London Borough of Redbridge

Health, Safety and Welfare Policy

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Health, Safety & Welfare Policy

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations.
It is to be read in conjunction with the Corporate Health, Safety and Welfare Policy of the London Borough of Redbridge ***(not applicable to Foundation and Voluntary Aided Schools)***. A copy of Corporate Health, Safety and Welfare policy statement of intent (January 2022) should be displayed in the main office. (For Maintained Schools Only)
It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the the internal departments of the school. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives.

The School recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, pupils and others. This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

Woodford County High School will ensure that it has access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with London Borough of Redbridge, the Corporate Health, Safety & Welfare Team.

1 Policy Statement

This School will provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this Policy.

This School attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This School will provide for its employees whilst working on the premises or elsewhere:

- Safe machinery and equipment, including vehicles;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Adequate welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with the School, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

…… (Head of School) …… (Date)

Headteacher

…… (Board of Governors) …… (Date)

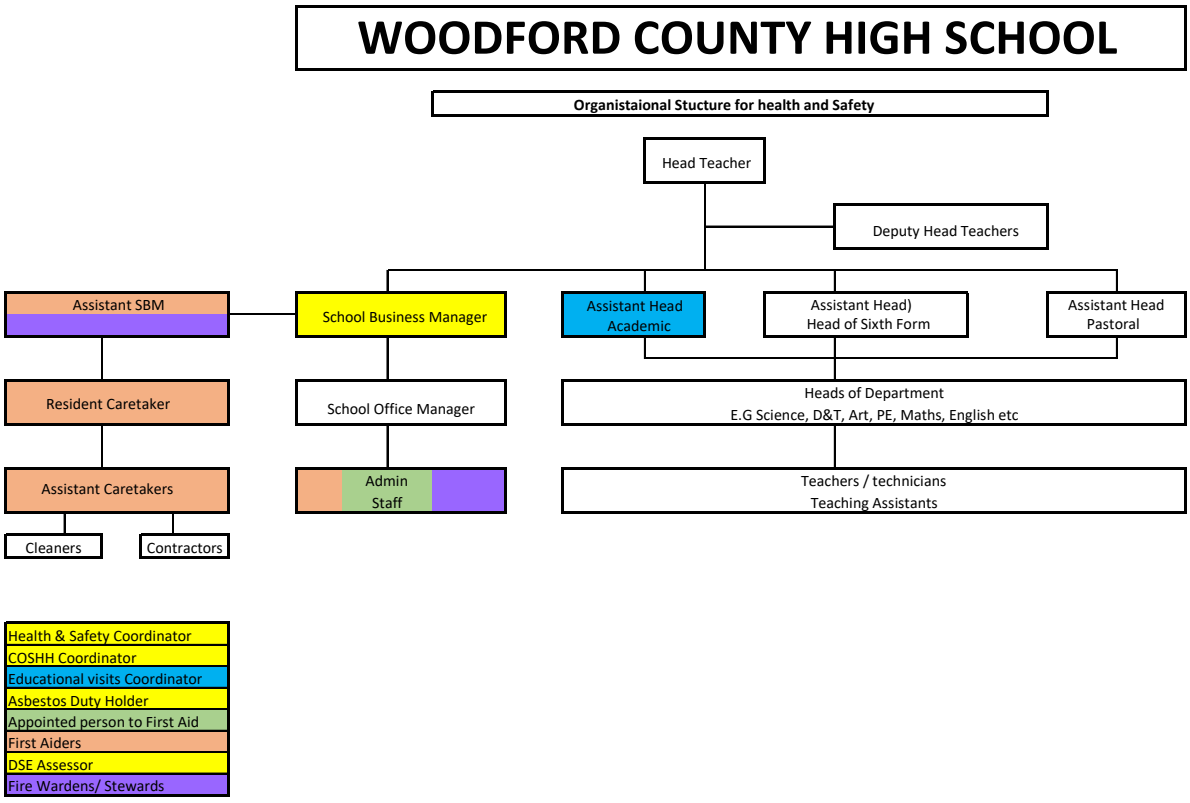
Chair of Governors

1.1 Professional Advice

Woodford County High School will employ professionally qualified Health and Safety advisors who are available to assist the School in the fulfilment of its responsibilities by providing advice and guidance on matters of health and safety.

2 Organisation and responsibilities

Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are below:



2.1 Governing Bodies of Maintained, Voluntary Aided & Foundation Schools

Responsibility for health and safety differs between Maintained Schools, and Voluntary Aided and Foundation Schools.

Maintained.

The employer for Maintained and Voluntary Controlled schools is the Local Authority who therefore have overall responsibility for health and safety compliance. These responsibilities cannot be devolved. The LA must provide oversight and monitoring and therefore these schools are required to provide details of all incidents and near misses to the Corporate Health, Safety & Welfare team.

Specifically, the Governing Board should ensure:

- There are satisfactory arrangements in place to implement the Council's Health, Safety and Welfare Policy; *(Maintained Schools Only)*
- There are adequate arrangements for managing activities where there is no Council procedure;
- Health, safety and welfare within the school when the Governing Board is acting as the controller of the premises; *(Voluntary Aided and Foundation Only)*
- That it considers the health and safety implications of its decisions;
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standards of health & safety are achieved and maintained within the school by monitoring the School's health and safety performance on an annual basis.
- That the School's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.
- In Academies, the Academy Trust is the employer. As above, there is no statutory requirement for Academies to adopt the LA's policies and procedures and as such, these schools cannot be compelled to send the CHS&W team any incident/near miss forms from a statutory perspective. They are required to keep their own records of such incidents. Unless the school had a Service level agreement with the Corporate Health, Safety & Welfare Team.

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2.2 Headteachers of Maintained, Voluntary-Aided & Foundation Schools

As outlined in 2.1, the ultimate responsibility for health and safety differs between Maintained Schools, and Voluntary Aided and Foundation Schools.

Head Teachers are responsible for:

- Complying with the health & safety decisions of the Director of Children's Services; *(Maintained Schools Only)*
- Producing the School's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Co-ordinator for the School.
- Ensuring that sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy *(Maintained Schools Only)* and this Policy are brought to the attention of all staff;
- Ensuring other health and safety information is communicated to relevant staff;
- Ensuring that accidents are investigated and reported using the established procedures;
- Ensuring that Trade Union Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where Safety Representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues and are generally raised in the Friday morning weekly staff briefings;
- Ensuring that all Safety Representatives inspection report forms are dealt with in an appropriate manner;
- Ensuring that all training needs are identified and met;
- Ensuring that assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Ensuring that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire safety and other safety procedures;

- Ensuring that fire precautions and procedures are implemented (including fire drills);
- Liaising with contractors working at the premises ;
- Ensuring appropriate arrangements are made with regard to lettings, where appropriate;
- Ensuring Heath and safety performance is monitored as specified in paragraph 3.24;
- Ensuring termly health and safety inspections of the School are carried out.

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2.3 School Health and Safety Champion

Health and Safety Champions are responsible for:

(The role of the Health and Safety Champion will vary between schools, head teachers should amend/delete parts of this section as appropriate.)

- Establishing arrangements for dealing with health and safety matters such as:
  - Dissemination of health and safety information to all staff;
  - First aid;
  - Accident reporting;
  - Emergency evacuation procedures;
  - Ensuring accidents are investigated;
  - Ensuring health and safety matters raised by staff are dealt with;
  - Maintaining a central file of health & safety information relevant to the School;
- Liaising with Safety Representatives or other means of consulting with employees;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;
- Ensuring 'reportable' accidents are reported to the Councils Corporate Health, Safety and Welfare Team.

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2.4 Line Managers

Line Managers are responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular they will need to ensure that:

- Appropriate health & safety information is held within the Department/Section;
- The Health & Safety appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;
- Reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the Department/Section are identified and met, or reported to Head Teacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

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2.5 Heads of Departments

Heads of Departments are responsible for implementing the Health, Safety and Welfare Policy within their Department.

In particular, Heads of Department will need to ensure that:

- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction

and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

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2.6 Class Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary **(notices, posters, hand-outs are not enough)**;
- Ensure that students' coats, bags, cases etc., are safely stowed away;
- Carry out daily Classroom checks
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary, give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the head of subject or team leader.

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2.7 Technical Staff

Technical staff are responsible for ensuring health and safety within the practical areas in the Departments in which they work, including Science laboratories, Design & Technology workshops, Art or Drama studios, and preparation rooms.

In particular, Technicians are responsible for:

- Undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping.
- Undertaking regular equipment inspections, keeping equipment in good working order and keeping relevant inspection/maintenance records.
- Ensuring all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS).

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2.8 Caretaker

The Caretaker is responsible for ensuring the health and safety of the site, in particular the Caretaker is responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking with the properties administrator the hazard reporting on spiceworks and the hazard reporting book, rectifying those issues within their authority and notifying the School Business Manager of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with persons / companies hirirng the premises to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.

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2.9 Business Manager

The Business Manager is responsible for ensuring the health, safety and welfare of the Office Staff; in particular the Business Manager is responsible for ensuring that:

- A record is maintained of all premises related maintenance and inspection reports;
- Copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old.

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2.10 Asbestos Duty Holder(s)

The Control of Asbestos Regulations places a duty on the "Asbestos Duty Holder" to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person (or persons) who have clear responsibility for the maintenance or repair of the premises e.g. Head Teacher and site manager.

The Asbestos Duty Holder(s) is the School Business Manager.

Each School has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises including the location, the type of asbestos and its condition.

The Asbestos Register is located in **Main Reception Office**

In addition, there is an Asbestos Information Poster, which outlines the processes to be followed prior to work commencing on the premises; and also, what to do if any suspected asbestos material is damaged in any way. This poster should be displayed in an area occupied by personnel who have cause to access the asbestos log and/or deal with contractors, e.g. caretaker's office or main school office.

The Asbestos Information Poster is displayed in: **Main Reception Office**

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone**, contractors or staff, who intend to work on the fabric of the building, read the Asbestos Information poster and consult the Asbestos Register prior to commencing work to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

If, during the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

Note: It is a legal requirement for the duty holder(s) to have annual asbestos awareness training.

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2.11 Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader completes a suitable and sufficient risk assessment.

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2.12 COSHH Co-ordinator

The COSHH Co-ordinator is responsible for ensuring that data sheets for all hazardous materials are available and that all such materials are entered on the COSHH register and all such materials are retained in secure storage.
:

- Colleagues consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the School's employees or students until a suitable & sufficient COSHH assessment has been completed;
- The Authority's COSHH Do's and Don'ts poster is displayed in all locations where hazardous substances are stored and/or used regularly;

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2.13 Fire Marshals/Wardens

Fire marshals/wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
  - Ensuring the safe evacuation of everyone in their area(s) of responsibility
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
  - Where possible, closing windows and doors as each room is checked;
  - Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Incident Control

Officer has stated it is safe to do so;

- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times in their areas.

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2.14 First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

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2.15 All Employees

Although prime responsibility for health and safety rests with the Headteacher, all employees also have an individual responsibility for their own and other safety. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;

- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The School has a formal hazard reporting system, details of which are contained in Section 3.42;

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

(Note: Where there are other staff groups with health and safety responsibilities, these should be included.)

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2.16 Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises*. The training of Safety Representatives is the responsibility of the appropriate trade union. The School will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

* Normally displayed on the “Health and Safety Law – What you need to know” poster.

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3 General Arrangements for Implementing the Health, Safety and Welfare Policy

3.1 Accident/Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.
A near miss is an unplanned event that does not result in injury or damage but had the potential to do so

All incidents should be reported to the appropriate manager and where required, the council's internal report form completed.

All incidents (with the exception of minor injuries) should be reported via online https://sheassure.net/lbr/Portal/lbrSksjhvoiawr/Index.

Due to potential additional reporting requirements, please ensure that these forms are completed as soon as possible, and no later than **7** days after the incident.
Where appropriate, accidents may also be investigated by the Health and Safety staff, LBR Insurance or the Health and Safety Executive.

Blank copies of the Accident/incident report forms are located in the school office within the small metal document filing cabinet.

The "Blue Dot" 'Reporting of Injuries & Dangerous Occurrences including personal safety of staff (PSS)' Wall Chart , which briefly outlines the reporting requirements is displayed in the main school office.

Please note, the report form has a section 'action taken to prevent a recurrence'. All accidents are required to be investigated, and this section should be completed to reflect any action taken. Where no further action is required, this should be entered into the form to demonstrate that management have considered this.

Where appropriate, accidents may also be investigated by the Health and Safety staff, LBR Insurance or the Health and Safety Executive.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc. will be reported to the Health and Safety Executive by the Health and Safety function.

Further information on accident reporting and investigation can be obtained from the following websites:

http://www.hse.gov.uk/pubns/edis1.pdf or by emailing the LBR Health and Safety Team, on Corporatehealthandsafety@redbridge.gov.uk

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3.2 Asbestos

The Control of Asbestos Regulations places a duty on the "Asbestos Duty Holder" to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has (or persons who have) clear responsibility for the maintenance or repair of the premises.

The Asbestos Duty Holder(s) is the School Business Manager

Each School has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises, the location, the type of asbestos and its condition.

The Asbestos Register is located in Main School Office at reception.

In addition, there is an Asbestos Information Poster, which outlines the processes to be followed prior to work commencing on the premises; and also, what to do if any suspected asbestos material is damaged in any way. This poster should be displayed

in an area occupied by personnel who have cause to access the asbestos log and/or deal with contractors, e.g. caretaker's office or main school office.

The Asbestos Information Poster is displayed in the school office at reception.

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone**, contractors or staff, who intend to work on the fabric of the building, read the Asbestos Information poster and consult the Asbestos Register prior to commencing work in order to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

If, during the course of the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

Control and safety management systems must include the following:

- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring that only appropriately accredited and competent contractors work on site and wherever any work may involve disturbing the fabric of the building, the contractor must be made aware of the contents of the asbestos survey / register before they commence work.
- Contractors must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant asbestos related information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming that they have had access to the information contained in the register and that their risk assessments and method statements reflect fully this knowledge of the potential risks;
- Advising the Corporate Facilities Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

The duty holder must always obtain a signature from persons carrying out the work,

confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

Note: It is a legal requirement for the duty holder(s) to have asbestos awareness refresher training at regular intervals.

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3.3 Communicable Diseases

Due to the age and number of children present in educational Schools it is not uncommon for them to contract a variety of communicable diseases.

Public Health England have produced 'Guidance on Infection Control in schools and other childcare settings'

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

A copy of the exclusion period chart is located in the school business manager's office. A copy is also available in the main school office with the pupil health and welfare officer
The current guidance is located in the school business manager's office

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3.4 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations, an employer has a duty to consult with employees or their appointed representatives on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

This School will consult with staff in the following ways:
Each week on a Friday morning there is a briefing meeting for all staff at 8:20am. At each of these meeting's aspects of Health and Safety will be passed from management to the staff, whilst the opportunity exists for staff to raise issues in relation to themselves or their colleagues.

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3.5 Control of Contractors

This School recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

(The client in these circumstances is the head teacher/school, or where schools have bought into SMADS, the local authority) WCHS uses the services of Schoolsmart to procure and manage a number of contractors to undertake mandatory inspections and maintenance checks

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The School will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the School.

The School Business Manager is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures and any other relevant information as part of a formalised induction process. The School business Manager should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the School Business Manager of any hazards arising from their activities, which may affect the occupants of the School.

The Catering/Cleaning staff are responsible for the safety of the kitchen & cleaning areas and must notify the Head teacher of any hazards.

All contractors should report to the School office on arrival.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368

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3.6 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

This School will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

A COSHH assessment can be obtained by contacting the school's COSHH Co-ordinator.

The COSHH Co-ordinator is the School Business Manager

The COSHH Co-ordinator is responsible for preparing a completed COSHH Assessment , along with the manufacture's Safety Data Sheet (SDS), and maintaining these on an up to date basis with review at a minimum annually

A copy of the "COSHH Do's and Don'ts "poster should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

The COSHH do's and Don'ts Poster is displayed in: Caretakers Store and in cleaners cupboards as follows: South end toilets, North end toilets, by Labs, in sports hall cleaning cupboard and in main store room.

A copy of the procedure to follow in the event of an accidental release of chemical substances is available.

Further information on COSHH can be obtained from the COSHH Manual, which is located in the School Business Managers office (Old Policy folder)

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3.7 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User Questionnaire.

Where users are identified, the following must be ensured:

- All new staff should undertake DSE online training as soon as possible
- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

The DSE Assessor for this School is the School Business Manager

Completed DSE assessment checklists are held electronically in the school's DSE online assessment platform.

When a DSE User requests an eye test, a completed copy of the Eye and Eyesight Test form should be completed and taken along to the appointment.

Further information can be found on the HSE website: www.hse.gov.uk/msd/dse"

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3.8 Driving

Under the Health and Safety at Work etc., employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be required to drive either their own private vehicle or an LBR vehicle, e.g. minibus (see section 5.18).
This School will ensure that the guidance provided in the LBR Driver's Safety Policy and Handbook is adhered to.

A hard copy of the Driver's Handbook is located in: the mini bus or alternatively an electronic copy of the Driver's Handbook is located on the "O" Drive under ALL STAFF and Policies section

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and Insurance are valid for such an activity.

Copies of permission slips are located in School Office

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3.9 Electricity at Work

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections. All portable electrical equipment should be visually inspected before use, equipment used and moved regularly such as drills, irons, kettles etc. should be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Annual Portable Appliance Testing will be carried out by GSF PAT Testing and the records are maintained by the School Business Manager and held in School Business Managers Office.

Fixed electrical installations should be inspected by a competent person at least every five years.

Mains Electrical Testing was carried out in February 2024 and the records are maintained by the Assistant School Business Manager and held electronically in the Facilities Management System.

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3.10 Educational Visits

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits *the* School follows the guidance provided in the LBR Children's Services document "Requirements for Educational Visits" using the online educational visits software package "Evolve" as applicable.

In accordance with this guidance this School has appointed an Educational Visits Co-ordinator, and developed a school Educational Visits Policy based on the DFES and Children's Services Guidance.

The Educational Visits Co-ordinators (EVC) is the Assistant Headteacher (Academic). The school Educational Visits Policy is located on the school website under the about us and policies section.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Head Teacher and (for adventurous activities, residential visits and international visits) the local authority.

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3.11 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each School should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a Fire Risk Assessment, Emergency Evacuation

Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility.

The Responsible Person for this School is the School Business Manager

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of Fire Alarm Monitoring service, or the person discovering the fire
- Liaising with the fire brigade is the responsibility of Caretaker / School Business Manager
- Collecting class registers, staff book and visitors book is the responsibility of relevant Office Staff
- Fire wardens are:
    - Health & Welfare Officer – clear medical room
    - Receptionist – clear reception
    - Teachers – clear classrooms
- Organising fire safety training is the responsibility of the School Business Manager
- Quarterly inspections of the fire alarm, emergency lighting, fire door magnetic holders are carried out by Fire Doors Magnetic (Fire Doors), RM Clarkson (Fire alarm) and NG Bailey (Emergency Lighting).
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by Caretakers

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located in the main school office.

It is the responsibility of the School Business Manager to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary, and keeping the contents of the fire safety folder up to date.

A Fire Risk Assessment Package is available to assist with undertaking a fire risk assessment.

Blue Dot 'Fire instruction notices' are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

The School Business Manager is responsible for ensuring the "Blue Dot Fire Instruction" notices are appropriately displayed.

Fire Instruction Notice PS 1234 is displayed near all fire alarm call points.
Fire Instruction Notice PS 0699 is displayed in all communal areas and offices.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Governing Board.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Head Teacher and to the Health & Safety function using the LBR incident reporting system.

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3.12 First Aid

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First-Aid) Regulations do not oblige employers to provide first aid for members of the public. However, LBR Service areas that provide a service for others, including schools, should include the public, pupils and others on their premises when making their assessment of first aid needs.

A first aid assessment of needs has been undertaken by the Health and Welfare Officer using a First Aid Needs Assessment Form. A copy of the completed form is located in School Office

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid. *(Which ever is deemed most appropriate)*.

A recent list of all trained First Aiders can be found in all offices and classrooms. An up to date electronic list can be found on the O:Drive/All Staff/safeguarding and Child protection/medical Information – Care Plans/Qualified First Aiders List

The First Aid Boxes for this School are sited in the following locations:

Science Labs, Art Studios, Technology Rooms, PE Office, Sixth Form Block Kitchen, Medical Room, School Office, Caretakers Room, Minibus, and Kitchen

The person responsible for maintaining the First Aid boxes is:

The Health and Welfare Officer

Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders.

Any accidents requiring first aid must be reported using the accident reporting procedure.

Further information can be found in
https://www.gov.uk/government/publications/first-aid-in-schools

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3.13 Gas Safety

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances could only be carried out by persons registered with the Gas Safe Register.

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

The School Business Manager is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by Educo Catering (Kitchen and Food Tech), NG Bailey (Boilers and Heating). Records are maintained by the Assistant School Business Manager and are stored electronically in the School's Facilities Management online platform.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

Any gas matters within the school, must be reported to the Health and Safety Champion, Site Manager and the Corporate Facilities Management Team on (0208 708 3528). The responsible person/ nominated person must contact the Gas supply/ company immediately

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3.14 Health & Wellbeing (Including Employee Assistance Programme)

The Health and Safety at Work Act 1974 establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *"the adverse effect people have to excessive pressure or other types of demand placed on them"*.

This School recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. Accordingly, a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

Assistance Programme from Education Support:

Helpline 08000 856 148

Online https://www.educationsupport.org.uk/eap-plus/

Username eapplus@woodford.redbridge.sch.uk

Password WCH2023*!

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3.15 Information, Instruction and Training

The Health & Safety at Work Act establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This School is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by the School Business Manager (First Aid Training) and by the Assistant School Business Manager for all other Health and Safety training.

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3.16 Legionella

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The risk assessment has been undertaken and is located in the School's Facilities Management online platform (performed by PH Water Technologies September

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by PH Water Technologies. Records will be maintained by the Assistant School Business Manager and held electronically in the School's Facilities Management online platform.

Any queries regarding Legionella risk management should be referred to the School Business Manager, who will consult with School Smart Consultants and any queries regarding Legionella risk management should be referred to the Corporate FM Team on (0208 708 3528).

Further information can be found on HSE website www. hse.gov.uk/legionnaires

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3.17 Letting of the School Premises

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.
The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

This School will ensure that the appropriate health and safety information is passed to the hirer, using the Letting of Educational Premises Checklist.

The School Business Manager is responsible for providing the hirer with appropriate health and safety information and ensuring they sign a copy of the lettings checklist.

Where the hirer is undertaking activities that require personal qualification or proficiency, (for example martial arts), the school will check to ensure competence of the instructor prior to the letting being agreed.

Lettings are organised by the Assistant School Business Manager.

Letting documents are located in the Assistant School Business Manager's Office, or electronically on new software Schoolhire.

The Workplace (Health, Safety and welfare) Regulations specify general ventilation requirements.

The Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

The school will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personal.

The following staff will be responsible for carrying out visual checks of LEV systems: The Senior Science Technician and the Science Technicians.

LEV located in Lab 4, Lab 8, Lab 10, Lab 11, Lab 12, Lab 13, Lab 14 Technology and Art & technology.

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination.

Annual inspection and testing will be carried out by RS Design and Technology Ltd (DT) and Safelabs (Science), are maintained by the Assistant School Business Manager and held in the Assistant School Business Managers Office.

Further information can be found on HSE website:

Local exhaust ventilation systems (LEV)

LEV Guidance Sheet 200 – COSHH Essentials

INDG408 - Clearing the air - guide to buying and using LEV

INDG409 - Time to clear the air - A workers' pocket guide to LEV

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3.19 Lifting Operations and Lifting Equipment (LOLER)

LOLER 98 applies to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

This School requires that all lifting equipment be clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of the School Business Manager to ensure all lifting equipment and accessories are marked with the safe working load.

This School also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes

undertaking either a generic or specific risk assessment of the operation, as appropriate.

It is the responsibility of the School Business Manager to risk assess, plan and supervise all lifting operations to ensure they are undertaken safely.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

It is the responsibility of the School Business Manager to arrange staff training and refresher training as appropriate, and to ensure that records of staff training are maintained within the School Business Mangers Office

This School requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

It is the responsibility of the School Business Manager to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person, at appropriate intervals.

Examination records will be held in School Business Managers Office

All defects must be reported by use of the spice works reporting system.

This School requires that the following documentation is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
  - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
  - Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
  - Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Lifting equipment documentation is kept by the School Business Manager and kept in School Business Managers office.

Further information and guidance on LOLER can be found in the following documents:

- "Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998" HSE INDG 290.
- "Thorough examination of lifting equipment – a simple guide for employers" HSE INDG 422.
- "Thorough examination and testing of lifts – simple guidance for lift owners" HSE INDG 339.

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3.20 Lone Working

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision". Lone workers are found in a wide range of situations, and can be divided into those who work at fixed Schools (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This School will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

A Lone Working Flowchart and a Lone Working Risk Assessment Checklist are available to assist with this.

It is the responsibility of the School Business Manager to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with the School Business Manager

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of the School Business Manager to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

The Council has explored available lone working applications and devices, and having carried out a trial have opted to use a solution called Skyguard as the preferred option. For more information, please contact Mike.Steere@skyguard.co.uk. Mike will be able to answer any enquiries in regard to the devices/ the costs and the system itself.

Further guidance is available in the HSE document Working alone (INDG73).

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3.21 Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:
Avoid the need for manual handling, so far as is reasonably practicable;
Assess the risk of injury from any hazardous manual handling that can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The School Business Manager will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary.

The risk assessment will be recorded using the Manual Handling Assessment Form, completed copies of which are located School Business Managers office

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training via IHasco online training video and supervision. Training will be recorded, monitored and reviewed.

Training records will be maintained by the School Business Manager and held in school business manager's office.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website www.hse.gov.uk

Manual handling- Manual Handling Operations Regulations 1992 - L23 (Fourth edition) Published 2016.

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3.22 Medicines

In general, medicines must not be brought into school. However, if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made

between the School and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A list of pupils with medical conditions and their care plans can be found in the medical school office Prescribed medicines are stored in the medical Room

Protocols for pupils with serious medical conditions should be displayed in the prominent locations around the School, e.g. staffroom, medical room and relevant classrooms. The protocols and care plans should be clearly marked with the pupil's name and an up to date photograph.

Registers should be clearly marked to alert supply teachers of any pupils with medical needs.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A Medication Administration Permission Form must be completed and signed by the parent or guardian, and a Medication Administration Record Sheet completed each time medicines are administered.

More detailed information can be found in the Department for Education document supporting pupils at school with medical conditions

Reference should also be made to the Schools Medical Conditions Policy under reference SP.05.14

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3.23 Minibuses

The Provision and Use of Work Equipment Regulations set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These Regulations cover minibuses that the school either owns, or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the Assistant School Business Manager (ASBM) to ensure that a Section 19 Permit is displayed on the minibus windscreen at all

Minibus drivers must be over the age of 21 and hold a LBR Minibus Permit.

A list of qualified minibus drivers is held ASBM electronic folder

All minibus drivers must complete the vehicle log each time the minibus is used, and carry out a pre-use check.

The minibus vehicle log is located in the mini bus

All vehicles must have:

- An MOT if over 1 year old (13 or more passenger seats) 3 years old (12 or less passenger seats);
- A valid certificate of insurance;
- A fire extinguisher complying with BS 5423;
- A first aid kit.

It is the responsibility of the Resident Caretaker to ensure all the documents are up to date, the fire extinguisher is inspected annually, and the first aid kit is kept fully stocked.

The minibus must, as a minimum, be subject to the following:

- Daily/pre-use checks by the driver (use of the Minibus Daily Inspection Record sheet will assist with this) ;
- Annual maintenance (including MOT);
- Two safety checks between annual maintenances (e.g. Autumn Term – Annual Maintenance, Spring Term – Safety Check, Summer Term – Safety Check).

The responsibility to ensure the maintenance checks are undertaken by a competent person lies with the Assistant School Business Manager (ASBM).

Further information can be found in Driving Section of this policy, the Driver's Handbook .

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3.24 Monitoring – Audits & Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This School will carry out the following monitoring:

- Daily checks by the Caretaker in addition to detailed termly inspections of the school (these could be in conjunction with inspections by School safety representatives). A written record of identified items must be kept;

- Routine equipment maintenance checks either carried out by staff of the School or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc.;

- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;

- Reviewing of accident statistics by governing board to identify causes of accidents; and

- Reviewing audit reports detailing the performance of the School's health & safety management system.

This School will also carry out a formal inspection at least twice a year using an inspection checklist

Human Resources' Health and Safety team will arrange for a formal audit at this School on a periodic basis.

Records of maintenance checks, inspections etc. are located in:

Record Type	Location	Responsible Dept/Person
All contract maintenance and repairs and service contracts	*Excel spreadsheet held on X Drive under facilities*	*Assistant School Business Manager*

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3.25 New & Expectant Mothers

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the School in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found in the following documents available on the HSE website www.hse.gov.uk:

HSG 122 – New and Expectant Mothers at Work – An Employers Guide

INDG 373 – A Guide for New and Expectant Mothers who Work

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3.26 Noise at Work

The Control of Noise at Work Regulations are in place to ensure that worker’s hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in this School noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the School will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website http://www.hse.gov.uk/noise

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3.27 Personal Protective Equipment

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with

instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as "all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety", e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

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3.28 Playground / Play Equipment

The Health and Safety at Work Act requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a daily basis and a termly/6 monthly inspection *(delete as applicable)* is also undertaken. These checks will be recorded and signed by the person responsible for undertaking them.

The responsible person for maintaining the playground and playground equipment is the Resident Caretaker

No records maintained as no playground equipment exists

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3.29 Ponds

The Management of Health & Safety at Work Regulations require that employers assess the risks to the health and safety of their employees, and others who may be affected by their acts or omissions.

The risk assessment should be undertaken by a competent person and identify the significant risks and the control measures to reduce those risks to an acceptable level. The assessment should be regularly reviewed.

The person responsible for undertaking, and regularly reviewing a risk assessment of the pond is the School Business Manager

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3.30 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Risk Assessment Flowchart is available to assist with risk assessment, and a Blank Risk Assessment Proforma is available to record risk assessments.

The School Business Manager will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the School.

The responsibility for carrying out risk assessments lies with the following staff Science – Head of Science Art – Head of Art Technology – Head of Design Technology Games and Physical Education – Head of Physical Education
Copies of current risk assessments are located Either with the Head of Department, or on the "O" drive under ALL STAFF/ Health & Safety, Woodford Risk Assessments.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment & Manual Handling.

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3.31 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This School will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the School Business Manager to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the Caretaker/Site Manager/Health & Safety Coordinator/Head Teacher

Further information on safety signs and signals can be found on HSE website www.hse.gov.uk:

HSE leaflet INDG184 " Signpost to The Health and Safety (Safety Signs and Signals) Regulations - Why do we need these Regulations?"

HSE leaflet INDG 352 "Read the Label – How to find out if chemicals are dangerous"

HSE L64 (Third edition) Published 2015 'Safety signs and signals- The Health and Safety (Safety Signs and Signals) Regulations 1996.

https://www.hse.gov.uk/pubns/books/l64.htm

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3.32 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The Health and Safety Champion within the school may assume the responsibilities for school security. Alternatively, schools may wish to appoint a school security co-ordinator who will develop a knowledge and understanding of security issues within the premises.

The School Business Manager has responsibility for school security issues.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/ External Agencies:

- LBR – health and safety advisors, property services etc.
- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers
- www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity

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3.33 Smoking

The Smoke free Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result, this School is a strictly no smoking School.

The Regulations require the displaying of no-smoking signs in all smoke free premises and vehicles.

No-smoking signs, which meet the requirements of the law, are displayed in the following locations: Front main entrance lobby on the entry doors to the school

Further information can be found on the Smoke free England website and in the LBR Smoking Policy.

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3.34 Slips and Trips

The Health & Safety at Work Act requires 1974 employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

This School recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly, the following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken by the School Business Manager and the Assistant School Business Manager on a termly basis.

Informal workplace inspections will be undertaken by the Resident Caretaker on a weekly basis.

All staff are responsible for undertaking informal daily checks of their own work areas.

Informal daily checks of the communal areas of the school will be undertaken by the Resident Caretaker

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept by the School Business Manager in the School business Managers Office.

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3.35 Swimming Pool

The school does not have a swimming pool, so his section does not apply.

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3.36 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues were considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

A copy of the traffic management risk assessment is located in the "O" drive under ALL STAFF, Health & Safety, Woodford Risk Assessments.

Further information on workplace transport is available from

www.hse.gov.uk/workplacetransport

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3.37 Violence/Personal Safety of Staff

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated and the School fully endorses the LBR Personal Safety of Staff Policy and procedures. Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

The School Business Manager is responsible for undertaking a risk assessment to cover potential violence at work.

A copy of the current risk assessment is located on the "O" drive under ALL STAFF, Health & Safety, Woodford Risk Assessments.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of the School Business Manager to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. See the relevant section of this policy for further information.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

In addition, there is an Employee Assistance Programme available to all staff, which offers a 24-hour confidential helpline.

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3.38 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by this School will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via LBR facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licences) must be kept by the School.

Waste disposal from the School will be organised by the Resident Caretaker

Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Name of Collector	Contact details
special waste	Twice Weekly	London Borough Redbridge	0208 708 5113
electrical equipment	As Required	Secure IT Recycling Ltd	01477 536510
Confidential Waste Collection	Four Weekly	Shred-it	0808 239 0023

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

Further information on the implication of the WEEE Regulations can be found in the Environment Agency document "New rules for the disposal of electrical and electronic equipment".

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3.39 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work**,** for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Inspected;
- Used only by people who have received adequate information instruction and training; and
- Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The School will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

This School requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to the School Business Manager

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times.

It is the responsibility of the School Business Manager to arrange staff training, and to ensure that records of staff training are maintained in the school business managers office.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination.

Annual inspection and maintenance will be carried out by approved engineers and records are maintained by the School Business Manager and held the School Business Managers Office

This School only permits designated staff to undertake modifications to equipment. The Health & Safety Co-ordinator holds a list of designated staff and the limits of their authority to undertake such work.

Staff and pupils may not bring their own personal electrical appliances into the School/ unless they have had their earth-bond and insulation checked by a competent person *(delete as applicable).*

The Health & Safety Co-ordinator can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

Further Information is available from "Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance - L22"

https://www.hse.gov.uk/pubns/books/l22.htm

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3.40 Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations require employers to specifically take account of young person's when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The School Business Manager will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The School will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Where the school's own students undertake work experience with a local employer, the school will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

Business education Partnership will be responsible for carrying out health, safety and welfare arrangements pre-placement checks (including risk assessments) and ongoing monitoring during placement period.

The Careers Education Information & Guidance (CEIAG) Advisor will be responsible for managing work experience placements.

Any pupil undertaking work experience at this School will be given an induction, which will be recorded using the Work Experience Induction Checklist.

Completed checklists are located in Careers Office

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3.41 Working at Height

The Work at Height Regulations requires that, “every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury’.

Under the Management of Health and Safety at Work Regulations the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This School will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The School Business Manager/Resident Caretaker will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by the Resident Caretaker

This School has a Ladder Checklist and a TASS Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in Caretakers Office and will be maintained by the Resident Caretaker

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website www. hse.gov.uk

Advice for teachers and classroom assistants is available in the HSE document Keeping safe when working at height

The HSE document "Practical guidance for schools on working at height"

The Ladder Association "Ladder Book"

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3.42 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials,

that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

This School will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace Health and Safety Inspection Checklist

Workplace inspections will be undertaken the School Business Manager on a termly basis.

Workplace inspection records will be kept by the School Business Manager at the School Business Managers Office

The responsibility for building and equipment maintenance lies with The School Business Manager / Assistant School Business Manager Any building or equipment defects or hazards should be reported by direct contact with either of the above, via e mail to either of the above and in due course by use of the Spice works reporting system

4 Access to Policy Statement

A copy of this statement is to be made available to all employees.

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5 Names of Key Staff

Role	Designation	Extension No
Head Teacher		2951
Deputy Head Teacher (Curriculum)		2952
School Business Manager	Health & Safety Co-ordinator & COSHH Co-ordinator	2956
Assistant Headteacher (Academic)	Educational Visits Co-ordinator	2955
Resident Caretaker		2945

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