

# HEALTH AND SAFETY & RISK ASSESSMENT POLICY

This Policy is applicable to all pupils, including those in the EYFS



1.0		Organisation details	
Organisation name:	Spring Grove School		
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Nature of business:	School		
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2.0		Document control		
Policy issue date	Amendment number	Date amended	Person amending	Remarks
Jan 2013				
Feb 2015	001	02/15	Simon Wakeham	New revised 2015 H&S policy
June 2015	002	06/15	Sarah Peirce	New revised 2015 H&S policy

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## 4.0 Policy statement

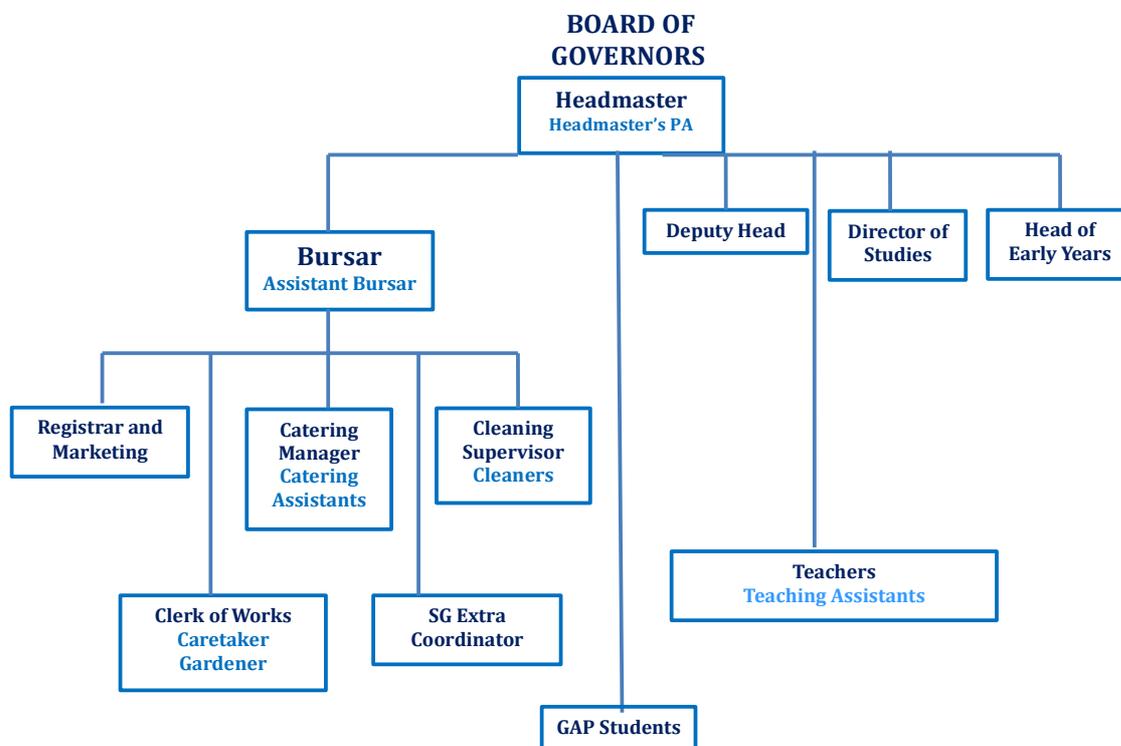
Spring Grove School (SGS) regards the health, safety and welfare of its employees, pupils and those who may be affected by its activities as being of prime importance. The following statement recognises our obligations under the **Health & Safety at Work etc. Act 1974**, including all relevant regulations and approved codes of practice additional to the Act. Our statement of general policy is to:

- to take all necessary steps to comply with all health and safety statutory instruments;
- to maintain safe and healthy working conditions for staff, pupils and for any others that may use our premises,
- provide and maintain plant, equipment and machinery, and ensure safe storage/use of chemicals and potentially hazardous substances;
- to assign managers and staff individual health and safety responsibilities;
- to provide adequate training to ensure employees are competent to do their work;
- to ensure that suitable and sufficient arrangements are in place to supervise all activities that take place on our premises;
- to provide suitable and sufficient resources to deal with any first aid incidents, or suspected cases of ill-health that may have been caused by work activities;
- to engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health;
- to provide adequate training to ensure employees are competent to do their work;
- to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities;
- to complete a fire risk assessment and any necessary remedial works to ensure compliance with the **Regulatory Reform (Fire Safety) Order 2005 (FSO)** and its associated guidance material;
- to complete and record appropriate fire safety checks on a regular basis;
- to implement emergency procedures, so ensure that the premises is evacuated safely in case of fire, or other significant incident;
- to follow competent advice provided by our retained health & safety consultant, Simon Wakeham @ HSE Advisor Ltd.;
- to ensure that any asbestos present in our premises is identified in a management plan and treated so that the associated risks are reduced to an acceptable level;
- to review and revise this policy on an annual basis.

<b>Signed:</b>		<b>Designation:</b>	Bill Jones Head Master
<b>Date:</b>	01-02-2015	<b>Agreed date for review:</b>	01-02-2016

**5.0 Roles and responsibilities**

**5.1 Management structure**



5.0	<b>Roles and responsibilities</b>
5.2	Board of Governors
	<p>The Governors are responsible for making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the <b>Health and Safety at Work etc. Act 1974</b> to take measures, which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Head Master to submit periodic reports to them. They will:</p> <ul style="list-style-type: none"> <li>• Appoint Bill Jones, Headmaster to take the responsibility to ensure this health and safety policy is followed at all times</li> <li>• Discuss significant health and safety issues at appropriate meetings.</li> </ul>
5.3	Head Master
	<p>It is the responsibility of the Head Master to ensure that this health and safety is implemented fully. To ensure that this happens, they will:</p> <ul style="list-style-type: none"> <li>• Monitor the effectiveness of this policy and the arrangements that it introduces. This includes ensuring that those reporting to them, are fulfilling any health and safety duties that have been assigned to them;</li> <li>• Ensure that the arrangements detailed in section 6.0 of this policy document are fully implemented, audited and reviewed accordingly.</li> <li>• Ensure that the site-specific risks identified in section 7.0 of this policy document are managed effectively and in accordance with the arrangements detailed in section 6.0 of this policy document.</li> <li>• Report any significant health and safety issues to the School Governors.</li> </ul>
5.4	Bursar
	<p>It is the responsibility of the Bursar to ensure that this health and safety is implemented fully. To ensure that this happens, they will:</p> <ul style="list-style-type: none"> <li>• Be the primary contact for the school's head and safety advisor.</li> <li>• Monitor the effectiveness of this policy and the arrangements that it introduces. This includes ensuring that those reporting to them, are fulfilling any health and safety duties that have been assigned to them;</li> <li>• Ensure that the arrangements detailed in section 6.0 of this policy document are fully implemented, audited and reviewed accordingly.</li> <li>• Ensure that the site-specific risks identified in section 7.0 of this policy document are managed effectively and in accordance with the arrangements detailed in section 6.0 of this policy document.</li> <li>• Report any significant health and safety issues to the Head Master and the School Governors.</li> </ul>
5.5	Clerk of Works
	<p>It is the responsibility of the Clerk of Works to ensure that this health and safety is implemented fully. To ensure that this happens, they will:</p> <ul style="list-style-type: none"> <li>• Take direct control of all building and maintenance works completed on site. This includes managing contractors and maintenance staff.</li> <li>• Monitor the effectiveness of this policy and the arrangements that it introduces. This includes ensuring that those reporting to them, are fulfilling any health and safety duties that have been assigned to them;</li> <li>• Ensure that the arrangements detailed in section 6.0 of this policy document are fully implemented, audited and reviewed accordingly.</li> <li>• Ensure that the site-specific risks identified in section 7.0 of this policy document are managed effectively and in accordance with the arrangements detailed in section 6.0 of this policy document.</li> <li>• Report any significant health and safety issues to the Bursar or Head Master.</li> </ul>

5.0	<b>Roles and responsibilities</b>
5.6	Teaching staff
	<p>The teaching staff are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:</p> <ul style="list-style-type: none"> <li>• Plan and arrange the areas under their control so that significant risks to children and others are managed effectively;</li> <li>• Complete regular inspections of their areas and identifying any significant health and safety risks that they feel should be addressed - issues should be raised with the Head Master, or the Bursar;</li> <li>• Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.</li> <li>• Exercise their awareness, alertness, self-control and common sense at work.</li> <li>• Report promptly to the Head Master or the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.</li> <li>• Ensure that risk assessments are in place for activities, which could put staff or others at risk. For example, school trips etc.</li> </ul> <p><b>Note.</b> Teachers should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.</p> <p>In addition, it is the responsibility of the teaching staff to ensure that this health and safety is implemented fully. To ensure that this happens, they will:</p> <ul style="list-style-type: none"> <li>• Ensure that the arrangements detailed in section 6.0 of this policy document are fully implemented, audited and reviewed accordingly.</li> <li>• Ensure that the site-specific risks identified in section 7.0 of this policy document are managed effectively and in accordance with the arrangements detailed in section 6.0 of this policy document.</li> <li>• Ensure that they are fully aware of arrangements detailed in section 6.0 of this policy document and know what is expected of them.</li> <li>• Follow any instruction and guidance that applies to their roles, which are detailed in this policy.</li> <li>• Report any significant health and safety issues to the Head Master or Bursar.</li> </ul>
5.7	Support staff
	<p>It is the responsibility of all support staff to ensure that this health and safety is implemented fully. To ensure that this happens, they will:</p> <ul style="list-style-type: none"> <li>• Ensure that they are fully aware of arrangements detailed in section 6.0 of this policy document and know what is expected of them.</li> <li>• Follow the safe systems of work, which are detailed in this policy and any supporting documentation, i.e. risk assessments, method statements etc.</li> <li>• Report any significant health and safety issues to their line manager.</li> </ul>

<b>5.8</b>	<b>Contractors</b>
	<p>If contractors are engaged to complete works on behalf of SGS, they are expected to ensure that their methods of work that do not put themselves or other at risk. It is their responsibility to identify the safe systems of work that they will follow. In addition, they are expected to:</p> <ul style="list-style-type: none"> <li>• Follow the site rules for contractors.</li> <li>• Ensure that all of their staff are made aware of the site rules and know to follow them at all times.</li> <li>• Report any significant health, safety or environmental concerns to their nominated company contact.</li> </ul>
<b>5.9</b>	<b>Health and safety advisor</b>
	<p>It is the responsibility of the health and safety advisor to provide competent advice on managing the health and safety risks associated with our activities. To fulfil their role, the company expects them to:</p> <ul style="list-style-type: none"> <li>• Complete any specific duties identified in this policy document.</li> <li>• Assist the company with the development and implementation of suitable and sufficient arrangements to manage health and safety risks.</li> <li>• Provide updates on developments of health and safety legislation that may affect the company's activities.</li> <li>• Assist the Board of Governors, managers and staff with the management of health and safety issues as required to do so.</li> </ul>

6.0	<b>Arrangements</b>
6.1	Legal compliance
	<p>SGS recognises that it has a general duty of care to ensure the health, safety and welfare of its staff and others that may be affected by its activities. As such, it will take all reasonable steps to ensure that health, safety and welfare of those involved in its activities is suitably and sufficiently protected. This policy document identifies the arrangements that will be put in place to manage the significant risks that are associated with its activities.</p> <p>SGS will take reasonable steps to ensure that its activities are completed in accordance with health and safety legislation, Approved Codes of Practice (ACoPs) and guidance material produced by the HSE and industry sources. To help SGS to achieve this, an advisor will be appointed to provide competent advice on what steps need to be taken to achieve and maintain legal compliance.</p> <p>SGS recognises that the following pieces of legislation are the ones that are most relevant to its activities:</p> <ul style="list-style-type: none"> <li>• Health and Safety at Work etc. Act 1974 (HSWA)</li> <li>• Management of Health and Safety at Work Regulations 1999 (MHSWR)</li> <li>• Construction (Design and Management) Regulations 2007 (CDM)</li> <li>• Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)</li> <li>• Health and Safety (Consultation with Employees) Regulations 1996 (HSCR)</li> <li>• Regulatory Reform (Fire Safety) Order 2005 (FSO)</li> <li>• Control of Asbestos Regulations 2012 (CAR)</li> <li>• Work at Height Regulations 2005 (WAHR)</li> <li>• Control of Noise at Work Regulations 2005 (CNWR)</li> <li>• Control of Vibration at Work Regulations 2005 (CVWR)</li> <li>• Control of Substances Hazardous to Health Regulations 2002 (COSHH)</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>• Provision and Use of Work Equipment Regulations 1998 (PUWER)</li> <li>• Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</li> <li>• Health &amp; Safety (First Aid) Regulations 1981 (HSFA)</li> <li>• Manual Handling Operations Regulations 1992 (MHOR)</li> <li>• Personal Protective Equipment at Work Regulations 1992 (PPE)</li> <li>• Smoke Free (Premises and Enforcement) Regulations 2007 (SFR)</li> <li>• Electricity at Work Regulations 1989 (EWR)</li> <li>• Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).</li> </ul> <p>This policy will be updated as and when there are changes to the legislation listed above.</p> <p><b>Note.</b> SGS recognises that additional pieces of legislation, associated ACoPs and official guidance cover its activities, in particular the Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013). Appropriate steps will be taken to achieve and maintain compliance.</p>

<b>6.0</b>	<b>Arrangements</b>																													
<b>6.2</b>	<p>Consultation with Employees</p> <p>SGS will take reasonable steps to ensure that staff are fully engaged with its policy and arrangements. To achieve this it will:</p> <ul style="list-style-type: none"> <li>• Staff will be introduced to the companies health and safety systems on the first day of employment. This will be during an induction.</li> <li>• Staff are to report any health and safety concerns through the management structure.</li> <li>• Provide all staff with access to all health and safety documentation. This will be achieved by providing electronic copies of document stored in web-based “Cloud” storage solutions.</li> <li>• Health and safety issues will be discussed with staff during planning and site meetings.</li> <li>• Staff are to use company IT and email systems to share health and safety messages.</li> <li>• Health and safety issues will be discussed during training and development sessions.</li> <li>• Spring Grove School Behavioural policy and code of conduct must be followed to minimise the risk of violence to staff</li> </ul>																													
<b>6.3</b>	<p>Documentation</p> <p>SGS has produced documentation to share important health and safety messages with its staff and others. These will be made available in hard copy, and via web-based “Cloud” storage solutions.</p> <p>The documents will be regularly audited and checked to ensure that they reflect the arrangements that are in place and are being followed on site. Staff will be consulted during the production of any documents.</p> <p>All documents are to be written in plain English so that all staff can understand them. SGS will not produce documents in any other language other than English. If anyone cannot read the documents, staff will explain the content to them so that important messages are understood. The documents used by SGS are:</p> <table border="1"> <thead> <tr> <th>Topic</th> <th>Document no.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td rowspan="6">Accident   incident</td> <td>001</td> <td>Investigation report</td> </tr> <tr> <td>002</td> <td>Claim management checklist</td> </tr> <tr> <td>003</td> <td>Witness statement</td> </tr> <tr> <td>004</td> <td>Near miss report</td> </tr> <tr> <td>005</td> <td>Damage or defect report</td> </tr> <tr> <td>006</td> <td>Road traffic (RTA)</td> </tr> <tr> <td>Fire</td> <td>001</td> <td>Fire check record</td> </tr> <tr> <td>H&amp;S policy</td> <td>001</td> <td>Health and safety policy - 2015</td> </tr> <tr> <td rowspan="3">Permit to work</td> <td>001</td> <td>Excavation</td> </tr> <tr> <td>002</td> <td>Hot work</td> </tr> <tr> <td>003</td> <td>Confined spaces</td> </tr> </tbody> </table>	Topic	Document no.	Title	Accident   incident	001	Investigation report	002	Claim management checklist	003	Witness statement	004	Near miss report	005	Damage or defect report	006	Road traffic (RTA)	Fire	001	Fire check record	H&S policy	001	Health and safety policy - 2015	Permit to work	001	Excavation	002	Hot work	003	Confined spaces
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<b>6.0</b>	<b>Arrangements</b>		
<b>6.3</b>	Documentation		
	<b>Topic</b>	<b>Document no.</b>	<b>Title</b>
	Risk assessment	001	Audit
		002	Blank
		003	DSE workstation assessment
		004	COSHH/DSEAR
		005	Site specific
		006	Manual handling - detailed assessment
	Sub-contractor management	001	Assessment
		002	Assessment - small
		003	Scope of works
	Training and induction	001	Induction record
		002	Training record
		003	Document issue record
		004	Work experience checklist
		005	Site safety induction - contractor
	Work equipment	001	Equipment safety checklist
		002	Unsafe equipment report
		003	Ladder checklist
		004	PPE issue record sheet
		005	PPE issue request
	Workplace	001	Visitor record book
		002	Chemical inventory
		003	Housekeeping checklist
		004	Premises safety checklist
	Occupational health	001	Medical questionnaire

6.0	<b>Arrangements</b>
6.4	Risk assessment
	<p>SGS will ensure that risk assessments are undertaken in accordance with legal requirements.</p> <p>Risk assessments are regarded as useful tools, which help us to prevent accidents, ill-health and children's welfare. For that reason, our goal is for these documents to be frequently reviewed and conducted with input from staff who are involved in the work being assessed.</p> <p>With support from HSE Advisor Ltd, SGS is undertaking a programme of risk assessments to cover general as well as specific risks, for which there are particular assessment requirements in law. The types of risk assessment, which are relevant to our work activities, are listed below.</p> <ul style="list-style-type: none"> <li>• Task specific risk assessments - for school operations and for regular maintenance tasks.</li> <li>• A general risk assessment (including premises, tasks, machinery and work at height)</li> <li>• A fire risk assessment</li> <li>• Others as required.</li> <li>• Supervision and school trips.</li> </ul> <p>The recommended actions arising from risk assessments are implemented by the manager responsible for the particular activity. Progress on the implementation of these improvements is monitored by the Governors and managers accordingly. They will be supported through the process by the health and safety advisor.</p> <p>As a general rule, generic risk assessments are reviewed annually. They are also reviewed if there have been changes in the matters to which they relate or incidents which indicate the assessments might not be valid.</p> <p>Staff involved in the risk assessment process will receive training from HSE Advisor on the process and how to implement the control measures identified.</p>
6.5	Site rules
	<p>SGS recognises the value in producing site rules that are to be followed by our staff and contractors working on our behalf. These rules will be implemented and enforced to ensure the health, safety and welfare of those who are involved in the works, or might be affected by the activities.</p> <p><b>Note.</b> These rules apply to all of our works. Additional control measures will be identified in SGS's risk assessments etc.</p> <p>With regard to contractors, our rules are not meant to act as guidance on how they should work, but to ensure that their staffs' health, safety and welfare is not put at risk by our activities. Contractors are to be made aware of the site rules before starting works. Whenever it is possible to do so, the site rules will be provided to the contractor at the planning stage of the works. This is to allow them to plan and cost their works accordingly.</p>

<b>6.0</b>	<b>Arrangements</b>
<b>6.6</b>	<p>Accident and incident</p> <p>SGS will take all reasonably practicable steps to minimise the likelihood of an accident occurring.</p> <p>It is our policy that all workplace accidents/incidents and near misses will be recorded on our accident/incident documents. Apart from being a legal requirement, this enables us to investigate the more serious accidents/incidents to ensure that they do not re-occur. Therefore, staff are expected to abide by the following procedures in the event of an accident/incident.</p> <p>All accidents will be recorded as soon after the event as possible. Ideally the first aider will complete this; however, the injured employee, or a colleague may also do so. If a visitor or a customer has an accident, whoever is in charge of the works is responsible for ensuring that it is recorded. All accidents to be reported to the Headmaster &amp; Bursar</p> <p>Some types of accident/incident require reporting to the enforcing authorities in accordance with RIDDOR 2013.</p> <p>Fatalities and major injuries, i.e. broken bones and amputations, should be reported to the HSE as soon as possible. This report can be made by telephone on <b>0845 300 99 23</b>. In the event of any type of serious incident, SGS's health and safety advisor should be contacted as soon as is reasonably practicable. All other reportable injuries, diseases or dangerous occurrences should be made via the HSE's RIDDOR website: <a href="http://www.riddor.gov.uk">http://www.riddor.gov.uk</a>. The report should be made using the appropriate form:</p> <ul style="list-style-type: none"> <li>• F2508 Report of an injury</li> <li>• F2508 Report of a Dangerous Occurrence</li> <li>• F2508A Report of a Case of Disease</li> </ul> <p>If an employee is working on third party premises, details of any accident should be reported in their accident book as well as ours. This is because host employers have duties under RIDDOR to report any reportable accidents, which may occur to our staff, should an accident take place on premises, which they are responsible for.</p> <p>Employees should not record an accident, which occurred in their own home or on an activity, which is not work-related.</p> <p>We expect all employees to assist us in complying with our legal duties under RIDDOR 2013. This means that employees are expected to have due regard for their health and safety and that of their colleagues.</p> <p>All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings, which could result in dismissal.</p> <p>Unless the accident is trivial, it will be investigated to the appropriate extent. This will help us ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored.</p> <p>Reports of damage or defects to, fixed installations, equipment, company vehicles, must be reported and investigated. Any equipment that is deemed unsafe to use, must be taken out of use immediately and marked accordingly. All actions must be recorded.</p>

6.0	<b>Arrangements</b>
6.7	First aid
	<p>In the event of an accident, those trained in first aid should be summoned to the injured party immediately. They should administer first aid treatment accordingly and call the emergency services if they deem it to be necessary. Once treatment is concluded, the first aider should ensure that all blood, bodily fluids, wipes etc. are disposed of accordingly.</p> <p>SGS will ensure that there are always first aid trained staff on the premises at all times. Staff will be trained to standards identified as suitable and sufficient by the HSE. Training will be completed as per HSE guidance.</p>
6.8	Training
	<p>It is company policy to ensure that all staff have suitable and sufficient training in their roles, so that they are able to complete their duties in a safe manner. Staff are not to complete any tasks that they have not been trained in and have been deemed competent in.</p> <p>All training will be to recognised industry standards.</p> <p>Training will be focussed on the areas, which have been deemed as the highest risk.</p> <p>In addition to induction training, managers and staff will receive ongoing health and safety training. The exact nature of the training will be identified through the risk assessment process.</p> <p>The Head Master, with support from managers, will oversee health and safety training.</p> <p>Where possible, training will be provided by in-house staff and by staff from SGS's health and safety advisor. If this is not possible, third-party training providers will be used. In this instance, they will be subject to our contractor management policy.</p> <p>Details of any health and safety training will be added to the individuals' personnel file and recorded in SGS's training matrix.</p> <p>All staff will receive training in the completion and application of risk assessment.</p>
6.9	Welfare
	<p>The comfort of our staff is a priority and it is our policy to provide welfare facilities, which meet or exceed the minimum legal requirements.</p> <p>At our premises we have provided properly equipped sanitary and washing facilities in sufficient numbers for the staff using them. The facilities are in accessible locations relative to the workplace and are properly ventilated and lit.</p>

<b>6.0</b>	<b>Arrangements</b>
<b>6.10</b>	Supervision and monitoring
	<p>SGS will ensure that suitable and sufficient arrangements are in place to ensure that safe systems of work are followed at all times.</p> <p>Supervision arrangements are identified in the risk assessments for the areas.</p>
<b>6.11</b>	Internal audit
	<p>To ensure that the health and safety policies and procedures are being followed at all times, the Bursar and the health and safety advisor will complete regular audits. These will be completed at sufficient frequency to measure the effectiveness of the QHSE procedures. In addition, the H&amp;S Governor will come in every term to complete a check.</p> <p>The findings of which will be recorded and provided to those working on site and others who can learn lessons from the audit. Safe systems of work will be adapted accordingly. All changes will be communicated to staff.</p> <p>In addition, the Health and Safety Committee meet twice a term to discuss health and safety issues and identify any areas in which improvements can be made. The Committee includes the H&amp;S Governor, Headmaster, Bursar, Catering Manager, Sports &amp; Science Co-ordinator and any other relevant staff members.</p> <p>H&amp;S is an Agenda item at Governor meetings.</p>
<b>6.12</b>	Work equipment - maintenance and inspection
	<p>All work equipment will be subject to maintenance and inspection, as necessary, for its continued safe operation. This will usually involve a combination of in-house checks and routine maintenance as well as a periodic service by a specialist provider. Maintenance and inspection will only be carried out by staff/contractors who are competent. A planned preventative maintenance schedule will be devised for each machine taking into account the manufacturer's instructions and recommendations arising from previous inspections etc.</p> <p>In the case of gas-fired equipment, pressure systems and lifting equipment, statutory inspections will be arranged in addition to general maintenance and inspection.</p> <p>SGS recognises that serious injuries can occur during machinery maintenance; therefore, such work will be subject to risk assessment. Safe systems of work will be devised to ensure that machines are effectively isolated from power sources and drained of power before maintenance access. The Clerk of Works will manage all such works.</p> <p>Records of any maintenance and routine repairs will be kept for at least three years.</p> <p>A sufficient budget will be made available to ensure the safe maintenance of any machinery.</p>

<b>6.0</b>	<b>Arrangements</b>
<b>6.12</b>	Work equipment - maintenance and inspection
	<p>All statutory checks, i.e. ones identified in the Lifting Operations and Lifting Equipment Regulations (LOLER) will be completed accordingly. The Clerk of Works is responsible for organising these checks and keep records. In addition, best practice checks, i.e. Portable Appliance Tests (PAT), will be completed in line with current HSE guidance. The Clerk of Works will keep records of these tests.</p> <p>To ensure that any equipment used is safe, staff are asked to check work equipment before they use it. These checks do not need to be recorded. If staff are not sure whether there is a fault, they should not take the risk and get it checked by the Clerk of Works.</p>
<b>6.13</b>	Workplace
	<p>SGS will establish and monitor an effective system for the maintenance and upkeep of its premises so that, so far as is reasonably practicable, they will present no risks to our employees or other people who may visit them.</p> <p>Ensuring a comfortable working environment for our staff is a high priority. SGS does all that is reasonably practicable to ensure that suitable and sufficient welfare facilities are provided, the temperature is suitable, there is adequate ventilation and space and sufficient lighting throughout our premises.</p> <p>SGS will put in place a system for the notification of defects found in its premises and for taking remedial action on any notified defects which may be the likely cause of injury to persons as soon as is reasonably practicable. It recognises that for it to achieve compliance with this policy, co-operation will be required by all members of staff. Staff should report building defects to the premises manager. They along with the Clerk of Works will ensure that appropriate action is taken to deal with the issue.</p>
<b>6.14</b>	PPE
	<p>Whilst SGS takes reasonable precautions to reduce exposure to any workplace hazards, there may still be a need for us to provide personal protective equipment (PPE) to our staff. This will occur where some risks remain that can't otherwise be controlled.</p> <p>Where provision of PPE is necessary, it will be chosen in conjunction with staff representatives. This will help us ensure that we obtain the most suitable PPE for our employee's needs and don't waste money on equipment that is uncomfortable, unsuitable or which is a poor fit.</p> <p>Where a need for PPE has been identified, all employees are expected to wear it whilst working with a particular process or in a certain area. Employees are also expected to use and maintain any PPE issued to them in accordance with the manufacturer's instructions. If any defects are found, they should be reported to the relevant supervisor/manager as soon as possible.</p> <p>Where necessary, we will provide instruction, information and training to staff on how to use and look after the PPE. This will include how to obtain it, if it isn't issued on a personal basis, and the process for reporting any suspected defects.</p>

6.0	<b>Arrangements</b>
6.14	PPE
	<p>SGS is required by law to assess the suitability of PPE before its purchased and to ensure that it is maintained in an efficient state. As per these regulations, employees do not have to pay for any PPE issued to them.</p> <p>It is our policy that the provision of PPE will involve the following:</p> <ul style="list-style-type: none"> <li>• when a need for PPE has been identified, e.g. through the introduction of a new work process, we will seek to obtain the item on a trial basis first. This is to allow the end user to assess its suitability in our working environment</li> <li>• whilst cost is obviously a factor, we recognise that the PPE needs to be suitable not only for its intended purpose, but the individual user. For this reason, our purchasing decisions will balance both cost and wearability etc. Should any of our employees have health problems, we will allow for this wherever possible in our selection of items, e.g. to purchase an alternative type of safety footwear</li> <li>• items such as protective footwear, eye protection, hearing protection, hi-visibility clothing, hard hats, dust masks, flame retardant work wear will be provided to employees on a personal basis.</li> </ul>
6.15	Driving and vehicles
	<p>It is company policy to take all reasonable steps to manage the health and safety of those staff who drive on school business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.</p> <p>SGS has a duty under the HSWA to takes steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job and to protect other road users. In order to comply with these duties, SGS will assess and control the risks of its driving activities as required by the MHSWR. Where applicable, this policy is also based on relevant provisions of the RTA.</p> <p>In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:</p> <p>Where a company vehicle is provided, employees must always report any suspected vehicle defects to a Manager. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle.</p> <ul style="list-style-type: none"> <li>• If an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition</li> <li>• Managers should carry out a risk assessment of driving activities and in particular identify, and avoid where possible, journeys where the driver is at particular risk of fatigue</li> <li>• When planning journeys, managers should build in time for rest breaks, overnight stops and the use of public transport so as to avoid excessive time behind the wheel. In particular, a long drive either end of a long working day should be avoided</li> </ul>

6.0	<b>Arrangements</b>
6.15	Driving and vehicles
	<ul style="list-style-type: none"> <li>• If staff feel tired when driving, they have permission to stop and take the time needed to recover. Where necessary, overnight accommodation will be paid for</li> <li>• When dialling a colleague's mobile number, all staff should check whether the individual is driving. If they are, they should only pass on a brief message and for all other conversations ask the driver to phone back when parked up.</li> </ul> <p>In order to comply with its legal duties, it requires those using their own vehicles to produce basic documentation. Where this is necessary, employees are responsible for providing copies of:</p> <ul style="list-style-type: none"> <li>• a valid driving licence</li> <li>• if the car is more than three years old, the current MOT certificate</li> <li>• insurance documents showing that the vehicle is covered for business use.</li> </ul> <p>Employees are responsible for ensuring that they are physically fit to drive. Should this change, a manger or director must be informed as soon as possible.</p>
6.16	Contractor selection and management
	<p>Where contractors are engaged to undertake work for, or on behalf of SGS, it is our policy to carefully select them and plan, monitor and control their work for the safety of everyone who could be affected.</p> <p>For all contractors appointed directly, SGS will undertake checks of their competence in a proportionate manner, according to the risks of the job.</p> <p>We keep a record of contractors who have passed our approval process including their company details, alongside a list of the types of work for which they are approved.</p> <p>The assessment process evaluates the potential contractor's technical skills, experience and suitability for the work to be done. The type of information that SGS requests for review will be as appropriate to the work and scale of the works completed by the contractor.</p> <p>Once a contractor is on our approved list, on an annual basis (or prior to re-using them if they are used less frequently), we re-evaluate essential aspects of their competency including that they continue to hold registrations etc., that they continue to be adequately insured and that their recent health and safety performance is acceptable.</p>

6.0	<b>Arrangements</b>
6.17	Fire and emergency
	<p>We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with the <b>Regulatory Reform (Fire Safety) Order 2005 (FSO)</b>. In compliance with the FSO we will adopt a risk assessment based approach to managing fire safety within our premises. Based on the findings of the fire risk assessment (FRA) we will also create an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.</p> <p>As we feel that we do not have the appropriate competences in house, we have appointed a Health and Safety Advisor to assist us. In addition, we have appointed a Health and Safety Advisor to assist us to comply with the findings of the FRA.</p> <p>All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of our premises, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.</p> <p>SGS will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification card and supervised by a member of staff at all times.</p>
6.18	Occupational health
	<p>It is SGS policy to ensure the health safety and welfare of our staff and others who may work at our premises is not adversely affected. It will ensure that any occupational health risks, i.e. stress, blood borne viruses, noise related hearing loss, vibration etc. are managed effectively.</p> <p>Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by the school (and their effects on health) and legislative requirements. Additionally, SGS's health and safety advisor will advise on such issues.</p> <p>Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace. For their own safety, that of their colleagues and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct manager immediately. Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager or supervisor <b>must</b> be informed of that circumstance.</p> <p>At the present time staff rarely use or come into contact with any substances (e.g. lead, asbestos) in concentrations, or in circumstances, which would warrant an occupational health programme or health surveillance to be carried out. If a need for health surveillance were identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, the management of this practice would initiate such health surveillance and monitoring.</p>

<b>6.0</b>	<b>Arrangements</b>
<b>6.18</b>	Occupational health
	<p>When staff join SGS, they will be asked to answer some basic medical questions. This is to ensure that any existing medical conditions suffered by the individual are not made worse during their employment. Records will be kept in the individual personnel files. These records are confidential.</p> <p>It is company policy to complete a specific risk assessment for each individual employee who is pregnant, has returned to work following birth, or is a nursing mother. These assessments take into account HSE guidance and any particular concerns raised by the individual employee.</p> <p>Occupational medical advice will always be obtained if there are particular medical issues or risks, which are not obvious and easy to control. Recommendations arising from the assessment are implemented promptly. In addition, where a pregnant worker uses computers for a significant part of her work, we will review her workstation assessment.</p>
<b>6.19</b>	Lone working
	<p>SGS recognises that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, lone working will be avoided wherever it is reasonably practicable to do so.</p> <p>The risks associated with lone working will be identified and managed in risk assessment documentation.</p> <p>Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors.</p> <p>All lone workers are expected to co-operate fully with any instructions given by their managers. They are also expected to follow SGS's safe systems of work and any associated procedures. Failure to do so may be a disciplinary offence.</p>
<b>6.20</b>	Permit to work
	<p>SGS recognises the important role that following prescribed safe systems of work set out in permit to work documents. Staff will follow such systems, when risk assessments identify the level of risk associated with a task to be significant.</p> <p>Tasks, which may be completed in accordance with a permit to work, include: excavations, work in confined spaces, work on fragile roofs/at height, excavations. Whether a permit to work is to be used will be identified in risk assessments.</p>

7.0	<b>Policy on specific risks</b>
7.1	Asbestos
	<p>SGS recognises that airborne contamination by fibres from asbestos-containing materials (ACMs) can endanger the health of anyone coming into contact with them. Therefore appropriate steps will be taken to meet its obligations under the <b>Control of Asbestos Regulations 2012</b>.</p> <p>SGS recognises that it has a duty to protect employees, contractors and the general public from exposure to ACMs and therefore will engage in suitable consultation with all concerned.</p> <p>SGS instructed HSE Advisor Ltd to complete a Management Survey on its premises. No asbestos was identified.</p>
7.2	Work at height
	<p>SGS will implement the necessary control measures to ensure that the risks of working at height will be reduced, so far as is reasonably practicable. This will also include ensuring safe access and egress (exit) from the workplace.</p> <p>Wherever possible, the need to work at height will be avoided, though in many instances, we recognise that this is not possible. If this is the case, a risk assessment will be completed, which will identify appropriate safe systems of work.</p>
7.3	Manual handling
	<p>All manual handling operations will be assessed as per the HSE's guidance. This will include pre-assessments and detailed assessments of tasks. The findings of the assessments will be provided to staff. Copies of risk assessments will be attached to method statements and risk assessments when it is necessary to do so.</p> <p>Staff are not to attempt to complete any manual handling operations, which they feel may be beyond their physical capabilities.</p> <p>Manual handling operations will be completed as per the findings of the risk assessment. To ensure that staff are able to do this, they will be provided with suitable and sufficient mechanical lifting aids, training in correct manual handling techniques - including kinetic lifting techniques. Staff will be provided with HSE guidance on manual handling techniques.</p>
7.4	Hazardous substances
	<p>SGS will eliminate the use of hazardous chemicals wherever possible. If this can't be done then SGS will take all reasonable steps to find less hazardous products. In the event that hazardous chemicals will need to be used, control systems such as local exhaust ventilation will be introduced. Personal protective equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new chemicals will be assessed prior to use and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.</p> <p>All employees will be expected to co-operate with SGS in respect of any controls, which have been introduced, to ensure the safe use and storage of chemicals on site. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturer's recommendations.</p>

# HEALTH AND SAFETY & RISK ASSESSMENT POLICY

This Policy is applicable to all pupils, including those in the EYFS

7.5	Educational visits
	<p>All educational visits must be appropriate planned and organised. A risk assessment must be completed to identify the significant risks associated with both the location and the planned activities. Staff organising the trip must be involved in the risk assessment process. The findings of the risk assessment must be followed.</p> <p>The trip plan must identify appropriate staff cover, for both the number and gender of children.</p> <p>Appropriate first aid cover must be considered as part of the risk assessment process.</p> <p>When planning an activity involving caving, climbing, trekking, skiing or watersports, Spring Grove <b>must</b> check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).</p>
7.6	Other
	<p>Any other site-specific risks that are not detailed in this policy document will be managed through our risk assessment process including slips and trips and car parking and vehicle management.</p> <p>School Security – Refer to policy document</p> <p>Staff will be briefed on the findings of the assessments and suitable and sufficient safe systems of work implemented.</p> <p>SGS’s health and safety advisor’s support will be sort whenever it is needed.</p>