



# **Giffards Primary School**

## **Health and Safety Management System (HSMS)**

### **Part 2; Arrangements Issue 03 – September 2017**





## Index of Arrangements

### 1.0 Primary Arrangements

- 1.1 Giffards Primary School Induction
- 1.2 Accident, Incident & Hazard Reporting
- 1.3 Child Protection Procedures

### 2.0 Production Related Arrangements

- 2.1 Production Induction
- 2.2 Educational Visits
- 2.3 Risk Assessment & Method Statement
- 2.4 Chemicals and Substances
- 2.5 Working at Height
- 2.6 Electricity
- 2.7 Plant and Equipment (including Electrical Equipment)
- 2.8 Lifting Operations and Lifting Equipment
- 2.9 Manual Handling
- 2.10 Personal Protective Equipment
- 2.11 Noise
- 2.12 Vibration
- 2.13 Monitoring and Reviewing Performance
- 2.14 Fire and Emergency Evacuation
- 2.15 First Aid
- 2.16 Administration of Medicines
- 2.17 Welfare
- 2.18 Asbestos
- 2.19 Waste Disposal
- 2.20 Construction, Design and Management

### 3.0 Planning & Consultation Arrangements

- 3.1 Construction, Design Management
- 3.2 Procurement
- 3.3 Health, Safety and Welfare Grievances including Consultation
- 3.4 Concern With Regard to Health and Safety Issues

### 4.0 Health Related Arrangements

- 4.1 Health Surveillance
- 4.2 Alcohol and Drugs
- 4.3 Smoking
- 4.4 Stress at Work
- 4.5 Dermatitis
- 4.6 Respiratory Sensitisers



## **5.0 Specific Workplace Arrangements**

- 5.1 Young Persons**
- 5.2 New & Expectant Mothers**
- 5.3 Display Screen Equipment (DSE)**
- 5.4 Permits to Work**
- 5.5 Lone & Out of Hours Working**
- 5.6 Work Experience**
- 5.7 Violence Towards Staff**
- 5.8 Lunch/Break time**

## **6.0 General Arrangements**

- 6.1 Temporary Workers & Sub Contractors**
- 6.2 Visitors/Hirers and Other users (Production)**
- 6.3 Non English Speaking Personnel**
- 6.4 Mobile Phones & Driving**
- 6.5 Document Changes**

## **7.0 Related Documentation**



## Arrangements

### 1.0 Primary Arrangements

#### 1.1 Giffards Primary School Induction

Persons entering into employment at Giffards Primary School shall undergo induction training specific to their area of employment. Inductions will be given by a member of the senior management team. In general, the following topics shall be covered;

- School H&S Commitment
- An Outline of the School Organisation
- Key Personnel
- Access and Egress
- Layout of Premises
- Hazards and Risks
- Fire and Emergency Procedure
- No Smoking Policy
- Alcohol and Drugs Policy
- Accident & Incident Reporting
- First Aid Facilities
- Company Management System
- Disciplinary Procedures
- Specific H&S Procedures
- School Specific Policies
- Hazard Reporting

Inductions will be recorded for each specific job role using the relevant Induction Records listed below. An Induction Checklist will also be used to ensure the information given to staff is adequate for their type of job role. Once completed both documents will be combined and kept.

Induction Records that will be used are;

- HS15a Teacher, Student Teachers and LSA Induction record
- HS15b Admin and Site staff Induction record
- HS15c MDAs Induction record
- HS15d Student LSA and Volunteer Induction record

Induction Checklists that will be used are;

- HSC04a Teachers Induction Checklist
- HSC04b Admin Staff Induction Checklist
- HSC04c LSA Induction Checklist
- HSC04d MDA Induction Checklist
- HSC04e Student LSA Childcare Induction Checklist
- HSC04f Site Staff Induction Checklist
- HSC04g Volunteer Induction Checklist

In addition to the above, all employees will be given a copy of the Induction Initial Meeting (HS15) to read and sign.

#### 1.2 Accident, Incident & Hazard Reporting

All accident, occupational ill health and dangerous occurrences must be reported as indicated on the Accident and Incident Reporting Flow Chart (HS05a). The details of any accidents, incidents and dangerous occurrences will be recorded using the Accident and Incident Record (HS05).



Any witness statements taken after any accident, incident or dangerous occurrence is to be recorded using the Accident – Incident Witness Statement (HS07).

Any such accident/incident that is RIDDOR reportable must be reported by the Administration Manager. For further information on RIDDOR please use RIDDOR Guidance document (HS05c)

If a child sustains a head injury then parents are informed by a letter which outlines the injury and symptoms to look out for. Should the office Administration Manager have concerns about the injury the parents will be contacted by phone.

It is important that in addition to accident and incident reporting, that the reporting of hazards (i.e. unsafe acts or conditions) and near misses is undertaken also. All hazards are to be reported and recorded using the Hazard Report Record (HS05b) This is to ensure pro-active safety management and assist in the reduction of injury, damage and loss throughout.

All near misses and hazards will be investigated locally by relevant Giffards Primary School Management. Any corrective actions that may have been identified during any investigation need to be recorded on the relevant Accident and Incident Record, together with those who are responsible for closing out such actions.

Giffards Primary School also has a separate Headlice Policy.

### **1.3 Child Protection Procedures**

Giffards Primary School will adhere to the Child Protection Policy and Guidelines that have been agreed by the school Governors.

Refer to Child Protection Policy for details of procedure.

The designated person for Child Protection is the Head Teacher or the Deputy Headteacher in the Headteacher's absence.

In addition to the above, Giffards Primary School will also adhere to the Pre-Employment Checks Policy.



## 2.0 Production Related Arrangements

### 2.1 Production Induction

When any contractor arrives at Giffards School Primary School to carry out work activities within the school premises for the first time, the Contractors on Site Policy (HS16a) will need to be implemented.

### 2.2 Educational Visits

Giffards Primary School has a separate Educational Visits Policy. The policy follows procedures and guidance set down in the Dfee guidelines for Health and Safety of Pupils on educational Visits.

The school has an Educational Visits Co-ordinator (EVC) who has responsibility for ensuring staff have adhered to the schools Educational Visits Policy when organising a visit.

Guidelines for the transportation of pupils by coach or car are clearly outlined in the Educational Visits Policy.

### 2.3 Risk Assessment & Method Statement

All work activities and work areas that expose employees or others to foreseeable significant risks will be subject to a Risk Assessment (HS09). All personnel and others affected by the works must be informed of the findings of the risk assessment. Any such briefings or communication of the contents of a risk assessment must be recorded. All risk assessments must be periodically reviewed or when a change in circumstances occurs.

For guidance when reviewing Method Statements and Risk Assessments submitted by others, i.e. sub contractor's, the Risk Assessment & Method Statement Evaluation (HS08) can be used for this purpose.

All assessments will be carried out by personnel who are trained and suitably competent in the activity and/or task area being risk assessed.

Giffards Primary School have a suite of policies in place associated with high risk classroom activities to further support any risk assessment carried out.

These include:

- Art & Design
- Arts Policy
- Design and Technology (DT)
- ICT
- Science
- Physical Education (PE)

### 2.4 Chemicals and Substances



The Control of Substances Hazardous to Health Regulations (COSHH) requires the employers assess the adverse health affects of employees and others from exposure to substances in the workplace. Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.

All hazardous substances used by Giffards Primary School will be subject to a COSHH Assessment with regard to hazard to health. All hazardous substances used or stored at any Giffards Primary School location will be detailed on a COSHH Register. COSHH Assessments and COSHH Register are completed on an electronic system.

All tasks involving employee exposure (or others) where a COSHH assessment has been undertaken, all employees and others affected will be informed of the results and any controls required for its safe use and to avoid or limit exposure.

## **2.5 Working at Height**

Giffards Primary School will;

- Avoid work at height where it is possible to do so
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where risk of fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur

Working at height shall be undertaken through the use of safe systems of work developed specifically for the working activity via a risk assessment.

Hazards associated with working at height shall be assessed, with control measures developed and implemented to eliminate or minimise any risk. Step Ladders (Class 1) must only be used as the last resort and upon a specific risk assessment being conducted.

Evidence must also be available that illustrates that alternative methods of working at height have been considered.

All employees who undertake work at height must have had training to ensure that they have a satisfactory level of awareness in relation the hazards of working at height, in particular the requirements of the Working at Height Regulations and the type of control measures needed to eliminate or sufficiently reduce the hazards posed by working at height.





## 2.6 Electricity

Giffards Primary School will ensure that all electrical works comply with the Electricity at Work Regulations and understand their health and safety duties and responsibilities as detailed within these regulations.

Giffards Primary School uses only competent persons to undertake all electrical works and strive to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).

Where a sub contractor needs to work on any electrical system or equipment, then an Electrical Work Permit (HS28) must be completed and issued by a suitable Giffards Primary School representative.

## 2.7 Plant and Equipment (including Electrical Equipment)

All plant and equipment must only be used by trained and qualified persons.

The work equipment selected will be ergonomically suitable and fit for purpose. Work equipment inspections will be undertaken relevant to the plant and equipment in use.

Inspections must be carried out before use on a daily basis by operatives using any plant or work equipment. However, these inspections do not need to be formally recorded. Formal inspections on all work equipment must be carried out at suitable intervals, this will be dependent upon frequency of use, the risk of damage and the working environment.

The checklists and registers listed below are to be used as required;

- Ladders Checklist (HSC05)
- Tools and Equipment Checklist (HSC01)
- Ladder Register (HSR06)
- Tools and Equipment Register (HSR05)
- Play Equipment Checklist (HSC02)

Please note, that the above list is not exhaustive.

All relevant plant and work equipment will be the subject of statutory or periodic inspections. Electrical equipment will be the subject of regular Portable Appliance Testing. Results of portable appliance testing are to be recorded, kept and maintained. Employees must not use and report faulty or defective equipment. Repairs will only be carried out, by competent and authorised persons. All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

All portable tooling/equipment under the control of Giffards Primary School (including tooling used by sub contractors) must be in possession of an in-date PAT Label.



## 2.8 Lifting Operations and Lifting Equipment

Giffards Primary School shall ensure that all requirements of the Lifting Operations and Lifting Equipment Regulations 1998 are adhered to, so far as ensuring that all lifting equipment is;

- Sufficiently strong, stable and suitable for the proposed use;
- Positioned or installed to prevent risk of injury, e.g. from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally it will be ensured that;

- All loads to be lifted or lowered shall be suitable ensuring the lifting points and load itself are stable etc.
- lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk;
- Lifting equipment shall be thoroughly examined in use at the recommended intervals, which are:
  - **At least six-monthly for accessories and equipment used for lifting people and;**
  - **At a minimum, annually for all other equipment or at intervals laid down in an examination scheme drawn up by a competent person.**
- All examination work shall be performed by a competent person; and
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

## 2.9 Manual Handling

Before deciding to conduct an operation that requires a load to be lifted, pushed, pulled or moved by bodily force, consideration must be given as to avoiding the need to undertake a manual handling operation by using automated or mechanical equipment. Consideration to such operations can be recorded on the risk assessment conducted for the activity being undertaken.



For activities that require a detailed assessment, a Manual Handling Assessment (HS06) can be completed. In conducting the manual handling assessment, the following factors must be taken into consideration;

- The task, i.e. what, where, when, how is the load to be moved?
- The capabilities of the individuals(s) who are to undertake the task
- The weight, shape and centre of gravity of the load
- The environment of where the task is to be performed

All tasks involving the movement of loads by bodily force will, where reasonably practicable to do so, be avoided, by the use of automation or mechanical aids. All personnel involved in manual handling operations will receive suitable information and training.

## **2.10 Personal Protective Equipment (PPE)**

All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All PPE issued will be recorded on the PPE Register (HSR12).

All equipment supplied will be to the relevant British or European standard and training given as to its proper and intended use.

It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to their Supervisor.

It will be the responsibility of the Line Manager to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any production specific rules.

## **2.11 Noise**

Personal exposure to noise levels should not exceed 80dB(A) for excess of 8 hours per day, this is a legal requirement. Steps should be taken to reduce the noise or sound pressure level to the lowest level reasonably practicable.

Wherever there is a noisy environment, where employees need to shout to communicate with a person 2 meters away this is an indicator that noise levels are being exceeded.

Where employees are exposed to noise levels exceeding 80dB(A), employees are provided with hearing protection such as ear muffs or ear plugs.

The employee has a responsibility to wear the hearing protection and the Line Manager is responsible to ensure it is worn.



Giffards Primary School are to provide employees with information about the noise levels, the harm this could have on the employee should the protection not be worn and the disciplinary action that will be taken should the PPE not be worn. Signage shall be posted where the noise level exceeds 80dB(A). The sign is a mandatory sign, which has a blue background with a white pictogram showing a head of a person wearing ear protection.

Ear protectors must be maintained and stored as per the manufacture's instructions; any defects are to be reported to the manager. Ear defenders and/or ear plugs are to be provided to the employee free of charge by the employer. Giffards Primary School will monitor that employees are wearing their hearing protection as identified in the risk assessment.

The Health and Safety Advisor will audit noise and/or risk assessments to check noise has been suitably considered, controlled and check that relevant control measures have been identified and implemented.

Any noise assessments shall be undertaken and recorded by a competent person.

## 2.12 Vibration

The Control of Vibration at Work Regulations 2005 are in place to protect staff against risks to their health while working with equipment.

There are 2 areas of concern, which are:-

- Hand Arm Vibration (HAV); and
- Whole Body Vibration.

Most people who drive road-going vehicles at work are not likely to experience high levels of whole-body vibration. It is, therefore, unlikely that any action will be required with regard to whole body vibration.

Whilst Giffards Primary School realises that exposure to vibration does occur, it should be considered as a significant risk to its employees. Therefore, this policy outlines the steps to be taken by Giffards Primary School to ensure that the risk of suffering ill health from using hand held power tools, or hand guided machines is eliminated or minimised.

Risk control will be effected by giving careful consideration to the selection and use of new equipment and by ensuring that any use of new or existing equipment does not exceed the daily exposure limit (ELV) value of 5 m/s<sup>2</sup> A(8).

In addition, where an individual's daily exposure exceeds the exposure action value (EAV) of 2.5 m/s<sup>2</sup> A(8) steps are taken to minimise exposure.

### Assessing the risk and developing an action plan for control



All foreseeable hazards and risks must be considered in advance, in order to determine whether an assessment is necessary, the following questions need to be considered:-

- Are impact or percussive (e.g. hammer action) tools in use for more than approx. 15 minutes per day?
- Are rotary action machines (e.g. grinders or sanders) in use for more than approx. 1 hour a day?
- Are there vibration warnings from tool/equipment manufacturers or suppliers for the tools being used?
- Have any employees been affected by vibration?

If any of these can be answered positively then an assessment is necessary. Risk assessment will be conducted by:-

- Identification of individuals at risk;
- Observation of specific work practices;
- Referring to relevant information on the probable level of vibration likely to be encountered when the equipment is used in particular working conditions;
- Where necessary, by measuring the level of vibration individuals are liable to be exposed to.

Consideration shall also be given to:-

- Duration of exposure, including any exposure to intermittent vibration or repeated shocks;
- Effect of vibration on the workplace or work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;
- Information provided by the manufacturers of work equipment;
- Availability of replacement equipment designed to reduce exposure to vibration;
- Specific working conditions such as low temperatures;
- Appropriate information obtained from health surveillance including, where possible, published information.

Using the probable level of vibration for the equipment and the duration of exposure, a calculation can be made by using the online exposure calculator at <http://www.hse.gov.uk/vibration/hav/hav.xls> or via data supplied by the tooling manufacturer/supplier.

This will assist in determining the daily exposure limit value associated with the equipment and ensure use of the equipment will be kept below this value. Exposure to vibration can also be monitored through the HAV Identification Questionnaire (HS26) and Health Surveillance.

## **2.13 Monitoring & Reviewing Performance**



Regular reviews of health and safety performance based upon information from risk assessments, accident records, ill-health records, safety inspections and training allow a constant development and improvement in health and safety management. An annual review of health and safety performance will take place to ensure that a range of key performance indicators are set and achieved.

Giffards Primary School is committed to proactive measurement of its health and safety performance to ensure continuing improvement. This will include:

- Termly Inspections, undertaken by the Business Manager and possible further inspections by the Health and Safety Advisor.
- Annual Inspections, undertaken by the School Governing Body.

The inspections carried out by Giffards Primary School personnel will be recorded using a Termly Inspection Report (HS12). It is important that any issues identified during inspections are recorded in sufficient detail, the persons responsible for rectifying the issues must also be noted. When the issues noted during the inspection have been completed, the date of completion must also be entered.

## **2.14 Fire and Emergency Evacuation**

The Head Teacher will ensure that a suitable and sufficient Fire Risk Assessment is carried out at Giffards Primary School and that any control measures identified are implemented and that the fire risk assessment is reviewed periodically or if there is significant change.

It is the duty of all members of staff to be aware of the fire and emergency procedures. Giffards Primary School has identified a responsible person to ensure that all escape routes are kept clear, and to report any defected equipment, damage to extinguishers and any other equipment.

Giffards Primary School has identified a responsible person to ensure fire fighting equipment is serviced annually and that an inventory of all equipment, plus a diagram showing the location and type of fire fighting equipment is kept up to date.

The fire alarms are tested weekly and recorded on an electronic system.

Fire drills are carried out, the purpose of fire drills is to remove everyone as quickly as possible ensuring any people with disability are adequately provided for, assemble them at a safe place and check attendance.



## 2.15 First Aid

Giffards Primary School will ensure that the requirements of the Health and Safety (First Aid) Regulations are met as a minimum. The arrangements made for summoning first aid will be clearly displayed throughout the school and they will also be communicated to new employees as part of the induction process. Any changes in the arrangements will be clearly communicated and made available for all.

The First Aid Checklist (HSC03) shall be used by the Finance / Administration Manager, to assist and ensure that these requirements are met.

## 2.16 Administration of Medicine

Giffards Primary School maintains a separate Policy on administration of medicines during school hours. The school do not accept any medicine unless they are in measured doses or are individually wrapped (such as tablets). Generally, trained first aiders administer medicines for chronic or long-term conditions, however, as medicines entering the school are in controlled doses support staff can sometimes administer medicine as well under supervision of a qualified first aider. Medicines are stored safely in the school office. Staff will record the time medication is given using the Medicine Administration Record (HS10). The school request written consent from parents to authorise First Aiders to supervise their child self-medicating.

## 2.17 Welfare

Suitable and sufficient welfare facilities will be provided for all employees, these will include; toilets, washing facility, rest accommodation and where appropriate, changing rooms.

## 2.18 Asbestos

Under the Control of Asbestos Regulations, Giffards Primary School recognises and accepts its duty to manage asbestos within its premises.

Giffards Primary School has an explicit duty to assess and manage the risks from asbestos. The School Governors are ultimately responsible for the production and implementation of an asbestos management plan within its own premises (should one be required).

The Schools Asbestos Management Plan shall be controlled by the Site Management Team, who will ensure that the management of asbestos is compliant with current legislation.

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.





Where works are to be undertaken in premises under the control of other persons, information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's) within the premises.

In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACM's within the school premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.

Where, during works, it is considered that other asbestos containing materials may exist, the Site Management Team shall be informed immediately and the work(s) suspended until remedial action has been agreed.

The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training who are, or maybe exposed to asbestos. In accordance with this Regulation, Giffards Primary School shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following:-

- The properties of asbestos, its health effects and the interaction of asbestos and smoking
- The type of materials likely to contain asbestos
- What work could cause asbestos exposure and the importance of preventing exposure
- How work can be done safely and what equipment is needed
- Emergency procedures
- Hygiene facilities and decontamination.

Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

## **2.19 Waste Disposal**

Where waste is generated during the course of Giffards Primary School activities then that waste shall be disposed of in a controlled, safe and responsible manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then suitable arrangements will be devised and implemented. Any such arrangements will take into consideration current environmental legislation and its requirements.





## 2.20 Construction, Design and Management

Giffards Primary School recognises that they may be involved in works which fall within the scope of the Construction (Design and Management) Regulations (CDM) 2015 and that failure to meet the requirements of these Regulations may result in injury to persons involved with the construction project. This recognition however is not an acceptance, and it is the expressed intention of Giffards Primary School to take all reasonably practicable steps to ensure that each member of staff and others affected by its undertakings are not exposed to risks that may lead to incidents that may result in injury or ill health. Giffards Primary School is committed to working towards ensuring a safe, healthy and welfare-oriented environment. Giffards Primary School will therefore take all steps necessary to meet this responsibility. In achieving this, Giffards Primary School will ensure that:

As the 'Client' Giffards Primary School:

- a) Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
- b) Allow sufficient time and resources for each stage of the project
- c) Make sure that any Principal Designer and Principal Contractor appointed carry out their duties in managing the project
- d) Make sure suitable welfare facilities are provided for the duration of the construction work
- e) Maintain and review the management arrangements for the duration of the project
- f) Provide pre-construction information to every Designer and Contractor either bidding for the work or already appointed to the project
- g) Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- h) Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days) Giffards Primary School will:

- a) Notify HSE in writing with details of the project
- b) Ensure a copy of the notification is displayed.



## 3.0 Planning & Consultation Arrangements

### 3.1 Construction, Design and Management

Giffards Primary School recognises that they may be involved in the commissioning and design of works which fall within the scope of the Construction, Design and Management Regulations (CDM) and that failure to meet the requirements of these Regulations may result in injury to persons involved with the construction project. This recognition however is not an acceptance, and it is the expressed intention of Giffards Primary School to take all reasonably practicable steps to ensure that each member of staff and others affected by its undertakings are not exposed to risks that may lead to incidents that may result in injury or ill health. Giffards Primary School is committed to working towards ensuring a safe, healthy and welfare-oriented environment.

Giffards Primary School will therefore take all steps necessary to meet this responsibility. In achieving this, Giffards Primary School will ensure that:

- a) Appropriate financial resources are allocated, to meet the health and safety standards necessary within the areas of a project that they may manage, so that may comply with its overall statutory responsibilities:
- b) The Governors/Head Teacher understands and accepts responsibilities for the implementation of the CDM Regulations (where relevant).
- c) The Governors/Head Teacher will ensure that all necessary measures are taken to ensure the Health, Safety and Welfare of employees in the workplace:
- d) The Governors/Head Teacher will ensure that any necessary written policies and arrangement/instructions are produced, and issued to the staff that they manage: and

### 3.2 Procurement

Persons responsible for the process of the procurement of items must ensure that;

- Any item of plant, equipment or goods whether purchased or hired complies with the relevant legislation, standards and safety instructions on the correct use of plant etc accompanies the goods purchased or hired.
- Relevant manufacturer's Health and Safety information are to be supplied with any product purchased or hired. Relevant information shall include the material safety data sheets that are applicable under the Control of Substances Hazardous to Health Regulations.



### **3.3 Health, Safety and Welfare Grievances including Consultation**

The school recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Joint consultation will be held between management and employees including any appointed safety representatives, to resolve any problems which may arise.

Information will be provided to employees on subjects relevant to any consultation that they will be involved with such as the planning of health and safety training; and risk and hazards involved during the course of their work.

To resolve problems both parties, if necessary, will jointly seek expert impartial advice.

Employees who feel that problems are not being satisfactorily resolved by line management should highlight such concerns through the normal lines of communications however this does not affect an employee's rights to contact the Health and Safety Executive independently.

Consultation will be undertaken if a decision is to be made involving work equipment, processes or organisation that could affect the health and safety of employees. Information will be provided and a chance will be given to the employees to express their views on the subject. These will all be taken into account before a decision is reached.

### **3.4 Concern with Regard to Health and Safety Issues**

If any Giffards Primary School employee has any concern with regard to their health and safety, or that of others, they should inform their manager/supervisor immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority. The process for dealing with all health and safety concerns is illustrated in the H&S Concerns Flow Chart (HS37).



## 4.0 Health Related Arrangements

### 4.1 Health Surveillance

The purpose of health surveillance is to provide appropriate health surveillance for employees, based on assessment of the potential risk of harm through work activity and to provide employees with general advice on work related health matters.

Employees can also discuss occupational health issues with their line manager. These can be undertaken during a performance appraisal or as a standalone meeting.

Giffards Primary School, will arrange for an Occupational Health Service Provider to procure relevant services on an 'as needed' basis. These services will be provided should any circumstances arise or are brought to the attention of Giffards Primary School that require specialist medical advice or consultation.

Also all employees will be encouraged to attend and co-operate with health surveillance briefings as requested by the School and to inform the School of any medical condition that may affect his or her potential to complete work safely. Or of any condition which they suspect may have been caused by work activities. As health surveillance has been designed to meet relevant statutory requirements, co-operation with this policy is required. Refusals to attend the briefings previously noted by an employee will be investigated sensitively, however, unreasonable refusal to co-operate may result in disciplinary action. Individual employee's reasons for not attending e.g. religious or other personal factors will be fully taken into account.

Records of health surveillance meetings (between an employee and his/her line manager) will be recorded on a Health Surveillance Record (HS19) and the Health Surveillance Register (HSR14).

### 4.2 Alcohol and Drugs

Giffards Primary School is committed to providing a safe and healthy working environment for all employees, contractors and visitors. The use of illegal drugs, misuse of legal drugs or other substances and the abuse of alcohol present serious risks to the workplace in that they are known to impair performance and increase the likelihood of accidents. Giffards Primary School will (at its own discretion) undertake random testing of its employees and/or sub contractors.

For the purpose of this policy, unlawful drugs are those substances detailed in the Misuse of Drugs Act 1971 for which no prescription has been obtained.



The consumption of alcoholic beverages prior to commencing work (so that the employee can be reasonably regarded to be under the influence of alcohol) or during working hours is prohibited.

The Company regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

Any employee who is medically prescribed drugs, which may affect their safety and efficiency, should seek advice from their GP regarding their fitness to carry out normal duties. The Company prohibits the unlawful use, possession, sale, manufacture and distribution of controlled substances as detailed in the Misuse of Drugs Act. Any employee who is convicted of an alcohol or drug related crime should report this, along with written details, to Giffards Primary School within 7 working days of conviction. Giffards Primary School regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

In addition to the above, Giffards Primary School also adhere to a Drugs Policy

### **4.3 Smoking**

Giffards Primary School discourages smoking and it is not permitted anywhere within the school premises. Signage, as required by current legislation, is displayed accordingly. Areas where smoking is permitted will be communicated to employees at their induction.

### **4.4 Stress at Work**

Stress is a reaction by individuals to pressure both external and self imposed, which results in physiological changes. These changes can make people feel exhilarated when things are going well or deflated when they are not. Stress is a part of normal life and often enables people to accomplish their goals. At optimal stress levels the individual thrives and maximises performance. Once stress becomes excessive, the person becomes distressed which will affect how they perform. If stress is experienced over a longer period the physiological changes can cause changes to a person's personality and habits, leading to poor working performance and also potentially, changes in lifestyle. The ultimate results can be harm to the individual and ultimately incurs financial costs to the organisation.

Giffards Primary School shall always ensure that the problem of stress is tackled at its source and not dismissed. This shall be achieved by removing or reducing the elements which cause stress, using Health & Safety Survey Form (HS20) and specific stress risk assessment carried out e.g. excessive workloads and limited physical and/or human resources could lead to



excessive working hours. Possible solutions might involve reorganisation of tasks, increased resources, better training etc. Bullying or overbearing management styles may require disciplinary action to resolve them.

In addition to the above, Giffards Primary School also have a separate Stress Management Policy.

#### **4.5 Dermatitis**

Giffards Primary School understands that dermatitis within the workplace is a risk that must be controlled. To assist in the prevention of dermatitis, the School will implement the following;

- Avoid contact with materials that cause dermatitis.
- Protect the skin
- Check for early signs of dermatitis.

Giffards Primary School understand that by preventing contact with certain materials, prevents dermatitis from occurring. The School shall take all the steps to avoid contact with materials that cause dermatitis by changing the task or process.

#### **4.6 Respiratory Sensitisers**

Giffards Primary School recognises that breathing in substances called respiratory sensitisers at work can lead to occupational asthma. The documentation listed below is to be used to assist in the management of respiratory sensitisers and control the risks of occupational asthma;

- COSHH Assessment Record (HS04)
- Task/Activity Based Risk Assessment
- Health Surveillance Record (HS19)
- Health Surveillance Register (HSR14)



## 5.0 Specific Workplace Arrangements

### 5.1 Young Persons

No persons between 16 and 18 years of age will be permitted onto any Giffards Primary School premises without the following;

- a) Written permission from the person's parent or guardian.
- b) Written permission from the School.
- c) Completion of a specific risk assessment for the activities that are to be undertaken by the young person.
- d) All of the above are only for activities which have no statutory restrictions based on age.
- e) Young Person's Risk Assessment (HS29)

### 5.2 New & Expectant Mothers

There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Female employees of childbearing capacity should be informed of any potential risks identified if they are, or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.

Risks to new and expectant mothers could include:

- Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g. after a caesarean section.
- Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g. stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size.
- Work with certain substances.

Identified risks shall be recorded and assessed using a New and Expectant Mother Risk Assessment (HS18).





### 5.3 Display Screen Equipment (DSE)

Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment (HS21) to achieve an ideal working situation, and report any non-conformity to their line manager for corrective actions where possible. This document is to be sent to the Health and Safety Advisor upon completion, it will also judge habitual users. The Health and Safety Advisor will then complete the Display Screen Equipment and Workplace Assessment Action Sheet (HS22). The combined completion of these two documents will then establish the necessary remedial action for each workstation, if required.

DSE assessments shall be periodically reviewed, usually within a 12 month period, however there are circumstances, where an assessment may needed to be reviewed earlier, i.e. employee moves to another workstation, receives new DSE equipment or workstation furniture. A review will also be required should the employees personal characteristics change in any way.

Adequate health and safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include;

- A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations.
- The desirability of comfortable posture.
- Correct use of the adjustment mechanisms on equipment, particularly furniture.
- Arrangement of workstation components to facilitate good posture.
- The need for regular cleaning of screens and other equipment, and inspections to identify defects.
- The need to take advantage of breaks and changes of activity.

All employees should be issued with or have access “Working with DSE”.

### 5.4 Permits to Work

Where Giffards primary School need to implement permit to work controls e.g. within their own premises, then the following permits will be issued;

- Access Permit (HS36)
- Hot Work Permit (HS27)
- Electrical Work Permit (HS28)





## 5.5 Lone & Out of Hours Working

There is no prohibition for working alone but there are duties under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, namely to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk. Whilst it is noted that lone working is not a situation that affects all staff, it is a possibility for some. All staff must adhere to Giffards Primary School's Lone Working Policy when working in school after hours or at the weekends. To ensure risks and hazards associated with the lone working task have been identified, a risk assessment must be carried out also prior to the activity taking place.

## 5.6 Work Experience

Should Giffards Primary School accept delegates for work experience purposes, completion of the following must take place, prior to the delegates being exposed to any working activities or environment;

- Employee Induction Record (HS15a)
- Work Experience Checklist (HSC13)
- Task/Activity Specific Risk Assessment

## 5.7 Violence Towards Staff

Any form of bullying, verbal or physical, will not be tolerated in any way. Giffards Primary School will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or persons visiting / working on the premises.

Employees are encouraged to report any such treatment to any manager to whom they can relate and with whom they feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

In addition to these arrangements, Giffards Primary School also have the following supporting policies in place:

- Anti Bullying
- Managing Violence in School
- Code of Conduct
- Staff discipline and dismissal procedure
- Grievance procedure

## 5.8 Lunch / Break time

Giffards Primary School have a separate Lunchtime Supervision Policy as well as Playground Rules.



## 6.0 General Arrangements

### 6.1 Temporary Workers & Sub Contractors

Giffards Primary School recognises its duties to persons other than employees under the requirements of Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 and its obligations to fixed term contractors and temporary workers under the Management of Health and Safety at Work Regulations 1999. All contractors and temporary workers (such as maintenance engineers) will therefore be provided with all necessary information regarding risks to their health and safety whilst on the School premises. Suitability of contractors in terms of health and safety will be a prime consideration prior to the awarding of contracts.

This will involve an assessment of contractor competency in safety management as far as can be reasonably ascertained from information submitted by the contractor using a Sub Contractor Evaluation (HS16).

When evaluating Risk Assessments and Method Statements submitted by Sub Contractors to determine whether they are suitable and sufficient, the Risk Assessment & Method Statement Evaluation (HS08) should be used.

Sub-Contractors are subject to the same conditions as the company and will comply with all relevant statutory requirements, codes of practice and guidance notes. All contractors will be expected to manage risks to the health and safety of Giffards Primary School employees, other contractors and members of the public exposed to working activities carried out for the company by the contractor.

All plant, equipment, substances, materials and working practices used and/or adopted by sub contractors shall be safe and used in a manner which meets the requirements of all current legislation and best practice. All sub contractors and temporary workers will be familiarised with local fire and emergency procedures by persons responsible for the contractor or temporary worker.



## 6.2 Visitors / Hirers and Other users

All visitors must report to the main reception where a signing in system is in operation.

It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

- Directions
- In house rules including signing in, smoking, parking, etc.
- Restricted areas and their identification
- Procedure for obtaining assistance (it is to be remembered that the provision of first-aid to visitors is not mandatory) and reporting problems and defects
- Means of recognising the emergency alarms
- Emergency procedure
- First Aid Arrangements
- Welfare Facilities
- Accident & Incident Reporting Procedure

### Hirers and Other users

When the school's premise is used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will have responsibility for safe practices.

The Head will seek to ensure that hirers and others who use the school's premise conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school

Hirers and others using school premises will receive a school hirer pack, which will include a copy of the health and safety policy, emergency procedures, location of first aid boxes and school premises risk assessment.



### 6.3 Non English Speaking Personnel

All Giffards Primary School documentation will be written and produced in English, therefore all persons undertaking works for the School, must have an acceptable level of ability to read and understand health and safety documentation and information. However, the School will assist all relevant persons, where it is possible and reasonably practicable to do so. This assistance will be through the use of others who may be available locally, to act as an interpreter. Such persons must also be able understand verbal instructions, which will be given to them in English. Managers and Supervisors, must clarify and confirm and verbal information given, to ensure that it is understood. As previously noted, assistance will be provided by the School, again where it is possible and reasonably practicable to do so.

### 6.4 Mobile Phones & Driving

Giffards Primary School is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use a company vehicle, their own or a hire vehicle.

School Governors and Head Teachers must ensure:

- They lead by personal example
- They do not expect staff to answer calls whilst driving
- That employees understand their responsibilities not to use hand-held mobile phone while driving
- That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- That work practices do not pressurise staff to use a mobile phone while driving

Giffards Primary School Employees who drive for work must:

- Never use a hand-held mobile phone while driving
- Plan journeys so they include rest stops when messages can be checked and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands free device has been fitted
- Ensure that if using a 'hands free kit' with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.



## 6.5 Document Changes

Changes required to any documentation contained within the Giffards Primary School Health & Safety Management System must be done in a controlled manner. No new documents are to be created or any changes made to existing documentation.

If the need for a new document to be created is identified, or changes required to an existing document, then this requirement is to be made by using the Document Change Request Form (HS39).



## 7.0 Related Documentation

This is a table of supporting documentation that is used to assist implementation of the Health and Safety Management System requirements. They can be found by using the relevant hyperlink in the reference column.

Title	Reference
<b>Supporting Documentation</b>	
COSHH Assessment Record	HS04
Accident & Incident Record	HS05
Accident & Incident Reporting Flow Chart	HS05a
Hazard / Near Miss Report Form	HS05b
RIDDOR Guidance	HS05c
Manual Handling Operations Record	HS06
Accident-Incident Witness Statement Form	HS07
Risk Assessment & Method Statement Evaluation	HS08
Risk Assessment	HS09
Medicine Administration Record	HS10
Termly Inspection Report	HS12
Governor Inspection Report	HS12a
Induction Initial Meeting Record	HS15
Teacher, ST and LSA Induction Record	HS15a
Admin and Site Staff Induction	HS15b
MDAs Induction Record	HS15c
Student LSA and Volunteers Induction Record	HS15d
Sub Contractor Evaluation	HS16
Contractors on site Policy	HS16a
New and Expectant Mother Risk Assessment	HS18
Health Surveillance Record	HS19
Health and Safety Survey Form	HS20
Display Screen User Assessment	HS21
DSE & Workplace Assessment Actions Sheet	HS22
Working with DSE	doc
HAV Identification Questionnaire	HS26
Hot Work Permit	HS27
Electrical Work Permit	HS28
Young Person's Risk Assessment	HS29
Access Permit	HS36
H&S Concerns Flow Chart	HS37
Fire & Evacuation Procedure	HS38
Premises Evacuation Record	HS39a
Document Change Request	HS39



<b>Title</b>	<b>Reference</b>
<b>Checklists</b>	
Tools & Equipment Checklist	HSC01
Play Equipment Checklist	HSC02
EYFS Play Equipment Checklist	HSC02a
First Aid Checklist	HSC03
Teacher Induction Checklist	HSC04a
Admin Staff Induction Checklist	HSC04b
LSA Induction Checklist	HSC04c
MDA Induction Checklist	HSC04d
Student LSA Induction Record	HSC04e
Site Staff Induction Record	HSC04f
Volunteer Induction Record	HSC04g
Ladders Checklist	HSC05
Work Experience Checklist	HSC13
Contractor Induction Questionnaire	HSC16b

<b>Title</b>	<b>Reference</b>
<b>Registers</b>	
Document Review Register	HSR00
COSHH Register	HSR01
Tools & Equipment Register	HSR05
Ladder Register	HSR06
Risk Assessment Register	HSR07
Risk Assessment Briefing Register	HSR07a
Permit Register	HSR13
Health Surveillance Register	HSR14