

# The Heights Primary School Policy for **Health and Safety**

Version 2.2

**Responsible officer:** Governing Body  
**Responsible Committee:** Premises & Finance Committee

Date of last review: April 2018  
Date of next review: April 2019



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<u>Version</u>	<u>Date</u>	<u>Updated/reviewed</u>
1.1	June 2014	First version finalised
1.2	January 2015	First version updated
2.1	March 2016	First draft revised version
2.2	April 2018	Reviewed and version number updated, nod significant changes

## **Section 1: HEALTH & SAFETY POLICY STATEMENT**

### **General Statement**

The health and safety of all pupils, staff, parents, visitors, contractors and others is of paramount importance to The Heights Primary School and we aim to provide a safe and healthy environment for all to enjoy.

All relevant health and safety legislation has been reviewed when setting our Health and Safety Policy objectives and the management of health and safety is considered a priority. Senior Management of the school recognise and accept their health and safety responsibilities.

### **Objectives & Commitment**

The Governing Body of The Heights Primary School is committed to ensuring that every effort is made to maintain safety standards at the highest possible level.

This policy document explains in broad terms what must be done by everyone collectively to achieve these objectives. The principal aim is to provide a sound basis for co-operation between the school's leadership, staff and pupils in order to stimulate a continuous improvement in our health and safety performance.

Our commitment to achieve our objectives is demonstrated by:

- The allocation of adequate resources to ensure the health and safety of pupils and staff and to promote a positive safety culture.
- Identifying significant health and safety hazards and implementing appropriate risk control measures in accordance with this policy.
- Working to safety standards which satisfy statutory requirements and reflect good practice.
- Continuously reviewing and developing these standards to account for changes in legislation, industry practice and/or technology.

### **Legal Obligations**

The School recognises and accepts the legal duties set out in the Health and Safety at Work Act 1974 and other statutory requirements which are in place to protect health and safety at work. Specifically, we will ensure:

- The provision and maintenance of safe plant and equipment.
- The safe use, storage and handling of substances and work articles.
- The provision of information, instruction, training and supervision.
- The maintenance of safe and healthy work conditions.
- That staff are consulted on matters affecting their health and safety.

All health and safety documents and records are kept by the Business Manager and will be freely accessible to members of staff. In addition, such information will be available upon request to third parties who may be affected by our work.

The Business Manager will collectively consult with members of staff on health and safety matters that affect them and health and safety will be discussed at staff meetings. Individual consultation on a one to one basis will take place prior to the allocation of any specific health and safety responsibilities and/or functions.

Members of staff will receive all necessary information, instruction and training to ensure that they are competent to safely complete their work activities and have a comprehensive understanding of their job responsibilities. Training will be refreshed as and when required and training records will be kept by the Business Manager

Should any member of staff have any questions on health and safety related matters they shall will raise it with the Business Manager in the first instance.

### **Responsibilities of Members of Staff**

All members of staff will be required to take reasonable care for their own health and safety and that of pupils and other persons who may be affected by their acts or omissions.

Specifically, members of staff will:

- Work in adherence with all safety signs, instruction and training.
- Work in adherence to risk assessment and method statement requirements.
- Maintain equipment in a safe condition and in good working order.
- Keep all areas in a clean, tidy and safe state.
- Refrain from tampering, misusing or interfering with any items provided for health and safety purposes.
- Report all near misses, accidents and dangerous occurrences.
- Report any health and safety queries or concerns to the Business Manager.

Expert advice will be sought when necessary and in order to assist us in our undertaking we have appointed The Compliance Group (TCG) to provide competent advice and guidance to which we will duly adhere. (Tel. 01256 384700).

**Arrangements for Monitor & Review**

The contents of this policy will be kept up to date and reviewed at least annually, or sooner in the event of any significant legislative or operational changes.

Signed:

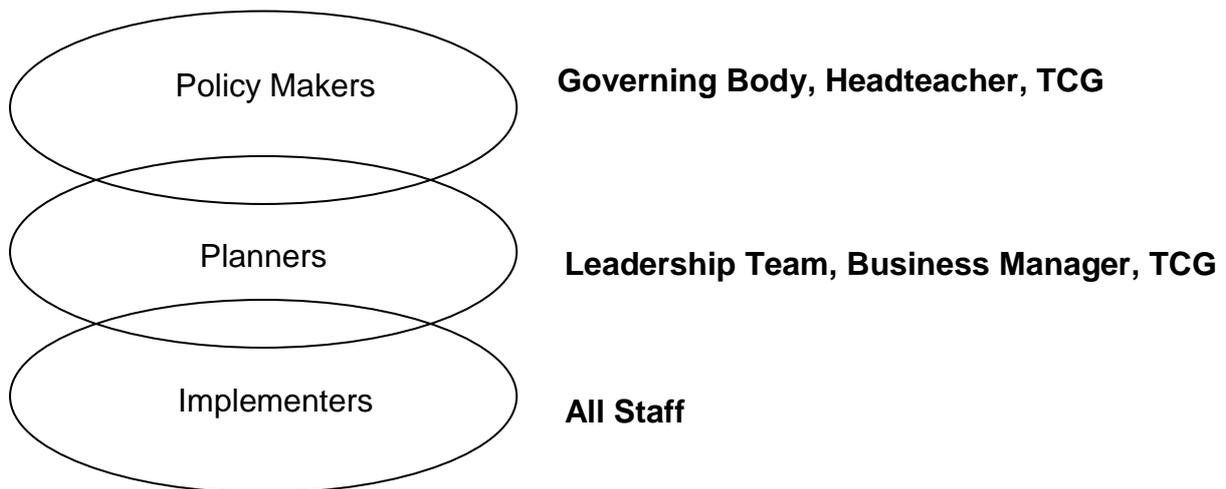
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## Section 2: Organisation / Responsibilities

The Heights Primary Leadership and staff understand and accept their health and safety responsibilities, individually and collectively.

### Health & Safety Management Structure



### Personnel with allocated Health & Safety Responsibilities

<b>H&amp;S Responsibilities</b>	<b>Name</b>	<b>Job Title</b>
H&S Policy and overall H&S Management	Karen Edwards	Headteacher
Day to day H&S monitoring and compliance	Caroline Hoyle	Business Manager
First Aid	As First Aid List	
Fire Marshals	Karen Edwards Caroline Hoyle	

## **The Governing Body**

The Governing Body is ultimately responsible for health, safety and welfare within The Heights Primary School. It will:

- Appoint a suitably qualified person or organisation to act as the school's Health & Safety Advisor;
- Prioritise health and safety matters within the School Development Plan and monitor the allocation of funds based on suitable and sufficient risk assessments
- Have health and safety as a standing item on the agenda of all meetings.
- Cooperate with the school's Health & Safety Advisor, on matters of health and safety; and
- Nominate a Link Governor with responsibility for Health and Safety who will carry out regular inspections with the Health & Safety Advisor and report back to the Governing Body

## **The Headteacher**

**Karen Edwards** has overall responsibility for the implementation and monitoring of the establishments health and safety policy by:

- Line managing the Leadership Team;
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses and in particular ensuring that an adequate number of member of staffs are trained as Trained First Aiders
- Liaising with the Governing Body over health and safety issues.
- Keeping up to date with National Health and Safety issues and priorities.
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings.
- Organising and implementing regular inspections in consultation with the Business Manager.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities and reviewing these annually;
- Ensuring that health & safety is an assessment criterion in all performance appraisal schemes and undertaking an annual health and safety training needs analysis of all members of staff;
- Formulating and implementing a plan for the management of critical incidents and ensuring that all staff members are aware of this plan
- Include health and safety in all new member of staff's induction.
- Monitoring departmental documentation, risk assessments, practices and procedures.
- Encouraging and supporting members of staff in completing risk assessments for pupils giving cause for concern.
- Supporting members of staff with personal safety issues including stress and well-being.
- Ensuring off site educational visits are approved and appropriately staffed.

- Ensuring all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Ensuring health and safety is a standing item on all agendas.
- Ensuring that pupils are aware of relevant health and safety issues and that these are being continually reinforced.
- Making regular reports to the Governing Body on health and safety considerations.

### **The Business Manager:**

**Caroline Hoyle** is the manager with day to day responsibility for monitoring health and safety compliance and with the Headteacher will implement the school's Health and Safety Policy.

This will involve:

- Being available to any member of staff to discuss any health and safety issues that are raised.
- Taking appropriate action to remove or reduce potential hazards in conjunction with line management.
- Ensuring that adequate trained first aid cover is available for on /off site activities.
- Receiving reports concerning hazards and responding to these reports, within a reasonable period of time.
- Keeping the Headteacher informed of any serious or significant health and safety issues.
- Ensuring that the circumstances of accidents are investigated and recorded, and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- Ensuring that any incidents or accidents that are reportable under RIDDOR, including accidents necessitating absence from work for more than 7 days, major injuries or dangerous occurrences, are reported to the Authorities.
- Ensuring that suitable and sufficient risk assessments are carried out for work tasks and safe systems of work devised where necessary (e.g. method statements).
- Co-ordinating health and safety responses for tender applications.
- Ensuring that the school follows the correct procedures when monitoring health and safety issues on-site regarding school appointed contactors.
- Ensuring that all contractors and their employees are fully briefed on health and safety site issues.
- Ensuring that all personnel who are on site, including parents, visitors and contractors, are made aware of any hazards on site, including hazards caused by any maintenance or building work.
- Organising and ensuring the completion of the planned programmed maintenance of plant and equipment.
- Arranging and ensure the completion of the annual electrical testing programme and report/act upon any findings
- Maintaining accurate records of all equipment and resources.

- Carry out the responsibilities of the Site Manager unless one is formally appointed;
- Purchasing and maintaining all equipment and resources to prescribed standards.

### **Site Manager**

The Heights Primary School Site Manager (when appointed) will be specifically responsible for the following:

- Carrying out daily checks of the site and take appropriate remedial action.
- Prioritising and processing maintenance forms.
- Reviewing progress regularly with the Business Manager.
- Carrying out termly fire drills, weekly fire tests, checking fire extinguishers and maintaining the Fire Safety Folder.
- Carrying out monthly water temperatures tests and maintain the Water Hygiene Folder;
- Alerting the Headteacher and Business Manager to issues of security and lone working

### **School Secretary**

The School Secretary of The Heights Primary School is specifically responsible for the following:

- Checking that all office risk assessments are completed and reviewed.
- Ensuring that visitors are registered, wear a badge and are briefed on the emergency procedures.
- Ensuring that hazard reporting and maintenance documentation is actioned.
- Ensuring that Accident and Physical and Verbal Abuse documentation is completed and reported to the Headteacher.

### **.All Members of staff**

All members of staff have a responsibility while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the Management of The Heights Primary School in the interests of health and safety.

Breaches of Health and Safety legislation are criminal offences. In addition, failure to comply with the school's safe working practices and procedures, is potentially a disciplinary offence.

Members of staff will be responsible for:

- Taking reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions at work and ensure that others, particularly pupils, do not undertake unsafe acts.

- Co-operating fully with other members of staff to enable the school to comply with its statutory duties in regard to health and safety.
- Making themselves familiar with, and complying with, all instructions, guidance and advice given in the interest of health and safety, including rules, evacuation procedures, and safe systems of work.
- Reporting to the Business Manager all accidents, dangerous occurrences and any other matters of concern relating to health and safety.
- Ensuring all equipment is used safely and in the correct fashion and for the correct task.
- Ensuring excellent housekeeping standards are maintained and any hazards are removed wherever possible or reported to management.
- Reporting all defects on the maintenance forms and return them to the school office.
- Completing and actioning risk assessments for all potentially hazardous on/off site activities.
- Raising health, and safety and environmental issues with pupils as appropriate.

### **Pupil Responsibilities**

Pupils will be encouraged and required to:

- Behave always in a way that does not put their health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, items provided for their health, safety and welfare.

## **Section 3            Arrangements for Health & Safety**

The arrangements for managing health and safety at work are summarised in this section of the policy document. The following topics will be considered:

- 3.1 Accident Reporting & Investigation
- 3.2 Asbestos
- 3.3 Construction / Refurbishment Projects
- 3.4 Consultation with members of staff
- 3.5 Control of Contractors
- 3.6 Control of Visitors
- 3.7 Control of Substances Hazardous to Health (COSHH)
- 3.8 Display Screen Equipment (DSE)
- 3.9 Driving
- 3.10 Electrical Safety
- 3.11 Fire Prevention & Safety
- 3.12 First Aid
- 3.13 Insurance
- 3.14 Lone Working
- 3.15 Manual Handling
- 3.16 New & Expectant Mothers
- 3.17 Notices & Signs
- 3.18 Risk Assessments
- 3.19 Slips & Trips
- 3.20 Smoking
- 3.21 Training & Supervision
- 3.22 Waste & Environmental
- 3.23 Work At Height
- 3.24 Work Equipment
- 3.25 Workplace Health, Safety and Welfare
- 3.26 Young Persons

### 3.1 Accident Reporting & Investigation

An accident is an unplanned event which leads to injury or ill health; damage to property, plant, or the environment, or any increased liabilities.

All accidents that occur will be recorded in the accident book and reported to the Business Manager. The accident book will be compliant with data protection requirements. The Business Manager will be responsible for completing the accident book entry. Unsupervised members of staff should not log accidents.

Accidents involving pupils visitors, contractors or members of the public, will also be reported to the Business Manager and recorded in the accident book.

The Business Manager will investigate all accident reports and implement adequate control measures to prevent a recurrence. Where necessary risk assessments will be reviewed and staff training needs assessed / re-assessed.

Staff should also report any '**near misses**' – these are situations where there was potential for an accident but for various reasons no personal injury, damage or other financial loss occurred.

#### Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR)

When required, the Business Manager will complete a RIDDOR report and send it to the Enforcing Authority. This will normally be submitted online via the RIDDOR website <http://www.riddor.gov.uk> TCG will assist as required.

Examples of RIDDOR reportable incidents include:

- If a member of staff is unable to attend work or carry out their normal duties for more than 7 days following a work related incident.
- If a person is hospitalised for more than 24 hours following a work related incident.
- Certain specified injuries such as major fractures, dislocations, electric shock, loss of sight etc.
- Certain specified dangerous occurrences (e.g. gas leaks).
- Certain specified diseases arising from work activities (e.g. asbestosis).

### **3.2 Asbestos**

The Heights Primary School will protect members of staff, pupils and other persons from exposure to asbestos containing materials, so far as is reasonably practicable.

Under no circumstances will any member of staff undertake work involving the removal or disturbance of asbestos materials or coatings. This includes drilling, cutting, sawing or otherwise disturbing any material which does (or may) contain asbestos. Where work is required involving asbestos, a HSE licensed contractor will be used.

### **3.3 Construction & Refurbishment Projects**

Any construction or refurbishment project will be properly planned and specific risk assessments and method statements carried out. Senior management will be responsible for over-seeing all related contractor activity.

If planned works come under the remit of the Construction (Design and Management Regulations) 2015, a competent Principle Designer will be appointed to manage the project and ensure statutory compliance. All persons involved in the work will be competent with the right skills, knowledge, training and experience.

### **3.4 Consultation With Members of Staff**

The Heights Primary School will consult with members of staff on all issues that could directly affect their health and safety at work. This will normally take the form of collective consultation at staff meetings but also, where appropriate, it may take place on an individual basis (e.g. prior to the allocation of any specific health and safety responsibilities such as a first aider, fire warden etc.).

Health and Safety will be a standing item on the agenda of each meeting of the Governing Body.

### **3.5 Control of Contractors**

Appropriate measures will be taken to ensure that all contractors and sub-contractors working on site or on instruction from The Heights Primary School do not place themselves, colleagues or any other persons at risk. The following will be undertaken before any significant contractor activity takes place on instruction from the school:

- Initial planning of the work in order to determine the nature of hazards which may arise (prior to appointing a contractor).
- Selection of a competent contractor who has the expertise and resources to carry out the work safely.

- Working with the contractor to ensure that all significant hazards have been identified and plans are established to ensure the risks are suitably controlled (i.e. risk assessments, method statements and monitoring by inspections).

#### Selection of contractors:

The Heights Primary School will take all reasonable steps to ensure that contractors are competent and to this end will require contractors carrying out any high risk tasks to provide the following information prior to starting work:

- A copy of their Health and Safety Policy (or summary).
- Relevant risk assessments.
- Clear method statements describing what work will take place and the specific safety precautions that will be implemented.
- Evidence of their competency, such as relevant qualifications, CSCS certification, accreditation, membership of professional bodies etc.
- Confirmation of public liability insurance and level of indemnity will also be obtained from contractors.

#### Contractors at the school:

All necessary health and safety information and instruction will be given to contractors prior to any work commencing. Contractors must gain authorisation from the supervising member of staff before starting work - this will apply each day if their work is over a prolonged period.

Where necessary, other members of staff will be advised of the contractor's activities and steps will be taken to ensure disruption is kept to a minimum.

Contractors are also required to comply with the Visitor Policy (PF4),

### **3.6 Control of Visitors**

Please refer to separate Visitor Policy (PF4)

### **3.7 Control of Substances Hazardous to Health (COSHH)**

A substance is 'hazardous' if it has the potential to cause harm in the form in which it is used in any given work activity. Examples include: chemical agents with labels such as toxic, irritant, corrosive, harmful etc, biological agents such as harmful micro-organisms, and substantial concentrations of airborne dust.

The Heights Primary School will do all that is reasonably practicable to ensure that staff, pupils and other persons are not exposed to substances which are hazardous to health.

Where it is not possible to completely avoid contact with a hazardous substance, an assessment will be carried out and suitable control measures implemented based on the following hierarchy of controls:

- Substitute substance for a safer alternative.
- Reduce / minimise the quantities used and stored.
- Enclose the work process / work area.
- Install local exhaust ventilation (LEV) to ensure hazardous materials do not enter the work area beyond a particular point.
- Supply and maintain suitable PPE but only as a last resort when the engineering controls outlined above are not fully effective.

The assessment will give due consideration to any other persons in the vicinity who could potentially be affected by the work process.

### Chemical Substances:

A full inventory will be compiled of all chemical products which are routinely used and safety data sheets for each will be held on file.

The member of staff responsible will also ensure that any work tasks involving the use of chemicals is:

- Properly planned.
- Appropriately supervised.
- Completed in a safe manner by persons trained in the necessary safety precautions, including the use of any required PPE.

### **3.8 Display Screen Equipment (DSE)**

It is The Heights Primary School policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).

A competent person will advise on workstation set up and conduct assessments of all DSE workstations used by staff for their normal work tasks. All our desktop workstations will meet the minimum requirements set out in the Schedule to the Regulations.

All computer users will be given appropriate and adequate training on the health and safety aspects of DSE work. Further training and information will be given whenever the organisation of the workstation is substantially modified or the job function changes significantly.

Through provision of applicable safety measures, the risks to users of DSE will be reduced to the lowest extent reasonably practicable.

DSE users will be encouraged to take periodic breaks away from their computer – it is recommended this equate to a few minutes each hour.

Upon request, the cost of an annual eyesight test will be refunded to DSE users – prior agreement will be required from the Headteacher. (This applies only to those

staff who use a computer for a significant part of their working day – not those who occasionally use a computer or those who use them for only short periods).

### **3.9 Driving**

Some members of staff may be required occasionally to drive for school purposes. e.g. to attend meetings etc.

The school will undertake periodic audits of staff driving licences to ensure compliance with insurance stipulations.

### **3.10 Electrical Safety**

The Heights Primary School will take all reasonably practical measures to ensure that members of staff and pupils are not at risk from electricity whilst at work.

All fixed electrical installations will be installed and maintained by competent persons and in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations.

In conjunction with the landlord, fixed wiring tests will be carried out in line with statutory requirements and insurance guidelines (advised every 5-10 years).

Electrical inspection and testing of the school's equipment will be carried out on portable electrical appliances according to:

- Those who will use it.
- The frequency, duration and intensity of use.
- Environmental factors (e.g. offices or field servicing).
- The consequences of failure

Users of electrical equipment will be trained to conduct regular visual inspections prior to use and at periodic intervals. All defects or concerns will be reported to the Business Manager.

Members of staff will generally not be permitted to bring in electrical appliances from home. All appliances necessary for work will be provided for them by the school.

If any item of electrical equipment is found to be, or suspected to be, unsafe it will be removed from use immediately.

Electrical maintenance tasks will only be carried out by qualified engineers and members of staff will not attempt to repair, replace or otherwise modify electrical equipment or installations.

### **3.11 Fire Prevention & Fire Safety**

Please refer to separate Fire Risk Policy (PF8)

### **3.12 First Aid**

Please refer to separate policy for First Aid and Management and Administration of Medicines (PSW 10)

### **3.13 Insurance**

#### Employers' Liability:

The Business Manager will ensure that there is adequate Employers' Liability cover against injury or disease to members of staff arising out of their work activities, in accordance with The Employers' Liability (Compulsory Insurance) Act 1969.

The policy will provide cover for at least £5 million arising out of any one occurrence.

A copy of the current Employers Liability certificate will be displayed for staff to see.

Expired insurance certificates will be retained for a minimum period of 40 years.

#### Public Liability:

The Business Manager will ensure there is adequate Public Liability insurance to cover potential compensation claims from members of the public or other corporate bodies, including contractors and sub-contractors.

#### Motor Insurance:

Arrangements will be made to ensure that the schools vehicles (if any) will have adequate motor insurance in place.

Members of staff using their own privately owned vehicles for work purposes will be required to ensure they have their own adequate private motor insurance to cover "business use" and may be asked for evidence of this.

### **3.14 Lone Workers**

Please refer to separate Lone Working Policy (PSW 21)

### **3.15 Manual Handling**

Manual handling is any activity that requires the “transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force.”

The Heights primary School will aim to avoid hazardous manual handling tasks in the first instance so risk of injury is eliminated. Where manual handling operations cannot be avoided every effort will be made to reduce the risk to the lowest level that is reasonably practicable.

Based on the findings of risk assessments, suitable steps will be taken to prevent any risk of injury (e.g. changes to the working practice, provision of handling aids etc.).

Members of staff who routinely carry out manual handling operations will be given specific training and will thereafter make full and proper use of any measures implemented to reduce the risk of injury, e.g. adhering to proper lifting techniques, using handling aids and obtaining assistance when required.

Where possible, all heavy loads will be clearly marked with their weight (and their heaviest side if the centre of gravity is not central).

### **3.16 New & Expectant Mothers**

The Heights Primary School will ensure that the health, safety and welfare of any member of staff who is a new\* or expectant mothers is maintained.

*\* New mothers are classed as those who have given birth within the last six months or are still breastfeeding.*

To this end, expectant mothers are asked to notify the Headteacher of their pregnancy as soon as they feel able to do so. Likewise, new mothers will be asked to notify the Headteacher well in advance of returning to work after maternity leave.

The Business Manager will ensure that a specific risk assessment is carried out with each new and expectant mother and this assessment will be kept under review so that new and expectant mothers are not exposed to any risks that could potentially harm them or their babies. TCG will advise as required.

The following activities are deemed “high risk” for new and expectant mothers and they will therefore be prohibited from undertaking them:

- Hazardous manual handling.
- Exposure to chemical or biological agents (e.g. as a first aider).

- Exposure to excessive noise and vibration (e.g. from routinely using power tools)
- Lone working and/or night work

In addition, long working hours will be avoided and additional rest and welfare breaks will be permitted, as agreed in advance as part of the assessment.

### 3.17 Notices & Signs

All required statutory health and safety notices will be clearly displayed in a prominent position (e.g. on a health and safety notice-board).

These notices will include:

- A copy of the Health and Safety Policy Statement.
- A copy of the current Employers' Liability certificate.
- The Statutory HSE Law Poster: "What You Need To Know".

In addition, statutory safety signage will be clearly displayed in accordance with the Health and Safety (Signs and Signals) Regulations 1996.

### 3.18 Risk Assessments

The Heights Primary School will ensure that all significant risks to health and safety are identified and formally assessed.

Assessments will be carried out by 'competent' persons who will have sufficient knowledge, experience and understanding of the work processes conducted by the Company and the inherent risks that they may present. Where appropriate, guidance will be given by TCG.

All risk assessments will be 'quantitative' in nature and provide an estimated probability (a "risk rating") based on the following equation:

*Likelihood of harm being realised*                      x                      *severity of any consequences*

If existing precautions are deemed insufficient (indicated by a high risk rating) additional control measures will be implemented to reduce any residual risk to the lowest level reasonably practicable.

Due consideration will be given throughout the risk assessment process to non-members of staff, such as contractors, visitors, members of the public etc.

In addition to general "workplace" and "work task" risk assessments for our office and operations, the following specific types of risk assessment will be conducted when required.

- Fire Safety
- Manual handling.
- Display Screen Equipment.
- COSHH (Control of Substances Hazardous to Health).
- New & expectant mothers.

Each project will have a specific suite of risk assessments prepared for the work which will be undertaken.

Risk assessments will be reviewed periodically (at least annually) but sooner if there are any significant changes to statutory requirements or to the work environment, operational processes or personnel. Reviews will also take place following any accidents and significant near misses.

The key findings of all assessments will be communicated to relevant members of staff along with any other necessary safety information (e.g. additional safety precautions, new safe systems of work, new safety equipment etc).

### **3.19 Slips & Trips**

The Heights Primary School will insist that all staff adhere to the highest standards of tidiness and housekeeping, not only to reduce the likelihood of any slip / trip type accidents occurring but also to minimise potential fire hazards (e.g. no accumulations of combustible waste).

Regular inspections will be undertaken by the Site Manager and any necessary action will be taken and communicated to staff.

Every member of staff will be responsible for keeping their work areas tidy, including when working off site, and ensuring that:

- Walkways are kept clear and free from obstruction.
- No fire escape routes or fire exits are ever obstructed, even for short periods.
- Items are stored safely in their designated locations.
- There are no trailing cables or other trip hazards.
- Spillages are cleared up immediately.
- All waste materials are regularly removed and safely disposed.

### **3.20 Smoking**

The Heights Primary School operates a strict no smoking policy and smoking is strictly prohibited throughout the entire workplace without exception.

Clear no smoking signage is displayed by all entrances to comply with smoke-free legislation.

### **3.21 Training & Supervision**

#### Training:

All training necessary to ensure the health and safety of members of staff will be provided by the school.

Every new starter will be given a comprehensive health and safety induction on their first day with the school. Thereafter, the Headteacher and Business Manager will be responsible for providing any further training which may be necessary to ensure that staff are able to work without risk to themselves or others.

The Business Manager will keep records of all health and safety training that takes place.

Any member of staff who has concerns about the level of safety training they have received will be instructed to raise them with the Business Manager.

#### Supervision:

All staff will receive adequate supervision for their work tasks. The level of supervision required will depend on the nature of the work, associated risks and the member of staff's level of competence.

Additional supervision will be given to new starters and those members of staff who transfer job role. Supervising staff will receive the necessary training and support that they require.

### **3.22 Waste & Environmental**

The school will ensure that adequate arrangements are in place so that all waste is managed safely, i.e. removed from site and disposed of without risk to health or causing harm to the environment.

Rubbish will be collected from site weekly and from rooms daily.

Recycling opportunities will be considered wherever possible.

Confidential waste will be destroyed.

### **3.23 Working At Height**

Work will be considered “at height” if a person could be injured in the event of a fall.

The Heights Primary School will endeavour to avoid work at height in the first instance, but:

- Except in an emergency work at height will only be carried out by contractors employing suitably trained personnel;
- If it is not possible to avoid work at height, equipment and other measures will be used to prevent falls.
- If it is not possible to eliminate the risk of falling, equipment and other measures will be used to minimise the distance and consequences of a fall should one occur.

All work at height will be properly planned, adequately supervised and carried out in the safest way reasonably practicable and in accordance with specific risk assessments and method statements.

Supervising staff will ensure that any place where work at height will be carried out is safe. Suitable and sufficient surveys/inspections will be conducted prior to work commencing by competent persons.

All equipment provided for work at height will be fit for their purpose, have the necessary safety features and be properly maintained. All ladders and access equipment owned by the school will be listed on a formal register and will be inspected every 3 months.

### **3.24 Work Equipment**

The Heights Primary School, will ensure that all work equipment provided for use, whether purchased or hired, is safely constructed and fit for its intended purpose. Risk assessments will consider any hazards arising from the operation of work equipment.

Supervisors will ensure that equipment supplied is CE marked and compliant with all relevant EU safety standards and supply requirements.

Formal records will be kept of all of equipment maintenance.

We will ensure that members of staff receive all necessary information, instruction and training so that they are competent to use any work equipment with which they are provided.

Staff will conduct visual inspections of work equipment prior to use and report any defects to the business Manager. Defective (and suspected defective) work equipment will be taken out of use.

### **3.25 Workplace Health, Safety and Welfare**

The Heights Primary School will provide a safe workplace with safe access and egress for all members of staff and other parties.

The workplace and all work equipment within them will be maintained in a safe condition with particular consideration given to maintaining the following:

- Adequate ventilation, temperature\* and lighting levels.
- Cleanliness and good hygiene standards.
- Sufficient working space and suitable workstation designs.
- Suitable floors and traffic routes with no trip hazards.
- Safe windows which do not present risk of falls from height.

*\* The minimum temperature permitted for a workplace is 16°C (13°C where the work involves severe physical effort). There is no maximum temperature specified but it should be reasonable.*

We will ensure that all necessary welfare arrangements are provided and maintained at our office and for staff working off site, including:

- An adequate supply of drinking water.
- Facilities for rest and meal breaks.
- Facilities for changing clothes and accommodation for clothing (if required).
- Adequate washing and sanitary facilities.

All members of staff will assist in maintaining safe places of work by:

- Keeping their work areas tidy.
- Removing any waste and unnecessary clutter.
- Ensuring all walkways and escape routes are kept free from obstruction at all times.
- Cleaning up spillages immediately.
- Not misusing, tampering or otherwise interfering with any items provided for health and safety purposes (e.g. safety signs, first aid boxes, fire extinguishers etc).

### **3.26 Young Persons**

Young Persons are those of school leaving age but have not yet reached eighteen. They are deemed to be at increased risk in the workplace due to their likely inexperience and possible immaturity.

The Heights Primary School will give specific consideration in risk assessment to any members of staff who are Young Persons and ensure that any additional safety measures recommended are implemented. Levels of supervision will also be increased where required.

At present there are no young persons employed by the School.

## **Section 4: Monitor and Review**

We will utilise two principal techniques to monitor health and safety performance:

1. Active Monitoring:

Checks will be carried out to ensure that safety standards are being maintained and to proactively identify any problems before they cause a fault, accident or injury. Active monitoring will involve:

- Regular internal safety inspections carried out by the Site Manager and the Business Manager.
- Planned preventative maintenance arrangements.
- Risk assessments.
- External inspections by health and safety specialists (e.g. TCG).

2. Reactive monitoring:

Reactive monitoring will involve the collection and analysis of data following health and safety failures, such as:

- Accident investigation reports.
- Incidents of property or equipment damage.
- Near miss reports.
- Cases of work related ill health.

Through the implementation of the above techniques, information will be collected and used to improve health and safety performance (e.g. reduced accident rates, lower equipment failure rates, less lost time incidents etc.).

Reviewing Performance:

An annual review will be conducted to assess compliance with the Heights Primary School's own health and safety standards as well as those set out in legislation and associated HSE guidance. The review will focus on the health and safety management system and general safety arrangements but will also incorporate an inspection of the workplace.

Recommendations on health and safety will be made to establish a benchmark for year on year progression.