewal Date / /
Please attach copies of insurance certificates			
Services or contract for which approval is being sought:		£	
Maximum value of contract to which you feel capable to undertake		£	
Total number of employees in Company			

Health and Safety		
Do you have a written health and safety policy? (Only applicable if you employ 5 or more people)	yes/no	If yes, please attach copy
Is the policy regularly reviewed?	yes/no	Last review date: / /
Does the policy include an organisational chart showing safety responsibility lines?	yes/no	
Does the policy show how safety is supervised?	yes/no	
Does the policy show how information will be passed on to employees and sub-contractors?	yes/no	
Does the policy show how safety will be monitored and audited?	yes/no	
Does the policy include details of your Safety Advisor or source of competent advice?	yes/no	(provide detail of qualifications or attach CV)
Name of director with special responsibility for health and safety		
Name of supervisor for site safety and their safety qualification		

Who will control Permit to Work on site?	Name	
Do you have procedures for COSHH assessment?	yes/no	provide example
Do you carry out risk assessments?	yes/no	provide copy of format
Can you provide method statements?	yes/no	provide example
What health and safety training have you had?	Detail:	
Have you ever been prosecuted for breaches of health and safety legislation?	yes/no	
Have you received any improvement or prohibition notices from the HSE or local authority enforcement officer?	yes/no	
Do you have any health and safety awards?	yes/no	provide details
Please provide accident statistics for the last three years for your Company, or companies working for you, including details of any accidents involving members of the public		
How will accidents be reported, recorded and investigated?		
How will you ensure that all plant and equipment, including mobile work equipment and lifting equipment is regularly examined, inspected, tested and maintained by a competent person in accordance with statutory requirements?		
How will you vet sub-contractors?	provide detail of process	
Will you provide your own first aiders and equipment?	yes/no	
Do you have adequate and sufficient personal protective equipment?	yes/no	

Control of Contractors on Site Checklist

This form must be completed by the Health & Safety Coordinator prior to commencement of work. It is the School's responsibility to ensure the following has been complied with:

Question	Tick ✓		Comment
	Yes	No	
Accidents			
Have they been advised of the nearest first aider?			
Have they been advised of the nearest first aid box?			
Have they been advised of the accident reporting procedure?			
Communication			
Have the contractor and any sub-contractors signed in?			
Have they been advised who their host is?			
Have they been informed of the site facilities they may use?			
Have they advised their host of the name of their responsible person for health and safety?			
Have they been advised of any local hazards?			
Have your staff, where necessary, been advised of the hazards due to the work of the contractor?			
Documentation Provided to the Contractor			
Have they been provided with any appropriate risk assessments?			
Have they been provided with any appropriate COSHH safety data sheets?			
Have they been provided with asbestos records?			
Do they need a permit to work?			
Documentation Provided by the Contractor			
Have they provided risk assessments?			
Have they provided method statements?			
Have they provided evidence of certification? (i.e. electricians)			
Have they provided COSHH safety data sheets?			
Electrical			
Has any electrical equipment brought on site been checked to ensure that it has been PAT (portable electrical appliance) tested?			
Have they provided (if necessary) a residual current device (circuit breaker)?			
Have they been advised that a lock out, tag out or similar system must be operated at all times when required?			
Emergencies			
Have they read the health, safety and emergency information?			
Have they been advised of the location of the nearest fire extinguishing media?			
Have they been advised of their nearest assembly point?			
Notices, etc.			
Have warning notices been provided?			
Have barriers been provided?			
Have they been advised that they must leave their work in a safe condition at all times when they are not in attendance?			
Storage			
Has a safe area been provided (if required) for storage of their equipment/hazardous materials?			
Waste			
Have they been advised of waste procedures?			
Contractor's signature	Signature on behalf of Philpots Manor School		
Date / /	Date / /		

COSHH

COSHH Index

Site	Department
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Note: If the category is A1 or B1, no assessment is required.

[illegible]

COSHH Assessment

Location:		Department		Ref	
Carried Out By:		Signature		Date	

Product Name							
Uses							
Reference Number of Safety Data Sheet Held							
CHIP (please tick)							
	Harmful/ Irritant	Hazardous to the Environment	Toxic/ Very Toxic	Corrosive	Flammable/ Highly or Extremely Flammable	Oxidising	Explosive
Factors Which Increase Risks							
Categories							
Storage Precautions							
Transport Precautions							
Disposal Precautions							
Emergency Action Fire, Spillage, First Aid							
Fire Officer				Health & Safety Officer			
To be completed if category E: Additional Information - Ecological Hazards, Relevant Regulations, Advice to Occupational Medical Officers, References							
Name / Address / Telephone Number of Supplier							
Actions and comments						Date actioned / /	

Display Screen Equipment

Self-Assessment Form

Your name in full		
Philpots Manor School		
Telephone and extension no(s)		How long do you spend using your computer each day?
Department	Building	To whom do you report?
Are you using a laptop or desktop/tower PC?		Date of assessment / /

A	Education and Training	Y	N	Considerations	Comments
1	Has your present employer made available to you health and safety training in the use of your workstation?				
2	Has your present employer made available to you documented information concerning the risks of using display screen equipment?			Have you been given a DSE user guidebook?	
3	Are you aware of the availability of eyesight tests provided by your employer?			Is an eyesight test required? Contact your line manager	
4	Is the software suitable for your tasks?			Do you require further training?	

B	Posture	Y	N	Considerations	Comments
1	Are you aware of the correct posture for DSE usage?			Check your DSE user guidebook	
2	Do you sit face on to the monitor (i.e. not at an angle)?			Avoid upper body twisting	
3	Is the monitor positioned at the correct comfortable viewing distance?			Is it too close/too far?	
4	Is there sufficient space on the workstation to correctly re-position the monitor?			Is there sufficient desk depth?	

You must be at the correct height to avoid typing with wrists bent down or back. Your forearms should be horizontal (parallel with the desk surface). Height of the chair may need adjusting.

Your feet must be flat on the floor (or footrest) with thighs parallel to the floor without experiencing any pressure from the seat on the backs of the legs.

The seat depth must be sufficient to provide full support or to avoid hitting the backs of calves.

C	Chair	Y	N	Considerations	Comments
1	Is your chair stable and correctly functioning?			Check for broken castors, etc.	
2	Is the chair comfortable?			Do you know how to adjust it?	
3	Is the seat height adjustable?				
4	Is the back rest height adjustable?			Does it move up and down?	
5	Is the back rest rake adjustable?			Does it move forward and back?	
6	Does the chair have castors?			Does it have a 5 wheel base?	
7	Are you satisfied with the chair arms? N/A ☐			Do they collide with the desk?	
8	Can you use all the mechanisms for adjusting the chair?				
9	Is the floor under your chair in good condition?			Check for torn carpets, etc.	

D The Display Screen		Y	N	Considerations	Comments
The image on the screen					
1	Is the information on the screen clearly defined and easy to read?			The screen may need cleaning. The font size, text and background colours may need changing.	
2	Are the brightness and contrast controls adequate and easily adjustable?			Find where the buttons are.	
3	Is the image stable and flicker free?			If not, report this to the IT Dept.	
The monitor					
1	Monitor type: CRT ☐ Flat screen ☐ Laptop ☐				
2	Is the monitor able to pivot and tilt?				
3	Is the monitor at a comfortable height?			Eyeline should be level with top of screen. Move off CPU?	
	If no:			Are monitor blocks required?	
	Is it too high/on CPU or stand? ☐				
	Is it too low? ☐				

E Keyboard		Y	N	Considerations	Comments
1	Is the keyboard angle and height adjustable?			Most keyboards have fold out legs	
2	Are the key symbols adequately readable?				
3	Is the keyboard stable whilst in use?			Does it move when you type?	

F Workstation		Y	N	Considerations	Comments
1	Rectangular ☐ Right angled ☐ Curved ☐				
2	Is the workstation suitable for computer usage? If no, tick reason:				
	Desk too small ☐ Desk too narrow (depth) ☐ CPU to be removed ☐				
3	Is there adequate free space on the work surface?			Clear any clutter and use filing trays	
4	Is the work surface free from sharp corners, edges or protruding parts?				
5	Is there adequate space on the work surface in front of the keyboard to support hands and arms if required?			Try pushing the keyboard back. A separate support may be needed.	
6	Is there adequate leg room under the desk? If no, tick reason			Relocate any boxes, CPU, etc.	
	Pedestal ☐ CPU ☐ Boxes ☐ Other ☐				
7	Is storage space available for personal belongings/filing?			Is filing storage required? Avoid placing bags, briefcases, etc. in walkways.	
8	Is the layout of the desktop equipment e.g. telephones etc., satisfactory?			If not, rearrange. Avoid cradling telephone handset between chin/shoulder	
9	Have all obstructions and hazards (especially tripping hazards) been eliminated in your work area? If no, tick reason				
	Cable ☐ Torn carpet ☐ boxes ☐ Floor box ☐ Other ☐			Avoid trailing cables. Ensure floor boxes are closed flush.	

G Ancillary Equipment		Y	N	Considerations	Comments
1	Is a copyholder in use at this workstation?			This will avoid over-flexing neck muscles. Is a copyholder required?	Required Y/N
2	Is a footrest in use at this workstation?			This can improve your posture.	Required Y/N

H Cleaning		Y	N	Considerations	Comments
1	Are cleaning materials available for the: screen? keyboard?			These should be kept clean	Required Y/N

I Lighting		Y	N	Considerations	Comments
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1	Have glare and/or reflections on the DSE screen been eliminated e.g. from lights, desks, windows, open blinds, walls, etc.?			You may need to move the screen or desk. A screen filter may be necessary	
2	Does the general office lighting enable you to view the screen clearly?			Too dark or light?	
3	Is the lighting suitable for all office tasks?			Too dark or light?	
4	Is a task lamp in use at this workstation?			Is a task lamp required?	
5	Have adequate window blinds been provided?			Are they working? Do they block sunlight?	

J	Noise	Y	N	Considerations	Comments
1	Are the general noise levels in your work area acceptable?			A noise reading or screening may be required	

K	Atmosphere	Y	N	Considerations	Comments
1	Is the temperature adequate to prevent discomfort from excess heat/cold?			Do you know how to adjust the controls?	
2	Is the humidity adequate to avoid discomfort from dry eyes?			Please circle if: too hot/too cold/variable/draughty/review heating/air con. required	
3	Is the workstation free from dust collection?				
4	Is the workstation free from smells/odours?				

L	Workstation Activity Levels	Y	N	Considerations	Comments
1	Do you take breaks away from the screen every hour (5 minutes per hour)?			Not necessarily away from your desk, just the screen	
2	Can you change activities to avoid eye strain?			e.g. photocopying, making/taking calls.	
3	Are you aware of any exercise programme to defeat DSE fatigue?			Please refer to DSE user guidebook	

M	Reporting	Y	N	Considerations	Comments
1	Do you know whom to report if you are experiencing problems (e.g. health and/or equipment) regarding the workstation?				

N	Health Monitoring	Y	N	Considerations	Comments
1	Are you free from any physical or visual discomfort whilst working at your computer? If no, give details of: symptoms you regularly experience (see right) frequency of symptoms: Hourly ☐ Daily ☐ Weekly ☐ Occasionally ☐ During work ☐ After work ☐			Please circle if experiencing discomfort as follows or specify on the right: Headache/eye strain/ blurred vision Neck ache shoulder ache Back ache Wrist ache	Have you had a recent eye test? Your monitor may be at an incorrect height Try moving the mouse closer Try adjusting the chair's back support A wrist rest may be beneficial, especially for 'think time'
2	Are you free from strains or aches of the hand when using: computer mouse? computer keyboard?			Are you currently consulting with GP or Physiotherapist? Are you using the correct size/shape mouse? Is an ergonomic keyboard required?	Y/N Y/N

O	Laptop Users	Y	N	Considerations	Comments
1	Is there a docking station in use? If no, is your laptop usage: Heavy ☐ Average ☐ Light ☐			Is a separate keyboard or mouse required? Are raiser blocks required? If so, how many (in 25mm increments)	

P	Telephone Work	Y	N	Considerations	Comments
1	Do you use a telephone and work on the computer at the same time?			Is a telephone headset required?	
	If yes, how much time is spent, on average per week?				

Q	Homework	Y	N	Considerations	Comments
1	Do you use a computer at home for office related work?			Is an assessment required?	
	If yes, how many hours do you use it for work on average per week?				
2	Is the workstation set up suitable?			Correct chair, desk, etc.	

R	Miscellaneous	Y	N	Considerations	Comments
1	Are there any other matters you wish to raise concerning your workstation? If yes, please give details below				
User's signature		Date completed / /			

Please return this form as soon as possible to the Health & Safety Coordinator

Assessment checked by		Any further action required?	Y/N	Follow up action completed on	/ /
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Electrical Safety

Portable Electrical Equipment – Register and Test Form

[illegible]

Expectant, New & Nursing Mothers

Risk Assessment Form for New / Expectant Mothers

Philpots Manor School					
Name			Department		
Assessor			Ext.	Date	/ /
Email			Number of weeks pregnant		
Notes *	(P) = Needs to be considered during pregnancy				
	(N) = Needs to be considered for new mothers				
	(B) = Needs to be considered for mothers who are breast feeding				
Hazard	Risk please tick		Remedial Action or Comments	Considerations	
	Yes	No			
1. Manual Handling Tasks – Does the employee handle loads entailing risk? Notes * (P) (N)					
				Consider each task that the pregnant worker may undertake. Determine: ● The nature, duration and frequency of tasks/movements ● Whether the task can be altered to reduce the manual handling risks. ● Whether aids/equipment could be provided to assist with the task. ● Patterns of working time and rest breaks ● Ergonomic factors and working environment ● Whether it is necessary to discontinue the task during pregnancy and if necessary upon her return to work (especially following a Caesarean section).	
2. Prolonged exposure to loud noises – Is the employee working in designated hearing protection zones? Notes * (P)					
				● Prolonged exposure could increase blood pressure and tiredness, therefore must be avoided if possible. ● Hearing protection will also be provided and made mandatory during pregnancy.	
3. Does the employee have access or work with equipment which causes shocks, vibration or movement? Notes * (P)					
				● Regular exposure to shocks, low frequency vibration or excessive movement may increase the risk of a miscarriage.	
4. Does the employee work in areas of extreme heat or cold? Notes * (P) (B)					
				● Pregnant women are more susceptible to heat, stress and fainting. ● Breastfeeding may be impaired by dehydration.	
5. Is the employee working overtime or has long working hours? Notes * (P) (N)					
				● Consider the number of hours worked and the tasks to be completed.	
6. Does the employee work at night or is there any shift work involved? Notes * (P) (N)					
				Special consideration must be given to expectant and new mothers who work at night. If a medical certificate is provided stating that working at night could affect her health or safety you must: ● Offer her suitable alternative employment during the daytime. If that is not available/reasonable: ○ Give the new/expectant mother paid leave for as long as is necessary to protect her health/safety. The above applies only if the risk arises at work. Seek advice from occupational health specialists.	

Hazard	Risk please tick		Remedial Action or Comments	Considerations
	Yes	No		
7. Are there hazards from workload and deadlines?				Notes * (P) (N) (B) - The amount of work should be manageable for the individual. - The time to complete work should be within the capability of the individual.
8. Does the user experience mental and/or physical fatigue from standing, posture or other work? (Please detail where this could apply)				Notes * (P) (N) - Working near sources of heat must be avoided. - Ensure an even pace of work. - Allow frequent breaks and avoid long working hours. - Ensure seating is available where practical. - Avoid situations where awkward posture is necessary for long periods of time.
9. Does the work involve sitting in the same position for long periods of time?				Notes * (P) - There is a relatively high risk of thrombosis or embolism, particularly with constant sitting. - In the later stages of pregnancy, women are more likely to experience backache
10. Does the employee work in awkward or confined spaces / workstation?				Notes * (P) (N) - Due to the increase in abdominal size, it is hazardous to work in confined spaces or at workstations that do not adjust sufficiently - Dexterity, agility, co-ordination, speed of movement, reach and balance may also be impaired.
11. Workstation size and configuration (including seating)				Notes * (P) (N) In the latter stages of pregnancy it may be necessary to adjust the workstation to suit the increasing size of the pregnant woman.
12. Is display screen equipment in use and has a risk assessment been conducted recently?				Notes * (P) (N) Has a workstation assessment recently been conducted?
13. Does the employee work in conditions that involve biological or chemical agents/compounds (e.g. Hepatitis B, Herpes, Tuberculosis, Chicken Pox, Typhoid, Rubella, etc.) that are known to endanger the health of that worker or unborn child?				Notes * (P) (N) (B) - Assess the likelihood of the woman being exposed to these agents at work, e.g. if a colleague contracts a disease from a biological agent, the new or expectant mother will be advised and appropriate action arranged. - Biological agents known to harm an unborn child include Rubella (German Measles) and Toxoplasma, Hepatitis B, HIV, herpes, TB, syphilis, chickenpox, typhoid, etc. - The actual risk to health by chemical agents can be determined following a risk assessment of a particular substance at the place of work.

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Hazard	Risk please tick		Remedial Action or Comments	Considerations
	Yes	No		
14. Does the employee handle any hazardous products, e.g. drugs, pesticides, lead, etc.? (please specify)				Notes * (P) (N)
				If any of the following risk phrases appear on the health and safety data sheet, a full risk on the use of the product must be completed: R40, R45, R46, R61, R63, R64 (on some older sheets R47) or any numbers with SK in front of them
Note: The safety data sheet must be checked to ensure that the pregnant worker will not be put at risk whilst continuing to use these products.				
15. Is the employee exposed to carbon monoxide or is there lack of sufficient oxygen?				Notes * (P) (N)
				Pregnant women may have a heightened susceptibility to exposure. Take into account the control measures which are already in place.
16. Is the employee lone working or in professional isolation?				Notes * (P) (N)
				- Assess the risks for the specific task. If necessary, discuss with H & S Co-ordinator - Continue to review this at regular stages of the pregnancy.
17. Is any working at height e.g. climbing steps or ladders (please detail) conducted?				Notes * (P) (N)
				Tasks which include climbing activities, e.g. ladders, step stools, etc., should be avoided.
18. Are there slips, trips and falls hazards on the same level?				Notes * (P) (N) (B)
				Wet surfaces, trailing cables, etc.
19. Does the employee conduct tasks requiring balance or speed?				Notes * (P) (N)
				Determine if any tasks apply.
20. Is protective clothing and/or personal protective equipment (PPE) required?				Notes * (P) (N)
				For those who wear overalls or uniforms, special requirements/concessions may be necessary.
21. Is the employee exposed ionising/ion-ionising radiation?				Notes * (P) (N)
				Do not allow any pregnant worker to use 'leak detector' guns.
22. Travel to, from or whilst at work – Does the employee work in conditions that require excessive travelling / commuting?				Notes * (P) (N) (B)
				Risks include fatigue, vibrations, stress, static posture, discomfort and accidents.
23. Are welfare / resting facilities adequate and appropriate? (Including facilities to express and safely store breast milk, easy access to liquid refreshment, etc.)				Notes * (P) (N) (B)
				- Tiredness increases during and after pregnancy. - The need for rest is both physical and mental. - Is there appropriate access to facilities for breastfeeding mothers to express and store breast milk?
24. Are hygiene facilities, e.g. toilets, etc. suitable and within easy access?				Notes * (P) (N) (B)
				Is there easy access to toilets, e.g. close proximity, etc.?

Hazard	Risk please tick		Remedial Action or Comments	Considerations
	Yes	No		
25. Is the employee exposed to occupational stress or violence (e.g. from children)? Notes * (P) (N)				
				- Hormonal, physiological and psychological changes can affect susceptibility to stress, anxiety or depression. - Those who are in direct contact with customers and the public are particularly vulnerable.
26. Does the employee have any pre-existing medical condition(s)? Notes * (P) (N) (B)				
				Only consider those conditions that may have a detrimental effect on the course of pregnancy and the ability to work in comfort and safety.
27. Has the employee reported any medical conditions resulting from the pregnancy, e.g. Notes * (P) (N)				
Morning sickness				- Shift work, exposure to nauseating odours - Overtime, evening work - Backache - Varicose veins, haemorrhoids - Frequent visits to the toilet, - etc.
Tiredness/fatigue				
Receiving medical care				
Any restrictions imposed by a doctor				
Other (please specify)				
28. Detail any other additional hazards /factors which have been identified during the Risk Assessment appraisal. Continue on a separate sheet if required. Notes * (P) (N) (B)				
				- working in pressurised encloses - underwater diving - Underground mining work - Personal protective equipment (which is not generally designed for use by pregnant women) - Etc.
29. Given the information above, do you consider that there is a risk to the health and safety of the employee?				

Record of Assessment		
Initial Assessment	Signature	Date
Agreed by New or Expectant Mother		/ /
Agreed by Relevant Co-ordinator		/ /
Follow up Assessment	Signature	Date
Agreed by New or Expectant Mother		/ /
Agreed by Relevant Co-ordinator		/ /
Return Review	Signature	Date
Agreed by New Mother		/ /
Agreed by Relevant Co-ordinator		/ /

Please note: Further assessments will be required during pregnancy and upon return to work. Date the appropriate columns on the form to indicate when these reviews were completed. Add and date any further remedial actions required. Copy form to Estates and H & S Co-ordinator.

Fire Safety

Personal Emergency Evacuation Plan

Section 1. General Information						
Name of Person assessed				Date		
Name of assessor						
Please provide broad details of your day, giving approximate locations and times	Day	Location		Times to and from		
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
Which areas of the building do you use most often?						
Do you use any areas outside of normal office hours?						
Days and times this Plan will cover						
Can you see visual alarm signals?	Yes	No	Can you hear audible alarm signals?	Yes	No	
Could you safely use the stairs in an emergency?	Yes	No	Would you use the stairs without assistance?	Yes	No	
Please describe your disability or the condition/illness which means you would require help during an emergency evacuation						
Do you have a full time personal assistant?			Yes		No	
Section 2. Visually Impaired Persons						
Do you use any aids or 'assistive' technologies (cane, guide dog, etc) to help you access the building? If yes, please give details.			Yes		No	
Can you follow exit signage without assistance?			Yes		No	
The following questions need only be answered by visually impaired persons with some visual capacity						
Are all escape routes clearly signposted to meet your requirements? If not, please describe what you would require			Yes		No	
Section 3. Mobility Impaired Persons						
Do you use a wheelchair and/or other devices to aid your mobility? If yes, please describe.			Yes		No	
If you are a wheelchair user, please answer the following questions, otherwise go to Section 4						
Do you use your wheelchair at all times while you are at work?	Yes	No	Do you have a manual chair, or an electrically operated chair?		Man	Ele c
Are you content to use the fire lifts in an emergency situation	Yes	No	In the event of the fire lifts failing would you be content to be carried downstairs by the following named evacuation assistants?		Yes	No

Section 4. To be completed for all Plans					
Are there any measures that could be introduced that would further aid your evacuation in an emergency? Please describe or, if not, please state no.		Yes			No
Assessor – Record the actions to be taken by the individual in the event of an emergency evacuation.					
Walk through of evacuation scenario completed	Yes	No	Evacuation Practice completed	Yes	No
Date of next PEEP review					
Signed (Assessor)			Date		
I understand that under the Data Protection Act this information will be shared with other members of staff at the School and I agree to notify my line manager of any changes in my circumstances which may affect this Plan.					
Signed (employee)			Date		

Distribution of copies:

- Top Copy – assessed person
- Copy to – relevant Fire Marshal(s)
- Copy to -Health & Safety Coordinator
- Copy to – Personnel Secretary for personal file

Evacuation Response Form

This form is to be completed after each evacuation to provide information
On any further training or remedial actions required.

Please record the names of all those participating in the Evacuation on the reverse of this form.

Department/Area/Building/Site location		
Date / /	Time :	
Nature of evacuation (e.g. fire drill, actual fire, etc.)		
Fire Brigade called?	Yes/No	
What time elapsed between the sounding of the alarms and evacuation of department?		
Did everyone evacuate in your department/area/building?	Yes/No	
Doors closed by staff?	Yes/No	
Hold-open doors worked/Hold-shut doors released?	Yes/No	
Did everyone know what to do and where to go?	Yes/No	
Best exits used by staff?	Yes/No	
Nobody re-entered the building?	Yes/No	
Fire alarm reset?		
What went well?		
What went wrong?		
Suggested corrective action		
Action taken		
Debrief/report circulated (date)	/ /	
Name	Signature	
When completed, this form should be returned to the Health & Safety Coordinator		

Fire Safety Inspection Checklist

The Fire Marshal will undertake an emergency inspection of their areas of responsibility on a monthly basis using this form. The completed form will be sent to the Health & Safety Coordinator for review and any necessary action. If the same issue appears on a regular basis, this information will be brought to the attention of the Management Group.

Unit:	Inspected by:		
Date: / /	Yes	No	Corrective Actions Required
Are all escape routes free from obstruction and combustible materials?			
Have all combustible materials been removed from beneath open staircases?			
Are all fire exits kept clear and free from obstruction on both sides of the door?			
Are all fire extinguishers in their correct locations, free from obstruction and on stands or hooks?			
Have fire extinguishers been tampered with? Check retaining ring/tag or gauge.			
Are all fire doors kept closed?			
Are all fire doors easily opened?			
Are all fire signs in place, including fire exit directional signs and fire extinguisher usage signs, in good condition and easily readable?			
Has the fire alarm been tested on a weekly basis and results recorded?			
Is emergency lighting operable?			
Have smoke/heat detectors been tested and results recorded?			
Is the evacuation chair readily accessible and in good condition?			
Is the list of fire Marshals on the notice board and up-to-date?			

Please note any further observations

Corrective actions completed? Y/N	Follow-up inspection required? Y/N
Signed off by name:	Signature

Ladders and Step Ladders

Ladders / Step Ladders (monthly inspection)

Department/ Location		Description and I.D. No.			
Inspected by (competent person)		Checked by (person responsible)			
No	Item	Condition	Condition	Condition	Condition
1	Straight ladder				
1.1	Loose rungs (move by hand)				
1.2	Loose nails, screws, bolts, etc.				
1.3	Loose mounting brackets, etc.				
1.4	Cracked, broken, split stays				
1.5	Splinters on stays or rungs				
1.6	Cracks in metal stays				
1.7	Bent metal stays or rungs				
1.8	Damaged/worn non-slip devices				
1.9	Wobbly				
2	Stepladder				
2.1	Wobbly				
2.2	Loose/bent hinge spreaders				
2.3	Stop on spreaders broken				
2.4	Loose hinges				
3	Extension ladder				
3.1	Defective extension locks				
3.2	Defective rope pulley				
3.3	Deterioration of rope				
4	Trestle ladder				
4.1	Wobbly				
4.2	Defective hinges				
4.3	Defective hinge-spreaders				
4.4	Stop on spreads defective				
4.5	Defective centre guide for extension				
4.6	Defective extension locks				
5	Fixed ladder				
5.1	Ladder cage				
5.2	Deterioration in all metal parts				
6	General				
6.1	Painting of wooden ladders				
6.2	Identification				
6.3	Storage				
7	Remarks Item No.				
8	Remedial Item No.				
9	Signed: competent person				
10	Signed: person responsible				
11	Date	/ /	/ /	/ /	/ /

Legionella

WATER CHECKS 2018-2019

Month

Cold water temperatures must be below 20 degrees centigrade
Hot water temperatures must be at least 50 degrees centigrade (Non TMV's)
Or below 43 degrees where TMV's exist

All cold water outlets should be run for 2 minutes before a temperature is taken and recorded
 and hot water should be run for 1 minute before a temperature is taken

Date	Location	Hot temperature (Above 50 degrees C)	Cold temperature (Below 20 degrees C)

Signed

Work Equipment Assessment and Maintenance Report

Report form number	Date / /
Compiled by	Position
Department	

Details of equipment	
Equipment type and identification number	
Location/department	
Position of equipment	
Suitability for work function	
Potential hazard of equipment	
Overall assessment	
Repairs, if any required	
Time within which repairs will be completed	
Other comments	

Name	Qualification
Signature	Organisation
Date / /	

Manual Handling and Lifting

☐[illegible]

Manual Handling Assessment Checklist

- Consider the risk of injury from manual handling operations
- identify steps that can remove or reduce the risk
- decide your priorities for action

Summary of Assessment	Overall priority for remedial action: nil/low/med/high
Operations covered by this assessment	Remedial action to be taken:
Locations:	Date by which action to be taken:
Personnel involved:	Date for reassessment:
Date of assessment:	Assessor's name: Signature:
Date of acceptance:	Health & Safety Coordinator's name: Signature:
Section A: Preliminary	
1. Do the operations involve a significant risk of injury? If 'yes' go to Q2. If 'no' the assessment need go no further If in doubt answer 'yes'.	
2. Can the operations be avoided/mechanised/automated at reasonable cost? If 'no' go to Q3. If 'yes' proceed and then check that the result is satisfactory	
3. Are the operations clearly within the guidelines? If 'no' go to section B. If 'yes' go straight to Section C.	
Section B: See overleaf	
Section C: Overall assessment of risk	
1. What is your overall assessment of the risk of injury? If not 'insignificant' go to Section D. If 'insignificant' the assessment need go no further	
Section D: Remedial Action	
1. What remedial steps should be taken, in order of priority?	
• Complete the summary above • Compare it with your other manual handling assessments • Decide your priorities for action • Take action and check that it has the desired effect.	
Section B: more detailed assessment, where necessary	

Questions to consider		Level of risk			Possible remedial action
If the answer to a question is 'yes' place a tick against it and then consider the level of risk	Ye s	low	me d	hig h	Make rough notes in this column in preparation for completing Section D
The tasks: do they involve:					
• Holding loads away from trunk?					
• Twisting?					
• Stooping?					
• Reaching upwards?					
• Large vertical movement?					
• Long carrying distances?					
• Strenuous pushing or pulling?					
• Unpredictable movement of loads?					
• Repetitive handling?					
• Insufficient rest or recovery?					
• A work rate imposed by a process?					
• Handling whilst seated?					
• Holding static positions for long periods?					
The loads: are they:					
• Heavy?					
• Bulky or unwieldy?					
• Difficult to grasp?					
• Unstable / unpredictable / likely to shift?					
• Sharp / hot / rough / hazardous?					
The working environment: are there:					
• Constraints preventing good posture? (space / clothing / PPE)					
If the answer to a question is 'yes' place a tick against it and then consider the level of risk	Ye s	low	me d	hig h	Make rough notes in this column in preparation for completing Section D
• Poor / uneven / slippery floors?					
• Variations in levels, e.g. steps / slopes?					
• Hot / cold / humid conditions?					
• Strong air movements?					
• Poor lighting conditions / glare / sudden light level changes?					
Individual capability: does the job:					
• Require unusual height / strength / capability?					
• Pose a hazard to those with a health problem?					
• Pose a hazard to those over 55 or under 18?					
• Pose a hazard to those who are pregnant?					
• Call for special information/ training?					
• Other factors:					

Lone Working Risk Assessment

Type of Activity:	
Location(s) of Work:	
Brief Description of Work	
How long should the work take:	
Equipment to be used:	
Hazardous materials used:	

Hazard Identification: Identify all of the hazards specific to the lone working activity; evaluate the risks (low/ medium/high); describe all existing control measures and identify any further measures required.

Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork.

Hazard (s)	Risk L/M/ H	Control Measures (i.e. alternative work methods, training, supervision, protective equipment.)		
1. Slips, trips and falls				
2. Fire or other emergency				
3. Electrical shock/burn				
4. Equipment/machinery				
5. Manual handling of loads				
6. Intruders/violence				
7. Fire				
8. Accident				
9. Hazardous materials/substances				
10. Fall from height				
11. Fall of objects/materials				
12. Compressed air				
13. Explosion				
Other Hazards:				
Emergencies:				
14. Are there adequate emergency arrangements in place to deal with:				
a) Intruders		Ye s	N o	N/ A
b) Fire		Ye s	N o	N/ A
c) Accidents		Ye s	N o	N/ A
Condition of the workplace:				
15. There is a safe means of entry and exit to the workplace		Ye s	N o	N/ A
16. There is adequate heating for the job to be carried out		Ye s	N o	N/ A
17. There is adequate illumination for the job to be carried out		Ye s	N o	N/ A
18. The building is suitably maintained and free from hazards		Ye s	N o	N/ A
19. There is adequate ventilation for the job to be carried out		Ye s	N o	N/ A
20. All equipment, especially powered tools and access equipment such as ladders, can be used safely		Ye s	N o	N/ A

21. Lifting operations can be performed safely by one person	Yes	No	N/A
22. Fire precautions are sufficient for the job	Yes	No	N/A
23. Is there access to adequate rest, refreshment, and welfare facilities	Yes	No	N/A
24. Is there access to adequate sanitary conveniences	Yes	No	N/A
25. Is there access to adequate first aid facilities	Yes	No	N/A
26. Has necessary PPE been provided	Yes	No	N/A
Medical suitability:			
27. Does the job impose any extra demands on the lone worker's physical or mental stamina?	Yes	No	N/A
28. Does the lone worker suffer from any illness that might increase the risks of the job?	Yes	No	N/A
29. What medical/physical conditions would restrict suitability			
30. Persons at Risk: Identify all those who may be at risk.			
Training: Identify the level and extent of information, instruction and training required. Consider experience of workers.			
31. What training is required to ensure competency?			
32. Has necessary information / training been given?	Yes	No	N/A
33. Where hazardous materials are to be used is the person trained and competent to use them?	Yes	No	N/A
34. Where equipment/machinery is to be used is the person trained and competent to use them?	Yes	No	N/A
Supervision: Identify the level of supervision required.			
35. Is suitable supervision in place	Yes	No	N/A
36. Periodic telephone contact with lone workers necessary	Yes	No	N/A
37. Periodic site visits to lone workers	Yes	No	N/A
38. Regular contact (telephone, radio, etc)	Yes	No	N/A
39. Automatic warning devices, e.g., motion sensors, etc	Yes	No	N/A
40. Manual warning devices, e.g., panic alarms, etc	Yes	No	N/A
41. End of task / shift contact	Yes	No	N/A
42. How will the person be supervised?			

43. Identify all necessary supervisory measures.

Additional Information: Identify any additional information relevant to the lone working activity, including emergency procedures, first aid provision, etc.

Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	

Further Action to be taken:

No.	Hazard/Deficiency	Corrective Action Taken	Residual Risk L/M/H

Permits to Work

Permit to Work - General

Permit No.	Location
Concise Description of Work	
Duration of Permit Note: The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed. Date / / Start Time: : Finish Time: :	
Withdrawal from Service The above plant/location has been withdrawn from service and persons under my supervision have been informed	
Acknowledgement of Issuer I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely. Signature of Permit Issuer: Print Name:	
Acceptance of Permit Conditions Acceptor/Contractor: I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work. Signature of Acceptor: Print Name: Contractors signature: School Name:	
Time Extension: The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following: Additional hours required Date / / Start Time: :	
Change of Authoriser - I have formally handed over the responsibility for this permit to a new authorised person. Signature of Current Authoriser: Print Name: Time: : New Authoriser I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility. Signature of New Authoriser: Print Name: Time: :	
Cancellation of Permit. I have cancelled the permit for the following reason/s: Signature of Issuer: Print Name: Date / /	
Completion of Work: All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy. Signature of Acceptor: Date / / Time :	
Return to Service: I accept the plant or location back into service, and have destroyed my working copy of the permit Signature of Issuer: Date / / Time :	

Notes: The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.

Permit to Work - Entry into Confined Spaces

Permit No.	Location
Concise Description of Work	
Duration of Permit Note: The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	
Date / /	Start Time: : Finish Time: :
Withdrawal from Service The above plant/location has been withdrawn from service and persons under my supervision have been informed	
Acknowledgement of Issuer I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	
Signature of Permit Issuer:	Print Name:
Acceptance of Permit Conditions Acceptor/Contractor: I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	
Signature of Acceptor:	Print Name:
Contractors signature:	School Name:
Time Extension: The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	
Additional hours required	Date / / Start Time: :
Change of Authoriser - I have formally handed over the responsibility for this permit to a new authorised person.	
Signature of Current Authoriser:	Print Name: Time: :
New Authoriser I accept responsibility for the permit and have reassessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	
Signature of New Authoriser:	Print Name: Time: :
Cancellation of Permit. I have cancelled the permit for the following reason/s:	
Signature of Issuer:	Print Name: Date / /
Completion of Work: All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	
Signature of Acceptor:	Date / / Time :
Return to Service: I accept the plant or location back into service, and have destroyed my working copy of the permit	
Signature of Issuer:	Date / / Time :
Notes: The permit is automatically suspended when the fire alarm is activated. Check with the issuer before continuing work that it is safe to do so.	

Working in Confined Spaces must always be undertaken by 2 persons

NOTE: All sections of this permit must be completed

Precaution	Tick		Comments
	Yes	No	
Spades fitted			
Manhole/vents open			
Total disconnection			
Lockout/tagout procedure			
Isolation/notification of fire alarm system			
Isolated mechanical/electrical			
List of products/hazards to be encountered			
Residues emptied			
Totally clean			
Inert gas purged/mech, through ventilation			
Local hazards removed/drains blocked etc.			
Constant monitor of gases			
Personal protective equipment			
Standby resus. equip			
Breathing app. to be worn/in position			
Hazard signs and barriers			
Assessment of risk statement from operator			
Explosive proof electrics			
Non sparking/safe tools used			
Lighting flameproof & intrinsically safe			
Ops. trained in entry into confined spaces			
Ops. to work in pairs/observed			
Supervisor/rescue & communication			
COSHH procedure			
Inspection of operator training certificate			
Method of rescue & communication			
Access to vessel			
Additional requirements.			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor _____ Date / / Time :

Roof Work – Permit to Work 1

Permit No.	Location
Concise Description of Work	
Duration of Permit Note: The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	
Date / /	Start Time: : Finish Time: :
Withdrawal from Service The above plant/location has been withdrawn from service and persons under my supervision have been informed	
Acknowledgement of Authoriser I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	
Signature of Permit Authoriser:	Print Name:
Acceptance of Permit Conditions Acceptor/Contractor: I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	
Signature of Acceptor:	Print Name:
Contractors signature:	School Name:
Time Extension: The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	
Additional hours required	Date / / Start Time: :
Change of Authoriser: I have formally handed over the responsibility for this permit to a new authorised person.	
Signature of Current Authoriser:	Print Name: Time: :
New Authoriser I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	
Signature of New Authoriser:	Print Name: Time: :
Cancellation of Permit: I have cancelled the permit for the following reason/s:	
Signature of Authoriser:	Print Name: Date / /
Completion of Work: All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	
Signature of Acceptor:	Date / / Time :
Return to Service: I accept the plant or location back into service, and have destroyed my working copy of the permit	
Signature of Authoriser:	Date / / Time :
Notes: The permit is automatically suspended when the fire alarm is activated. Check with Authoriser before continuing work that it is safe to do so.	

Roof Work - Permit to Work 2

Roof Working Must Always be Undertaken by 2 Persons

NOTE: All sections of this permit must be completed

Precaution	Tick		Comments
	Yes	No	
Weather conditions satisfactory if working on roof? Note: A review of weather conditions must be completed throughout the duration of the permit			
Safe access to roof available?			
CCTV camera available/in operation?			
Senior staff advised of permit implementation?			
Safe method of work determined/method statement available?			
System for notifying roof workers of an emergency evacuation in progress in place?			
Local hazards determined: List:			
Personal Protective equipment required: • Safety harness (if no collective protection system in use) • Gloves (what type?) • Hard hat (mandatory) • Other: specify			
Safety equipment required: • Tool holder • Youngman boards/board walks • Roof ladders (inspection required) • Hot Work Permit required? • Scaffold handover certificate? • Other: specify			
Hazardous materials to be used: List			
Further fire extinguishers required			
First aiders available/where is the first aid box?			
For contractors: Method statement received? Risk assessment completed? Evidence of qualification for roof work etc. available?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor

Date / /

Time :

Electrical Work - Permit to Work 1

Permit No.	Location
Concise Description of Work	
Duration of Permit -Note: The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	
Date / /	Start Time: : Finish Time: :
Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed.	
Acknowledgement of Authoriser I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	
Signature of Permit Authoriser:	Print Name:
Acceptance of Permit Conditions Acceptor/Contractor: I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely.	
I will supervise any other operatives involved in carrying out the above work.	
Signature of Acceptor:	Print Name:
Contractors signature:	School Name:
Time Extension: The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	
Additional hours required	Date / / Start Time: :
Change of Authoriser: I have formally handed over the responsibility for this permit to a new authorised person.	
Signature of Current Authoriser:	Print Name: Time: :
New Authoriser I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	
Signature of New Authoriser:	Print Name: Time: :
Cancellation of Permit: I have cancelled the permit for the following reason/s:	
Signature of Authoriser:	Print Name: Date / /
Completion of Work: All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	
Signature of Acceptor:	Date / / Time :
Return to Service: I accept the plant or location back into service, and have destroyed my working copy of the permit	
Signature of Authoriser:	Date / / Time :
Notes: The permit is automatically suspended when the fire alarm is activated. Check with Authoriser before continuing work that it is safe to do so.	

Electrical Work - Permit to Work 2

NOTE: All sections of this permit must be completed

Precaution	Tick		Comments
	Yes	No	
All electrics isolated?			
Lock off, tag out system in place?			
Earthing, if required?			
Any electrical equipment used must be 110volt			
Work area cleared of obstructions			
Senior staff advised of permit implementation?			
Safe method of work determined/method statement available?			
System for notifying electricians of an emergency evacuation in progress in place?			
Local hazards determined: List:			
Personal Protective equipment required: • Safety harness • Gloves (what type?) • Hard hat • Ear protection • Other: specify			
Safety equipment required: • Tool holder • Ladders (inspection required) • Scaffold handover certificate? • Other: specify			
Further fire extinguishers required?			
First aider available/where is the first aid box?			
For contractors: Method statement received? Risk assessment completed? Evidence of electrical qualification available?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor

Date / /

Time :

Working at Height - Permit to Work 1

Permit No.	Location
Concise Description of Work	
Duration of Permit Note: The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	
Date / /	Start Time: : Finish Time: :
Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed	
Acknowledgement of Authoriser I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	
Signature of Permit Authoriser:	Print Name:
Acceptance of Permit Conditions Acceptor/Contractor: I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely.	
I will supervise any other operatives involved in carrying out the above work.	
Signature of Acceptor:	Print Name:
Contractors signature:	School Name:
Time Extension: The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	
Additional hours required	Date / / Start Time: :
Change of Authoriser I have formally handed over the responsibility for this permit to a new authorised person.	
Signature of Current Authoriser:	Print Name: Time: :
New Authoriser I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	
Signature of New Authoriser:	Print Name: Time: :
Cancellation of Permit: I have cancelled the permit for the following reason/s:	
Signature of Authoriser:	Print Name: Date / /
Completion of Work: All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	
Signature of Acceptor:	Date / / Time :
Return to Service: I accept the plant or location back into service, and have destroyed my working copy of the permit	
Signature of Authoriser:	Date / / Time :
Notes: The permit is automatically suspended when the fire alarm is activated. Check with Authoriser before continuing work that it is safe to do so.	

Working at Height Permit to Work 2

Working at height must always be undertaken by 2 persons

NOTE: All sections of this permit must be completed

Precaution	Tick		Comments
	Yes	No	
Weather conditions satisfactory if working outside? Note: A review of weather conditions must be completed throughout the duration of the permit			
Barriers and warning signs in place?			
Senior staff advised of permit implementation?			
Staff advised to ensure the public do not enter barriered-off area?			
Safe method of work determined/method statement available?			
System for notifying those working at height of an emergency evacuation in progress in place?			
Local hazards determined: List:			
Personal Protective equipment required: • Safety harness (if no collective protection system in use) • Gloves (what type?) • Hard hat (mandatory) • Other: specify			
Safety equipment required: • Electrical/mechanical lifting device • Tool holder • Ladders (inspection required) • Hot work permit required? • Scaffold handover certificate? • Other: specify			
Further fire extinguishers required?			
First aider available/where is the first aid box?			
For contractors: Method statement received? Risk assessment completed? Evidence of qualification for working at height, etc. available? Evidence of certification to use electrical/mechanical lifting device?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor

Date / /

Time :

Hot Work Permit to Work 1

Permit No.	Location
Concise Description of Work	
Duration of Permit -Note: The maximum duration of a single permit is 24 hours. After this length of time a new one must be completed.	
Date / /	Start Time: : Finish Time: :
Withdrawal from Service: The above plant/location has been withdrawn from service and persons under my supervision have been informed	
Acknowledgement of Authoriser: I understand the hazards of this work and the precautions to be taken at all times. The hazards have been fully explained to the operative carrying out the work, and I consider them competent and fully trained to do it safely.	
Signature of Permit Issuer:	Print Name:
Acceptance of Permit Conditions Acceptor/Contractor: I have read and understood this permit and will undertake to work in accordance with the conditions in it. Work will not start until the safety measures indicated on the precautions sheet attached have been completed and the sheet signed. I accept and understand these safety measures and consider the work can be undertaken safely. I will supervise any other operatives involved in carrying out the above work.	
Signature of Acceptor:	Print Name:
Contractors signature:	School Name:
Time Extension: The permit authoriser only can agree an extension. The expiry time of this permit is extended to the following:	
Additional hours required	Date / / Start Time: :
Change of Authoriser: I have formally handed over the responsibility for this permit to a new authorised person.	
Signature of Current Authoriser:	Print Name: Time: :
New Authoriser I accept responsibility for the permit and have re-assessed the status of the work and agree that it can continue. I have also advised the acceptor of my responsibility.	
Signature of New Authoriser:	Print Name: Time: :
Cancellation of Permit: I have cancelled the permit for the following reason/s:	
Signature of Authoriser:	Print Name: Date / /
Completion of Work: All work completed and all persons, materials and equipment withdrawn. The location has been left safe and tidy.	
Please Note: Hot work must cease one hour before close of business and the area monitored for outbreak of fire.	
Signature of Acceptor:	Date / / Time :
Return to Service: I accept the plant or location back into service, and have destroyed my working copy of the permit.	
Signature of Authoriser:	Date / / Time :
Notes: The permit is automatically suspended when the fire alarm is activated. Check with issuer before continuing work that it is safe to do so.	

Hot Work Permit to Work 2

Hot work must always be undertaken by 2 persons
NOTE: All sections of this permit must be completed.

Precaution	Tick		Comments
	Yes	No	
Spades/blanks fitted			
Total Disconnection/drain down			
Lockout/tagout in operation			
List of hazardous products which may be encountered			
List any hazardous materials to be used			
Isolated mechanical/electrical			
Isolation of fire alarm system required?			
Hazard signs and barriers?			
Local hazards removed, i.e. trip and slip?			
Personal Protective equipment required? List			
Floors vacuumed clean of combustible materials?			
All wall and floor openings and gaps covered with sheets of non-combustible material?			
Combustible floors and constructions protected or wetted down?			
Where work is above floor level non-combustible curtains or sheets suspended beneath the work to collect sparks			
Barrier off area if sparks cannot be contained.			
Are fire extinguishers in the area, and of the correct type?			
Find out where the nearest telephone is for emergency purposes			
First Aiders available/where is the first aid box?			
Additional requirements			

Any incident which arose during the work carried out under the permit must be entered here.

Signature of Acceptor _____

Date

Time

Personal Protective Equipment

Personal Protective Equipment (PPE) Assessment

Name and Post of Assessor:		Date of Assessment:	
Activity Assessed:			

Nature of Hazard	Parts of the Body at Risk	Requirements of PPE	Possible Additional Risks Created by the PPE	PPE Chosen	Is PPE to be worn with other PPE? List Below**	Is All PPE Worn Compatible	Suitability Requirements Satisfied*

*Suitability Requirements are:

1. Effective control of risk.
2. Appropriate for conditions of use.
3. CE marked.
4. Fits ok
5. Ergonomics ok
6. Compatibility ok
7. Additional risks controlled
8. Employees consulted

Comments

Other PPE Worn

Training in the Use of Personal Protective Equipment

Name and Post of Trainer		Date of Training	
Work Activity			
Employees being trained			
1.	4.		
2.	5.		
3.	6.		
Subjects covered in training		Subject Covered in Training Given Yes/N	
Hazards and risks present			
How the PPE will protect against the hazards and risks identified			
Limitations of the PPE			
Correct fitting/wearing/use of the PPE			
Situations when the PPE is required			
Inspection/maintenance/cleanliness of PPE			
Loss/defect reporting			
Legal requirements and disciplinary procedures			
Additional subjects covered:			
Comments:			
Signature of Employees Trained			I confirm I have received and understood training on PPE
1.			
2.			
3.			
4.			
5.			
6.			

PPE Issue Record

Name:					
Type of PPE issued	Date of Issue	Training Given Yes/No	PPE Issued/Training Provided by Signature	Signature of Recipient I confirm that I have Received Training and that the PPE is Suitable	Date of Receipt
Head Protection					
Hard hat					
Hygiene whites					
Other					
Eye Protection					
Glasses – impact					
Glasses – DSE					
Goggles – impact					
Goggles – dust/chemical					
Face shield					
Other					
Foot protection					
Boots/shoes – toe protectors					
Wellingtons					
Other					
Hand/Arm Protection					
Gloves					
Gauntlets					
Body Protection					
Overall or apron					
Outdoor clothing					
High visibility clothing					
Specialist clothing (e.g. for work with chain saws)					
Life jackets or buoyancy aid					
Harness or fall arresters					
Food hygiene clothing					
Other					
Respiratory Protection					
Disposable masks					
Cartridge respirators					
Air supply equipment					
Other					
Hearing Protection					
Ear plugs – reusable					
Ear plugs – disposable					
Ear defenders					
Other					

Risk Assessment

Risk Assessment Task / Activity Checklist

Ref	Brief Description of Task /Activity	Is a Documented Risk Assessment in place Yes/No	If yes, last r
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Risk Assessment Form

Date:	Ref. No:	Review Date:	Assessor/s			Asse		
Description of task/equipment to be assessed							Area or Dept:	
Hazard Identification and Initial and Risk Assessment Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting the task, identify any hazards involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used (electricity, gas, compressed air etc.) or maintenance procedures. Additional Risk Control Measures Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are, then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.								
Ref	What are the hazards?	Who might be harmed and how?	Existing Risk Control Measures	Level of Risk			Additional control measures	Pr ab
				Prob-ability	Severity	Risk Score		

Additional Comments Add any other comments that are relevant to the risk assessment.				
Signed off by:		Signed off by:		Date

Severity						
Pr ob abi lity		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

Risk Assessment Review Form

[illegible]

Risk assessments to be reviewed annually unless anything changes. If changes are required then note this on the above sheet in column 1 and then document the changes on the original sheet as per usual. Any queries please contact the Health & Safety Coordinator



Safe Systems of Work 19

Use of Ladders, Step Ladders and Trestles

Risk Assessment RA19 refers

Do not attempt to use this equipment unless you are fully trained and have been assessed as being competent in their use

Personal Protective Equipment:



Before commencing work:

- Carry out a visual check that the access equipment to be used is in serviceable condition and free from damage / defects. If any defects or damage is found - do not use the equipment - report the issue to your supervisor.

Always:

- Ensure that the access equipment is placed on a stable, level base free of loose materials.

- **Ensure that the access equipment is located in such a manner relative to the work activity that avoids over stretching.**
- **Wear suitable head protection.**
- **Ensure that the location of the access equipment is not in a dangerous area, causing an obstruction or likely to be struck by other employee's activities. If in doubt place a suitably marked cordon around the equipment.**
- **Whenever possible, lash or clamp ladders near the top to some convenient secure anchorage, to prevent the base from slipping outwards and the top from slipping sideways.**
- **Whenever using a lengthy Ladder, ensure an intermediate tie-rope is used to prevent swaying.**
- **On hard, smooth surfaces offering little grip, sandbags or other weights should be used to keep the stile ends in position.**
- **Ensure you attain the correct angle for a ladder - about 75 degrees to the horizontal, i.e. base of Ladder one foot away from wall for every four feet of height.**
- **Wear a safety harness when working at a high level.**
- **Handle access equipment with care to avoid damage or deterioration.**
- **Store access equipment securely to avoid unauthorised use.**
- **Ensure that if the use of both hands are required to undertake a task, that both feet are kept on the same step and the knees and chest are supported by the ladder to maintain three points of contact.**
- **Ensure that edge protection is provided on platforms wherever there is a risk of materials or equipment falling.**
- **Wear flat soled non-slip footwear.**

Never:

- **Undertake any tasks from access equipment which could be undertaken at ground floor level.**
- **Never use the platform at the top of a stepladder to work from unless the stepladder is provided with a suitable handhold above the platform.**
- **Use a stepladder unless it can be fully opened and all securing devices can engage.**
- **Climb higher than the third rung from the top of a ladder.**

- Place ladders or step ladders in the vicinity of doorways unless the door is locked shut or secured open with a second person supervising.
- Stand ladders on movable objects to gain extra height.

I have read and understood Safe System of Work 19. Anything I wasn't sure of has now been clarified to me. I agree to always work to the instructions and guidance contained within this Safe System of Work

Staff Name	Signature	Date

Philpots Manor School
October 2023

Terrorism Threats

Checklist for Dealing With a Telephone Terrorism Threat

Upon receiving a phone call that a biochem hazard or bomb has been planted, immediately alert the Police but do not put down the handset or cut off the conversation. Obtain as much information as you can. Complete this form as you go along. Continue overleaf if necessary.

- Try to remain calm. Whilst listening/speaking to the caller, get one colleague* to phone the Police (9-999). While the above is being completed, chat to the caller and keep calm.
*Remember, if you want to speak to a colleague whilst still listening to the caller, the whole of the handset might be sensitive to sound.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- Follow instructions from the Police and evacuate the building if instructed or if the fire alarm is sounded. The Education Coordinator / Health & Safety Coordinator (in School hours), or the / Caretaker (out of School hours) will order evacuation of all other persons inside the building.

Message (exact words):		
Ask for any code words		
Where is the bomb?		
What time will it explode?		
What does it look like?		
What type of bomb is it?		
What will cause it to explode?		
Why are you doing this?		
Time and length of call:	Time	Duration

Details of caller			
Man		Child	
Woman		Old/young	
		Not known	
		Race	
Speech			
Intoxicated		Speech impediment, e.g. stutter/lisp	
Rational		Accent (specify if possible)	
Rambling		Excited	
Laughing		Message read or spontaneous	
Serious		Disguised e.g. electronically	
Nasal		Deep breathing	
		Rapid	
		Raspy	
		Clearing throat	
		Angry	
		Slow	
		Other	
Distractions			
Noise on the line		Interruptions	
Call box pay tone or coins		Anyone in background	
		Operator	
		Other	
Other noises			
Traffic		Machinery	
Talk		Aircraft	
Typing		PA system	
Children		Street noise	
House noises		Other	
		Animals	
		Railway station	
		Music	
		Crockery	
		Other	
Any clue as to identity of caller and/or location of call?			
Person receiving the call			
Number of telephone on which call was received			

Information to be provided immediately to the Health & Safety Coordinator

Training

Health and Safety Induction Training Record
PHILPOTS MANOR SCHOOL
PERSONAL RECORD OF SAFETY INDUCTION TRAINING

Name:	Job title:	
Department:	Employee number:	
Item	Date covered	Trainer
1. Health and safety policy		
2. Safety rules (Housekeeping)		
3. Fire procedures & Fire Safety		
4. First aid arrangements		
5. Accidents and incident reporting (i) Accident book (ii) RIDDOR reporting (ii) Incident reports		
6. Joint Consultation arrangements (i) House, Teacher & College Meetings (ii) Management Group Meetings		
7. Food Safety & Hygiene (I) FSA "Safer Food, Better Business" CD Rom		
8. Contacts: <u>Health & Safety Coordinator</u> (i) First Aiders (see list) (ii) Fire Marshals (see list)		
9. Accident / Injury Prevention: (i) Slips, Trips & Falls (ii) Manual Handling (iii) Working at Heights (iv) Display Screen Equipment (v) Electricity at Work (vi) COSHH		
10. Documents Provided: <i>English or</i> _____ (I) Employee Safety Handbook (ii) Working with Food – what you need to know (iii) _____		

I confirm that I have received and understood the above training. I understand that I must not drive or operate vehicles, equipment or machinery unless I have been specifically trained & authorised to do so. It is my responsibility to report any accident or injury sustained at work to the School Management as soon as possible. I accept that I am required to wear/use any items of personal protective equipment that are issued to me.

Signed: _____ Date: _____

Induction Training Checklist

Employee Name		Site	
Department		Start date	/ /
Health and Safety			Tick or N/A
Presentation of School Health and Safety Handbook Book			
Explanation of School Health and Safety Policy – As per Handbook			
Location of Health and Safety Manual – Organisation and Management			
Specific Hazards of your Job			
Explanation of COSHH			
Protective Equipment and Clothing Issued			
PPE Issued – Completed and Signed			
Accident Reporting / Investigating Procedures			
Explanation of Health and Safety Representatives Role			
Explanation of Fire Marshal Role			
Explanation of First Aiders Role			
Personal Emergency Evacuation Plan (PEEP) completed where necessary			
Driving			
Driving of School Vehicles			
Copy of Current Driving Licence			
Explanation of Mobile Phone Policy			
Walk Round			
Introduction to Colleagues			
Location of other departments and introduction to key staff			
Toilets, canteen and rest room facilities			
Location of Fire Exits / Assembly Points / What To Do In Case Of Fire Notices			
Introduction to Health and Safety Representative			
Introduction to Fire Marshal			
Introduction to First Aiders and location of First Aid Boxes			
Copy of completed Health and Safety Induction Form			

Core Skills for “on the job” Training

Name of Employee:

Date:

Description	Length of training	Completion Date	Signature of Employee	Signature of Co-ordinator / Trainer
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
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		/ /		
		/ /		

This is to confirm that all the above training has been received and understood.

Signature of Employee:

Date: / /

Signature of Co-ordinator / Trainer:

Work Place Environment

Working Environment Form (Housekeeping)

The following checklist is to be completed on a half-termly basis by relevant staff when assessing the working environment. The Health & Safety Coordinator will monitor the inspections and keep all completed forms.

	Y	N	N/A	Corrective Actions Required
Are all floors free from obstruction, e.g. boxes, bags, files, etc?				
Are all floors, including under desks free of trailing cables and other trip hazards?				
Are all substances, correctly stored and labelled?				
Are all material safety data sheets (MSDS) available?				
Are the first aid boxes fully stocked and contents in date?				
Is the accident book available and have all previous pages been removed and given to the Health & Safety Coordinator ?				
Is the health and safety notice board free from other notices/posters?				
Is the list of first aiders and Fire Marshals on the notice board and up-to-date?				
Are electrical cables in order with no splits or bare wires showing?				
Are extension leads over loaded, i.e. other sets of extension leads plugged into them?				
Are all portable appliance testing (PAT) stickers in place and in date?				
Is the general lighting in good order?				
Is natural light being used wherever possible?				
If task lamps are required, have they been provided?				
Is the building clean (including furniture, fittings and display screen equipment)?				
Are thermometers provided?				
During working hours, is the workplace temperature reasonable, e.g. 19°C?				

	Y	N	N/A	Corrective Actions Required
Is the localised heating working?				
Are there sufficient toilets for the workforce / occupants?				
Have appropriate sanitary disposal bins been provided?				
Are the toilet facilities kept clean?				
Is there sufficient space for each worker / resident?				
Have workstation assessments been conducted for each DSE user?				
Are resting facilities available for pregnant women/nursing mothers?				
Are there appropriate facilities for making hot drinks and heating food?				
Is there an ample supply of drinking water?				
Are fridge/freezer temperature records completed correctly & up to date?				
Are food temperature/reheating records completed correctly & up to date?				
Food Hygiene, check food storage & cooking arrangements, fridge/freezer etc.				
Fire Safety – are weekly alarm tests, fire evacuation drills etc., up to date & recorded in log book?				
Fire Safety, check fire doors functioning correctly, auto closers, emergency lights, fire extinguishers sealed & in date.				
Medicines Cupboard, check medicines secure and locked?				

Please note any further observations (continue overleaf if necessary)

Corrective actions completed?	Y/N	Follow-up inspection required?	Y/N
-------------------------------	-----	--------------------------------	-----

Signed off by name:	Signature:
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Young & Inexperienced Employees

Risk Assessment for Employment of Young Persons

Under health and safety law, you must assess the risks to young people under 18 years old, before they start work / work experience and tell them what the risks are. An employer must assess the risk of a person's ability and should take into account:

- Inexperience
- Lack of awareness of risk
- Immaturity
- Layout of working area
- Form, range and use of equipment
- Manual handling
- Exposure to biological or chemical agents
- Exposure to heat, noise and vibration
- Extent of training required

Name of employee	
Risk assessment completed by	
Job title	
Date completed	
Who will be responsible for the health, safety and welfare of the above employee while they are in the workplace?	

Use the following table to determine if any of the listed hazards / factors are present in the workplace.

Hazard / Factors	No	Yes	Countermeasures / Precautions taken
Verbal abuse and / or aggression			
Manual handling			
Extreme temperatures			
Noise			
Vibration			
Ionising radiation			
High voltage electricity			
Machinery			
Hazardous substances			
Biological agents e.g. Rubella, HIV, tuberculosis			
Could any task be reasonably considered to be beyond a young person or volunteer's physical or psychological capacity? E.g. through mental or physical fatigue			
Are there any risks in the workplace which could pose a threat to an individual's health and safety due to their lack of awareness, or their immaturity (if a student)? E.g. violence			
Are there any arrangements for protective clothing if necessary?			
Are there arrangements for special health and safety training if necessary?			
Will the individual be required to use any equipment? If yes, ensure that they can physically use the equipment and they receive proper training.			
Have you taken all necessary reasonable practical steps to ensure that young persons are not exposed to any work that could adversely affect their health and safety?			
Is the workplace safe for the individual to be in?			
Are there any other factors which might adversely affect the health and safety of the young person			

If any of the above are ticked **yes** please provide details of what precautions and countermeasures are in place to prevent the above employee coming into contact / being exposed to these.

