



Health & Safety Policy

General Statement of Intent

INTRODUCTION

This is a statement of policy by The Arts Educational Schools about its intentions, organisation and arrangements for ensuring the health and safety at work of its students, pupils, employees, visitors and contractors.

Supplementary to this general Policy Statement, as necessary, there will be specific policies and procedures describing, in detail, health and safety provisions in each part of the School.

It is a requirement that each individual reads this document thoroughly and familiarises themselves with their responsibilities as outlined. Once read this document must be signed and a copy of the signature page returned to the Head of Facilities.

It is the policy of The Arts Educational Schools to ensure, so far as is reasonably practicable, the health, safety and welfare of its students, pupils and employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation as appropriate.

Objectives

In order to achieve compliance with the statement of policy, The Arts Educational Schools has set the following objectives:

- To set and maintain high standards for health and safety at the schools;
- To identify risks and set in place programs to remove or reduce these risks;
- To ensure that these standards are communicated to all employees, pupils and students;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work and study in a safe manner;
- To ensure the dissemination and discussion of relevant information on safety and health issues;
- To develop promotional campaigns and otherwise to encourage safety and health awareness of employees and students;
- To monitor its operation at each part of the School.

To this end, the School will ensure that the plan for the management of health and safety is communicated to all employees and put into effect by management.

All pupils, students and employees are reminded of their personal legal responsibilities and asked to do everything they can to prevent injury to themselves and to others, and for our part, the Schools will provide all necessary training, information and instruction to all our staff.

Adequate financial, human and other resources will be made available to ensure the effective implementation of this policy, and proper monitoring procedures will be established to monitor health and safety performance and ensure good communication and co-ordination.

The need for consultation with all personnel on all matters affecting their health, safety and welfare is recognised and Health and Safety is a standing agenda item at all staff and board meetings throughout the organisation

The organisation undertakes:

- To provide and maintain equipment and systems of work that are safe and without risks to health.
- To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To provide such information, instruction and training as is necessary to ensure the health and safety at work of employees.
- To maintain all places of work under our control, including means of access and egress, in a condition that is safe and without risk to health.
- To provide and maintain a working environment that is safe and without risk to health, and to provide appropriate facilities for welfare.
- To ensure the progressive identification and assessment of all risks, and their elimination or control.
- To make arrangements for effective joint consultation with all personnel on health and safety.
- To comply with the statutory requirements as a minimum standard for health, safety and welfare of staff, and all others, in particular those toward whom we have statutory obligations.
- To ensure that effective arrangements exist to deal with any emergency.
- To ensure that the responsibilities of management are assigned at all levels and that their roles are defined.
- To recognise the link between efficiency, health and safety and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences.
- To ensure that all personnel are aware that they are required to work safely and to co-operate with The Arts Educational Schools in all matters that affect their health and safety at work.
- To supply equipment that is safe for use.

POLICY REVIEW: The effectiveness of general policy statements and other specific policies in use throughout the School will be regularly reviewed and revised as and when necessary.

Signed: _____

Name: _____

Date: _____

Organisation

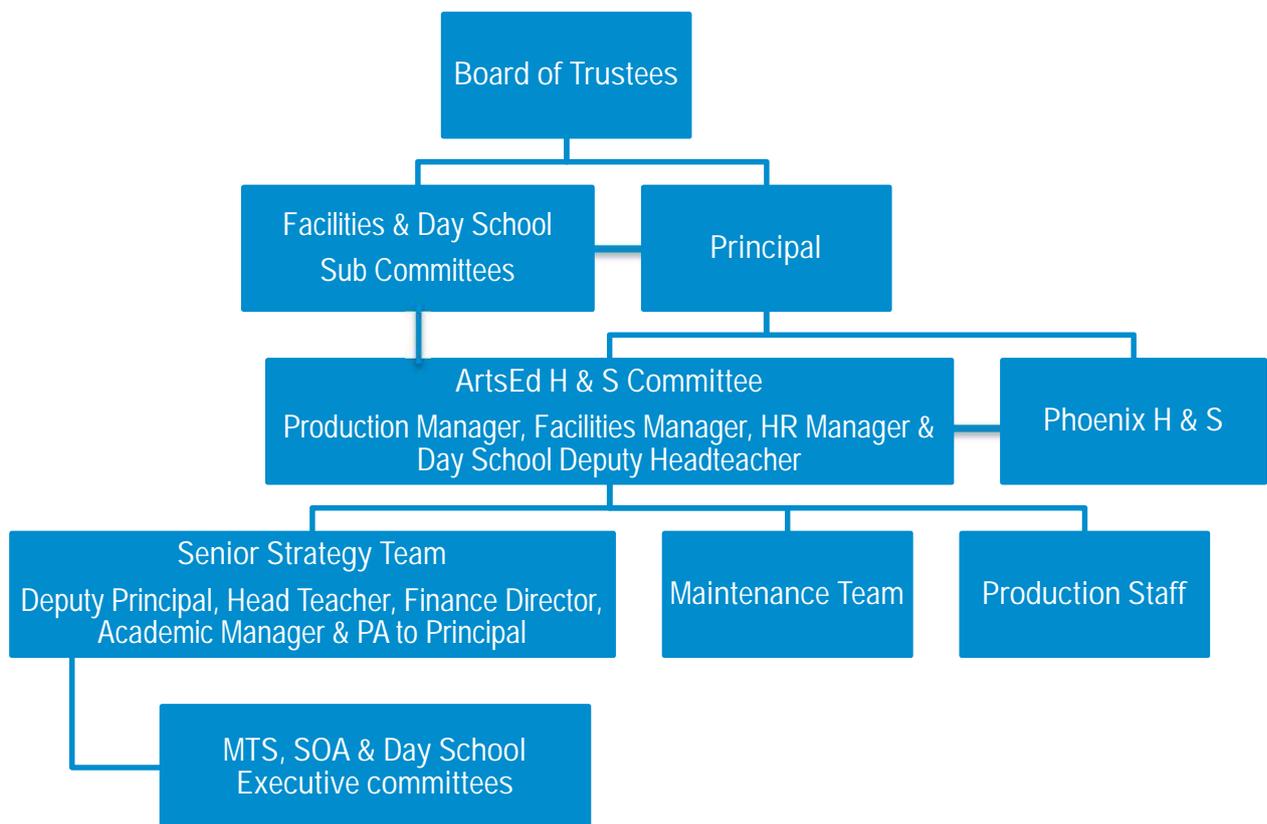
Overall and final responsibility for Health and Safety is that of: Jane Harrison

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Health & Safety Committee

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

<u>Name</u>	<u>Responsibility</u>
Jane Harrison	Strategic implementation and monitoring
Health & Safety Committee	Operational implementation and monitoring
Health & Safety Committee	Operational implementation and monitoring
Frank Daniel	Operational implementation

Health and Safety Organisational Chart



Individual Responsibilities

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

[Board of Trustees' Responsibilities](#)

The Trustees accepts its collective role in providing Health and Safety leadership within our organisation. The Trustees accepts its personal responsibilities and liabilities under Health and Safety law.

The Trustees recognises its role in engaging the active participation of workers in improving Health and Safety. The Trustees will ensure that its Health and Safety intentions are reflected in its decisions.

In particular they will:

- Ensure that the Health and Safety Policy statement, The School's Policies and individual responsibilities and duties are understood and implemented by all managers under their control;
- Ensure that plans are prepared and implemented to achieve set objectives for the reduction of risks to Health and Safety;
- Ensure that within their Department the arrangements and resources for providing Health and Safety are satisfactory;
- Be responsible for ensuring that adequate training is given to employees within their department to ensure compliance with our organisation's Health and Safety standards;
- Be responsible for resolving Health and Safety problems / queries referred to them;
- Ensure that the activities of everyone are well co-ordinated;

Ensure effective means of involvement, communication and consultation with employees

[School Principal's Responsibilities](#)

- Reporting to the Chair and Board of Arts Educational Schools London,
- The Principal of the Schools has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
- Issuing the School's Health and Safety Policy Statement;
- Ensuring that the Policy Statement and School Policies are understood and implemented by all subordinates;
- The appointment of one or more competent persons with the responsibility for providing Health and Safety assistance and, ensuring that those appointed have the time available to fulfil their duties;
- Setting objectives for the reduction of risks to Health and Safety;
- Taking appropriate action to deal with any item within the minutes of the Health and Safety committee meetings;
- Ensuring that there are effective means of involvement, communication and consultation with employees;
- Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work;
- The co-ordination and monitoring of the Health and Safety Performance of all employees;
- Ensuring that any necessary contacts with external services are arranged;
- Ensuring that all employees, including Heads of departments receive relevant training;

- Establishing a review procedure, so that the progress and performance can be assessed;

Health and Safety Committee

The Health & Safety Management committee, working in conjunction with the Health and Safety Consultants, establishes the overall Health and Safety Policy. Acting for and on behalf of the Principal, the committee has the responsibility for implementing and monitoring the policy principally through the Heads of Schools and Heads of Departments.

The committee will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

The committee will provide the final authority on matters concerning health and safety at work.

The committee will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and ensure the control of those risks in an appropriate manner.

The committee will ensure policies and systems are established and implemented and monitor and measure the health and safety performance of the organisation.

The committee will ensure that information on health and safety matters is fed back to the Senior Staff Team for dissemination to all staff at departmental meetings.

Health & Safety Advisor's Responsibilities

The Health and Safety Advisor has the responsibility for:-

- Monitoring and evaluating the School's Health and Safety Policy;
- Carrying out where necessary an investigation into those accidents, incidents which have been reported to the Health and Safety Executive, as well as any other accidents as necessary.
- Ensuring that the School meets the requirements of Health and Safety legislation, regulations and approved codes of practice as well as the School's own codes of practice and procedures.
- Liaising with the School's Facilities Manager to ensure that all statutory inspections and testing in accordance with current procedures are being conducted
- Monitoring that the School's premises are inspected systematically and comply with Health and Safety legislation.
- Monitoring and reviewing periodically the safety performance of the School, including accident statistics, training courses and inspection reports.
- Liaising with Staff Development for the implementation of training programmes within respective departments.
- Reviewing the Health and Safety Policy and Codes of Practice and preparing for new legislation which may affect the School.
- Liaising with visiting enforcement agencies, e.g. Health and Safety Executive Inspectors, and affording them all the facilities that they require. Notifying the Principal of any Enforcement Notices served on the School.

Head of Facilities Responsibilities

The Head of Facilities has the specific responsibility for co-ordinating the management of health and safety for the Schools and in conjunction with the Health & Safety Management committee will ensure that the Health and Safety Policy is reviewed every three years, and, if necessary, revised.

Responsibilities of the Head of Facilities include:

- Monitoring health and safety management in a systematic manner by means of inspections, audits and reviews with the assistance of the Health and Safety Consultants
- Identifying any health and safety training needs in order to secure the competence of staff to work safely
- Establishing effective means of communication and consultation with staff
- Assisting in risk assessment and co-ordinating general risk assessment
- Managing the arrangements for emergencies, including the fire precautions and emergency evacuation plans.
- The ongoing maintenance and testing and associated records for the building services and equipment
- Liaison with contractors to ensure health and safety in respect of their activities on site
- The co-ordination of first aid arrangements and accident recording and reporting, including compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Departmental Administrators or Representatives Responsibilities

- They will ensure that Health & safety is a standing item on all staff meeting agendas and that the minutes will be fed back to the Head of Facilities.
- They will cascade health and safety information to employees in their Departments and to the Head of Department.
- They will be responsible for the recording of all accidents in their Departments and for providing the accident reports to the Head of Facilities, and will take part in accident investigation where necessary.
- They will carry out regular checks of first aid boxes in their areas and make arrangements for the replenishment of first aid stocks where required.
- They will carry out health and safety checks of their areas and remedy or report any matters requiring attention.
- Department Administrators /Representatives will act as health and safety co-ordinators for their Departments and will seek advice from the Head of Facilities or their Head of Department where required.

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, school rules, procedures and instructions necessary for ensuring health and safety;
- Seek advice and instruction from their Line Manager Leader when situations arise, which may affect the Health and Safety of themselves or others;
- Report any unsafe equipment, methods of work or any other safety concerns;
- Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others;

- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;
- Assist at all times in maintaining good housekeeping standards;
- Not interfere with anything provided to safeguard Health and Safety, e.g. remove or wilfully discharge fire extinguishers, etc.;
- When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the School in accordance with both any training and instructions they have received in the use of the equipment;
- Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace;
- Assist in the maintenance of good housekeeping standards;
- Co-operate with their employer to enable their employer to comply with their statutory duties for Health and Safety Assist where necessary in the investigation of any accidents that occur;
- Take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions at work.

Non-compliance with Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Office Staff

These responsibilities are specific to this role and are in addition to the other relevant employees' responsibilities. The Office Staff' Health and Safety responsibilities are to ensure that arrangements exist to deliver the following:

- Ensure personnel are fully aware of the procedures in the event of an emergency, including:
 - Any accident, incident or emergency procedure;
 - Positions of the fire exits, layout out of escape routes and assembly point location/s;
 - Position of the first aid equipment and the identity of the trained first aid personnel.
- Report any defects in plant or equipment immediately to your supervisor;
- Ensure plant, equipment and premises are left in a safe and secure state and place when unattended;
- Observe good housekeeping at all times and keep corridors, doorways and floor spaces clear and free from obstruction;
- Do not attempt to lift or move articles as heavy as likely to cause injury;
- Do not over-reach for items on high shelves, use the equipment provided;
- Do not misuse or interfere with equipment provided for the safety of you and others;
- Do not try to use, repair or maintain any equipment for which you have received no training or instruction;
- Report any work related personal injury or disease to your immediate supervisor and ensure that an entry is made in the accident book at your place of work;
- Report all potential hazards and incidents that have or could have resulted in personal injury or environmental damage to your immediate supervisor;

- Report any unsafe situation or task you may feel is unsafe and for which you do not have the appropriate knowledge or training, to your supervisor

First Aider's Responsibilities

Competent and trained First Aiders will be appointed by the School with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- Answering all emergency calls when on duty (this includes breaks);
- Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately;
- Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect;
- Replenishing first aid boxes and facilities;
- Taking due care for the safety of themselves and the safety of others;
- Attending any training course provided, in particular the three year refresher certificate;
- Frequently attend any first aiders' meeting scheduled.

Fire Marshal's Responsibilities

Competent and trained Fire Marshal will be appointed by the School with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- Answering all fire calls when on duty (this includes breaks);
- Directing and organising people during a fire evacuation;
- Organising regular fire drills in conjunction with the management team;
- Regularly inspecting workplace premises and fire facilities;
- Providing feedback on inspections and evacuations;
- Taking due care for the safety of themselves and the safety of others;
- Informing the management team of any fire safety related defects;
- Frequently attending any fire marshals' meeting scheduled;
- Attend any training course provided, in particular the three year refresher certificate.

General Contractor's Responsibilities

Contractors appointed by the School are obliged to follow all statutory and school rules and regulations with regards to health, safety, welfare, hygiene and environmental procedures.

The competence and Health and Safety performance of the contractors will be checked by seeing their Health and Safety policies, risk assessments and method statements before the work commences.

Where the School believes the required standard of safety performance is not being met, the School has the right to stop any activities, until satisfied the standards have been achieved.

For all projects contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;

- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Provide information, training, and a suitable site induction for their workforce
- Ensure the site is suitably fenced and secured against unauthorised entry
- Ensure there are adequate welfare facilities for those who work on the site
- Ensure that any design work they do complies with Health and Safety;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities:-

- To observe warning signs and notices;
- To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions;
- To co-operate with the School to comply with any legal duty or requirement placed upon it;
- Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety;
- In accordance with laid-down procedures all visitors must report to their host:
- Any injury to themselves or others caused by School activities;
- Any hazards they find, including damage or defect to equipment;
- Any situation, working practice or procedure which is or might become potentially hazardous.
- All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not mis-use such equipment in any way.
- Any defaults/damage must be reported to your host immediately.
- All visitors must where appropriate in the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and School's instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc. will be viewed very seriously.
- All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble point and the sound of the fire alarm.

- All visitors should be reminded that it is a fundamental condition of entry into the School that they undertake to comply with the above requirements.

Suppliers

- Suppliers are obliged to follow all statutory and school rules and regulations with regards to the health, safety, welfare, hygiene and environmental procedures.

Student and Pupils Responsibilities

- Students and pupils should exercise personal responsibility for the health and safety of themselves and fellow students.
- Students and pupils should observe the health and safety rules of the School and co-operate with all staff.
- They should observe standards of dress consistent with health and safety at work.
- They are expected to make full and proper use of anything provided in the interests of their health and safety, and never intentionally misuse these.
- Students and pupils should bring to the attention of their tutors or other appropriate members of staff any health and safety concern or defect.

Arrangements for Implementation

All School's policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

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Management of Health & Safety

Safety Audits & Inspections

- The implementation of an annual Health and Safety audit will be the responsibility of the Facilities Manager and will consist of an in-depth examination of all the School activities and premises.
- The safety audit will subject each area of the School's activities to a systematic critical examination with the object of minimising loss. Every component of the total system will be included e.g. management policy, attitudes, training, features of the premises (the design and layout of areas, rooms etc.), emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

Accident Procedure

- Accident books are held by Department Administrators or Representatives and at Reception and in the Catering office.
- Department Administrators/Representatives will complete the accident reports, tear these out of the book and give the reports to the Head of Facilities.
- The Head of Facilities will review all accidents, investigate where necessary and take any measures required to remove hazardous situations.
- The Head of Facilities will identify any incidents that are reportable under the RIDDOR Regulations and make the report on Form 2508 to the RIDDOR Centre (via the central reporting system noted below).
- Reporting may be done on the internet, on www.riddor.gov.uk or by phone to 0845 300 9923 or fax 0845 300 9924, or to the Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

Investigation

- Where a significant incident occurs, the Head of Facilities will liaise with the Insurers and carry out an investigation of any accident, near miss or dangerous occurrence as judged necessary to:
 - a) Make safe any equipment or substances involved;
 - b) Prevent any recurrence;
 - c) Obtain full details of the circumstances of the incident to enable a report to be compiled, or to assist the investigating Inspector, or provide information for insurance purposes.

Slips and Trips

- Slips and trips are the single most common cause of injuries in workplaces
- The Schools undertakes to provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Ensure that there is an effective response to changing conditions such as weather or during construction works or refurbishments.
- Ensure that The Schools premises are designed and maintained to minimise the risk of slips and trips.

First Aid Policy & Procedure

- The Schools provide at least seven fully trained First Aiders in accordance with our assessment of the overall risk and general layout of the site. The co-ordination of the First Aid arrangements is carried out by the Head of Facilities.
- First Aid equipment is kept at Department Administrator locations and on Reception, and travelling First Aid boxes are supplied for field trips.
- Department Administrators have been given the responsibility of maintaining first aid supplies and checking the boxes regularly.
- The locations of the First Aid equipment and names of First Aiders will be publicised to staff and students by means of notices.

Electrical Safety

- A five-yearly test of all wiring under the IEE Wiring Regulations will be carried out by qualified electrical contractors who are members of NICEIC or the ECA.
- The Facilities team are trained in the IEE Wiring Regulations.
- All portable electrical appliances will be inspected and tested.
- No live electrical working will be carried out.

Fire Precautions

- A fire risk assessment has been carried out by a competent person and will be kept under review by the Head of Facilities and repeated as necessary.
- The Head of Facilities will liaise with the Fire Authority in order to determine the fire procedures. When agreed, these will be documented and publicised.
- A fire evacuation drill will be held at least once a year and the results will be recorded. The muster points are: For Pupils – St Michael & All Saints Church, All other staff & Students – The front car park. The Head of Facilities has the responsibility for arranging the drill.
- Fire extinguishers have been provided and will be inspected annually and maintained in operative condition.
- The fire alarm is tested weekly at 08.30 on Tuesdays and the tests are documented in the log book held at Reception. If the test cannot be carried out on a Tuesday morning for any reason, it will be tested the next available working day.
- Planned maintenance contracts will be implemented for all fire detection and alarm equipment and all emergency lighting.
- The maintenance team carry out regular site inspections including checks for fire hazards.

Risk Assessment

- It is the policy of the Schools to be able to demonstrate that all risks arising from our work are progressively assessed and, as far as reasonably practicable, controlled.
- All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed when risks change or at least once a year.
- Heads of Schools/Departments are responsible for ensuring that competent risk assessments are carried out for their own Schools/Departments and copies are provided to the Head of Facilities.
- The Head of Facilities is responsible for the premises-related risk assessments and will work with external consultants and seek competent assistance where required.
- The relative importance of risks will be assessed and precedence will be given to the control of risks where more severe injury is possible or where there is a high likelihood of injury occurring.
- The responsible persons will communicate with any contractors on the premises in order to satisfy ourselves that any risks have been assessed by the contractors and that safe operating procedures are in place.

Plant & Machinery

- The organisation will ensure that safe operating procedures are in place for its plant and equipment. These procedures will be overseen by the Head of Facilities in respect of all premises-related plant and equipment, and by the Production Manager for theatre equipment.
- Heads of Schools and Departments remain responsible for safe operating procedures in respect of all other equipment used within Departments.
- All maintenance work on premises plant and equipment is carried out by competent contractors.
- Preventive maintenance will be implemented for all safety-critical components of machinery, e.g. safety interlocks.
- All maintenance, repair etc. work on plant or equipment that may incur a risk to the health or safety of contractors or any other persons will be subject to a risk assessment and, where necessary, a positive isolation procedure.
- A permit-to-work scheme is operated by the Head of Facilities and will be implemented in the following cases:
 - Confined space entry
 - Hot work
 - Work at height
 - Work on electrical equipment
 - Use of mobile pressure equipment
- The following arrangements are in place for equipment requiring statutory examination:
- All lifting equipment will undergo periodic thorough examination by a competent person based upon a written scheme of examination. The Production Manager is responsible for any such equipment used in theatre production.
- The site has no pressure systems.

- Local exhaust ventilation systems such as the Science Department fume cabinet will undergo thorough examination and test every 14 months.
- Gas equipment receives annual planned maintenance.

Hazardous Substances: COSHH

- Managers responsible for the use of any substances will identify substances that may be hazardous to health and will ensure that health and safety data sheets are collated.
- For each substance to be used, COSHH requires a competent person to assess the risk associated with exposure to that substance, and keep a written record of that assessment.
- The assessments will be reviewed at least annually and revised whenever the work activity undergoes a change that may affect the degree of risk.
- Having assessed the risk, this will be eliminated wherever possible, or otherwise controlled.
- Where necessary control measures have been identified, these will be put into place.

The hierarchy of preference is:

- Eliminate the risk
- Substitute for a lower risk substance
- Control at source:
 - Total enclosure of substance
 - Partial enclosure and local exhaust ventilation
 - Local exhaust ventilation
 - General workroom ventilation
 - Reduction of exposure time and number of persons exposed
 - Personal protective equipment, e.g. respirators, goggles, gloves, other clothing

Thus, personal protective equipment is a last resort.

- Any respiratory protective equipment must be of the correct approved type, and will be examined routinely to ensure that it is in good condition.
- Local exhaust ventilation (LEV) systems will undergo a thorough examination and test every 14 months and records will be held by the responsible person; the Head of Science in respect of the fume cabinet and Head of Facilities in respect of any non-teaching LEV.
- In addition to the formal test, all LEV will receive routine maintenance and visual checks by the user, before use.
- All employees and students who may be exposed to any substances that are hazardous to health will receive information about the hazard and instructions about the precautions, safe working procedures, any emergency procedures etc.
- Employees and students will be instructed that good standards of personal hygiene are essential in protecting against the exposure of substances, and that they must wash before eating, drinking or smoking, and of course remove contaminated clothing before doing so.
- If any employee suffers ill - health effects which it is suspected may be related to hazardous substances to which he or she may have been exposed at work, they will receive medical surveillance.

- Contractors are required to provide the Head of Facilities with copies of health and safety data sheets for all substances brought onto the premises.

Hazardous Substances: Flammable Liquids and Gases

- Minimal amounts of flammable and highly flammable liquids and gases are held on site.
- All flammable and highly flammable liquids in the Science Department are managed by the Head of Science. They are kept in a purpose-designed cabinet which is clearly hazard-marked and is kept locked. Use is controlled under procedures specific to the Science Department.
- Highly flammable liquids will be stored and used in the smallest workable quantities and sources of ignition will be excluded from any areas of risk. Although the maintenance workshop is within the boiler room, measures will be taken to reduce quantities of flammable liquids to the minimum and to keep containers closed and separated by distance from the boilers until the workshop has been fire-separated from the boilers.

Asbestos

- The School acknowledges its duty to prevent the exposure to asbestos containing materials (ACMs) of employees, students and others on their premises and operates in compliance with the Control of Asbestos Regulations 2012.
- It is the policy of the school to fulfil its duty to manage asbestos and to fully implement the requirements of the Control of Asbestos at Work Regulations.
- An asbestos register is held and maintained by the Facilities Manager.
- Inform anyone who is likely to disturb ACMs about its condition and location.
- Have arrangements in place to ensure that any work which may disturb ACMs is carried out in accordance with the Control of Asbestos Regulations (CAR) 2012
- Review the plan at regular intervals.

Noise

- The School will undertake to protect employees and students from the risks associated with exposure to excessive noise through the following measures:
- Assessing the risk of noise exposure;
- Reducing noise exposure where a risk assessment shows this is necessary;
- Ensuring the level of noise generated is taken into account when hiring or purchasing new equipment;
- Providing hearing protection where necessary if risks cannot be reduced by other means;
- Providing training and information for employees on the risks from noise and the measures in place to reduce these;
- Providing health surveillance where the risk assessment shows this is appropriate.

Vibration

- The Schools will minimise risks associated with hand-arm vibration which may be associated with the operation of hand-held power tools and machinery, as follows:
- Based on a risk assessment, suitable tools and equipment for the task will be provided. In each case, the Manager/Head of Department has the overall responsibility for this
- Equipment will be well maintained and replaced before it becomes more hazardous in respect of vibration

- Manufacturers' data will be used to identify lower vibration-producing equipment
- Prolonged periods of exposure to hand-arm vibration will be avoided by reducing the time of exposure and, where this is not feasible, the use of anti-vibration gloves

Manual Handling

- The policy of the Schools is to avoid wherever possible the need for any type of manual handling that exposes an employee or student to a risk of injury. To this end, the organisation will:
 - Identify any manual handling operation where there is a risk of injury to any employee. This responsibility lies with the Manager/Head of Department of the task concerned.
 - Identify and implement any reasonably practicable means of avoiding the operation.
 - Where the operation cannot be avoided, the Schools will ensure that a competent assessment of the risks has been carried out, the purpose being to identify any measures that can be taken to control the risks.
 - The assessments will be recorded and will be kept under review and revised as necessary. The records will be held by the Manager of the task concerned.
 - Measures required to control any risks will be taken as far as reasonably practicable.
 - Employees and students will be given information on the load to be handled, in order to enable them to plan the operation.
 - The Schools will keep under review any accidents or incidents related to manual handling and will take remedial action accordingly.
 - Employees who are expected to carry out manual handling tasks will be trained in safe handling procedures.
 - It is the duty of all employees to make full and proper use of safe systems of work and any equipment provided for safety in any handling operation.

Personal Protective Equipment

- The Manager/Head of Department will identify whether there is a need for the use of personal protective equipment under any of the above legislation.
- In doing so, they will first consider how the risk may be controlled at source and treat the requirement for personal protective equipment as a last resort. Wherever it is reasonably practicable, other more positive and effective means will be used.
- Before choosing any personal protective equipment, Managers will ensure that assessments have been carried out of the risk to be protected against and of the equipment to be used to protect any individual. On the basis of such assessments, the suitability of the equipment for protection against the risk will be assessed.
- All PPE that is selected will:
 - a) Be appropriate for the risks involved and the environmental conditions
 - b) Take account of ergonomic requirements and the state of health of any wearer
 - c) Be capable of fitting the wearer correctly
 - d) Be effective to prevent the risks involved without increasing overall risk
 - e) Be compatible with any other item of PPE worn simultaneously.

- Managers will ensure that arrangements are in place for the proper maintenance, cleaning, examination, disinfection, repair and replacement of that equipment.
- Managers will ensure that all PPE is provided and that appropriate storage facilities are available. They will also ensure that employees and students are instructed on the storage requirements and check that PPE is being kept clean and stored properly.
- Managers will ensure that employees and students are instructed and trained where necessary in the proper use of all PPE, the risks against which the PPE is intended to be effective and any requirements for cleaning, examination, disinfection and reporting of defects.
- Managers will take all reasonable steps to ensure that all persons under their control make full and proper use of all PPE provided to them.
- Managers will ensure that records are maintained of the issue of items of PPE.

Work at Heights

- The policy will always be to avoid working at height wherever possible, e.g. by working on an item before it is fixed at high level.
- Where avoidance of work at height is not possible, the decision on access will be based upon a risk assessment which will take account of:
 - How long the task will take
 - Whether access is required to one place or a range of places
 - How many people will be working at height
 - What equipment will have to be carried to height and what materials stored there

And, if applicable:

- Whether the location permits safe erection of permanent access equipment and whether this can be secured against unauthorised access
- Ground conditions for the safe erection of a scaffold or operation of a mobile platform
- Risks caused by the activity of erecting or using platforms
- Working at any height above the floor or ground could be considered to be risky, and so there is no minimum height at which these measures will be taken but experience and common sense is to be used when assessing risks.
- Work at height generally involves the use of ladders or stepladders where permitted. Only competent and authorised employees will be permitted to use these.
- Prior to using any access equipment, employees are required to verify that the equipment is safe and suitable for use by means of visual inspection.
- Access or fall-arrest equipment that may be used in theatre production will be subject to specific procedures implemented by the Production Manager.
- The Head of Facilities operates a permit-to-work system for significant work at height such as roof access.

Management of Contractors

- Health and safety aspects will be given equal consideration to commercial matters in the choice of any contractor.
- The selection of contractors with suitable health and safety credentials is ensured by managing this through a third party specialist consultant who will implement the controls on behalf of the Schools.
- Long-standing contractors will be asked periodically to provide copies of their revised Health and Safety Policy documents.
- Written risk assessments will be requested from contractors in respect of any significant risks associated with their work.
- Method Statements will be required for all construction work and all work involving significant risks such as roof work and hot work.
- The Schools will ensure that contractors are provided with information and instructions concerning any hazards on site and the procedures for avoiding hazard areas.

Display Screen Equipment

Display screen equipment (DSE) is not a health risk in itself, but problems can arise in the way that it is used. It is the policy of the organisation to adhere to the requirements of the Regulations, and the following have been carried out or are planned:

- All DSE users as defined in the Regulations will be identified by their Managers.
- Any risks to health or safety associated with display screen work will be assessed and the assessment will be kept under review. The assessments will be carried out by the DSE users themselves using a checklist which will be reviewed by their Manager.
- Any risks that are identified will be remedied within a reasonable time.
- The work of every DSE user will be planned by the user and their Manager to enable them to have adequate flexibility and mobility including such change from DSE work as to minimise the risk of fatigue.
- Every DSE user will receive basic health and safety training / instruction to enable them to plan their work and adjust their workstation to minimise any risk to health or safety.
- All DSE users have a right to eye and eyesight tests at the expense of the Schools. Those users found to require sight correction for DSE work will have the basic cost of only that correction provided by the Schools.
- The Schools will provide suitable adjustable chairs and properly designed desks to enable the correct layout of all DSE and associated equipment, and staff will be consulted in the selection and layout of the workstation equipment.
- Employees are encouraged to report to their Manager any concerns or discomfort associated with their workstations.

Monitoring of Health & Safety

- The Schools have a clear commitment to monitor the way health and safety is managed.
- Monitoring will be carried out in a systematic way, in accordance with a plan co-ordinated by the Head of Facilities.
- The purpose of monitoring will be to review regularly the arrangements in place for the management of health and safety, in order to determine whether they are adequate and effective and whether further measures are required in order to meet a proper level of health and safety management.
- The monitoring plan will normally encompass the following:
 - Annual review and audit of the health and safety management arrangements and risk assessments will be carried out by external health and safety consultants
 - Any accident and incident records will be reviewed by the Health & Safety Management committee.
 - A programme of premises inspections.

Arrangements for Consultation

- Employees will be consulted in good time about matters relating to their health and safety at work. Those matters will include:
 - Any measure at workplace which may substantially affect their health and safety
 - Arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures
 - Information about risks to health and safety
 - The planning and organising of any health and safety training
 - The health and safety consequences for them of any new technology planned to be introduced to the workplace
- Day-to-day communication is carried out by means of e-mail and it is planned that a digital health and safety information centre will be set up.

Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the School will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

The Heads of Departments are responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The Principal will ensure a suitable mentor is appointed with whom the Young Person can confide in. The Mentor will assist the Young Persons to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

New and Expectant Mothers

The School has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999 the School,

on notification, will assess the individual and their workplace to ensure they, (and the unborn child) are not exposed to undue risk.

Employees becoming pregnant or having recently given birth are to notify their Line Manager/Supervisor so that an assessment can be carried out and appropriate arrangements made.

The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so will be taken. Alternatively, dependant on the circumstances at the time, the School may suspend the individual from further work, on full pay, in accordance with the Employment Rights Act.

In order to protect the unborn child, if the School becomes aware of any case of Rubella (German Measles) among the staff the expectant mother will be informed immediately and given to opportunity to be suspended from work (on full pay) in order to minimise the risk of exposure.

Lone Working

A lone worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. The **Head of Department** shall identify situations where people work alone and in conjunction with the **Head of Facilities** ensure site specific assessments are completed where required.

Staff who comes into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all staff are trained in managing conflicting situation by dynamically assessing the situation and employing suitable responses.

Head of Department is responsible for:

- Ensuring that written role and task risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training;
- Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident;
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents;
- Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and, training on the risks they are exposed to and the precautions to be used.
- Lone Workers are responsible for:
 - Taking reasonable care to look after their own Health and Safety;
 - Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
 - Safeguarding the Health and Safety of other people affected by their work;

- Participating in training designed to meet the requirements of the Health and Safety policies and procedures;
- Operating authorised equipment in accordance with relevant safety instructions and any training they have been given;
- Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents, or incidents that could have given rise to an accident;
- Notifying their manager, at the first opportunity, of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from the **Head of Facilities** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors

Working Time

It is the School's policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- Employees will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- Young Workers, under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- Employees will be provided with a rest period of 11 consecutive hours rest in each 24 hour period
- Young Workers, under 18 years of age will be provided with a rest period of 12 consecutive hours rest in each 24 hour period
- An Employee will be provided with one day off a week; this can be averaged over 2 weeks
- Young Workers, under 18 years of age will be provided with 2 day off a week; this cannot be averaged over 2 weeks

A record of working hours will be kept and averages of defined 17 week periods will be maintained by Head of Department. Excessive work is defined in excess of 48 hours.

Health Surveillance

Due to the known risk of long term ill-health effects of exposure to Wood Dust and Medium Density Fibreboard (MDF), the School may establish, in addition to routine monitoring of the working environment, a programme of health surveillance in order to identify any adverse effects at an early stage. Health effects may include Nasal Cancer and respiratory problems which include occupational Asthma.

Health surveillance and pre-employment/routine medicals will be arranged by the **HR Manger** who will maintain the appropriate Health surveillance/Immunisation records with the individual's personnel file. Records of health surveillance for each of our employees will be retained for 40 years.

Where necessary, employees will be submitted for further medical examinations and tests to ensure that any abnormalities noted during routine screening are addressed as soon as practical. During periods of additional screening, and in consultation with the individual, the **HR Manger** will arrange for the employee to be employed on other duties away from the hazard.

Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the School has access to competent Health & Safety advice. This advice is available from:

Phoenix Health & Safety

Tel: 0345 500 8811

Email: info@phoenixhsc.co.uk

Qualifications in Health & Safety includes:

MSc in Occupational Health and Safety Management

Chartered Member of the Institute of Occupational Safety and Health (CMIOSH)

Corporate Member of the International Institute of Risk and Safety Management (MIIRSM)

NEBOSH Diploma in Occupational Health & Safety

NEBOSH Specialist Diploma in Environmental Management

Data Protection

The Facilities Manager will ensure the School will comply with the Data Protection Act 1998, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Civil Claims

The School will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore it is important that any claim (and subsequent correspondence received) is notified to the Facilities Manager and acknowledged without delay.

Where the claim is verbal, ask the person making the claim to put their comments in writing and forward to the Facilities Manager, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to **Head of Facilities** in accordance with procedures

Occupational Stress

Systems of work that give rise to risk of stress are clearly not safe, and the School therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

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

The School is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the School will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **HR** Manager who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Environment

The School will take all reasonable steps to minimize as far as practicable the impact of its activities on the environment. The School recognises its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The School does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimize any detrimental environmental effect.

The School will endeavour to control its following activities:

- Consumption of energy;
- Use of packaging materials;
- Emissions;
- Use of transport;
- Volume and treatment of waste;
- Noise in residential areas.

The School will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the School will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The Facilities Manager will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of this school that where waste is generated during the course of its activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down school procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The Principal will lead the process of implementing this policy and will keep the policy under continual review.