



Health & Safety Policy

This policy is applicable to: Wolds learning Partnership (WLP)

Version 1

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
<p>Name of Responsible Committee/Individual:</p>	<p>LGB & Board of Trustees</p>
<p>Implementation Date:</p>	<p>May 2017</p>
<p>Review Date:</p>	<p>May 2019</p>
<p>Target Audience:</p>	<p>Staff, pupils and students</p>



Purpose

The main purpose of this document is to provide specific health and safety organisation and responsibility policy information to all members of staff and other facility users at the Wolds Learning Partnership (WLP) establishments and to enhance the overall provision of the schools safety arrangements.

General Policy Statement

The WLP accepts that the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 place a duty on it to ensure compliance with the Regulations and that suitable and sufficient assessment of risk in work activities are carried out and that adequate and sufficient training is given to employees to enable them to properly conduct this task.

Health and safety is taken seriously and the WLP is committed to providing a safe place of work and to reducing risks to staff, pupils, visitors and contractors. Safety is an important matter for everyone. The Headteacher accepts the main responsibility for health and safety matters however all staff have a responsibility to co-operating with those responsible to ensure a safe and healthy environment is maintained.

Aims

- To provide a safe, secure and healthy working environment for staff, pupils, students and visitors.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Objectives

- Ensure there is sufficient information, training, instruction and supervision to enable all staff, pupils, students and visitors to avoid hazards and to contribute to their own safety health and welfare.
- Maintain fixed and portable electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- Have a procedure in place for reporting faulty equipment and near misses.
- Maintain regular checks of buildings, safety and security and be vigilant around the premises.
- Be aware of the pressures on staff and the possible effects which stress may have.
- Give guidance on lone working and personal safety.
- Lay down procedures to use if there is an accident or incident.
- Collect analysis and act upon accident and ill health statistics.
- Give guidance on the use of images and CCTV use.
- Inform about what should be done in a case of emergency.
- Monitor and review policies and procedures.

Informing People of this Policy

An electronic copy of the health and safety policy is kept on the school policy database, maintained by the Head of Personnel. All members of staff are to annually acquaint themselves with its content especially after review or any significant amendments. This will be notified to staff by indicating where any significant changes have occurred.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself. Note: Contractors should be



made aware of site specific H&S information provided under a separate document *“Health & Safety Procedures for Contractors”*.

New members of staff receive health and safety information as part of their induction training and a current copy of this policy.

It is the responsibility of the teaching staff and Heads of Care and Achievement to ensure that pupils/students are made aware of existing and new health and safety information when made available to them.

Inspection & Audit. Area Leaders and Managers have the opportunity to discuss H&S related matters during department inspections and audit undertaken as part of the action plan or at any other time by union appointed staff undertaking inspections on behalf of those they represent. In addition departments are encouraged to agenda and minute H&S matters during their regular meetings and include information in any handbooks they provide for staff.

Organisation & Responsibilities

Introduction – Governance & Senior Leadership

Protecting the health and safety of employees or members of the public who may be affected by the schools’ activities is an essential part of risk management and must be led by the Trustees and Governing Body.

Health and Safety Law places duties on organisations and employers. Trustees can be personally liable when these duties are breached especially with relation to the Corporate Manslaughter and Corporate Homicide Act 2007 regarding gross breaches of the duty of care: members have both collective and individual responsibility for health & safety and cannot avoid a charge of neglect under section 37 of the HASAW Act 1974.

To allow the Trustees, CEO, Headteachers and Senior Leadership to meet legal obligations, essential principles and guidance, provided by the Institute of Directors (ID) and the Health & Safety Commission (HSC), should be used as a model along with HSG65. Current guidance follows three essential principles designed to underpin good health and safety performance;

- Strong and active leadership from the top.
- Staff involvement.
- Assessment and review.

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions, training and adequate resourcing.
- Plan, deliver, monitor and review health and safety.
- Ensure that policies relating to health and safety are approved and updated regularly.
- Obtain competent H&S advice, own and understand key issues involved with H&S.
- Decide and communicate actions to address H&S shortcomings or weaknesses.
- Enable a member of the governing body to act as H&S Champion and have a key role in monitoring, communicating and promoting health and safety including periodic walk around the school buildings with the Head of Operation and Administration, Business Manager and Headteachers .
- Approve as appropriate arrangements for trips and visits according to Government guidelines.
- Ensure that safety standards for procured goods, equipment and services and are met and that facilities or services offered for community use by the school are safe.



- Undertake independent audit and the setting of achievable H&S targets.
- Monitor H&S performance and the effectiveness of risk management systems and ensure that health and safety is given due consideration as part of the School Risk Management Policy and business plan.
- Promote H&S within the school and ensure employees are involved at all levels in the H&S culture and process.
- Promote statistical recording and act upon accident and sickness data analysis.
- Analyse the H&S impact of change or new processes during planning and development.

Responsibilities of the Headteacher

- Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation (Duty Holder) and to advise and inform the Governing Body as to health and safety practice, legislation and compliance.
- To regularly review the safety and security of the school building during Governors' meetings.
- Ensure measures exist to undertake, monitor and review risk assessments where significant risk may be present.
- To put into practice, monitor and review the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects.
- To act upon referrals from employees and employee representatives under the appropriate regulations and consult with trade union safety representatives.
- Ensure staff, pupils/students and visitors comply with agreed procedures.
- To record and inform relevant external agencies as and when appropriate under the terms of the H&SAW Act and its Regulations.
- To ensure employees have full access to this policy and all other health and safety information as legally required and that such documents are updated to incorporate new legislation and guidance.
- To ensure that appropriate logs and records of incidents are completed and acted upon.
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations and to recruit H&S experienced staff to Senior Leadership and Management appointments.
- To ensure that temporary/supply staff, contractors and site visitors/users are informed of health and safety practice and arrangements for their safety and welfare.
- Take an active role and meet with the health and safety representative of the governing body termly to discuss health and safety issues.
- To report on any audits/ inspections to the governing body and follow up any necessary actions.
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, and operation in event monitor mode.
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils/students and visitors, immediately acting with a view to the highest priority the safety of all on site.
- Ensure adequate first aid cover is provided to all site users and to provide suitable and sufficient means of monitoring occupational health and sickness/absences matters of all employees.

Responsibilities of the Senior Leadership Team and Trustee Board

- To ensure that the school meets its H&S objectives as far as is reasonably practicable, by effective communication, risk management and direction between the Trustees, CEO, Headteacher and all Staff.
- Foster an H&S culture throughout the WLP to staff, pupils, students and visitors.
- Ensure that staff leaders have responsibility for (individually or collectively) have access to this policy and other health and safety information.



- Ensure that staff, pupils, students and visitors conform to the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects etc.
- Ensure H&S is on the agenda at relevant times on the Trustee Board.
- Provide Leadership support to the H&S Committee and encourage staff and others to promote health and safety.
- Advise and inform the Governing Body as to health and safety practice within their area of responsibility and of any shortcomings or events.
- To ensure staff, pupils/students and visitors comply with agreed H&S procedures and to assist with the dissemination of new legislation and guidance to them.
- To ensure that staff they are responsible for (individually or collectively) have adequate training and information to enable them to act upon health and safety policy and procedure.
- To ensure that temporary/supply staff, contractors and site visitors conform with health and safety practice and arrangements.
- To assist in the H&S audit and inspection process and particularly in reporting major shortcomings, actions or making recommendations for the governing body.
- To take a key role in the exercising and planning of emergency procedures such as fire evacuation, emergency preparedness etc.
- To ensure that specific procurement policy and procedures are followed and particularly in relation to the purchasing of goods and services that have health and safety implications either legally or through guidance.
- Ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils/students and visitors.

Responsibilities of Head of Operations and Administration for the WLP

- Ensure that competent H&S advice and guidance on practice, legislation, compliance and information is made available to the Headteachers, CEO, Trustees and Governors Committees & Management Teams.
- Make the Governing Body, Headteachers, CEO, H&S Committee or external agencies aware of any shortcomings within the WLP H&S Arrangements or Organisation.
- Undertake Internal H&S Audit and Inspection and make recommendations to the H&S Committee and Governors.
- To effectively communicate H&S culture to all members of staff employed by the school and manage the day to day operational aspects of H&S delivery.
- To provide the school with a two year rolling H&S Action Plan.
- To obtain & provide relevant guidance and information on H&S management, policy and procedure from the appointed H&S consultancy and link between management, staff, services and the H&S Committee.
- Undertake induction training of all new staff.

Responsibilities of Heads of Department, Area Leaders and Line Managers

In addition to general H&S duties those staff responsible directly to the Leadership Team should ensure that:

- They produce a H&S section within their handbook amplifying departmental H&S arrangements.
- They are adequately trained to manage H&S within their area of responsibility including the risk management, compilation of risk assessments and other H&S documentation.
- That all new staff within their area of responsibility (including supply and temporary staff receive induction training to the school and to the workplace.
- They undertake all necessary risk assessments and procedures and ensure that members of their team follow them.
- Keep a register of all risk assessments undertaken.



- They include H&S as an agenda item for departmental meetings.
- Members of their team are complying with health and safety regulations and departmental arrangements.
- Draw the attention to the Leadership Team of any suspected breach of H&S procedure amongst their staff which cannot be dealt with.
- They set a good example to members of their team, students and visitors and support and promote the school health and safety culture.
- They report near misses and accidents in line with current policy and procedure.
- They keep an overview of the parts of the premises for which they are responsible and report defects.
- They keep up-to-date with new advice relating to health and safety and communicate this to their staff accordingly.
- They keep an overview of equipment and substances kept in their areas.
- All equipment is safe for use, if necessary seeking specialist advice.
- They implement existing policies and follow advice and instructions.
- They maintain any records or documents relating to health and safety under their direct control.

Responsibilities of Staff with Management or Supervisory Roles

In addition to general H&S duties those staff responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- They have suitable and sufficient training to allow them to undertake their management or supervisory role
- They follow all risk assessments that they have been provided and ensure that any staff they are responsible for also have the necessary documentation and training to allow them to undertake work safely
- They report any suspected breach of H&S procedure or concerns to their line manager
- They report all near misses and accidents when they occur
- They set a good example to members of their team, students and visitors and promote the H&S culture
- Report any hazard, breakage or damage
- They keep an overview of equipment and substances they are directly responsible for and report any concerns
- All equipment is safe or withdrawn from use if not
- They follow advice and instructions given by their line manager/area leader
- They maintain any records or documents relating to health and safety under their direct control

General Responsibilities of all Staff

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- Observe standards of dress consistent with safety and hygiene.
- Keep good standards of hygiene and cleanliness.
- Know and apply the procedures in respect of emergencies.
- Co-operate with other employees and the safety representative in promoting health and safety measures.
- Report any hazard, breakage or damage.
- Follow health and safety instructions and use appropriate safety equipment and protective clothing.



- Maintain safely tools and equipment.
- Report any incidents, or 'near misses'.
- They set a good example to other staff members, students and visitors and promote the H&S culture.
- Supervise pupils/students and ensure that they know about emergency procedures and safety measures.
- Ensure that emergency exits are kept clear at all times and that equipment, pupils/students' bags, coats and belongings are safely stowed away and not blocking exits and corridors or presenting a hazard.
- Include all relevant aspects of safety in the curriculum.
- Give clear instruction and warning as often as necessary.
- Observe good fire prevention measures especially where naked flames are in use and the storage of combustible or flammable materials.
- Ensure that relevant risk assessments are available and followed.
- Safe keeping of any personal equipment, records or documents relating to health and safety provided for their use.
- Not to endanger their own safety or that of another member of staff, pupil, student or visitor.

Responsibilities of Visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteachers will ensure that visitors are informed of health and safety matters that may affect them during their visit.

Parents/carers helping out in school will be made aware of the health and safety arrangements by the member of staff who they are working with.

Arrangements

The School Governing Bodies, Headteachers and CEO have agreed that the following procedures/ codes of practice shall be followed within the school:

Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Head of Operations and Administration or Business Managers (as appropriate).
- The Head of Operations and Administration or Business Managers, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying Site Staff or a competent contractor
- Any member of staff discarding a faulty item or electrical item must also ensure this item is removed from the Asset Register by contacting the Head of Operations and Administration or Business Managers (as appropriate).
- Electrical Appliances must be disposed of in accordance with current waste disposal regulations (WEEE Regulations) and not simply discarded. The same rules apply to the disposal of fluorescent tubes, light bulbs and batteries.

Accident Reporting & Investigation

All accidents that occur on the site should be recorded to conform to current Trust policy and where appropriate under RIDDOR 2013 Regulations for major/over 7-day minor injuries. **All** members of staff, visitors or members of the public should report accidents in the B1510 Accident Record Book whilst pupils/students are entered into a separate accident record document. Both books are held by the main school receptions.



In addition to the recording of the accident in the appropriate record book further notification to the HSE might be required under certain circumstances. Accidents of a particular nature will be investigated as a matter of routine and statistics provided for the H&S and Governors Premises or Resources Committees, indicating type/nature and cause, enabling managers to identify particular trends and to act upon and reduce future incidents in a proactive manner.

First Aid Provision

The Wolds Learning Partnership provides accommodation and services for education, sport in the community and extended schools. In doing so the WLP acknowledges that throughout a normal working day (0600-2200) and at weekends/holidays a significant and varied number of adults and pupils/students can be present on site at anytime.

Groups of people generally fall into the following categories:

- Staff (employees)
- Pupils/students
- Persons with disability
- Visitors/Sports Facility users
- Contractors

In recognition of this and in line with current guidance the WLP has made the following general first aid provision for all persons while present on site:

- During the normal school day a duty first aider is available to attend incidents supported by additional key staff in high risk areas.
- All off site trips/visits – Dependent on the size of the group, at least one first aid trained member of staff supports trips & visits whilst away from school.

All first aid training requirements, including any identified refresher training, will be arranged by each school within the WLP. Training will only be provided by WLP recognised and approved organisations.

Medication

The WLP will take reasonable steps to store medicines and make them available to the pupils/students for whom they are prescribed. There are, however, no legal or contractual requirements for teachers or staff to administer medication. If pupils/students cannot manage, parents/carers should be offered the facility of coming into school. If this is not possible, first aid staff may volunteer to help. However, any member of staff volunteering should have the necessary training made available and documented. Where, regular, demanding needs are required or recognised as part of a pupil/students care plan, special arrangements may be made via the school nurse or other support services.

To ensure first aid staff are kept informed of pupils/students with specific medication needs, the SIMS database will be maintained with up to date medical records using the appropriate section or folder attachment, for treatment plans and other relevant documentation.

Infection Control

The WLP will help to prevent the spread of infectious disease by following the guidance and recommendations published by the Public Health England (PHE) particularly in relation to the statutory reporting of diseases to the Local Authority/HSE and following the recommended periods of absence for staff and pupils/students diagnosed by a medical practitioner.



Electricity at Work

Electrical Safety – Code of Practice

Our schools has currently opted into a service level agreement for Building & Related Services and specifically the measured term contract that ensures the appropriate frequency of inspection and/or testing of electrical equipment based on type, use, environment and category recommended in the IEE 17th Edition Wiring Regulations. The provider holds an electronic register under the same contract itemising each appliance and details of inspections/tests carried out. Items of electrical equipment over 12 months old are subject to annual testing and should display a valid test sticker. If this is not visible, the appliance should be considered unsafe for use and quarantined until retested.

Items of equipment that fail inspections or tests should be electrically immobilised (e.g. fuse or plug removed by the contractor) to prevent further use and quarantined where practicable to do so. The Head of Department, Area Leader or Manager responsible for the equipment must ensure that arrangements have been made for repair or disposal once notified of its fault condition.

To maintain consistency of testing and electrical safety no member of staff, pupil/student, visitor, hirer or contractor shall introduce any item of mains electrical equipment that does not conform to CE or BS standards and that does not hold a valid test certificate/sticker.

When using any item of electrical equipment staff should be vigilant for:

- Damage to plugs and switches.
- Damage to leads.
- Correctly fitted connectors and displaying a valid test/inspection sticker.
- Coloured insulation of the internal wires not showing at plug or appliance.
- Damage to outer case of equipment.
- Signs of overheating.
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked.
- The appliance is being used for the purpose it was designed for.

Stage lighting and emergency lighting will be tested annually, six monthly and monthly under the terms of the current cyclical contract and logs maintained in the appropriate log by the Premises & Safety Manager or deputy.

The whole site fixed wiring will be examined and tested over a 5-year period.

Electrical Certification – Only approved and authorised electrical contractors will be permitted to work on electrical installations or equipment on the WLP premises. All repairs, installations and testing must be supported by the contractors National Inspection Council for Electrical Installation Contracting (NICEIC) certification, which will be held for each school by the Head of Operations and Administration and/or Business Managers.

Electrical equipment offered for sale or gratis to any establishment in the WLP must have been electrically tested and have a traceable service history. Generally it should **not be** part of the school policy to purchase or accept used equipment without due consideration as tracing service history, electrical integrity and fitness for purpose might be difficult to ascertain without incurring unforeseen costs and risk to safety.



Circuit Breaker resetting and testing

Many electrical distribution panels exist across the WLP sites and access to these is strictly controlled by either panel locks or room locks. Under no circumstances should any member of staff, pupil/student or visitor (with the exception of a qualified electrical contractor) attempt to reset a tripped breaker unless they have been trained and authorised, in accordance with the Electricity at Work code of practice, by the Head of Operations and Administration or Business Managers. This will normally be restricted to premises staff & ICT technicians.

Trip & reset testing of RCBs will be undertaken by trained premises staff on all identified distribution panels over a 6-8 week cycle. Fused LV & HV circuit distribution is only to be investigated by a qualified electrician and NO member of staff must attempt any access or maintenance of this areas.

Use of Extension Reels & Leads

Due to the significant hazards & risk associated with incorrect use of this type of equipment (fire, trip hazard & electrocution) **extension reels** (where cable is stored on a drum or cylinder) are not to be used for general purposes at any location throughout the WLP. The only departments authorised, under strict control, are Premises & ICT and then only for a specific task and must not exceed 15 metres in cable length and be registered & tested items. Staff with budget responsibility are **NOT** to procure such items for departmental use and any extension reels found within departments or during inspections will be removed. **Extension leads** (CE approved, up to 4 gang with no more than 2 metres of cables) are approved for short term or temporary use but must not be overloaded with the addition of adaptor blocks or heavy loads. They must never be linked together to extend capacity or length and permanent solutions must be investigated where short term use is approved.

Maintenance Arrangements

Inspections & Examinations - Compliance

Many items of plant and equipment are subject to statutory inspections and examinations to ensure their safety and integrity are not compromised and site users put at unnecessary risk. To ensure the safe efficient and effective operation of plant and equipment regular inspection and testing of statutory and non – statutory will be carried out including:

Statutory

- Gas safety (appliances & heating).
- Electrical equipment and services.
- Local exhaust ventilation including fume cupboards.
- Pressure systems.
- Lifting equipment (LOLER regulations).
- Fire-fighting equipment & fire alarms.
- Emergency lighting.
- Ionising radiation sources.
- Passenger lift equipment.
- Access equipment.

Non-Statutory

- Heating appliances.
- Lightning conductors.
- Access barrier equipment.
- Machinery safeguards.
- Sports & Gym equipment.



The above lists are not exhaustive and may require review or modification

Arrangements for inspection and examination will be undertaken by the Head of Operations and Administration/Business Managers, in consultation with the Headteacher, using the agreed cyclical measured term contracts or approved contractors. In addition, a planned maintenance programme for site buildings and infrastructure will be produced annually and with due consideration of each schools' facility plan for the safe maintenance and upkeep of facilities.

Maintenance defects resulting from site inspections or defect reports that have direct health and safety implications, and where budget or time constraints prevent action, will be logged by the Head of Operations and Administration and/or Business Managers and made available to the Governors once per term. Long-term actions and high expenditure defects or repairs will be added to each schools facility plan H&S section and reviewed as part of this plan.

Contractors & CDM

The school will use only approved contractors for the repair, installation, construction, maintenance, inspection and testing of buildings, infrastructure and equipment (see premises approved contractor's list and requirements under current Disclosure and Barring Service rules – DBS).

CDM Construction (Design & Management) Regulations 2007 place the duty upon clients, agents, designers' contractors and CDM coordinators to ensure health and safety is coordinated and managed throughout all stages of any construction project and where necessary the appropriate notifications made to the HSE. The WLP must seek specific guidance during the planning of any projects that require CDM regulations to apply and when acting solely as clients ensure that a qualified CDM coordinator is appointed to the project at the earliest opportunity and specified in any JCT or equivalent contract of works.

Contractors working in confined spaces or using heat as part of a maintenance process must first obtain a permit to work from the person responsible for premises & safety in individual schools, who will be responsible for issues, cancellations a recording of documentation.

Contractors working at height or engaged in work of a hazardous nature must produce and present a method statement containing significant risk assessments and safe working systems, before any work commences. The WLP, in turn shall make available any suitable risk assessment necessary for a contractor to engage safely in their work whilst on site. Health and safety advice and other site protocols are made available to contractors at the time of placing any orders or contracts and initial brief or prestart brief will include the main safety topics on site arrival.

The school reserves the right to **stop any contractor working** (without financial penalty) if they consider their actions or omissions to be dangerous or placing themselves or others at risk. Work will not recommence until health & safety matters have been fully addressed.

Maintenance and upkeep of Records

The Head of Operations and Administration or Business Managers will be responsible for the maintenance and upkeep of all building & construction health and safety files. In addition all original inspection, test, and examination records relating to statutory and non- statutory work will be retained on file in each school office of the WLP.



Asbestos

If any school in the WLP contain areas where asbestos or low-grade textured asbestos finishes are contained. These areas need to be identified and surfaces encapsulated to make them safe. Asbestos surveys should be undertaken and reports made available to staff & contractors. Periodic reminders will be given to staff particularly about prevention and reporting of damage to ceilings and finishes. Annually, condition survey reports will be updated following a full site inspection of encapsulated surfaces for deterioration. **All contractors** working on site, irrespective of location/type of work must be briefed by the Head of Operations and Administration or Business Managers (where appropriate) and the asbestos register signed at the same time as the H&S brief. Any concerns regarding the risk from asbestos contained within any of the site buildings or area should initially be directed through the Headteachers, Head of Operations and Administration or Business Managers.

In addition to an annual condition survey report, every 3 years a full type 2 survey will be undertaken by a suitably qualified surveying company to consolidate any existing reports and detail actions required/taken.

Whenever unrecorded asbestos is located or might be suspected work or activity within that area is to cease until full testing and confirmation has been completed.

Asbestos Management plan

In addition to the building condition survey, the school will maintain an Asbestos Management Plan detailing our approach to safe and effective management of asbestos containing materials held within the premises. The Head of Operations and Administration has responsibility within this area.

Medical Surveillance

The WLP will **not employ** its own staff to work with any form of asbestos materials as it cannot demonstrate the knowledge competency or skills to meet the stringent requirements of the licence application. To ensure that any other person working with asbestos meets the current medical surveillance requirements the school will, in every instance, use a specialist licenced contractor for notifiable and non- notifiable asbestos works who can demonstrate the necessary documentation and recording of their own staff medical checks.

Compliance & Notification

In all instances involving asbestos works, the Wolds Learning Partnership will consult with their appointed representatives under the terms of any SLAs with regards to specific work procedures and compliance matters.

Legionnaires Disease

Legionellosis is not usually perceived as a risk in mains water supplies however, when temperatures are between 20 to 45 degrees centigrade in plant, tanks and calorifiers or water is allowed to stagnate in dead-legs or unused systems the risk of legionella pneumophila colonising is greatly increased.

To safeguard against the risk to health the school has adopted a Water Hygiene Management control system that ensures risk assessment is carried out on each building to comply with HSC ACOP L8 and that recommended measures for prevention and control are put in place.

Annual and bi-annual maintenance is undertaken by an approved contractor who is responsible for assessment, inspection/examination, sampling, treatment and notification of remedial works. Site staff undertake intermediate maintenance which includes water run off checks; temperature readings and periodic disinfecting/descaling shower heads.



A log book for each school should be held by the Head of Operations and Administration or Business Managers who is responsible for ensuring that water hygiene works are undertaken and documented in line with the terms of the maintenance contract, provided by the cyclical contract, and any remedial action recommended by the contractor

COSHH (Control of Substances Hazardous to Health)

The Wolds Learning Partnership is alert to the need to limit the use of any hazardous substance and use alternative and safer substances where possible. Department managers using substances potentially hazardous to health within their area of responsibility must first carry out a risk assessment to ascertain the suitability of each product and provide safe storage, control and access. COSHH data sheets for each product must be retained, reviewed and made available for every potential hazard. Control of substances in practical subjects such as science and technologies should be done following procedures and recommendations made in CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services).

Purchasing of chemical products and cleaning materials should only be done through companies that produce correct health & safety documentation and labelling systems as part of their procurement process. Under no circumstances should staff, visitors or students bring or use on site, any product purchased from a domestic retailer. Staff are periodically reminded about COSHH materials and advised that if in any doubt or unsure of a product's use or suitability not to use that product and report their concerns.

Access Equipment

Staff are reminded that they should only use approved procedures and equipment to put up displays and access higher-level shelving. Consideration should be given to the appropriate clothing and footwear necessary. Risk assessments relating to working at height are available and should be followed at all times. Access equipment is to be annually registered and inspected under the terms of the PUWER Regulations and assessments followed with regards to working at height.

Risk Assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of any work or school activity. All appropriately trained and qualified area leaders, team leaders and line managers with departmental responsibility are to carry out suitable and sufficient assessment of hazards within their area of responsibility documenting any significant findings and making them available to the persons considered at risk. Each risk assessment must be registered, reviewed annually or when circumstances change and might require the provision of additional procedures, safe systems or methods of work.

Staff should inform senior management or safety representatives of their schools if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant and new mothers, offsite visits, staff returning from long term sickness or absence and young persons employed by the school or on work experience should be risk assessed (under the Management of Health & Safety Regulations 1999) and suitable control measures put in place. Advice on risk assessment and generic templates are available from the Head of Operations and Administration/Business Managers & the HR department.

General risk assessments for site and infrastructure and some departments are available on the school network. A single registered copy of each assessment should also be held by the originator and made available for staff to view as a working copy (*not those that are confidential, these will be held by HR on file*).



Manual Handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment and how important correct posture and technique is even with small a seemingly insignificant loads. However, where there is considered to be a significant risk to health caused by heavy and repetitive lifting or handling operations, the manager with departmental responsibility must undertake a full assessment of the task using the guidance provided by the risk assessment tool (MAC) produced by the HSE. Should the assessment identify the need for training or specific equipment then these along with a copy of the assessment must be provided to person carrying out the task. Assessments must be reviewed at least annually or when circumstances change.

Pupils/students should not be permitted to move heavy objects and should only move awkward /light objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

Slips, Trips & Falls

Slips, trips and falls have been identified as the most common cause of injuries looking at the national situation. The WLP is committed to ensuring that incidences of this nature are reduced as far as possible and monitors accident statistics to see if control measures are effective. Current methods employed include:

- A sensible dress policy (footwear) for staff and pupils/students.
- All day cleaners available to deal with spillages.
- Regular cleaning regime.
- Careful selection of flooring materials.
- Regular inspection & spot checks.
- HSE publicity campaign.
- Risk assessments in high risk areas such as dining rooms/corridors.

In addition, staff are encouraged to be vigilant for potential trip & slip hazards and to report any occurrence or concerns to the Premises Team of their schools.

Training

Training is a key function in the WLP Health & Safety policy and all employees will be trained to a level that allows them to work safely and execute any specific role or responsibility they have. As part of the WLP induction training programme all new members of staff (including temporary or part-time) will undertake basic H&S awareness training provided by the school and covering fire, first aid, emergency procedures and general site rules and undertake workplace induction within their department organised by managers. They will also be provided with an individual copy of this policy document.

Any other health and safety or specialist training identified through risk assessment, personal development plans, post requirement or other means shall be provided by the school (e.g. manual handling, fire marshal, fire appliance operation, risk management training). Staff attending H&S training courses must do so in paid work time.



Successful completion of any health and safety training course should be notified to the person in each school that is responsible for updating an individual's training record and for notifying staff when retraining or refresher training is required.

Protective Equipment

The WLP will provide Personal Protective Equipment (PPE) at no cost to an individual providing that a PPE risk assessment has first been carried out and that the assessment clearly identifies:

- The need for the equipment.
- The type of equipment recommended.
- When it is to be used (including any signage).
- Care and maintenance of the equipment.
- Life of the equipment.

Each person given PPE is responsible for its safe use and storage. Failing to wear PPE that has been provided for a specific task may result in disciplinary action being taken against the person.

Educational Visits

Off-site educational visits are an important part of school life. Pupils/students benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

The EVC, (Educational visits Coordinator) will help support the planning process of a school visit and will help advise on policy/procedures. Any necessary arrangements, information and preparation are to be completed by the organiser responsible for the pupil/student experiencing the visit. Overall approval for any trip or visit is the responsibility of the Headteacher or CEO.

All residential visits need approval from the governing body and CEO. Further guidance is available from the LA Educational Visits Consultant Taff Bowles.

Voluntary Work Experience

Providing pupils/students with work experience is an important part of the learning process and preparation for further education or career choice. In order to make sure that their experience is beneficial it is important to:

- Follow any work experience risk assessment.
- Ensure an appropriate match between the pupil/student and the activity.
- Ensure appropriate supervision at all times.

PE Equipment

The PE equipment is to be inspected annually. The Head of PE is responsible for arranging this inspection and for keeping a weekly check of whether equipment is fit for purpose. Documentation is to be held by the Head of department and any remedial works, resulting from inspection, carried out.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment by students with disability or behavioural needs. It may be necessary for additional TA support to be given where there are concerns.



Transport

School bus transport is currently provided by the ERYC as part of their general school bus provision. Health and safety concerns regarding bus condition, behaviour and overcrowding should be directed to the ERYC home to school co-ordinator using the BUSWISE Scheme for further investigation where necessary (www.buswise.co.uk) The school will provide staff to monitor and control student and bus activity on a daily basis.

Hiring of Coaches

Generally whenever buses and coaches are hired for off site visits & trips only approved operators should be engaged and in particular they must have:

- A traceable safety record.
- Seatbelts fitted to all seats on coaches or minibuses.
- Drivers who are DBS cleared.
- A good Health & Safety Record.

Minibuses

Operation of “hired to drive” minibuses is classed as an extension of the workplace with regards to H&S of drivers and passengers. Specific and general information regarding the use of hired in minibuses, driver qualifications, safe operating systems, risk assessments and insurance are to read.

Driving for Work or Business Purposes

Staff and volunteer drivers using private or hired vehicles for official work purposes will be subject to additional checks, terms & conditions, to ensure they meet the necessary safety and legal requirements stipulated by the WLP in exercising its duty of care. Authorisation for business use will only be made by the CEO or Headteachers once documentation has been completed & checked by the required staff. Staff must read the additional guidance below.

- Security, Travel and Personal Safety Guidance.

Snow & Ice Arrangements

During Ice and snow conditions the first priority will be to clear and maintain footpaths leading to and from buildings, the Bus Park and drop off loop. The Head of Operation and Administration /Business Managers in conjunction Premises staff will be responsible for ensuring that sufficient de-icing materials (e.g. salt, conforming to BS 3247 or grit) signage and equipment are available and used to maintain these priority areas for pedestrian use. Only when no further icing or snow is evident or that signs of refreezing have not occurred, should secondary areas such as car parks and sports hard standings be attempted. This should only be done if safe to do so and, during large snow falls, by mechanically contracted services & plant. Staff, pupils/students & visitors are to be encouraged to use only specific paths that have been de-iced and to keep away from untreated surfaces. Areas outside the school boundary remain the sole responsibility of the ERYC with regards to gritting, de-icing and snow clearance.

Snow & Ice clearance must be carried out using the appropriate safe system of work and risk assessment. Should conditions deteriorate to a point where the school, staff or pupils/students are at high risk from adverse weather the Headteacher or CEO shall be responsible for the decision to close the school.

During the winter season and particularly during periods where snow is forecast staff will be provided with a regular weather bulletins (to allow proactive measures to be put in place i.e. preventative gritting) a snow routine & bad weather procedure to ensure they are not placed at additional risk and that measures are put



in place to cope with anticipated staff and pupil/student disruption. Parents will be advised via the school closure line, website and radio of any school closure due to significant snow conditions.

Safeguarding

All schools within the WLP will take all reasonable measures to safeguard visitors, vulnerable individuals and young persons, and have in place provisions including policy & procedures to maintain the safety of such vulnerable individuals and young persons for whom they hold responsibility.

The WLP has in place safeguarding procedures that cover:

- Site security - vulnerable areas are well supervised, gates and doors secured where appropriate, CCTV, visitors sign in and are escorted.
- Regular visitors – are all monitored to ensure they have had enhanced DBS (Disclosure & Barring Service) checks (includes supply teachers, council employees, long term contractors etc).
- Occasional visitors - will sign in and be accompanied/or allowed to work in a location secured from pupils.
- Site Intrusion Log.

Contractors and Visitors

All contractors and visitors entering the premises are required to sign in/out and wear a visitors' badge of the appropriate colour. They are to be made aware of any important health and safety information or arrangements and particularly fire evacuation, first aid and safeguarding measures. Visitors must be accompanied at all times unless specific H&S arrangements have been made for them and contractors must comply with the terms detailed in the H&S Procedure document.

Members of the public using or hiring the main school facilities are to receive suitable and sufficient H&S information from the member of staff taking the booking especially with regards to fire & first aid provision. Event organisers will be responsible for ensuring that information is passed to their members or course.

Display Screen Equipment

All members of staff who regularly use display screen equipment (as defined in [Appendix A](#)) and who are classed as habitual users under this will be required to undertake DSE assessment, following the current procedure, to ensure their VDU/ workstation, software and other factors are suitable for them and adjustments made.

If identified as being at risk it is possible to obtain an eye test voucher to ascertain if spectacles are required. If requested, the school will pay every for an eye test providing staff are correctly assessed using the procedure.

Any person who suspects that the use of DSE might be affecting their health should report the fact to their manager in the first instance.

Fire, Security & Bomb

The WLP recognises the importance of having adequate arrangements in place to manage fire, security, and bomb threats within the premises and particularly that:

- Adequate arrangements exist to maintain the appropriate levels of security and for ensuring access and egress arrangements are brought to the attention of all pupil, students, employees, visitors (as necessary).
- The school and contractors must ensure that access, egress and security are never compromised by maintenance or building works.
- An up to date fire risk assessment, an action plan for improvement (where required) and a nominated



responsible person to take ownership of the fire risk assessment.

- Adequate, clear & concise emergency procedures are available to be followed in the event of an emergency which must be displayed and communicated to all employees and visitors (paying particular attention to vulnerable groups).
- Arrangements to ensure that employees taking on key roles such as fire marshals and wardens are given suitable training to be able to undertake these role effectively.
- Procedures which ensure that all security and fire systems are maintained and tested in accordance with the legislative and legal requirements.
- Key staff are identified & trained in the safe selection and use of fire fighting.

Fire drills are held termly and will on occasion include:

- The blocking of an exit.
- The removal of a pupil or student to test effectiveness of accounting checks.
- Lunchtime drills.
- Evacuation of a disabled person from a refuge point.

Tests and checks

Daily (Caretaking Staff)	<p>On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working</p> <p>On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed</p>
Weekly (Caretaking Staff)	Test selected fire alarm call points and fire alarm systems (barrier, shutters etc) event mode switching and record in fire log
Weekly (Caretaking Staff)	Check battery maintenance and operation of any types of radio/ pagers
Monthly (Caretaking Staff)	Check extinguishers are in the correct place and serviceable
Termly (Headteachers)	Practices
Six monthly Annually Monthly	Check emergency lighting and record in log
Annually Quarterly	<p>Maintenance of alarm system Check door closers all in order Fire notices are contained in each room Annual inspection of fire extinguishers</p>

Fire Risk Assessment

Fire Risk Assessment of all buildings will be undertaken at least once every three years and documentation held by the Head of Operations/Business Managers.



General

Daily, weekly, monthly and annual building & escape checks will be undertaken by the Premises & Safety Manager (or deputy) with significant findings documented and actioned in the appropriate Building Fire Safety Log Books. Waste paper and other flammable materials temporarily stored outside the buildings awaiting disposal, are to be protected in such a manner as to prevent the likelihood of them being used in an arson attack on the premises. Management procedures for this are to be found in the Management of Waste Containers Procedure document.

Fire Safety

Good fire safety practice is vital within any organisation and we all have an obligation to co-operate in ensuring that good standards are met, and kept!

Always ensure good house-keeping practice.

- DO NOT use WEDGES to hold doors open.
- In the event of a fire, doors form an intrinsic part of a building's ability to resist its spread.
- TURN-OFF any ELECTRICAL EQUIPMENT when not in use.
- Ensure that all electrical items are in good condition, physically stable, e.g. that the legs or stands of fans and heaters are undamaged, and in particular note the condition of their cables. If cables are cut, scored, appear worn, do not use but un-plug and notify Reception/Caretaker immediately and put the item in a place where it cannot be used.

FIRE CAN KILL, destroy property and cause serious long-term damage to the workplace and staff members.

Fire is a combination of:

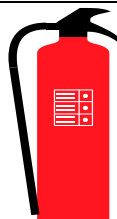

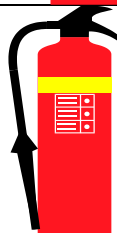

- **Flames.**
- **Heat.**
- **Smoke**, which obscures vision, irritates the eyes and affects breathing.
- **Hot gases**, that burn the nose, throat and lungs.
- **Toxic fumes**, that kill in seconds.

What you need to do is:

- Practice and promote fire prevention.
- Be aware of fire hazards where you work.
- Know about fire precautions in your workplace.
- Know where your nearest fire alarm points are.
- Know where your nearest fire extinguishers are.
- Know your escape routes.
- Know what to do if fire breaks out.

IF YOU HEAR THE FIRE ALARM:

- **On hearing the fire alarm EVERY PERSON in the school shall leave the buildings by the shortest route to and go to the muster point areas and assemble as follows:**
- **Do not stop to pick up personal belongings.**
- **Do not use any lift.**
- **Do not run.**
- **Do not return to the building until you have been told to by the Fire Co-ordinator.**
- ***Do not fight any fire unless you have been trained on what action to take and what extinguisher to use.***
- ***NEVER TACKLE A FIRE ON YOUR OWN – NEVER PUT YOURSELF AT RISK***

FIRE EXTINGUISHERS	
<p>WATER (Red Band) <i>Suitable for most fires except those involving electrical equipment and flammable solvents.</i> Direct jet at the base of the flame and keep it moving across the area of the fire. Seek out any hot spots after the main fire is extinguished. A fire spreading vertically should be attacked at its lowest point and followed upwards.</p>	
<p>CARBON DIOXIDE – CO₂ (Black Band) <i>Suitable for fires involving flammable liquids or electrical apparatus</i> On fires involving either liquids in containers or spilled liquids direct the jet or discharge horn towards the near edge of the fire and with a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished. On fires in electrical equipment, switch off the current and then direct the jet or horn straight at the fire. Where the equipment is enclosed, direct the jet or horn into any opening.</p>	
<p>FOAM (Yellow Band) <i>Suitable for most fires, except fires involving live electrical apparatus.</i> Direct jet at the base of the flame and keep it moving across the area of the fire. Seek out any hot spots after the main fire is extinguished. A fire spreading vertically should be attacked at its lowest point and followed upwards.</p>	
<p>DRY POWDER (Blue Band) <i>Suitable for fires involving flammable liquids or electrical apparatus.</i> On fires involving either liquids in containers or spilled liquids direct the jet or discharge horn towards the near edge of the fire and with a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished. Fires in electrical equipment: switch off the current and then direct the jet or horn straight at the fire. Where the equipment is enclosed, direct the jet or horn into any opening.</p>	

Security

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure – ensure that the main entrance is locked and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you or contact the premises staff.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the nearest telephone or mobile phone.
- Always be alert when leaving the building.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening .
- Take a torch and a personal attack alarm with you.
- Take a mobile phone.



- Look outside your own home before going out in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be.

If the police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. **Call the police and wait outside the premises**
- Do not enter or approach a building on your own if you are concerned for your safety requested additional staff to assist.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

Key holders managing lettings

- As far as possible only open up the part of the building which has been hired (allowing safe access of fire exits etc).
- For locking up, return to the building before the hirers leave.
- Check the areas for any hidden intruders before the hirers leave.
- Check for signs of fire, smoke etc.

Leaving an empty building

- Carry out locking up and security checks including a fire check from the inside of the building wherever possible.
- Start the locking up process while there is still staff inside the building.
- Set all alarms.
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so.

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be escorted to the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then:

- They should be asked to leave by the nearest school exit and observed until they do so.
- The most senior member of staff available should be informed.
- The details entered into the intrusion log.

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

Should you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them.

- Make your point.
- Withdraw.
- Call the police.



In the event of an abusive parent/adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident investigation form should be completed and it may be necessary to inform the governors for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

In the event of it being suspected that a pupil/student is carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil/student in the presence of other pupils/ students. Preferably two or more members of staff should divert the pupil/student or person to a place where no other pupil/students are present.

Bomb Threats

Because of the open aspect of educational premises they are vulnerable to bomb threats and it is a sad fact of life that we all have to be vigilant to the threat of terrorist activities. Although each threat should be treated as though it is genuine, experience has shown that the vast majority are hoaxes. You can help to prevent panic & unnecessary evacuation of personnel from buildings by dealing with the details in a logical way. Threats may be written but are more usually phone calls. These calls may come to any department, not just the reception.

If a threat is received over the phone:

Indicate to colleagues what is happening so that they can contact the Police and ask the following questions:

- Where is it, where do we look?
- When will it go off?
- What does it look like?
- Why are you doing this?
- Who are you?
- Where are you?

Take a note of everything that is said and try and listen for other clues, e.g. background noises etc.

UNDER NO CIRCUMSTANCES SHOULD ANYONE TOUCH OR APPROACH A SUSPECT PACKAGE. YOU SHOULD PHONE THE POLICE *DISCREETLY* ON '999', AVOIDING ANY UNDUE PANIC AND/OR INFORM A SENIOR MEMBER OF STAFF OF YOUR CONCERN.



Reporting Incidents

Use an incident form for all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police, as it is a serious matter.

Food Hygiene

If staff are involved in the handling, preparation or transport of food then it is vital that the following the basic principles of food hygiene and personal cleanliness.

Basic food hygiene rules include:

Always wash your hands:

- Before handling food.
- After visiting the toilet for any reason.
- Between handling raw & cooked foods.
- On returning to work after a break.
- After handling waste food & rubbish.
- After using a handkerchief or touching mouth, nose, ears or hair.
- After any cleaning duties.

Do

- Use paper towels or hot air drier to dry hands *NOT your overall, apron, or cloth.*
- Keep your hands off food as far as possible.
- Keep your nails short.
- Cover cuts & burns with a bright blue coloured waterproof plaster.
- Report any personal illness, e.g. skin, nose, throat or bowel problem.
- Report sightings of any pests as soon as possible.
- Clean all spillages immediately
- Wear the proper protective clothing for the type of work you are doing if needed.

Do not

- Lick your fingers – use a clean spoon & dish to test food
- Spit
- Cough or sneeze over food
- Scratch your head

Smoking

Under government legislation the whole school premises are classed as a no smoking environment. Signs advising of this are located at the entrance to the site and all main building. Infringements by visitors & contractors should be reported to the Head of Operation and Administration or Business Manager.

Dog Exclusion

In the interests of safety & hygiene the ERYC Dog Exclusion Order 2009 applies to all of the land occupied by SHS 6FC with effect from 1 November 2009 making it an offence for any owner to allow their dog to enter or remain on the premises. This does not apply to guide dogs for the blind, deaf or other disability.

Health and Safety during Practical Lessons

The use of practical equipment during lessons is encouraged. We recognise the benefits of students being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- Be sensible during the practical lessons.
- Follow instructions immediately.



- Only touch equipment when you are told to.
- Carry equipment with care and always walk.
- Make sure any equipment used is returned carefully.
- Inform your teacher of any breakages.
- If you're not sure – ask!

All work should be carefully planned and prepared for. Preparation should include:

- Consideration of staffing levels.
- Consideration of group mix and pupils/students with additional needs.
- Room dynamics.
- A risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the Head of Department should be consulted.

Health and Well-being of Staff

All staff within the school will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively.

Workplace Stress

The WLP is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health & safety issue and acknowledge the importance of identifying and reducing workplace stressors.

WLP provides a range of services to staff through various agencies.

Some of the services available to staff include:

- Pregnancy.
- Workstation & posture advice.
- Counselling.
- Control of Substances Hazardous to Health (COSHH).
- Smoking cessation.

Further advice or information on any of the above, or any other health related matter at work, please see the person responsible for HR.

Employment of Young Persons (MHSWR 1999)

Where the school may wish to periodically employ Young Persons under the age of 18 this must be done with due consideration to regulation 19 of the Management of Health & Safety at Work Regulation 1999 and not subjected an individual to risk of injury or harm particularly when due to:

- The inexperience, lack of awareness of risks and immaturity of young persons.
- The fitting and layout of the workplace.
- The nature, degree and duration of exposure to physical, biological and chemical agents.
- The form, range and use of work equipment and the way it is handled.
- The extent of H&S training provided to young persons.
- The risks from agents or other processes carried out in the work place.
- Any work which is beyond the young person's physical or psychological capacity or involving harmful exposure to radiation, extreme heat or cold and noise and vibration.



The department leader responsible for the employee must consider these and other factors in producing a suitable and sufficient risk assessment or if reviewing an existing one. They must also provide the parent or person with parental responsibility (within the meaning of section 3 of the Children Act) with comprehensible and relevant information before they commence work.

Policy review

This policy will be reviewed and amended annually unless significant changes warrant early review

Appendix A

**Display Screen Equipment (DSE)
Selection Criteria – Habitual User**

