



Boyan Maga School

Health and Safety Policy Handbook

General Policy Statement

Organisation

Arrangements

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ABBREVIATIONS

Some terms and phrases occur frequently in this health and safety policy and the following abbreviations may be used:

ABBREVIATION MEANING

The School Boyan Maga School

HASAWA The Health and Safety at Work etc. Act 1974

SFRP So far as is reasonably practicable

COSHH The Control of Substances Hazardous to Health Regulations 2 2002 (as amended)

RIDDOR The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

PPE Personal protective equipment

PPE 1992 The Personal Protective Equipment Regulations 2002

PUWER The Provision and Use of Work Equipment Regulations 1998

MoHASAW The Management of Health and Safety at Work Regulations 1999

The Policy The Health and Safety Policy

HSE The Health and Safety Executive

WHSW The Workplace (Health, Safety and Welfare) Regulations 1992

HSFAR The Health & Safety (First Aid) Regulations 1981 (as amended October 2013)

DSE 1992 The Health and Safety (Display Screen Equipment) Regulations 1992

MSDS Material Safety Data Sheet

MHO 1992 The Manual Handling Operations Regulations 1992 (as amended)

CDM The Construction (Design and Management) Regulations 2015

PSSR 2000 The Pressure Systems Safety Regulations 2000

LOLER The Lifting Operations and Lifting Equipment Regulations 1998

NAW The Control of Noise at Work Regulations 2005

FPA 1971 The Fire Precautions Act 1971

FPWR 1997 The Fire Precautions (Workplace) Regulations 1997 amended 1999

EAW The Electricity at Work Regulations 1989

HFL Highly flammable liquids

LPG Liquefied petroleum gases

CAR The Control of Asbestos Regulations Regulations 2012

GRA (p.24) General Risk Assessment

SRSC (p.19) Safety Representatives and Safety Committees

REEMSA (p.19) Representatives of employee safety

IITS Information, Instruction, Training and Supervision

CPG Chair of the Premises Group

WHR The Work at Height Regulations 2005 (as amended)

He; his; him; they; them These terms apply to the male or female gender

Pupil/s Pupil/student

SECTION A

Primary legislation: Health and Safety at Work etc. Act 1974

Introduction

1. Under Section 2(3) of the Health and Safety at Work etc. Act 1974, (HASAWA) the employer of an organisation must prepare and bring to the notice of his employees, a written statement of his general health and safety policy and any revisions of that policy where five or more persons are employed within that organisation.
2. The legal requirements pertaining to the policy may be considered to consist of four parts:
 - 2.1 A statement of management intent, which outlines the health and safety commitments of the organisation.
 - 2.2 An “organisation” section, which identifies the functional responsibilities of all employees.
 - 2.3 General arrangements that apply to all employees.
 - 2.4 Specific arrangements that apply only to particular areas or employees.

SECTION B

Statement of General Policy

1. The School is fully committed to the health, safety and welfare of its employees, students, parents and helpers whether on the School premises, or engaged in any organised School activity off site. This commitment also embraces any other authorised visitors to the School site. Accordingly, the School will, in general, comply with the requirements of HASAWA and all other relevant statutory provisions to ensure:
 - 1.1 Its continued reputation as a good and caring employer and education provider
 - 1.2 Minimisation of the risk of the School breaching statutory or common law requirements which could lead to criminal or civil proceedings
2. The School is fully committed to providing equipment, systems of work, premises and a working environment which will, so far as is reasonably practicable, (SFRP) ensure the health, safety and welfare of its employees in accordance with Sections 2(2)(a), 2(2)(d) and 2(2)(e) of HASAWA.
3. The School will take all reasonably practicable measures to minimise risks associated with students, parents, contractors and other visitors in accordance with Section 3 of HASAWA and the School’s Risk Assessment Policy
4. The School is fully committed to providing the necessary health and safety training to comply with Section 2(2) (c) of HASAWA.
5. The School will ensure that adequate resources are provided to satisfy the commitments identified in paragraphs 2, 3 and 4.
6. The importance of consultation and communication is recognised by the School. Accordingly, appropriate arrangements will be made to satisfy the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.
7. The School will take necessary steps to ensure that all employees are informed of their health and safety responsibilities, in particular that they:
 - 7.1 Take reasonable care of their own safety and that of others who may be affected by their acts or omissions at work (including organised off site school activities)
 - 7.2 Co-operate with the employer to assist his legal compliance
 - 7.3 Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

8. The health and safety policy will be kept up to date, particularly following significant changes in school activities. To ensure this, the policy and the way it is operated will be reviewed annually.

Signed:.....

Date:.....

SECTION C

Organisation Section Flow Chart

ORGANISATIONAL RESPONSIBILITY FOR THE MANAGEMENT OF HEALTH, SAFETY AND WELFARE

1. The Trustees (represented by their nominated member in the H&S group) bear overall responsibility for the health and safety performance of the School and shall:

1.1 Be seen to support the Policy as a core management function of the School

1.2 Receive reports at regular intervals including those relating to occupational accidents, ill-health and dangerous occurrences pertaining to the School premises and organised school trips

1.3 Ensure that adequate resources are provided to secure implementation of the Policy, with particular reference to health and safety training, risk assessments, health and safety inspections and health and safety audits

1.4 Support health and safety consultation systems in the school

2. The Chair of H&S Group shall:

2.1 Approve the Health and Safety Advisor's regular reports and ensure they are sent to the Trustees Meeting, Principal and Staff Meeting

2.2 Ensure that effective steps are taken to bring the Policy to the attention of all members of the School community

2.3 In a review of the work of maintenance and/or administration and support staff, evaluate and take into account their health and safety performance

2.4 Ensure that all staff in 2.3 above receive appropriate and adequate health and safety training

2.5 Ensure that the Policy is regularly reviewed and, in any case, at intervals not exceeding one year.

2.6 Advise the school insurers as soon as practicable of any accident or instance of ill health likely to result in civil action taken against The School

2.7 Ensure that procedures are in place to ensure minimisation of risk to staff, students and helpers during school trips, so far as is reasonably practicable

2.8 Ensure that The School provides adequate welfare arrangements for staff and students

2.9 Ensure that all teachers receive adequate health and safety training

3. The Principal shall:

3.1 Support health and safety training initiatives for members of staff

3.2 Ensure that all teachers with responsibilities for students on school trips are competent to undertake such responsibilities and, where appropriate, support the choice of teachers for such trips or recommend suitable training before teachers become exposed to these responsibilities

3.3 Create and maintain records pertaining to any disciplinary action taken as a result of any member of staff failing to comply with the requirements of The Policy

- 3.4 Ensure that, in any performance review of teachers, their health and safety performances are taken into account
- 3.5 Ensure that all teachers receive adequate health and safety training
- 3.6 The Premises Group shall:
- 3.7 Ensure that any work equipment used on site is suitable for the work
- 3.8 Ensure that any work equipment referred to in 5.1 (“the aforementioned work equipment”) is, so far as is reasonably practicable, maintained so as not to adversely affect the health and safety of any persons using it
- 3.9 Ensure that maintenance/service records of any work equipment are kept in a safe, but readily accessible location for at least three years from the time of maintenance or service
- 4.0 Ensure that all users of the premises have received appropriate information, instruction, training and supervision when using the aforementioned work equipment
- 4.1 Ensure, SFRP, that only competent persons use the aforementioned work equipment
- 4.2 Ensure, SFRP, that a safe system of work has been created for use of the aforementioned work equipment or any relevant work activity undertaken by the group or people working under his supervision
- 4.3 Ensure, SFRP, that any contractors comply with the school document “Rules for Contractors” (p.19) and take reasonable steps to ensure that contractors are competent to undertake the work and comply with relevant health and safety legislation
- 4.4 Ensure that all control measures (e.g. personal protective equipment) are properly used at all times when using the aforementioned equipment or substances
- 4.5 Ensure that the aforementioned work equipment and substances are stored and transported in a safe manner, SFRP
- 4.6 Ensure that all personnel reporting to CPG have received adequate health and safety training
- 4.7 Undertake relevant risk assessment
- 4.8 Co-operate with any health and safety inspections or audits undertaken by The School or its representatives
- 4.9 Complete accident/dangerous occurrence reports where any personnel are involved
- 5.0 The Chairs of Early Years and Class Teachers meeting (or their representative) shall:
- 5.1 Attend meetings of the School Health and Safety Group
- 5.2 Receive communications from relevant teachers regarding any matters likely to adversely affect the safety or health of any teachers, helpers, students or visitors (e.g. parents)
- 5.3 Strive to resolve any such matters raised in 5.2 seeking guidance from the Health and Safety Advisor as necessary
- 5.4 Where resolution of matters (reference 5.3) is not achieved, ensure such matters are included as agenda items for the next health and safety committee meeting
- 5.5 Co-operate with any health and safety inspections or audits undertaken by The School or its representatives
- 5.6 All Staff shall:
- 5.7 Ensure that any equipment or substances for use by them, helpers assisting them or students are suitable for purpose
- 5.8 Ensure that any faults in equipment (which may adversely affect health or safety) referred to in 5.7 are reported to the appropriate person.
- 5.9 Ensure that any equipment or substances for which exposure to them represents a non-trivial risk of injury or ill-health are properly and adequately stored

- 6.0 Not use any equipment or substances unless they are competent to do so and have received appropriate information, instruction, training and supervision
- 6.1 Ensure that students only use equipment or substances for which they have received adequate IITS and are properly supervised to undertake relevant risk assessments
- 6.2 Co-operate with any health and safety inspections or audits undertaken by The School or its representatives
6. Where responsible for supervising students on school trips, co-operate with the arrangements covering such trips
- 6.4 Ensure appropriate control measures (e.g. PPE) are properly used at all times by themselves or helpers and students under their supervision
- 6.5 Where safety and health issues arise, actively attempt to resolve them, using advice from the Health and Safety Advisor as appropriate. Where it is not deemed possible to resolve such matters, report them to the appropriate Chair (i.e. of Early Years, Class Teacher's Meeting)
- 6.6 In the event of an accident, complete an Incident Report Form and any other paperwork required and send it to the Health and Safety Group with a copy to the Health and Safety Advisor
- 6.7 The Health and Safety group shall:
- 6.8 Keep informed of current health and safety legislation as it applies to The School and advise the Principal of health and safety training needs for any member of staff
- 6.9 Investigate accidents and, where necessary, complete the necessary paperwork and administrative procedures to secure compliance with RIDDOR
- 7.0 Compile a regular health and safety report and bring it to the attention of the Trustees and the Principal.
- 7.1 Create a regular report pertaining to accidents, instances of occupational ill-health and dangerous occurrences and ensure that it is received by the Trustees Meeting and Staff Meetings.
- 7.2 Devise a system of local health and safety inspections within the school and ensure the results appear as an agenda item at the next health and safety committee meeting
- 7.3 Advise the Chair of Trustees as soon as practicable of any accident likely to result in any civil action against the school
- 7.4 Identify any shortcomings in welfare facilities, either by personal inspection or by receiving information from others.
- 7.5 Devise and monitor the effectiveness of a health and safety induction programme for staff and assume the role of a source of health and safety advice for The School – this can be delegated to a suitably qualified person who will report to the Chair of Health and Safety Group.
- 7.6 Report any health and safety training needs pertaining to the Health and Safety group to the Chair of Trustees and the Principal.
- 7.7 Identify any creating or updating of school health and safety documentation needed (possibly from the results of a health and safety audit) and introduce it as an item on the health and safety committee agenda
- 7.8 All employees shall:
- 7.9 Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- 8.0 Co-operate with the terms and requirements of The Policy to assist The School to comply with health and safety legislation
- 8.1 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare

8.2 Use any work equipment or substances in accordance with any instruction or training received

8.3 Report to their immediate manager any work situation, which could reasonably be considered to represent a serious or immediate danger to health and safety

8.4 Report any perceived shortcomings in the health and safety arrangements to their immediate manager

SECTION D1

Arrangements Section

RELATIONS WITH OUTSIDE ORGANISATIONS

INTRODUCTION The following persons may visit the School with the intention of carrying out inspections of the premises:

- Inspectors from the HSE
- An environmental health officer (EHO) from the local authority
- Fire officers
- Insurance inspectors
- School inspectors

An EHO or HSE inspector may also wish to review and discuss health and safety management systems associated with the School.

ARRANGEMENTS 1. When an inspector or any other of the above-mentioned persons arrives at the School, reception personnel shall inform the chair of Health and Safety Group. If possible the Chair of H&S Group should act as host.

1.1 In the absence of the Chair of H&S Group a representative of the Group will act as host.

1.2 In the absence of all of the above, the Principal will be informed.

2. The host will ensure that, in the event of an inspector wishing to examine the premises, the inspector is always accompanied by an appropriate person.

2.1 When any inspection has been completed, the host will discuss any findings with the inspector and record such findings so that they may be made known to the School Health and Safety Group.

3. Resulting action from 2 above will be as follows:

3.1 In the event of urgent action being required (e.g. a notice of improvement or prohibition notice requiring significant resources); the Chair Trustees and the Principal will be informed forthwith.

3.2 For less urgent matters, the representative of the H&S Group or appropriate delegate will ensure that appropriate action is taken

SECTION D2

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999

Arrangements Section

CONTRACTORS WORKING ON THE SCHOOL PREMISES

INTRODUCTION Under Regulations 11 and 12 of the Management of Health and Safety at Work Regulations 1999, it is required that, when two (or more) employers share a workplace or an employer is working as a contractor on the premises of the host employer respectively, then the various employers are required to co-operate with each other in order to comply with health and safety legislation and take all reasonable steps to provide information regarding risks (to those who are not their employees) generated by their own undertaking.

If a project is likely to exceed 30 days or involve more than 500 person-days of work, then it is covered by the Construction (Design and Management) Regulations 1994 (CDM).

It is strongly advisable for the School to have made appropriate checks on any contractors to demonstrate that the School has taken reasonable steps to ascertain the competence of such contractors. If a project is subject to the requirements of CDM, taking the aforementioned "reasonable steps" is mandatory, see arrangement 1.8 below.

Projects using contractors vary in size and duration. For projects covered by CDM, the Mandate Holder for the Premises Group may have significant involvement (see 1.8), whereas, for smaller projects, for example, employing contractors for repair work not undertaken by maintenance staff, the work may be entirely managed by the CPG (see 1.1).

ARRANGEMENTS School Responsibilities

1. The Mandate Holder for the Premises Group shall ensure that:

1.1 For matters under CPG control, a list of approved (competent) contractors is kept and only these contractors are employed. Where new contractors are required, reasonable steps are taken to establish their competence including their ability and intentions to comply with health and safety legislation.

1.2 Contractors are informed of the procedure to evacuate from the School premises in the event of an emergency.

1.3 Contractors are informed of the procedure to obtain first aid attention where necessary.

1.4 The School H&S representative is informed whenever any contractor is to work on the school premises.

1.5 Work equipment is not lent to contractors unless there are exceptional circumstances. Under such circumstances, it must be ascertained that the work equipment is in good condition and that any contractors using it are adequately trained.

1.6 The senior person in the area where work is to be undertaken shall ensure that a comprehensive Risk Assessment has been carried out, and subsequently that contractors are informed of any hazards under the control of the School likely to result in significant risks to the employees of the contractors.

1.7 The mandate holder for Premises will ensure that all contractors are provided with the information "Rules for Contractors" (Annex 1 to Section D2 p.16) and a "Contractors Certificate" (Annex 2 to Section D2 p.18). This certificate is to be signed and returned to him/her before work commences.

1.8 For a project covered by CDM, the Mandate Holder for the Premises Group will adopt the role of the Principal Designer and ensure that a Principal Contractor is appointed (at the earliest possible opportunity) in accordance with the current CDM regulations, that their competence is established and that reasonable steps are taken to ensure that they will allocate sufficient resources to health and safety in accordance with regulations. Such steps will include obtaining and reviewing the safety policies of such persons and any relevant risk assessments (liaising as necessary with the Health and Safety Advisor).

Rules for Contractors

ANNEX 1 TO SECTION D2

The following rules and conditions have been prepared to assist contractors to work at minimum risk to themselves and others who may be affected by their work. These rules and conditions are considered to be an integral part of their contracts with Boyan Maga School and any failure to comply with the rules and conditions will be considered to be a breach of contract.

1. Before any plant, vehicles, materials or appliances (any of which is hereafter referred to as “work equipment”) or contracting personnel are brought on to the school premises, the Mandate Holder for the Premises Group shall ensure that it receives written confirmation of the identity of the person acting for the contractor who will be responsible for the work to be done and ultimately for compliance with the rules referred to above.
2. All contracting personnel shall book in at reception before starting work each day and sign out when the work for the day and the job have been completed.
3. All work equipment belonging to contractors for use on the school premises shall be suitable for purpose, adequately maintained (with respect to health and safety) and all steps taken to ensure that users of the work equipment are adequately informed, instructed, trained and supervised. Work equipment shall comply with the Provision of Work Equipment Regulations 1998.
4. Vehicles and personnel shall not go into parts of the school premises other than those in which they are working except with the consent of the Mandate Holder for the Premises Group.
5. Protective and preventative measures (“control measures”). It is the responsibility of contractors to provide adequate control measures (e.g. personal protective equipment) for their employees needed for the work to be undertaken.
6. Working areas for contractors - site areas and sitting of temporary buildings and storage areas shall be clearly defined and adequately protected so that no unauthorised persons may enter the site without permission, so far as is reasonably practicable.
7. Work equipment not belonging to contractors - generally, contractors shall not use any equipment belonging to the School. Exceptionally, school equipment may only be used by contractors after written permission has been obtained from the Mandate Holder for the Premises Group, or one of his representatives, or in both of their absences, the Chair Health and Safety Group.
8. Fire precautions – A strict NO SMOKING policy is enforced within the school premises. Emergency exits and fire-fighting equipment shall be kept free of obstructions at all times, where such matters are under the control of contractors.
9. Fire precautions - the storage of highly flammable liquids and liquefied petroleum gases (LPG) must comply with relevant legislation.
10. Reporting of accidents and dangerous occurrences - all accidents and dangerous occurrences must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) by the contractor.
11. Reporting of accidents and dangerous occurrences - contractors must cooperate with any accident investigation undertaken by authorised school personnel.
12. Housekeeping - contractors must, so far as is reasonably practicable, keep their work areas free from clutter and not allow rubbish to accumulate.
13. Pollution - oils, solvents and other harmful chemicals must not be disposed of down drains on the school premises.
14. Unwanted materials and substances - all unused materials and substances brought on to the school premises shall be removed by the contractors on completion of their work

Contractors Certificate (to be completed in full)

ANNEX 2 TO SECTION D2

Order/contract no.

I acknowledge that I have received a copy of the document "Rules for Contractors".

I have read the document and understand it. I guarantee that I will distribute a copy to each of my/our supervisory staff engaged on contract work for Greenwich Steiner School at that location (unless I am a sole trader).

SOLE TRADER YES NO (tick appropriate box)

I agree to instruct my employees to comply with the rules throughout the contract (unless I am a sole trader, in which case I agree to comply with the rules myself throughout the contract).

I further undertake that no work will be done until this certificate is completed and returned to the Health and Safety Advisor, or, in her absence, Mandate Holder for the Premises Group

I apply for copies of the Rules for distribution to my/our supervisory staff whose names appear on the attached list, which is retained by the School H&S representative:

Name of contractor (in block capitals):.....

Title of firm:.....

Signature:.....

Address:.....

.....

.....

Post code:.....

Telephone number:.....

SECTION D3

Arrangements Section

HEALTH AND SAFETY CONSULTATION

INTRODUCTION In the Safety Representatives and Safety Committees Regulations 1977 (SRSC), rights and functions of trade union appointed safety representatives are described.

Where representatives are not trade union appointed, the Health and Safety (Consultation with Employees) 1996 (HSCER) applies.

HSCER applies to the School whereas SRSC does not.

The School is required to consult its employees (teaching and non-teaching staff) on matters relating to health and safety at work, in particular:

- measures introduced which may substantially affect the health and safety of its employees
- arrangements for appointing competent persons provision of health and safety training health and safety consequences of the introduction of new technology into the School

Consultation may be either:

(a) with all employees directly or (b) through elected (or appointed) representatives of groups of employees, such representatives being known as “representatives of employee safety” (REEMSAs)

For all but the smallest organisations, (b) is likely to be more practical. This is seen to be the case for the School.

Employers must ensure that every REEMSA receives appropriate information and training, also reasonable time to perform their functions.

A method of effective consultation on health and safety matters is likely to be secured by means of an effective health and safety group.

ARRANGEMENTS

1. Formation and maintenance of the School health and safety group is undertaken by Trustees Meeting and the Principal.
2. The group will be chaired by an appointed person.
3. The basic group will, in addition to the Chair of Trustees, consist of the Health and Safety Advisor and a representative of the school.
4. The Principal may invite specific persons to one or more meetings.
5. Group meetings shall be held twice per term.
6. The programme of meetings for the School year will be finalised by the Health and Safety Advisor by 31 August for that year and, unless ill health or other exceptional circumstances occur, full attendance will be expected at the meetings.
 - 7.1 The meeting agenda will include the following items:
 - 7.2 Apologies for absence (should be very rare)
 - 7.3 Minutes of last meeting/matters arising
 - 7.4 Review of accidents and near misses during last two months
 - 7.5 Implications of visits from any external authorities, such as the HSE or fire officer
 - 7.6 Results of any external health and safety audit

7.7 Health and safety training needs

7.8 Health and safety information relating to new plant and equipment

7.9 Health and safety issues arising from school trips

7.10 Results of health and safety inspections undertaken

7.11 Any health and safety information required to be provided for staff.

7.12 Implications of any new health and safety legislation

7.13 Any other business

7.14 Confirmation of date and time of next meeting

8. For all meetings:

8.1 Minutes shall be taken and circulated to:

- all attendees (plus any absent committee members)
- the Chair of Trustees
- the Mandate Holder for the Premises Group
- the Principal
- School notice boards
- teacher's staff room

8.2 Minutes shall be produced and circulated within 7 days of all meetings.

SECTION D4

Primary legislation: Health & Safety (First Aid) Regulations 1981 (as amended October 2013)

Arrangements Section

FIRST AID

INTRODUCTION Qualified first-aiders must normally be available to administer first aid, as required by the Health and Safety (First-Aid) Regulations 1981 (amended 2013) A NB now that HSE no longer has to approve First Aid Training Providers and Qualifications, the responsibility to identify and approve suitable Trainers and Qualifications in First Aid has been taken over by the School.

Note: a qualified first-aider is a person with a current school- approved First Aid at Work certificate.

When required, first aid should be obtained by the quickest possible means. This may be achieved by knowing the location of a first-aider with certainty or by contacting reception personnel who will summon first aid assistance.

ARRANGEMENTS 1. If an employee needs first aid and is able to summon it, he will do so without delay, either by contacting a first aider in a known location or by contacting reception.

2. If an employee finds an injured person who is unable to summon first aid, the employee will summon it.

3. If a visitor needs first aid, the host shall summon it.

4. If a visitor or a contractor is present on the school premises and will not always be accompanied, that visitor or contractor will be advised to contact reception if first aid is required.

5. If a pupil becomes unwell and it is deemed necessary (by a first-aider) for that child to leave the premises, they will ensure that a parent or guardian is contacted to collect the pupil.

6. If a teacher or member of staff becomes unwell and needs to leave the premises, a judgement will be made by a member of the first aid room staff to determine whether the member can leave the premises without assistance and by what means.

7. Where any employee or pupil has received a blow to the head, a first aider must be consulted without delay.
8. Records of accidents and illnesses will be kept in the first aid room for five years. The Health and Safety Advisor keeps copies of records of accidents for one school year before arranging secure disposal.
9. In temporary and exceptional circumstances, a qualified first-aider need not be present on the school premises. In such cases, the “appointed person” {as defined by the Health and Safety (First-Aid) Regulations 1981} will take charge of a situation where first aid or medical assistance is required. (E.g. by phoning for an ambulance). It will be the duty of the School Administrator to ensure that this appointment is recorded. Note: it is not a legal requirement that the appointed person possesses a first aid certificate, but the School requires such persons to hold an Emergency Aid Certificate.
10. It is the responsibility of the First Aid Supervisor to ensure that all first aid boxes are kept adequately and appropriately stocked. First aiders will report deficiencies in first aid boxes to the First Aid Supervisor. (In the absence of the First Aid Supervisor, such matters are managed by the School Office).
11. The initial training and re-certification of first aiders will be organised by the First Aid Supervisor who will keep and maintain up-to-date records.
12. When school trips are to take place, the person(s) responsible for the pupils during the trip must include in the risk assessment for the trip, the level and nature of first aid needed during the trip and the procedure for obtaining any such first aid. In cases of trips which include an overnight stay, it is recommended that a first aider be included in the party.

SECTION D5

Primary legislation: Management of Health & Safety at Work Regulations 1999

Arrangements Section

RISK ASSESSMENT

INTRODUCTION Risk assessments need to be produced in order to satisfy the requirements of much modern health and safety legislation, for example, the Noise at Work Regulations 1989, COSHH 2004 and the Manual Handling Operations Regulations 1992, Fire Safety Regulations.

The above are specific risk assessments. An overall general risk assessment (GRA) is required by MoHASAW.

A risk assessment consists of five basic steps:

- identification of hazards
- determination of who may be harmed and how
- evaluation of the risks to health and safety resulting from consideration of the hazards identified, which includes the efficiency of current control measures
- recording of the significant findings (includes description of further control measures)
- review and, where necessary, revise assessments

Having carried out the risk assessment (which may or may not require quantitative measurements), control measures must be put into place. (MoHASAW refers to such control measures as “preventative and protective measures”).

Regulation 7 of MoHASAW requires an employer to appoint one or more “competent persons” to assist him to comply with relevant legislation. An employer has three general options:

a) use internal employees who are already competent b) provide training for non-competent employees in order that they may become competent c) use competent external advice and services e.g. consultants

In practice, most organisations are likely to use a combination of the three options.

In Regulation 7 of MoHASAW, a person is regarded as competent “. . . where he has sufficient training and experience or knowledge and other qualities to enable him . . .” to undertake the work in accordance with the legislation.

ARRANGEMENTS

1. The Health and Safety Advisor shall undertake relevant general risk assessments, using external advice where s/he deems it appropriate.
2. Where other Boyan Maga School employees are required to undertake a GRA, the Health and Safety Advisor will ensure that appropriate training is provided for them.
3. A record of any GRA undertaken will be retained by the Health and Safety Advisor until such time as a re-assessment is undertaken, in any case, at intervals not exceeding 6 months for an overall risk assessment and COSHH and when necessary for new equipment, working practices or changes to existing practices are introduced.
4. Please refer to the School’s Risk Assessment Policy for further information and guidance.

SECTION D6

Primary legislation: Health and Safety (Display Screen Equipment) Regulations 1992

Arrangements Section

WORK WITH DISPLAY SCREEN EQUIPMENT

INTRODUCTION This section is based on the requirements of DSE 1992, which require the employer to ensure that risk assessments of display screen equipment workstations (sometimes known as “VDU” workstations) are undertaken for “users”.

A “user” is defined in Regulation 1 as an employee who habitually uses display screen equipment as a significant part of his normal work for at least an hour on most working days.

When the risk audits/and or assessments have been carried out, employers must ensure that risks to health and safety must be controlled SFRP.

ARRANGEMENTS 1. The School Administrator shall ensure that sufficient numbers of competent assessors are appointed to undertake the risk assessments and, where appropriate, they receive adequate training. (Competent persons may be from within The School or be external consultants).

2. Records of the risk assessments shall be retained by the Health and Safety Advisor until such time as any re-assessments are undertaken.

3. Competent persons who are employees of Greenwich Steiner School will ensure that the Health and Safety Advisor receives a report containing the significant findings of their assessments together with any appropriate recommendations. Where the assessment work is carried out by an external consultant, the resulting report will be submitted directly to the Health and Safety Advisor.

4. Recommendations for risk reduction will be considered by the Trustees, the Principal and the Mandate Holder for the Finance Group who will either approve resources in order that the recommendations may be enacted in a timely manner or give reasons in writing to the Health and Safety Advisor for any delay or denial.

5. Users (as defined above) are entitled to reimbursement of the cost of an annual eye test. If the test shows that corrective lenses are needed specifically for DSE work, users are entitled to reimbursement of the costs of basic corrective lenses and frames. They are not entitled to reimbursement of costs of existing lenses, or for more expensive lenses, frames etc. All staff employed by the school (on the payroll) who meet the definition of DSE user are entitled to these provisions. The entitlement does not extend to self-employed personnel.

6. All DSE users are entitled to a break of a few minutes after each hour of DSE work, and are encouraged to take such a break. NB 'break' does not mean cessation of all work, it means break from DSE activity to another non-DSE activity.

7. The School shall ensure that DSE workstations are ergonomically designed (adjustable chairs, screens etc. correct table height, etc. All users will be given information and advice with regard to ergonomic layout, and suitable posture etc. while working at DSE workstations – IHSE leaflet HSG57 is downloadable free at <http://www.hse.gov.uk/pubns/priced/hsg57.pdf>

8. All DSE monitors are flat screen LCD type monitors. Cathode Ray Tube (CRT) monitors are not supplied. No DSE workstation is to be positioned in a room with fluorescent lighting. These controls are in place to ensure that individuals at risk of photosensitive epilepsy are not at risk. If you feel you may be at risk (e.g. if you are susceptible to epileptic fits which watching television) you should consult your GP if you have not already done so, and bring this to the management's attention as soon as you start working for the school – it is possible that this problem could arise in other areas too e.g. use of strobe lighting in school drama productions.

9. All DSE users are encouraged to use the PC workstations provided whenever possible. If users need to use a laptop they are encouraged to attach external ergonomic keyboards and monitors if possible.

SECTION D7

Primary legislation: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Arrangements Section

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

INTRODUCTION The principal reasons for reporting injuries, diseases, dangerous occurrences and other loss-producing events (hereafter collectively referred to as "incidents") are to:

- comply with legislative requirements
- identify immediate and root causes to minimise the risk of recurrence
- collect evidence to provide some protection for employers, employees and other relevant persons in any subsequent litigation
- demonstrate management commitment to health and safety
- help identify any shortcomings in the GRA produced by the employer
- assist in the determination of losses experienced as a result of such incidents

The main relevant legislation is RIDDOR

The actions required depend on the type and effects of an incident. RIDDOR categorises them as follows:

(a) fatalities and "specified" injuries (injuries of a major nature listed in the RIDDOR 2013 legislation (regulation 4) (b) injuries causing incapacity for more than three consecutive days such that the injured persons are unable to perform their normal tasks during this period (c) other injuries less serious than those identified in (a) or (b) (d) "dangerous occurrences" e.g. 'near miss' (e) "work-related illnesses" (including outbreaks of certain illnesses in the workplace) as listed in the RIDDOR 2013 legislation (regulations 8 and 9))

Reporting of (a) to (e) shall be undertaken by the "responsible person".

ARRANGEMENTS 1. The School Administrator has been appointed as the responsible person with respect to RIDDOR; when absent, the responsibility will be assumed by a member of the First Aid Room staff.

2. FATAL/MAJOR ACCIDENTS

2.1 The responsible person shall inform the enforcing authority by the quickest possible means (normally by telephone) as soon as is practicable after becoming aware of the incident and no later than 24 hours after.

2.2 If the incident is a fatality, the responsible person, or in her absence, the School Administrator/Mandate Holder for the Premises Group will ensure that the Police are informed forthwith and that arrangements are made to inform

the next of kin as soon as possible. In the absence of both aforementioned persons, the above actions will be undertaken by the Principal.

2.3 The School insurance company will be informed of the incident within 24 hours of its occurrence by the Health and Safety Advisor, or in her absence, by the School Administrator/Mandate Holder for the Premises Group.

2.4 The responsible person shall complete form F2508 forward it to the enforcing authority (EA) within 10 days of the incident (or fill in online at www.hse.gov.uk/riddor)

2.5 The School internal form will be completed by the manager of the victim (for a member of staff) or the relevant teacher (for a pupil).

3. Injuries causing incapacity for more than three consecutive days (not including the day of the incident) but not classified as fatal or major.

3.1 The responsible person shall complete form F2508 and forward it to the EA within 10 days (or online see 2.4 above).

3.2 The School internal form will be completed as in 2.5 above and the 'Accident Book'.

4. Other injuries less serious than those identified in sections 2 and 3 above

4.1 The School internal form will be completed (see 3.2).

5. Dangerous Occurrences - these are specifically defined in Schedule 2 of RIDDOR.

5.1 The responsible person will undertake the duties defined in sections 2.1 to 2.5 (inclusive) above.

The School internal form will be completed as in section 2.5 above

6. Reportable Diseases - these are specifically defined in Schedule 3 of RIDDOR

6.1 For reporting action to be taken, any such disease must be confirmed in writing by a competent medical practitioner

6.2 If a reportable disease is confirmed, the responsible person will complete form F2508A and forward it to the enforcing authority

7. All employees will carry out duties allocated to them in the internal school procedure for action in the event of an incident

SECTION D8

Primary legislation: Manual Handling Operations Regulations 1992 (as amended)

Arrangements Section

MANUAL HANDLING

INTRODUCTION It is now well established that one of the greatest single causes of injury at work is from inappropriate manual handling.

Training in correct manual handling techniques can certainly reduce the risk of injury, but avoidance of manual handling is clearly the control measure most likely to minimise risk. Indeed, under Regulation 4(1) of MHO 1992, it is required of every employer to ensure, SFRP, that employees avoid any manual handling operation where there is a (non-trivial) risk of injury.

Where manual handling cannot be avoided and there is a risk of injury, a manual handling risk assessment must be undertaken and steps taken to reduce the risk of injury.

Application of the Regulations Not only do the Regulations cover all employees, but they could be applicable to contractors insofar as they move equipment belonging to the School on the school premises.

The types of operation vary widely from routine maintenance work, where manual handling may be frequently required, to the occasional movement of school furniture, such as desks, tables and chairs or large items of stationery in offices.

ARRANGEMENTS 1. The School Administrator shall ensure that sufficient numbers of competent persons are appointed to:

1.1 Devise techniques and procedures to minimise the extent of manual handling

1.2 Conduct manual handling risk assessments where manual handling is required and there is a risk of injury (note: in such a risk assessment, the "individual" is one of the factors to be considered, therefore, the assessment may well need to take account of the capabilities of any child or young person expected to carry out any manual handling operation)

1.3 Retain records of risk assessments referred to in 1.2 above at least until such times as re-assessments are undertaken (see D5.3, p.25)

1.4 Advise the School Administrator/Mandate Holder for the Premises Group of significant findings of the assessments and recommendations requiring significant resources to reduce the risk of injury SFRP

2. The School Administrator/Mandate Holder for the Premises Group will provide resources required to enable actions associated with the risk assessments to be undertaken or give reasons to the assessor if resources for implementation are to be denied or delayed

SECTION D9

Primary legislation: Control of Noise at Work Regulations 2005

Arrangements Section

NOISE

INTRODUCTION Excessive noise can inflict permanent damage on hearing. It is probably one of the most underrated occupational health hazards. It has been estimated that around two million persons at work in the UK alone are exposed to potentially damaging levels of noise.

Duties on employers are imposed under NAW, including under certain circumstances, requirements for:

- a noise survey to be undertaken, so that a noise assessment can be carried out
- After assessment, measures taken to either eliminate or reduce the noise level
- PPE – if this an issue in the school – as opposed to the building project, which is separate.

ARRANGEMENTS 1. The Health and Safety Advisor shall:

1.1 Arrange for a competent person to undertake a noise survey leading to a risk assessment

1.2 Ensure that a report is received as a result of the survey and assessment

1.3 Arrange for any necessary purchases, training etc. to be undertaken as a result of the noise survey/assessment

1.4 Report any noise reduction measure deemed to be required to the Mandate Holder for the Premises Group and the Principal

1.5 Retain any records of the noise survey, noise assessment and persons trained until such time as a further survey/assessment is carried out

SECTION D10

Primary legislation: Control of Asbestos Regulations 2012

Arrangements Section

ASBESTOS

INTRODUCTION Exposure to asbestos fibres can cause serious ill health effects which can often result in premature death. The main diseases are generally regarded as asbestosis, lung cancer and mesothelioma.

CAR requires employers to prevent exposure of employees and young persons to asbestos, or, where this is not practicable, to reduce the exposure to the lowest possible level.

There are three types of asbestos survey:

- Type 1, whereby the presence and extent of any asbestos is identified SFRP and its condition. No sampling is associated with this type of survey
- Type 2, which includes sampling and analysis of asbestos
- Type 3, this is a more rigorous inspection than type1 and may involve destructive inspection to access areas which are normally difficult to reach. This survey is designed to be used as a basis for tendering the removal of asbestos-containing materials prior to refurbishment or demolition.

Provided asbestos remains sealed and undisturbed, the risk to health will be negligible. However, a risk assessment must be undertaken under Regulation 4 of CAR and arrangements put into place if there is any risk of exposure to asbestos.

ARRANGEMENTS 1. The Health and Safety Advisor will arrange for an initial or type1 survey to be undertaken to determine whether other survey types or asbestos treatments are required

Notes Where asbestos is sealed and adequately protected from any foreseeable damage, it is usually preferable to leave it in situ rather than disturb it through removal.

NO attempt should be made by any employees of the School to remove asbestos or knowingly act in such a way as to cause the possible release of asbestos fibres. With the exception of a few specialised cases, only a licensed contractor may remove asbestos.

SECTION D11

Arrangements Section

Primary legislation: Management of Health and Safety at Work Regulations 1999

HEALTH AND SAFETY MONITORING

INTRODUCTION Any health and safety policy should include details of monitoring arrangements to ensure that the requirements of the policy are being implemented - this will assist compliance with Regulation 5 of MoHASAW.

Two of the principal monitoring techniques are:

- health and safety inspections
- health and safety audits

A health and safety inspection requires a visit to the area to be inspected in order to identify hazards present in the area. It will provide a snapshot of current working practices, housekeeping standards, whether PPE is being worn where required etc. It is a routine measurement of health and safety performance at a particular point in time and would normally be undertaken by "in-house" persons i.e. employees such as teachers and possibly by an older student, perhaps when accompanied by a member of staff.

A health and safety audit consists of a systematic measurement and validation of an organisation's management of its health and safety programme against a series of specific standards. It takes the form of questions to appropriate persons in an organisation and the examination of relevant documents.

An initial full audit will identify strengths and weaknesses in the health and safety management system and will be accompanied by a report which includes recommendations associated with achievable targets set prior to any subsequent audit.

Audits are normally carried out by an external organisation or consultant at least annually, this audit will also include a full risk assessment of all areas of the school premises.

ARRANGEMENTS 1. In conjunction with the Mandate Holder for the Health and Safety Group and the Principal, the Health and Safety Advisor will set up a 12-month programme of health and safety inspections for all areas of the school premises and school activities, including the identities of the persons to undertake the inspections

2. The Health and Safety Advisor will organise any training required for persons undertaking the inspections.

3. The inspections will be timed to take place 2-3 weeks before the next health and safety committee meeting.

4. The person undertaking the inspection will submit a report to the Health and Safety Group and the Premises Group.

5. The Health and Safety Advisor shall ensure that a health and safety audit is undertaken at intervals of 6-12 months.

SECTION D12

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999

Arrangements Section

HEALTH AND SAFETY TRAINING

INTRODUCTION The need for adequate health and safety training is identified under and required by virtually all modern health and safety legislation, for example, the general requirement under Section 2(2) (c) of HASAWA.

Furthermore, Regulation 13 of MoHASAW identifies certain situations and circumstances where training is especially required, being on recruitment, (i.e. induction training) and where there is a significant change in risk.

ARRANGEMENTS 1. The Mandate Holder for the Health and Safety Group will ensure that all health and safety training requirements are addressed and will report progress at each Trustees meeting

2. The Health and Safety Advisor will ensure that a health and safety induction programme is devised and submitted to the school Health and Safety Group for approval

3. The Health and Safety Advisor will be notified at least seven days in advance of any new employees commencing employment with The School so that all new employees receive the prescribed health and safety induction training

SECTION D13

Primary legislation: Provision and Use of Work Equipment Regulations 1998

Arrangements Section

DANGEROUS PARTS OF MACHINERY

INTRODUCTION Dangerous parts of machinery are covered in Regulation

11 of PUWER. In particular, Regulation

11(2) identifies a hierarchy of control measures to be used to minimise risk of injury. Such measures, in order of priority, involve the use of:

- fixed guards
- other guards, such as interlocking devices
- protection appliances, such as push sticks for use with saws
- information, instruction, training and supervision

Under Section 6 of HASAWA,(as modified by the Consumer Protection Act 1987) designers, manufacturers, suppliers and importers of work equipment must ensure, SFRP, that work equipment must be safe and without risk to health

when properly used, cleaned, repaired or maintained and appropriate information available for users to undertake such functions.

ARRANGEMENTS 1. Where work equipment is to be used by employees of the school, (i.e. members of teaching staff, employees of the maintenance department, office staff etc.) the employees responsible for obtaining the equipment shall be certificated to indicate competence and shall:

1.1 Ensure safety devices are checked before the equipment is put into service for the first time

1.2 Ensure that risks of injury associated with dangerous parts of the equipment are minimised by suitable means including periodic inspections

1.3 Take steps to ensure that any safety device found not to be in proper working order is repaired or replaced and appropriate steps taken to isolate such equipment to prevent its use prior to repair or replacement

2. Where work equipment is to be used by children and young persons, teachers shall:

2.1 Take reasonable steps to ensure that the equipment is in good condition so as to minimise risks to safety and health

2.2 Ensure necessary instructions are available in a form comprehensible to the users (including the use of any PPE)

2.3 Ensure the users have received comprehensible training on the use of the equipment

2.4 The users are adequately supervised

SECTION D14

Primary legislation: Electricity at Work Regulations 1989 Building Regulations 2000 (Approved Document P – Electrical Safety)

Arrangements Section

ELECTRICAL RISKS

INTRODUCTION In most years in the UK, there are in excess of 800 accidents attributable to contact with electricity or electrical discharge; around 20 of these accidents results in fatality.

General principles for electrical safety are established in EAW. Precise technical details are found elsewhere, for example, in current editions of wiring regulations and HSE Guidance Notes such as PM32. (The Safe Use of Portable Electrical Apparatus).

Probably the most important feature of EAW is Regulation 14, which requires that work on an electrical system may only be carried out when that system is electrically dead unless it is totally unreasonable not to do so.

Annual testing of electrical equipment, (especially portable electrical equipment) is undertaken to assist in compliance with Regulation 4 of EAW.

ARRANGEMENTS 1. The Health and Safety Group will ensure that portable electrical equipment is tested for safety at appropriate intervals, that is, before the equipment is first put into use, at regular intervals thereafter (annually) and following any modification or repair.

2. For electrical equipment at fixed locations, e.g. lighting etc. such regular intervals shall be five years.

3. The Mandate Holder for the Premises Group will ensure that no work is carried out on live electrical systems unless it is totally unreasonable not to do so.

3.1 Where it is essential to undertake live working, the Mandate Holder for the Premises Group will ensure that all practical precautions are taken and that any work is under taken only by competent persons.

3.2 Where live working is deemed to be essential, the Mandate Holder for the Premises Group will ensure that there is a safe system of work created. Where there is a non-trivial risk of staff, students or visitors being in the area where the live working is to be undertaken, a permit to work system shall be created and operated.

SECTION D15

Primary legislation: Work at Height Regulations 2005 (as amended) Construction (Design and Management) Regulations 2015

Arrangements Section

FALLS FROM HEIGHT

INTRODUCTION One of the leading causes of accidents is falls from height. At present, legal requirements to minimise such risks appear in general form under HASAWA and MoHASAW; also in somewhat more detailed form in Regulation 13 of WHSW.

The Work at Height Regulations (as amended) is now in force. There is no specific definition of "height" - this is determined by risk assessment and will vary according to ground circumstances and conditions (an obvious example is that risk of injury from a fall "from height" will be greater if the fall is on to a hard surface than soft earth). Furthermore, part of Regulation 13 of WHSW has now been repealed. As a result, any work activity must be properly planned, supervised, carried out in a safe manner (SFRP) by competent persons and avoided SFRP; also, steps taken to prevent unauthorised persons entering the danger area and the area appropriately signed.

With regard to children climbing trees, the Work at Height Regulations 2005 do not apply, since the climbing of trees may be considered "climbing by way of sport or recreation", an activity which is exempt from most of the Regulations. However, HASAWA and MoHASAW still apply. Clearly, the minimum risk situation is to prohibit the climbing of trees, but since this activity is included within the school philosophy, the activity must be managed by risk assessment.

ARRANGEMENTS 1. All persons undertaking general risk assessments for the School will ensure that falls from height is a hazard that is always considered.

SECTION D16

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Work at Height Regulations 2005 (as amended)

Arrangements Section

FALLING OBJECTS

INTRODUCTION When materials or equipment are stored at high level, there is generally some risk of the materials or equipment falling and causing injury. All employees of the School must, SFRP, take measures to prevent such injuries.

The legal requirements pertaining to falling objects are covered generally in Sections 2(2) (b) and 2(2) (d) of HASAWA, MoHASAW and more specifically in the Work at Height Regulations 2005.

ARRANGEMENTS 1. Classroom teachers and members of staff will ensure that any objects stored in areas they teach or work respectively are placed appropriately having regard of the nature of such objects (e.g. their weight, whether there are sharp corners or edges, whether materials could spill out etc.).

2. All persons undertaking general risk assessments for the School will ensure that falls from falling objects is a hazard that is always considered. If necessary incidents involving falling objects to be reported under RIDDOR (p.27)

SECTION D17

Primary legislation: Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP) European Regulation on Classification, Labelling and Packaging of Substances and Mixtures (EC) 1272/2008 – (CLP Regulation) phased in gradually, largely replacing CHIP by June 2015

Arrangements Section

HAZARDOUS SUBSTANCES

INTRODUCTION This section is based on COSHH, the basic requirements of which are:

- identifying substances used on a premises
- evaluating risks to persons (i.e. undertaking a risk assessment)
- ensuring appropriate control measures are implemented
- undertaking monitoring and/or health surveillance if required
- in all cases, ensuring that adequate health and safety training is provided

ARRANGEMENTS 1. Persons responsible for obtaining substances for the School will ensure that no substance is present on the School premises without a current Material Safety Data Sheet. This may be achieved in three ways:

1.1 A current MSDS may already be held in school records

1.2 If 1 does not apply, a current MSDS must be obtained from the supplier before taking delivery of the substance to which it refers

1.3 Exceptionally, if 2 is not practicable, the MSDS will be received at the same time as delivery is taken of the corresponding substance

2. A copy of the MSDS shall be forwarded to the School Administrator within 48 hours of receiving the original MSDS

3. Teachers, maintenance personnel and other relevant staff shall ensure that they are aware of the identity of every hazardous substance in areas under their control. (in the case of teachers, this responsibility is restricted to substances which they use or obtain for their own work in their areas)

4. No leaking or badly damaged containers are to be accepted on to the school premises

5. The School Administrator shall arrange for COSHH assessments to be undertaken for substances on the premises (this shall not include substances brought in by contractors)

6. Persons responsible for using substances shall ensure safe storage and disposal of such substances

SECTION D18

Arrangements Section

SCHOOL TRIPS

INTRODUCTION Children are probably more at risk during school trips than at most other times when on school premises. There may be more minor accidents while at school (e.g. minor cuts, grazed knees etc.) but fatalities have occurred during school trips, for example, the "Lyme Bay incident", where four sixth year pupils were drowned. This resulted in a successful prosecution for manslaughter in the case R v Kite and OLL Ltd. (1994).

Investigations of other incidents which have resulted in fatalities have concluded that, in some cases, supervision has not been suitable and sufficient.

The Department for Education and Skills have produced a detailed publication entitled "Health and Safety of Pupils on Educational Visits" (hereafter referred to as the "school trips publication" in this section). Boyan Maga School Trips Policy, Annex 1(D19), known as the STP, is based on the DfES school trips publication and is updated at 2-yearly intervals. It is not practicable to produce one set of arrangements for all school trips; however, the general procedures are shown in the "arrangements" section below.

ARRANGEMENTS 1. The Health and Safety Mandate Group will ensure, SFRP, that a suitable and sufficient general risk assessment is produced for all school trips, taking account of the recommendations in the school trips publication and following the STP.

2. All responsible personnel associated with school trips shall co-operate with regard to general risk assessments by compiling such assessments and forwarding them to the Health and Safety Mandate Group.

3. Where any incidents resulting in injury have occurred during a school trip, the responsible person for that trip will produce an accident report and forward it to the Health and Safety Mandate Group as soon as practicable after completion of the trip and, in any case, not later than seven days after the end of the trip.
4. If the incident is a serious accident this must be reported under RIDDOR (p.27)

Policy for School outings and trips

Boyan Maga School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. For every outing there will be a Teacher designated as the organiser. In normal circumstances this should be the Class Teacher.
2. It is the organising Teacher' responsibility to ensure that this policy is carried out and the outing is carefully planned in order to make it safe and problem free.
3. For every outing the Teacher is required to refer to the DfES publication "Health and Safety of pupils on educational visit – a good practice guide". Every Teacher has been provided with a copy.
4. For weekly outings, such as Hampstead Heath, library, gardening and local parks the School requires a yearly signed parental consent form for each child. This form includes a general medical consent.
5. Swimming requires an additional, separate consent form. This form needs be signed by the parents on a yearly basis.
6. The School office will hold a copy of these forms for each child in the child file.
7. Each Class and Kindergarten Teacher will keep a summary of all the consent forms for her/his class with their register.
8. For unique trip and outings, a new parental consent form will be required. In this form there will be specific details about the outing including date, place and any other relevant factors. This will also include a medical consent, medical information and emergency contact details for the parents. The parents must make the Teacher aware of any medication that their child will or may have to take during the trip and the appropriate medical form completed.
9. The parent/guardian will be asked to come to collect the child from School if the parental consent form has not been signed or has been returned incomplete as the School may be unable to provide alternative arrangements for the day/s. Children will not be allowed to go on a trip if a parental consent form has not been signed or has been returned incomplete.
10. The Child protection officer will be informed of any volunteer who will assist with overnight trips since they must be fully CRB.
11. The CRB number and date of issue must be noted on the risk assessment form.
12. At the beginning of each term the Teacher organising weekly outings, such as Hampstead Heath, swimming and gardening, will complete a risk assessment form and all other relevant paperwork.
13. These will be sent to the H&S mandate group for approval and will be reviewed and updated when necessary by the teacher on a weekly basis.
14. Four weeks before a unique trip and outings, the Teacher organising it will complete a risk assessment form and all other relevant paperwork.
15. These will be sent to the H&S mandate group for approval.
16. No trip or outings will take place without the approval of the H&S mandate group.
17. Within the risk assessment form the Teacher will detail:

- a. time and date of the outing
- b. contact telephone numbers of teachers and parents taking part in the trip
- c. venue address and telephone number
- d. a designated telephone number within the School community for emergency.
- e. CRB number and date, if appropriate

18. For the duration of the trip the Teacher will keep a copy of all of the above plus a copy of all the parental consent forms. A copy will remain in the School office and a copy will be given to the emergency contact within the School community for emergency.

19. For any trips the School requires the participation of at least two adults, unless it has been previously agreed as part of the risk assessment, of which there shall be at least one man and one woman.

20. The Teacher is responsible for ensuring that other members of staff and volunteers involved in the trip are aware of all plans for the timing and organisation of the outings, including each member of the parties' responsibility, discipline and behaviour strategies. In the latter case the main authority is the Teacher.

21. For overnight stays, as part of the preparation for the trip, the Teacher will discuss this policy, free time (remote supervision) and the risk assessment with his/her pupils. Once this has been done, the pupils from Class VI and up will be required to enter into a GOOD BEHAVIOUR BOND that confirms their commitment to abiding by the rules of the trip.

22. For all residential trips lasting longer than two nights the Teacher will hold a parent evening to discuss the logistics of such trip.

23. The parents are required to enter into an agreement with the School by signing a PARENTAL BOND confirming their support for the rules of the trip, including free time (remote supervision) and agreeing to reimburse the School for the costs of returning their children home should the child breach the rules to the extent that the Teacher determines that return home is appropriate.

24. If an overnight stay is involved, the fire safety and evacuation plan for the building should be checked.

25. For overnight outings, separate sleeping accommodation must be arranged for adults and children and boys and girls.

26. Caution is necessary concerning Child protection issues. As a guideline, all adults on the outing should follow these principles:

- a. Avoid inappropriate physical or verbal contact with others.
- b. Protect your own and children's privacy particularly in the case of overnight outings.
- c. Refrain from showing favouritism.
- d. Never be on your own whenever possible.
- e. Never make suggestive remarks or gestures.
- f. Report any concerns about inappropriate behaviour to the Teacher or Child Protection Officer as soon as possible.

27. In the event of an overnight stay(s) pupils will abide by the curfew rules given to them by the Teacher. Failure to abide by these rules will result in a warning being given and may result in the pupil(s) being sent home.

28. In the event of a pupil breaching the rules of the trip, or in any way jeopardising the Health & Safety of the group or the reputation of the School or refusing to follow instructions, that pupil will be given a warning that their behaviour is unacceptable, and that its repetition or continuation could result in them being sent home. It is entirely at the discretion of the Teacher accompanying the trip to determine whether the breach of rules is of such a nature as to warrant the pupil being sent home as soon as is reasonably practicable, by the most appropriate means. It is

the School's responsibility to advise the parents of their decision and to ensure that the pupil is escorted safely back to their parent/guardian. Until the group returns to School the pupil is subject to a fixed period of suspension and remains the responsibility of the parent.

29. If concern regarding the health and/or safety of the pupils arises during the trip, the Teacher shall telephone the Chair of Health & Safety group or a designated alternative for advice and support in his/her decision making.

30. In the event of an emergency the Emergency Procedure for off-site visits shall determine the procedures and the responsibilities of the School.

31. During a trip unexpected situations presenting risk to the pupils may be identified. The Teacher is required to undertake a risk assessment of the new situation (likelihood x severity) and determine how the risk may be best controlled. This process shall be recorded in the journal and the new risk shall be monitored, reviewed if appropriate and recorded. The group shall be made aware, as soon as appropriate, of any new rules put in place to control the newly identified risk.

32. Shall the trip require free time (remote supervision) or time apart from the Teacher and other adults, the Teacher will ensure that all pupils are given: a. a map of their location with the agreed rendezvous point clearly marked b. the telephone numbers (including local codes) of staff mobile phones. c. accommodation address and telephone number.

33. All pupils must have sufficient money to make an emergency call from a telephone box.

34. During this time apart from adults, pupils must be in groups of two or more. The Teacher will keep a record of the clusters.

35. In the event that an individual becomes separated it is the responsibility of the pupils involved to contact the group leader immediately and follow the instruction given.

36. All individuals going on a School trip abroad must be in possession of an E111 medical form if travelling within the EU or other relevant medical insurance. The Teacher will look after these.

37. For a trip abroad we are required to take out extra insurance cover. Please speak to the school office for advice.

38. If a pupil falls ill and/or requires medical care, the staff members shall ensure that the pupil receives appropriate diagnosis and treatment at the earliest possible opportunity

39. The pupil must be accompanied by a staff member at all times during such diagnosis and treatment. In the event of a pupil requiring any medical treatment, the Teacher shall telephone the Chair of Health & Safety mandate or a designated alternative and they will contact the parent/guardian at the first possible opportunity.

40. In the event that it is necessary for a pupil to be returned home, a member of staff or other appropriate adult shall accompany the pupil to at a time and place agreed by the School with a parent/guardian to deliver the pupil to their care.

41. In the event of a member of staff or non-staff adult falling ill and/or requiring medical care, the Teacher shall ensure that the adult receives appropriate diagnosis and treatment at the earliest possible opportunity.

42. In the event that it necessary for a seriously ill member of staff or non-staff adult to be returned home the Teacher will inform the Chair of the Health & Safety mandate or a designated alternative and the School will arrange an adult to provide care and support and if possible provide a replacement member of staff for the trip. The trip may be reduced in scope or curtailed if full supervision is no longer available.

43. A suitable stocked up first Aid kit and a mobile phone will be taken on every outing.

44. Any accidents/incidents will be reported to the Teacher who will record it in the appropriate manner

45. A journal will be kept by the Teacher for the duration of any trips, including one's that last only one day. The journal will be submitted to the Health & Safety mandate group as soon as practicable after the end of the trip to assist in future risk assessments.

46. After the end of the trip an evaluation of the trip will also be given by the Teacher to the H&S Mandate Group representative.

I have read and understood the Policy for outings and trips. I understand it is my responsibility to follow this policy in details.

Name_____ Signature_____

ANNEX 3 TO SECTION D18

TEACHER AND SCHOOL OFFICE EMERGENCY CONTACT INFORMATION

(A copy will be kept by the trip leader and the original will be kept by the School contact. At the end of the trip all paperwork will be handed into the School Office)

Class Trip to Date

Trip leader:

Backup staff:

Non staff:

School contact name and phone number over the duration of the trip (24 hours cover):

Class contact name and phone number over the duration of the trip:

Health & Safety contact name and phone number over the duration of the trip:

2. Itinerary with addresses and telephone numbers:

YES

NO

3. Copy of class list

YES

NO

4. Adult emergency next of kin

YES

NO

5. Original parental consent forms for pupils

YES

NO

6. Copies of travel documents, insurance and medical papers

YES

NO

7. Copies of all contracts etc. made with campsites/airlines etc.

YES

NO

8. Others (please state)

Class Teacher and the School office will hold a copy each of this form.

ANNEX 4 TO SECTION D18

BEHAVIOUR BOND - SCHOOL OUTING

Name _____

Trip _____

I agree to abide by the rules and conditions set out by the School in relation to the School trip.

I will behave in a well-mannered and responsible way at all times and that I will not, at any time, do anything that will endanger the Health & Safety of any member of the party, or harm the reputation of the group or the School.

If I become aware of any member of the group acting in a way that endangers the Health, Safety and/or reputation of the School or individual members of the group I agree, that I will make this action known to an adult accompanying the trip.

In the event that I fail to abide by this agreement I accept that the Teacher or the Trip Leader will be entitled to send me home by the most appropriate means.

DATED _____

SIGNED _____

Class Teacher and the School office will hold a copy each of this form.

ANNEX 5 TO SECTION D18

Parental Bond

Name of pupil _____

A copy of the School trips policy has been made available to me and I have read the rules and conditions and the pupil BEHAVIOUR BOND (for Class VI and up) relating to the trip.

I agree to fully support the School in the execution of their responsibilities under the rules, conditions and Bond.

If my child is sent home as a result of his/her behaviour, I agree to:

- Reimburse the School within 7 working days with the full costs reasonably incurred in such return.
- Personally collect my child from the station/airport or other location agreed with the School Contact/Class Teacher

YES/NO

If NO, then: I hereby advise the School of the designated guardian who will be available to collect my child from the station/airport or other location agreed with the School contact/Class Teacher.

Name of designated guardian _____

Signature of designated guardian _____

Telephone Number _____

Name of parent/carer (in block letters) _____

Signature: _____

Date: _____

ANNEX 6 TO SECTION D18

STAFF AND VOLUNTEER BOND - SCHOOL OUTING

Name _____

I hereby agree to abide by Boyan Maga School's trip policy and to enforce the rules and conditions set out by the School in relation to School trips.

I declare that I will behave in a well-mannered and responsible way at all times and that I will not, at any time, do anything that will endanger the Health & Safety of any member of the party, or harm the reputation of the group or the School.

In the event that I become aware of any member of the group acting in a way that endangers the Health, Safety and/or reputation of the School or individual members of the group, I agree, that I will immediately consult the other responsible adults and take the appropriate action as set out in the policy. In the event that this is not possible I agree that I will contact and consult the designated member of staff at the School.

DATED _____

SIGNED _____

SECTION D19

Primary legislation: Regulatory Reform (Fire Safety) Order 2005 Fire Precautions Act 1971 Fire Precautions (Workplace) Regulations 1997 amended 1999

Arrangements Section

FIRE

INTRODUCTION Legislative requirements relating to fire are covered mainly by the FPA 1971 and FPWR 1997. It is now a requirement for a fire risk assessment to be undertaken.

It is for the School to determine procedures for any serious and imminent danger in accordance with MoHASAW.

ARRANGEMENTS 1. Smoking is forbidden inside school buildings and it is the responsibility of all staff to abide by this requirement.

2. Fire prevention.

2.1 HFL and LPG - any HFL or LPG must be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002(DSEAR) - in particular, no unused full cylinders are to be stored inside buildings, but must be stored outside in a secure area away from direct sunlight. The Mandate Holder for the Premises Group will ensure compliance with DSEAR.

2.2 General waste - this must not be allowed to accumulate in any part of the school premises, particularly flammable materials such as paper and wood. Normally such waste will be cleared by cleaning staff. In the event of any member of staff observing that such waste has not been cleared, that member of staff will report the relevant observations to the School Administrator /Mandate Holder for the Premises Group.

2.3 Gas leaks - any member of staff suspecting a gas leak shall report the matter to the School Administrator/Mandate Holder for the Premises Group forthwith; in their absence the matter shall be reported to the Health and Safety Advisor.

3. Fire escape routes.

3.1 Fire doors - these must not be wedged open except when a load is to be transported through the doorway, such as a heavy load on a trolley and, even in this case, the wedge shall be removed as soon as the load has passed through the doorway

3.2 Fire doors are to be kept free from obstructions to ensure that they can be opened

3.3 Corridors and stairways - it is the responsibility of all staff to ensure that corridors and stairways are kept free of obstruction at all times

4. Firefighting equipment.

4.1 Fire extinguishers and fire blankets - these are for emergency use only. Only persons with sufficient knowledge and training may use this equipment. The School Administrator will keep an updated list of such persons and identify any training requirements relating to this equipment

4.2 Equipment not in place. If any member of staff observes a fire extinguisher or blanket to be damaged or missing from its normal location, the matter shall be reported to the School Administrator/Mandate Holder for the Premises Group/Health and Safety Advisor forthwith

4.3 Use of equipment - if any person shall use a fire blanket or extinguisher, the user shall first inform the School Administrator verbally as soon as possible and then inform the Health and Safety Advisor in writing, describing the circumstances of use

5. Action on hearing fire alarm.

5.1 A fire alarm may be activated for any one of four reasons:

- a real fire has broken out
- a fire drill is to be performed
- fire alarm testing is in progress
- by accident

5.2 Except in the case of the fire alarm test (when previous warning may be provided); it must be assumed that an activated fire alarm has resulted from fire.

5.3 Except where personnel have identified duties, it shall be the responsibility of all members of non-teaching staff and teachers not taking a class for the time being to evacuate to a place of safety.

5.4 Teaching staff with a class (or otherwise having supervisory duties e.g. playground duty at playtime) shall ensure that all pupils proceed to the appropriate place of safety and teachers shall, where practicable, take the register with them to facilitate checking that all pupils have reached the place of safety.

5.5 Fire marshals shall take all practicable steps to ensure that areas identified as their responsibility are clear before evacuating to the place of safety. If practicable, they will close windows before exiting; also the door as they exit.

6. Fire drill strategy. Records should be kept of these. Two per term where possible.

6.1 The Health & Safety Mandate Group will ensure that two fire drills will be conducted per term, at least one of which will be arranged with the minimum number of persons being aware of its timing.

7. Fire risk assessment.

7.1 A fire risk assessment will be undertaken at intervals of 6-12 months and the Health & Safety Mandate Group Representative will ensure that the resulting report becomes an agenda item of the first Health and Safety Mandate meeting held subsequent to receiving the report.

8. In the event of a fire, the Health & Safety Mandate Group Representative /Mandate Holder for the Premises Group will prepare a Report identifying the causes of the fire, the immediate steps taken after the fire and proposals for preventing a recurrence of such an incident. The Health & Safety Mandate Group Representative will ensure that this report becomes an item on the agenda of the next Health and Safety Mandate Meeting.

SECTION D20

Arrangements Section

BOMB THREATS

INTRODUCTION Any threatening message must be treated seriously until the police have advised that the threat has been neutralised or been confirmed as a hoax.

ARRANGEMENTS 1. Reception staff will ensure that a sufficient number of threat message forms (see Annex) are always available and kept close to hand.

2. In the event of a telephone threat, the receiver of the call, if a receptionist, will:

2.1 Advise the School Administrator or the Principal who will contact the police.

2.2 All persons on the premises will then act on advice given by the police.

2.3 Write down details of the message on the form under item 4 (text of message).

2.4 Fill in as many of the other sections of the form as quickly as possible.

3. In the event of a telephone threat where the receiver is not a receptionist, the receiver will:

3.1 Follow step 2.3.

3.2 Write down the details of the message.

4. In the event of a suspicious package being found in incoming mail, the person finding the suspect package will:

4.1 Leave it where it is.

4.2 Instruct all persons in the room to evacuate the room.

4.3 Follow step 2.3.

4.4 Write down details of the package that can be remembered such as to whom addressed, approximate size and weight, postmark and why package was thought to be suspicious

THREAT MESSAGE FORM

ANNEX TO SECTION D20

1 Person taking message

2 Date

3 Time

4 TEXT OF MESSAGE

.....

.....

.....

5 Caller:

a) Name of organisation given (if any)

b) Accent (if noticeable).....

c) Sex

d) Apparent age

e) Any noticeable mannerisms (lisp, stutter etc.)

.....

f) Educated/uneducated voice.....

6 Whether call came from callbox

7 Any noticeable background noises:

a) Traffic (road, rail, aircraft).....

b) Other voices

c) Machinery

8 Name of person taking message and position in School:

.....

SECTION D21

Primary legislation: The Health and Safety at Work etc Act 1974 The Management of Health and Safety at Work Regulations 1999 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 as amended (b)

Arrangements Section

VIOLENCE

VIOLENCE PREVENTION POLICY

GENERAL STATEMENT The purpose of this policy is to outline the school's responsibility in the prevention and management of violence and the support of those staff involved in violent or potentially violent situations.

The policy outlines the general principles that should be followed in the management of violence and is intended as a guide for those responsible for developing local policies within their operational areas if applicable.

1. INTRODUCTION Boyan Maga school recognise and accept their responsibility, in accordance with the Health and Safety at Work Act 1974 and good employment practice, to provide, as far as is reasonably practicable, conditions of working that are conducive to the prevention of and safe management of violence. The Management of Health & Safety at Work Regulations 1992 state that it is the duty of employers to identify the nature and extent of the risk and to devise, wherever possible, measures that provide a safe system of work and a safe workplace for employees.

2. DEFINITION OF VIOLENCE For the purpose of this policy violence can be defined as any incident in which an employee, contracted staff, student or visitor is verbally abused, threatened or assaulted by a member of the public in circumstances arising out of the business of the School. Examples of violence covered by the policy are severe verbal abuse, which makes the recipient feel threatened or severely distressed, physical assault and/or threatening behaviour.

3. RESPONSIBILITIES The School commit themselves to providing the following conditions relating to the prevention and management of violence; An appropriate working environment which is conducive to the safe management of potential or actual violence. Information and training for staff involved in handling potential and actual violence. Positive and practical support to staff involved in violent incidents. Effective and comprehensive systems of work:

- A system for monitoring and reviewing violent incidents.
- A system of risk assessment including the monitoring of risk to enable the assessment and management of potential and actual risk within each given work setting.
- The implementation of any changes in the workplace deemed necessary following the risk assessment process.
- A system for recording details of incidents to be forwarded to the Occupational Health and Safety Unit.
- Written local policies and procedures on dealing with violence where appropriate.

3.1 The Trustees manages security services within School premises.

3.2 Health & Safety Mandate Group is responsible for ensuring the following where applicable:

- That a risk assessment in relation to violence has been carried out in their area(s) of control.
- The development and dissemination of agreed local policies and procedures for managing violence within their areas of responsibility which reflect the needs of the department/area.
- Responsibility for the implementation of an agreed system for the prevention and management of violence as a result of risk assessment, ensuring compliance with local policies and procedures.
- Regular review of the effectiveness of control measures for the prevention of violence.
- Regular review of staff training requirements, ensuring that staff receive adequate and appropriate training in dealing with violence within their individual areas, and keeping a record of those who have attended. The accurate and adequate recording of all incidents of violence and the rapid reporting of violent incidents

resulting in injury. Any such incidents must be documented using the Schools Incident Form and sent urgently to the School Administrator along with any witness statements.

- Responsibility for informing staff who have been subject to assault of the options available to them following the incident including the reporting of the incident to police.

3.3 STAFF RESPONSIBILITIES Every member of staff is encouraged, commensurate with their individual level of training; skills and experience to respond to a call for assistance in an incident which might result in injury. The level of support is dependent on the staff members' individual capability, confidence and training and may include physical or moral support. When giving assistance it is important that staff do not put themselves at risk and any staff member should feel free to call on more experienced members of staff, designated security staff and the police for assistance. It is expected that all staff members of will:

- a) Be made familiar with and comply with this and other local policies and systems regarding workplace violence.
- b) Report all incidents of violence including verbal abuse or threats.
- c) Attend training as directed by the Health & Safety Mandate Group Representative, including refresher courses.
- d) If involved in a violent situation (either as a victim or responding to a call for assistance) to use the minimum force required to control the violent individual(s), bearing in mind legal and medical constraints and their personal responsibility to act within the law.

4. PREVENTION OF VIOLENCE 4.1 RISK ASSESSMENT/RISK CONTROL The process of Risk Assessment is intended to assess the potential for violence to occur. Appropriately trained persons should take on the responsibility for risk assessment, and must also ensure that risks once identified are minimised. Advice on risk assessment and other Health and Safety issues and/or legislation can be accessed directly from the Health and Safety Adviser.

A useful starting point in assessing risk is a review of violent incidents which have occurred within the last six or twelve months to see whether a pattern is discernible and try to identify the areas/occasions when a violent situation is likely to occur.

5. MANAGING VIOLENCE Physical intervention in the management of physical violence is a particularly difficult and complex problem involving moral, legal and ethical issues. However, it is recognised that at times physical intervention may be required. The following points should be borne in mind.

1. Staff must follow whatever guidelines are in place for physical restraint within their area.
2. Only staff that have been trained in applying physical restraint should be involved. Other staff may help by clearing the area or calling for assistance
3. Where there is no trained staff available consideration should be given to the following:
 - a) If a violent incident occurs then the initial call for assistance should be to the School Administrator, followed by a call for Police assistance if the situation merits this.
4. Irrespective of the above staff may take all reasonable steps to defend themselves. (See point 3.4 (d)).

6. TRAINING AND INFORMATION Appropriate training is an essential component in enabling staff to confidently manage violent or potentially violent situations. Ensure that all staff has the level of violence awareness training as relevant to their area. All staff should as a minimum. · Attend a lecture on maintaining personal safety in the workplace which will include advice on maintaining a safe environment, circumstances that could predispose a violent incident to occur · Receive information on local policies and procedures for managing violence in the workplace.

7. FOLLOW UP PROCEDURE AND SUPPORT

7.1 RECORDING OF INCIDENTS All staff have a duty to monitor the level and nature of violent incidents and take appropriate preventive action. Staff who have been involved in a violent incident should notify the School Administrator of the full circumstances. The School Administrator should discuss the circumstances, provide support and reassurance and where necessary assist the staff member in the completion of the School Incident Report Form,

which must be completed. If applicable, witness statements must also be completed. It is important that this procedure is completed as quickly as possible, preferably within 24 hours of the incident.

It is important to note that staff injured as a result of a violent incident may be able to claim compensation under the Criminal Injuries Compensation Act 1968 so long as the incident is reported to the police within 24 hours. In the event of injury an incident form must be sent to the School Administrator as soon as possible. A copy will then be sent to the Health and Safety Group and to the Principal. Certain serious injuries (staff, patients, students, visitors) or one where an employee has been off sick for more than three days (or cannot resume their normal duties) must also be reported to the Health and Safety Executive (HSE) on a RIDDOR report form.

7.2 SUPPORT AFTER INCIDENTS Any assault on staff can be extremely distressing even if it does not result in serious injury. Staff should react sensitively to staff who have been assaulted and provide as much support as required. A medical assessment should be sought as soon as possible with the staff member being escorted to an Accident & Emergency Department or referred to their G.P if this seems appropriate.

7.3 POST INCIDENT DEBRIEFING A debriefing meeting should be held as soon as possible after a serious violent incident to help identify the possible causes and to allow staff to discuss their concerns. Sufficient time should be made available and staff should feel safe to identify factors that may have contributed to the incident and voice any concerns about the management of the incident. Debriefing meetings can help to improve management of violent incidents and develop measures to prevent recurrence.

7.4 SICKNESS ABSENCE Most staff who are off sick as a result of a violent incident will be entitled to sick pay.

7.5 LEGAL CONSIDERATIONS The School views all violence to staff as unacceptable and will fully support any member of staff who wishes to pursue a prosecution so long as the member of staff acted in "good faith" in the situation and themselves used only the minimum force required to deal with it. Whilst a public prosecution is preferable, the School will give necessary time off with pay to a member of staff seeking legal advice in connection with a private prosecution, and, in appropriate cases, will give positive consideration to contributing to the legal and other costs such as a prosecution.

Full support and encouragement will also be given to students, or members of the public who have been assaulted to pursue the matter with the police. The decision to be made after a full investigation is made to determine the circumstances leading to the assault.

RISK ASSESSMENT FORM Please copy the form and use as required. Alternatively, you may use the headings from the form and complete a more detailed assessment in free text.

IMPLEMENTATION The most important aspect of a risk assessment procedure is the implementation of suitable controls. Completing a written assessment alone is insufficient. **REVIEW** The assessment needs to be reviewed if the situation changes or at least once a year anyway.

VIOLENCE/AGGRESSION RISK ASSESSMENT

LOCATION(S) SITE

PERSONS INVOLVED

Tick as appropriate HAZARD PERSONAL ASSAULT VERBAL ABUSE

Specify who is at risk?

Tick as appropriate RISK FACTORS

PSYCHOLOGICAL PROBLEMS

ALCOHOL/SUBSTANCE ABUSE

WAITING TIMES

DEALING WITH CASH

LONE WORKING

WORK PLACE

OTHER

Give details:

MANAGEMENT CONTROLS

SEPARATE STAFF FROM SOURCE OF VIOLENCE HAVE ADDITIONAL STAFF AVAILABLE CHANGE METHOD OF WORKING
REDUCE WAITING TIMES IMPROVE LINKS WITH EXTERNAL SECURITY/POLICE DISPLAY WARNING NOTICES PROVIDE
VIDEO/SECURITY OBSERVATION IMPROVE LIGHTING IMPROVE ENVIRONMENT PROVIDE ALARM(S) AND RESPONSE
PROVIDE MOBILE COMMUNICATION TRAIN STAFF (AS APPROPRIATE) SUPERVISE STAFF PROVIDE INFORMATION TO
STAFF

Specify:

CO-OPERATION AND CO-ORDINATION Who else needs to be involved or informed?

Is method of recording incidents adequate?

If patient/client is the cause, how is information recorded to warn others?

ASSESSMENT CARRIED OUT BY

Name

Position.....

Date.....

Signature

REVIEW date:

SECTION D22

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992

Arrangements Section

SLIPS and TRIPS

Practical measures for slips risk control

External steps, paths and parking areas

Suitable lighting – replace, repair or clean lights before levels become too low to be safe

Ensure steps and paths are suitable for the volume of pedestrian traffic

Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface

Maintain parking area so that it is free of potholes

Mark the nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions

Provide handrails where appropriate and maintain in good condition

Discourage short cuts across grassed/muddy areas

Clean leaves, mud etc. from surfaces

Remove algal growth

Playgrounds and all-weather sports surfaces

Ensure surface is flat and well maintained to avoid surface water

Remove accumulations of mud/water

Remove algal growth

Ensure users wear the appropriate footwear for the surface

Ensure adequate supervision at all times

Building entrances/exits

Provide suitable non-slip, water absorbing mats at entrances

Maintain mats in good condition and change when saturated Ensure that temporary matting does not pose a trip risk

Display signs warning of hidden steps/changes of level

Display signs warning of risk of slipping when appropriate

Site door catches and door stops safely

Sports halls Avoid over-polishing of floor surface

Ensure suitable footwear is worn

Maintain floor mats in good condition and ensure they remain flat

Keep smooth floors clean and completely free of wet or dusty contamination

Changing rooms/swimming pools Avoid contamination of the floor surface with mud/water from pupils entering

Provide shoe-cleaning brushes/scrapers

Provide non-slip tiling on floor surfaces

Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly

Provide drainage mats or grids in shower areas

Provide handholds for people with disabilities

Internal stairs and corridors Ensure a staggered release of students onto heavily used traffic routes

Put in place measures for traffic streaming and flow management up/down stairs and along corridors

Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions

Provide handrails

Lighting – replace, repair or clean lights before levels become too low to be safe

Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet

Classroom areas (including laboratories and practical areas) Avoid trailing cables from equipment and tools

Provide storage racks for pupils' bags

Provide coat hooks/racks for drying wet clothing - consider siting such areas on specialist anti-slip flooring as even drips of rain water on smooth surfaces can be enough to result in slips

Provide specialist anti-slip flooring in potentially wet areas

SECTION D23

CONTACTS

LIST OF DUTY HOLDERS

Duty	Name
Overall responsibility for health and safety	Head teacher
Co-ordinate/advise on health and safety	Judicium Education Administrator
Undertake fire drill, fire inspections, fire arrangements	Administrators
Fire marshal	All Teachers
First aider	See staff handbook

SECTION D24

HEALTH AND SAFETY CHECKLIST

The checklist is designed for general premises and should be undertaken on a regular basis to demonstrate that inspection and monitoring of your workplace is being undertaken.

Location	
Date and time of inspection	
Inspection undertaken by; Name and Position	

Compliance	YES	NO	N/A	Remarks
Fire arrangements				
Are fire detection and warning systems installed, tested and maintained on a regular basis?				
Are all fire exits closed and free from obstructions (internal and external)?				
Is emergency lighting installed, inspected and maintained on a regular basis?				
Is there a layout plan of the premises showing water, electric and gas inputs and isolation points? (This will be useful for the fire and rescue service.)				
Is all fire-fighting equipment (FFE) in place and 'in date'?				
Is FFE training undertaken by staff?				
Is the fire marshal identified?				
Are fire doors present, correctly signed and kept closed?				
Are all fire exits closed and free from obstructions (internal and external)?				
Are all fire exits and routes signed (with backlit signs)?				
Are all escape routes free from obstructions?				
Is the emergency assembly point (EAP) present outside?				
Is the visitors' book/signing-in register available for a roll call in case of a fire?				
Is a fire drill undertaken regularly and at least once per year?				
Are premises insurances up to date?				

Location	
Date and time of inspection	
Inspection undertaken by; Name and Position	

First aid	YES	NO	N/A	Remarks
Is the first aid kit in the correct place, fully stocked and signed?				
Are first aiders suitably identified?				
Is a programme in place for ensuring refresher training of first aiders?				
Are details for doctors, hospitals, accident and emergency department known?				
Are all areas neat, tidy and clean (free from obstructions)?				
Are bins etc. emptied on a regular basis?				
Are toilets clean and adequately stocked?				
Are kitchen areas clean, tidy and adequately stocked?				
Is there adequate security to ensure unauthorised access is prevented?				
Is the alarm system inspected and maintained on a regular basis?				
Are electrical cables free from any noticeable defects and stored away from access areas?				
Is electrical equipment PAT tested (portable appliances testing)?				
Are residual current devices (RCDs) used and regularly tested?				
Is a fire drill undertaken regularly and at least once per year?				
Is WE maintained in a safe condition (with formal records)?				
Is WE free from any noticeable defects?				
Is WE being operated competently (are personnel trained in its use)?				
Is personal protective equipment (PPE) available if required?				

Location	
Date and time of inspection	
Inspection undertaken by; Name and Position	

External areas	YES	NO	N/A	Remarks
Are suitable arrangements in place for the delivery/removal of materials/equipment/wastes?				
Are signs in place to suitably direct visitors to Reception?				
Are combustible materials stored away from the building?				
Is external fencing robust, inspected and maintained on a regular basis?				
Are computer workstations regularly inspected and assessed?				
Are lighting levels suitable and controllable for the workstation?				
Are desks, chairs, keyboards, etc. adjustable for maximum user comfort?				
Are hazardous substances used?				
Are hazardous substances stored correctly (correct containers labelled, locked away, etc)?				
Is the alarm system inspected and maintained on a regular basis?				
Are suitable precautions taken during use (for example PPE)?				
Are materials safety data sheets (MSDS) available?				
Are COSHH assessments undertaken?				

SECTION D25

HEALTH AND SAFETY ACTION PLAN

Actions

Item	Action	Action date:	YES	NO
Fire arrangements				
First aid				
Housekeeping				
Welfare				
Security				
Electrical safety				
Work equipment (WE)				
External areas				
Display screen equipment (DSE)				
Hazardous substances (COSHH)				
Undertaken by:				

SECTION D26

RISK ASSESSMENT

Introduction

It is essential that you read this section before starting work on your risk assessment. You will need to determine who might be harmed:

- Employees
- Young people
- Trainees
- New and expectant mothers
- Cleaners, visitors, contractors, maintenance workers etc.
- General public

You will need to identify hazards and determine if the resulting risks are adequately controlled:

- Could the hazard be eliminated?
- What are the risks of anyone being harmed? (Consider the work methods, precautions, processes, materials and substances used, and how often they are used.)
- What is the worst that could happen? For example, how many people could be injured (employees, contractors, visitors etc.)? (That is, severity).
- What is the likelihood of the worst case scenario occurring? (That is, probability).
- How often is the risk present? (That is, frequency).

You will need to prioritise the risks in order of the level of risk to enable you to implement control measures to manage them correctly (refer to the explanatory notes).

You will need to determine what further action is necessary to control the risk.

Record what precautions and practical steps can be taken to remove or minimise the risk, and what checks (and records) will be needed to ensure that risks are being properly controlled on your risk assessment form. Record the answers to these and any other questions.

Once you have completed your risk assessment and have consulted with all your employees, print out the relevant pages and keep them as a record of your actions.

You must update your risk assessment in light of any changes that could lead to new hazards. If your current working environment has not changed, it is still good practice to review your risk assessment on an annual basis to make sure your precautions are still working effectively.

RISK ASSESSMENT EXPLANATORY NOTES

Hazard

A hazard can be defined as 'the potential to cause harm'.

Risk

A risk can be defined as 'the likelihood of harm being realised'.

Risk assessment

Risk assessment is a process where workplace hazards are identified, evaluated and assessed.

Qualitative assessment

A qualitative assessment is based on descriptions from personal judgement through qualification and experience (as opposed to a quantitative assessment where the resulting risks are given a numerical value).

Ranking

Ranking is a process where both the probability and the severity are assessed for a particular hazard to determine the level of risk presented:

Low (L) The event is likely to occur only annually;

Medium (M) The event is likely to occur monthly;

High (H) The event is likely to occur weekly

RISK ASSESSMENT FORM

Print out and complete this page for each hazard you identify.

Area location		Date: / /20
Identify the hazard (such as no emergency lighting)	Who can be harmed?	Rank
	Employees	
	Children	
	Contractors	
	Visitors	
	General public	
	Other(s)	
Identify the consequences in detail (that is, what type of harm or loss can occur)		
List existing control measures		
Actions required (list any additional actions that may be required to further reduce risks)		

LIST OF WORKPLACE HAZARDS

Use this list to assist you in identifying hazards in your workplace. This is not an exhaustive list, however, and is intended as a guide only. You should also identify additional hazards that specifically relate to your premises and operations.

- Exposure to a biological agent
- Exposure to hazardous substances (COSHH)
- Working with electrical equipment or exposed live conductors
- Working in confined spaces
- Overcrowding in the workplace
- Working in adverse weather/climate conditions
- Work in high noise levels
- Poor lighting
- Working near water
- Working near underground services
- Working in excavations
- Ergonomics (poor planning of tasks, workplace and individuals)
- Manual handling of materials
- Fire potential of combustible materials
- Incorrect installation of equipment
- Access to dangerous equipment
- Poor storage and stacking of materials
- Objects falling onto personnel
- Compressed air/pressurised gas hazards
- Use of sharp equipment/hand tools
- Incorrect use of hand tools
- Working at heights
- Overhead obstructions
- Slipping and tripping
- Hazards leading to eye injuries
- Equipment causing vibration white finger (VWF)
- Use of hoists, slings, lifting equipment, cranes
- Safe place of work and means of egress/access
- Hazards leading to drowning
- Contact with sharp objects/surfaces
- Contact with overhead cables
- Environmental hazards
- Inadequate welfare facilities
- Lone working
- Poor shift patterns, excessive hours
- Improper training/selection
- Hazards to new and expectant mothers or vulnerable persons
- Exposure to microwaves, lasers and radio frequencies
- Loading and unloading of vehicles
- Dangers from reversing/manoeuvring vehicles
- Public interface and security arrangements
- Alcohol and drug misuse
- Medical considerations
- Incomplete/out-of-date health and safety documents

SECTION D27

FIRE RISK ASSESSMENT

Introduction

It is essential that you read this section before starting work on your fire risk assessment.

It is a legal requirement to carry out an FRA. Please note that the legislation requiring you to have a fire certificate has now been abolished, however, a fire risk assessment must be undertaken to ensure that you are identifying and controlling the fire risks of your operations.

Your FRA must be reviewed regularly, or whenever the fire risk changes, and must be kept available for inspection.

The FRA form is shown on the next page. If you do not carry out and complete a FRA and, where necessary, introduce fire safety measures to comply with the outcomes of your assessment, you will be breaking the law.

Consider the following points when undertaking your FRA:

- The formal appointment of a 'responsible person' to assume responsibility for the fire arrangements.
- The identification of a 'fire marshal' (the person who will manage fire precautions and arrangements on site).
- Prevention of fire, including appropriate flammable storage facilities, permit-to-work systems, regular removal of combustibles etc.
- Means of raising the alarm, such as manual bells, klaxons, automatic systems etc. These must be able to be heard by everyone working on site over normal background noise etc.
- Means of escape, providing persons with at least two escape routes in different directions, clearly signed, free from obstruction etc.
- Emergency lighting to illuminate emergency escape routes and exits.
- Emergency assembly point(s) where everyone can gather and be accounted for.
- Fire-fighting equipment (FFE), of the correct type, clearly identifiable, easily accessible, regularly maintained etc.
- Emergency plans to ensure that everyone on-site reaches a place of safety as quickly and efficiently as is reasonably practicable.
- Training to safeguard the safety of employees, contractors, etc. including the training of fire marshals, the correct operation of FFE, fire drill and procedures etc.

Once you have completed your FRA and have consulted with all your employees, print out the relevant pages and keep them as a record of your actions.

You must update your FRA in light of any changes that could lead to new hazards.

If your current working environment has not changed, it is still good practice to review your FRA on an annual basis to make sure your precautions are still working effectively.

FIRE RISK ASSESSMENT EXPLANATORY NOTES

Hazard

A hazard can be defined as 'the potential to cause harm'.

Risk

A risk can be defined as 'the likelihood of harm being realised'.

Risk assessment

Risk assessment is a process where workplace hazards are identified, evaluated and assessed.

Qualitative assessment

A qualitative assessment is based on descriptions from personal judgement through qualification and experience (as opposed to a quantitative assessment where the resulting risks are given a numerical value).

Ranking

Ranking is a process where both the probability and the severity are assessed for a particular hazard to determine the level of risk presented:

Low (L) The event is only likely to occur annually

Medium (M) The event is likely to occur monthly

High (H) The event is likely to occur weekly

FIRE RISK ASSESSMENT FORM

Print out and complete this page for each hazard you identify.

Area location		Date: / /20
Identify the hazard (such as no emergency lighting)	Who can be harmed?	Rank
	Employees	
	Children	
	Contractors	
	Visitors	
	General public	
	Other(s)	
Identify the consequences in detail (that is, what type of harm or loss can occur)		
List existing control measures		
Actions required (list any additional actions that may be required to further reduce risks)		

LIST OF FIRE HAZARDS

Use this list to assist you in identifying hazards in your workplace. This is not an exhaustive list, however, and is intended as a guide only. You should also identify additional hazards that specifically relate to your premises and operations.

- Sleeping accommodation on premises
- Persons at risk – employees and others
- Persons at risk – special needs
- Premises & equipment at risk – business critical
- Product at risk – business critical
- Storage of combustibles – internal
- Storage of combustibles – external
- Storage of flammable substances – internal
- Storage of flammable substances – external
- Use of flammable substances
- Sources of heat – naked flame
- Sources of heat – electrical
- Sources of heat – chemical
- Sources of heat – physical
- Escape routes – internal and external
- Signs and lighting
- Fire doors and resisting structures
- Water supply – number and location
- Warning systems – detection and alarms
- Firefighting equipment (FFE)
- Emergency assembly point(s) (EAP)
- Building design – fire precautions
- Security – arson
- Environmental – wash water
- Employee training – awareness
- Employee training – fire drill
- Permit systems – hot work
- Emergency planning and fire marshal
- Documentation – insurances
- Documentation – building plans and layout
- Documentation – guidance

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ABBREVIATIONS

Some terms and phrases occur frequently in this health and safety policy and the following abbreviations may be used:

ABBREVIATION MEANING

The School Boyan Maga School

HASAWA The Health and Safety at Work etc. Act 1974

SFRP So far as is reasonably practicable

COSHH The Control of Substances Hazardous to Health Regulations 2 2002 (as amended)

RIDDOR The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

PPE Personal protective equipment

PPE 1992 The Personal Protective Equipment Regulations 2002

PUWER The Provision and Use of Work Equipment Regulations 1998

MoHASAW The Management of Health and Safety at Work Regulations 1999

The Policy The Health and Safety Policy

HSE The Health and Safety Executive

WHSW The Workplace (Health, Safety and Welfare) Regulations 1992

HSFAR The Health & Safety (First Aid) Regulations 1981 (as amended October 2013)

DSE 1992 The Health and Safety (Display Screen Equipment) Regulations 1992

MSDS Material Safety Data Sheet

MHO 1992 The Manual Handling Operations Regulations 1992 (as amended)

CDM The Construction (Design and Management) Regulations 2015

PSSR 2000 The Pressure Systems Safety Regulations 2000

LOLER The Lifting Operations and Lifting Equipment Regulations 1998

NAW The Control of Noise at Work Regulations 2005

FPA 1971 The Fire Precautions Act 1971

FPWR 1997 The Fire Precautions (Workplace) Regulations 1997 amended 1999

EAW The Electricity at Work Regulations 1989

HFL Highly flammable liquids

LPG Liquefied petroleum gases

CAR The Control of Asbestos Regulations Regulations 2012

GRA (p.24) General Risk Assessment

SRSC (p.19) Safety Representatives and Safety Committees

REEMSA (p.19) Representatives of employee safety

IITS Information, Instruction, Training and Supervision

CPG Chair of the Premises Group

WHR The Work at Height Regulations 2005 (as amended)

He; his; him; they; them These terms apply to the male or female gender Pupil/s Pupil/student

SECTION A

Primary legislation: Health and Safety at Work etc. Act 1974

Introduction

1. Under Section 2(3) of the Health and Safety at Work etc. Act 1974, (HASAWA) the employer of an organisation must prepare and bring to the notice of his employees, a written statement of his general health and safety policy and any revisions of that policy where five or more persons are employed within that organisation.

2. The legal requirements pertaining to the policy may be considered to consist of four parts:

2.1 A statement of management intent, which outlines the health and safety commitments of the organisation.

2.2 An “organisation” section, which identifies the functional responsibilities of all employees.

2.3 General arrangements that apply to all employees.

2.4 Specific arrangements that apply only to particular areas or employees.

SECTION B

Statement of General Policy

1. The School is fully committed to the health, safety and welfare of its employees, students, parents and helpers whether on the School premises, or engaged in any organised School activity off site. This commitment also embraces any other authorised visitors to the School site. Accordingly, the School will, in general, comply with the requirements of HASAWA and all other relevant statutory provisions to ensure:

1.1 Its continued reputation as a good and caring employer and education provider

1.2 Minimisation of the risk of the School breaching statutory or common law requirements which could lead to criminal or civil proceedings

2. The School is fully committed to providing equipment, systems of work, premises and a working environment which will, so far as is reasonably practicable, (SFRP) ensure the health, safety and welfare of its employees in accordance with Sections 2(2)(a), 2(2)(d) and 2(2)(e) of HASAWA.

3. The School will take all reasonably practicable measures to minimise risks associated with students, parents, contractors and other visitors in accordance with Section 3 of HASAWA and the School’s Risk Assessment Policy

4. The School is fully committed to providing the necessary health and safety training to comply with Section 2(2) (c) of HASAWA.

5. The School will ensure that adequate resources are provided to satisfy the commitments identified in paragraphs 2, 3 and 4.

6. The importance of consultation and communication is recognised by the School. Accordingly, appropriate arrangements will be made to satisfy the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

7. The School will take necessary steps to ensure that all employees are informed of their health and safety responsibilities, in particular that they:

7.1 Take reasonable care of their own safety and that of others who may be affected by their acts or omissions at work (including organised off site school activities)

7.2 Co-operate with the employer to assist his legal compliance

7.3 Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

8. The health and safety policy will be kept up to date, particularly following significant changes in school activities. To ensure this, the policy and the way it is operated will be reviewed annually.

Signed:.....

Date:.....

SECTION C

Organisation Section Flow Chart

ORGANISATIONAL RESPONSIBILITY FOR THE MANAGEMENT OF HEALTH, SAFETY AND WELFARE

1. The Trustees (represented by their nominated member in the H&S group) bear overall responsibility for the health and safety performance of the School and shall:

1.1 Be seen to support the Policy as a core management function of the School

1.2 Receive reports at regular intervals including those relating to occupational accidents, ill-health and dangerous occurrences pertaining to the School premises and organised school trips

1.3 Ensure that adequate resources are provided to secure implementation of the Policy, with particular reference to health and safety training, risk assessments, health and safety inspections and health and safety audits

1.4 Support health and safety consultation systems in the school

2. The Chair of H&S Group shall:

2.1 Approve the Health and Safety Advisor's regular reports and ensure they are sent to the Trustees Meeting, Principal and Staff Meeting

2.2 Ensure that effective steps are taken to bring the Policy to the attention of all members of the School community

2.3 In a review of the work of maintenance and/or administration and support staff, evaluate and take into account their health and safety performance

2.4 Ensure that all staff in 2.3 above receive appropriate and adequate health and safety training

2.5 Ensure that the Policy is regularly reviewed and, in any case, at intervals not exceeding one year.

2.6 Advise the school insurers as soon as practicable of any accident or instance of ill health likely to result in civil action taken against The School

2.7 Ensure that procedures are in place to ensure minimisation of risk to staff, students and helpers during school trips, so far as is reasonably practicable

2.8 Ensure that The School provides adequate welfare arrangements for staff and students

2.9 Ensure that all teachers receive adequate health and safety training

3. The Principal shall:

3.1 Support health and safety training initiatives for members of staff

3.2 Ensure that all teachers with responsibilities for students on school trips are competent to undertake such responsibilities and, where appropriate, support the choice of teachers for such trips or recommend suitable training before teachers become exposed to these responsibilities

3.3 Create and maintain records pertaining to any disciplinary action taken as a result of any member of staff failing to comply with the requirements of The Policy

3.4 Ensure that, in any performance review of teachers, their health and safety performances are taken into account

3.5 Ensure that all teachers receive adequate health and safety training

3.6 The Premises Group shall:

3.7 Ensure that any work equipment used on site is suitable for the work

- 3.8 Ensure that any work equipment referred to in 5.1 (“the aforementioned work equipment”) is, so far as is reasonably practicable, maintained so as not to adversely the health and safety of any persons using it
- 3.9 Ensure that maintenance/service records of any work equipment are kept in a safe, but readily accessible location for at least three years from the time of maintenance or service
- 4.0 Ensure that all users of the premises have received appropriate information, instruction, training and supervision when using the aforementioned work equipment
- 4.1 Ensure, SFRP, that only competent person’s use the aforementioned work equipment
- 4.2 Ensure, SFRP, that a safe system of work has been created for use of the aforementioned work equipment or any relevant work activity undertaken by the group or people working under his supervision
- 4.3 Ensure, SFRP, that any contractors comply with the school document “Rules for Contractors” (p.19) and take reasonable steps to ensure that contractors are competent to undertake the work and comply with relevant health and safety legislation
- 4.4 Ensure that all control measures (e.g. personal protective equipment) are properly used at all times when using the aforementioned equipment or substances
- 4.5 Ensure that the aforementioned work equipment and substances are stored and transported in a safe manner, SFRP
- 4.6 Ensure that all personnel reporting to CPG have received adequate health and safety training
- 4.7 Undertake relevant risk assessment
- 4.8 Co-operate with any health and safety inspections or audits undertaken by The School or its representatives
- 4.9 Complete accident/dangerous occurrence reports where any personnel are involved
- 5.0 The Chairs of Early Years and Class Teachers meeting (or their representative) shall:
 - 5.1 Attend meetings of the School Health and Safety Group
 - 5.2 Receive communications from relevant teachers regarding any matters likely to adversely affect the safety or health of any teachers, helpers, students or visitors (e.g. parents)
 - 5.3 Strive to resolve any such matters raised in 5.2 seeking guidance from the Health and Safety Advisor as necessary
 - 5.4 Where resolution of matters (reference 5.3) is not achieved, ensure such matters are included as agenda items for the next health and safety committee meeting
 - 5.5 Co-operate with any health and safety inspections or audits undertaken by The School or its representatives
- 5.6 All Staff shall:
 - 5.7 Ensure that any equipment or substances for use by them, helpers assisting them or students are suitable for purpose
 - 5.8 Ensure that any faults in equipment (which may adversely affect health or safety) referred to in 5.7 are reported to the appropriate person.
 - 5.9 Ensure that any equipment or substances for which exposure to them represents a non-trivial risk of injury or ill-health are properly and adequately stored
- 6.0 Not use any equipment or substances unless they are competent to do so and have received appropriate information, instruction, training and supervision
- 6.1 Ensure that students only use equipment or substances for which they have received adequate IITS and are properly supervised to undertake relevant risk assessments
- 6.2 Co-operate with any health and safety inspections or audits undertaken by The School or its representatives
6. Where responsible for supervising students on school trips, co-operate with the arrangements covering such trips
- 6.4 Ensure appropriate control measures (e.g. PPE) are properly used at all times by themselves or helpers and students under their supervision

6.5 Where safety and health issues arise, actively attempt to resolve them, using advice from the Health and Safety Advisor as appropriate. Where it is not deemed possible to resolve such matters, report them to the appropriate Chair (i.e. of Early Years, Class Teacher's Meeting)

6.6 In the event of an accident, complete an Incident Report Form and any other paperwork required and send it to the Health and Safety Group with a copy to the Health and Safety Advisor

6.7 The Health and Safety group shall:

6.8 Keep informed of current health and safety legislation as it applies to The School and advise the Principal of health and safety training needs for any member of staff

6.9 Investigate accidents and, where necessary, complete the necessary paperwork and administrative procedures to secure compliance with RIDDOR

7.0 Compile a regular health and safety report and bring it to the attention of the Trustees and the Principal.

7.1 Create a regular report pertaining to accidents, instances of occupational ill-health and dangerous occurrences and ensure that it is received by the Trustees Meeting and Staff Meetings.

7.2 Devise a system of local health and safety inspections within the school and ensure the results appear as an agenda item at the next health and safety committee meeting

7.3 Advise the Chair of Trustees as soon as practicable of any accident likely to result in any civil action against the school

7.4 Identify any shortcomings in welfare facilities, either by personal inspection or by receiving information from others.

7.5 Devise and monitor the effectiveness of a health and safety induction programme for staff and assume the role of a source of health and safety advice for The School – this can be delegated to a suitably qualified person who will report to the Chair of Health and Safety Group.

7.6 Report any health and safety training needs pertaining to the Health and Safety group to the Chair of Trustees and the Principal.

7.7 Identify any creating or updating of school health and safety documentation needed (possibly from the results of a health and safety audit) and introduce it as an item on the health and safety committee agenda

7.8 All employees shall:

7.9 Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work

8.0 Co-operate with the terms and requirements of The Policy to assist The School to comply with health and safety legislation

8.1 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare

8.2 Use any work equipment or substances in accordance with any instruction or training received

8.3 Report to their immediate manager any work situation, which could reasonably be considered to represent a serious or immediate danger to health and safety

8.4 Report any perceived shortcomings in the health and safety arrangements to their immediate manager

SECTION D1

Arrangements Section

RELATIONS WITH OUTSIDE ORGANISATIONS

INTRODUCTION The following persons may visit the School with the intention of carrying out inspections of the premises:

- Inspectors from the HSE
- An environmental health officer (EHO) from the local authority

- Fire officers
- Insurance inspectors
- School inspectors

An EHO or HSE inspector may also wish to review and discuss health and safety management systems associated with the School.

ARRANGEMENTS 1. When an inspector or any other of the above-mentioned persons arrives at the School, reception personnel shall inform the chair of Health and Safety Group. If possible the Chair of H&S Group should act as host.

1.1 In the absence of the Chair of H&S Group a representative of the Group will act as host.

1.2 In the absence of all of the above, the Principal will be informed.

2. The host will ensure that, in the event of an inspector wishing to examine the premises, the inspector is always accompanied by an appropriate person.

2.1 When any inspection has been completed, the host will discuss any findings with the inspector and record such findings so that they may be made known to the School Health and Safety Group.

3. Resulting action from 2 above will be as follows:

3.1 In the event of urgent action being required (e.g. a notice of improvement or prohibition notice requiring significant resources); the Chair Trustees and the Principal will be informed forthwith.

3.2 For less urgent matters, the representative of the H&S Group or appropriate delegate will ensure that appropriate action is taken

SECTION D2

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999

Arrangements Section

CONTRACTORS WORKING ON THE SCHOOL PREMISES

INTRODUCTION Under Regulations 11 and 12 of the Management of Health and Safety at Work Regulations 1999, it is required that, when two (or more) employers share a workplace or an employer is working as a contractor on the premises of the host employer respectively, then the various employers are required to co-operate with each other in order to comply with health and safety legislation and take all reasonable steps to provide information regarding risks (to those who are not their employees) generated by their own undertaking.

If a project is likely to exceed 30 days or involve more than 500 person-days of work, then it is covered by the Construction (Design and Management) Regulations 1994 (CDM).

It is strongly advisable for the School to have made appropriate checks on any contractors to demonstrate that the School has taken reasonable steps to ascertain the competence of such contractors. If a project is subject to the requirements of CDM, taking the aforementioned “reasonable steps” is mandatory, see arrangement 1.8 below.

Projects using contractors vary in size and duration. For projects covered by CDM, the Mandate Holder for the Premises Group may have significant involvement (see 1.8), whereas, for smaller projects, for example, employing contractors for repair work not undertaken by maintenance staff, the work may be entirely managed by the CPG (see 1.1).

ARRANGEMENTS School Responsibilities

1. The Mandate Holder for the Premises Group shall ensure that:

1.1 For matters under CPG control, a list of approved (competent) contractors is kept and only these contractors are employed. Where new contractors are required, reasonable steps are taken to establish their competence including their ability and intentions to comply with health and safety legislation.

1.2 Contractors are informed of the procedure to evacuate from the School premises in the event of an emergency.

1.3 Contractors are informed of the procedure to obtain first aid attention where necessary.

1.4 The School H&S representative is informed whenever any contractor is to work on the school premises.

1.5 Work equipment is not lent to contractors unless there are exceptional circumstances. Under such circumstances, it must be ascertained that the work equipment is in good condition and that any contractors using it are adequately trained.

1.6 The senior person in the area where work is to be undertaken shall ensure that a comprehensive Risk Assessment has been carried out, and subsequently that contractors are informed of any hazards under the control of the School likely to result in significant risks to the employees of the contractors.

1.7 The mandate holder for Premises will ensure that all contractors are provided with the information “Rules for Contractors” (Annex 1 to Section D2 p.16) and a “Contractors Certificate” (Annex 2 to Section D2 p.18). This certificate is to be signed and returned to him/her before work commences.

1.8 For a project covered by CDM, the Mandate Holder for the Premises Group will adopt the role of the Principal Designer and ensure that a Principal Contractor is appointed (at the earliest possible opportunity) in accordance with the current CDM regulations, that their competence is established and that reasonable steps are taken to ensure that they will allocate sufficient resources to health and safety in accordance with regulations. Such steps will include obtaining and reviewing the safety policies of such persons and any relevant risk assessments (liaising as necessary with the Health and Safety Advisor).

Rules for Contractors

ANNEX 1 TO SECTION D2

The following rules and conditions have been prepared to assist contractors to work at minimum risk to themselves and others who may be affected by their work. These rules and conditions are considered to be an integral part of their contracts with Boyan Maga School and any failure to comply with the rules and conditions will be considered to be a breach of contract.

1. Before any plant, vehicles, materials or appliances (any of which is hereafter referred to as “work equipment”) or contracting personnel are brought on to the school premises, the Mandate Holder for the Premises Group shall ensure that it receives written confirmation of the identity of the person acting for the contractor who will be responsible for the work to be done and ultimately for compliance with the rules referred to above.
2. All contracting personnel shall book in at reception before starting work each day and sign out when the work for the day and the job have been completed.
3. All work equipment belonging to contractors for use on the school premises shall be suitable for purpose, adequately maintained (with respect to health and safety) and all steps taken to ensure that users of the work equipment are adequately informed, instructed, trained and supervised. Work equipment shall comply with the Provision of Work Equipment Regulations 1998.
4. Vehicles and personnel shall not go into parts of the school premises other than those in which they are working except with the consent of the Mandate Holder for the Premises Group.
5. Protective and preventative measures (“control measures”). It is the responsibility of contractors to provide adequate control measures (e.g. personal protective equipment) for their employees needed for the work to be undertaken.
6. Working areas for contractors - site areas and siting of temporary buildings and storage areas shall be clearly defined and adequately protected so that no unauthorised persons may enter the site without permission, so far as is reasonably practicable.
7. Work equipment not belonging to contractors - generally, contractors shall not use any equipment belonging to the School. Exceptionally, school equipment may only be used by contractors after written permission has been obtained from the Mandate Holder for the Premises Group, or one of his representatives, or in both of their absences, the Chair Health and Safety Group.
8. Fire precautions – A strict NO SMOKING policy is enforced within the school premises. Emergency exits and fire-fighting equipment shall be kept free of obstructions at all times, where such matters are under the control of contractors.
9. Fire precautions - the storage of highly flammable liquids and liquefied petroleum gases (LPG) must comply with relevant legislation.

- 10. Reporting of accidents and dangerous occurrences - all accidents and dangerous occurrences must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) by the contractor.
- 11. Reporting of accidents and dangerous occurrences - contractors must cooperate with any accident investigation undertaken by authorised school personnel.
- 12. Housekeeping - contractors must, so far as is reasonably practicable, keep their work areas free from clutter and not allow rubbish to accumulate.
- 13. Pollution - oils, solvents and other harmful chemicals must not be disposed of down drains on the school premises.
- 14. Unwanted materials and substances - all unused materials and substances brought on to the school premises shall be removed by the contractors on completion of their work

Contractors Certificate (to be completed in full)

ANNEX 2 TO SECTION D2

Order/contract no.

I acknowledge that I have received a copy of the document “Rules for Contractors”.

I have read the document and understand it. I guarantee that I will distribute a copy to each of my/our supervisory staff engaged on contract work for Greenwich Steiner School at that location (unless I am a sole trader).

SOLE TRADER (tick appropriate box)

I agree to instruct my employees to comply with the rules throughout the contract (unless I am a sole trader, in which case I agree to comply with the rules myself throughout the contract).

I further undertake that no work will be done until this certificate is completed and returned to the Health and Safety Advisor, or, in her absence, Mandate Holder for the Premises Group

I apply for copies of the Rules for distribution to my/our supervisory staff whose names appear on the attached list, which is retained by the School H&S representative:

Name of contractor (in block capitals):.....

Title of firm:.....

Signature:.....

Address:.....

.....

.....

Post code:.....

Telephone number:.....

Arrangements Section

HEALTH AND SAFETY CONSULTATION

INTRODUCTION In the Safety Representatives and Safety Committees Regulations 1977 (SRSC), rights and functions of trade union appointed safety representatives are described.

Where representatives are not trade union appointed, the Health and Safety (Consultation with Employees) 1996 (HSCER) applies.

HSCER applies to the School whereas SRSC does not.

The School is required to consult its employees (teaching and non-teaching staff) on matters relating to health and safety at work, in particular:

- measures introduced which may substantially affect the health and safety of its employees
- arrangements for appointing competent persons provision of health and safety training health and safety consequences of the introduction of new technology into the School

Consultation may be either:

(a) with all employees directly or (b) through elected (or appointed) representatives of groups of employees, such representatives being known as “representatives of employee safety” (REEMSAs)

For all but the smallest organisations, (b) is likely to be more practical. This is seen to be the case for the School.

Employers must ensure that every REEMSA receives appropriate information and training, also reasonable time to perform their functions.

A method of effective consultation on health and safety matters is likely to be secured by means of an effective health and safety group.

ARRANGEMENTS

1. Formation and maintenance of the School health and safety group is undertaken by Trustees Meeting and the Principal.
2. The group will be chaired by an appointed person.
3. The basic group will, in addition to the Chair of Trustees, consist of the Health and Safety Advisor and a representative of the school.
4. The Principal may invite specific persons to one or more meetings.
5. Group meetings shall be held twice per term.
6. The programme of meetings for the School year will be finalised by the Health and Safety Advisor by 31 August for that year and, unless ill health or other exceptional circumstances occur, full attendance will be expected at the meetings.
 - 7.1 The meeting agenda will include the following items:
 - 7.2 Apologies for absence (should be very rare)
 - 7.3 Minutes of last meeting/matters arising
 - 7.4 Review of accidents and near misses during last two months
 - 7.5 Implications of visits from any external authorities, such as the HSE or fire officer
 - 7.6 Results of any external health and safety audit
 - 7.7 Health and safety training needs
 - 7.8 Health and safety information relating to new plant and equipment
 - 7.9 Health and safety issues arising from school trips
 - 7.10 Results of health and safety inspections undertaken
 - 7.11 Any health and safety information required to be provided for staff.

7.12 Implications of any new health and safety legislation

7.13 Any other business

7.14 Confirmation of date and time of next meeting

8. For all meetings:

8.1 Minutes shall be taken and circulated to:

- all attendees (plus any absent committee members)
- the Chair of Trustees
- the Mandate Holder for the Premises Group
- the Principal
- School notice boards
- teacher's staff room

8.2 Minutes shall be produced and circulated within 7 days of all meetings.

SECTION D4

Primary legislation: Health & Safety (First Aid) Regulations 1981 (as amended October 2013)

Arrangements Section

FIRST AID

INTRODUCTION Qualified first-aiders must normally be available to administer first aid, as required by the Health and Safety (First-Aid) Regulations 1981 (amended 2013). A NB now that HSE no longer has to approve First Aid Training Providers and Qualifications, the responsibility to identify and approve suitable Trainers and Qualifications in First Aid has been taken over by the School.

Note: a qualified first-aider is a person with a current school- approved First Aid at Work certificate.

When required, first aid should be obtained by the quickest possible means. This may be achieved by knowing the location of a first-aider with certainty or by contacting reception personnel who will summon first aid assistance.

ARRANGEMENTS 1. If an employee needs first aid and is able to summon it, he will do so without delay, either by contacting a first aider in a known location or by contacting reception.

2. If an employee finds an injured person who is unable to summon first aid, the employee will summon it.

3. If a visitor needs first aid, the host shall summon it.

4. If a visitor or a contractor is present on the school premises and will not always be accompanied, that visitor or contractor will be advised to contact reception if first aid is required.

5. If a pupil becomes unwell and it is deemed necessary (by a first-aider) for that child to leave the premises, they will ensure that a parent or guardian is contacted to collect the pupil.

6. If a teacher or member of staff becomes unwell and needs to leave the premises, a judgement will be made by a member of the first aid room staff to determine whether the member can leave the premises without assistance and by what means.

7. Where any employee or pupil has received a blow to the head, a first aider must be consulted without delay.

8. Records of accidents and illnesses will be kept in the first aid room for five years. The Health and Safety Advisor keeps copies of records of accidents for one school year before arranging secure disposal.

9. In temporary and exceptional circumstances, a qualified first-aider need not be present on the school premises. In such cases, the "appointed person" {as defined by the Health and Safety (First-Aid) Regulations 1981} will take charge of a situation where first aid or medical assistance is required. (E.g. by phoning for an ambulance). It will be the duty of the School Administrator to ensure that this appointment is recorded. Note: it is not a legal requirement that the appointed person possesses a first aid certificate, but the School requires such persons to hold an Emergency Aid Certificate.

10. It is the responsibility of the First Aid Supervisor to ensure that all first aid boxes are kept adequately and appropriately stocked. First aiders will report deficiencies in first aid boxes to the First Aid Supervisor. (In the absence of the First Aid Supervisor, such matters are managed by the School Office).

11. The initial training and re-certification of first aiders will be organised by the First Aid Supervisor who will keep and maintain up-to-date records.

12. When school trips are to take place, the person(s) responsible for the pupils during the trip must include in the risk assessment for the trip, the level and nature of first aid needed during the trip and the procedure for obtaining any such first aid. In cases of trips which include an overnight stay, it is recommended that a first aider be included in the party.

SECTION D5

Primary legislation: Management of Health & Safety at Work Regulations 1999

Arrangements Section

RISK ASSESSMENT

INTRODUCTION Risk assessments need to be produced in order to satisfy the requirements of much modern health and safety legislation, for example, the Noise at Work Regulations 1989, COSHH 2004 and the Manual Handling Operations Regulations 1992, Fire Safety Regulations.

The above are specific risk assessments. An overall general risk assessment (GRA) is required by MoHASAW.

A risk assessment consists of five basic steps:

- identification of hazards
- determination of who may be harmed and how
- evaluation of the risks to health and safety resulting from consideration of the hazards identified, which includes the efficiency of current control measures
- recording of the significant findings (includes description of further control measures)
- review and, where necessary, revise assessments

Having carried out the risk assessment (which may or may not require quantitative measurements), control measures must be put into place. (MoHASAW refers to such control measures as “preventative and protective measures”).

Regulation 7 of MoHASAW requires an employer to appoint one or more “competent persons” to assist him to comply with relevant legislation. An employer has three general options:

a) use internal employees who are already competent b) provide training for non-competent employees in order that they may become competent c) use competent external advice and services e.g. consultants

In practice, most organisations are likely to use a combination of the three options.

In Regulation 7 of MoHASAW, a person is regarded as competent “. . . where he has sufficient training and experience or knowledge and other qualities to enable him . . .” to undertake the work in accordance with the legislation.

ARRANGEMENTS

1. The Health and Safety Advisor shall undertake relevant general risk assessments, using external advice where s/he deems it appropriate.

2. Where other Boyan Maga School employees are required to undertake a GRA, the Health and Safety Advisor will ensure that appropriate training is provided for them.

3. A record of any GRA undertaken will be retained by the Health and Safety Advisor until such time as a re-assessment is undertaken, in any case, at intervals not exceeding 6 months for an overall risk assessment and COSHH and when necessary for new equipment, working practices or changes to existing practices are introduced.

4. Please refer to the School’s Risk Assessment Policy for further information and guidance.

SECTION D6

Primary legislation: Health and Safety (Display Screen Equipment) Regulations 1992

Arrangements Section

WORK WITH DISPLAY SCREEN EQUIPMENT

INTRODUCTION This section is based on the requirements of DSE 1992, which require the employer to ensure that risk assessments of display screen equipment workstations (sometimes known as “VDU” workstations) are undertaken for “users”.

A “user” is defined in Regulation 1 as an employee who habitually uses display screen equipment as a significant part of his normal work for at least an hour on most working days.

When the risk audits/and or assessments have been carried out, employers must ensure that risks to health and safety must be controlled SFRP.

ARRANGEMENTS 1. The School Administrator shall ensure that sufficient numbers of competent assessors are appointed to undertake the risk assessments and, where appropriate, they receive adequate training. (Competent persons may be from within The School or be external consultants).

2. Records of the risk assessments shall be retained by the Health and Safety Advisor until such time as any re-assessments are undertaken.

3. Competent persons who are employees of Greenwich Steiner School will ensure that the Health and Safety Advisor receives a report containing the significant findings of their assessments together with any appropriate recommendations. Where the assessment work is carried out by an external consultant, the resulting report will be submitted directly to the Health and Safety Advisor.

4. Recommendations for risk reduction will be considered by the Trustees, the Principal and the Mandate Holder for the Finance Group who will either approve resources in order that the recommendations may be enacted in a timely manner or give reasons in writing to the Health and Safety Advisor for any delay or denial.

5. Users (as defined above) are entitled to reimbursement of the cost of an annual eye test. If the test shows that corrective lenses are needed specifically for DSE work, users are entitled to reimbursement of the costs of basic corrective lenses and frames. They are not entitled to reimbursement of costs of existing lenses, or for more expensive lenses, frames etc. All staff employed by the school (on the payroll) who meet the definition of DSE user are entitled to these provisions. The entitlement does not extend to self-employed personnel.

6. All DSE users are entitled to a break of a few minutes after each hour of DSE work, and are encouraged to take such a break. NB ‘break’ does not mean cessation of all work, it means break from DSE activity to another non-DSE activity.

7. The School shall ensure that DSE workstations are ergonomically designed (adjustable chairs, screens etc. correct table height, etc. All users will be given information and advice with regard to ergonomic layout, and suitable posture etc. while working at DSE workstations – IHSE leaflet HSG57 is downloadable free at <http://www.hse.gov.uk/pubns/priced/hsg57.pdf>

8. All DSE monitors are flat screen LCD type monitors. Cathode Ray Tube (CRT) monitors are not supplied. No DSE workstation is to be positioned in a room with fluorescent lighting. These controls are in place to ensure that individuals at risk of photosensitive epilepsy are not at risk. If you feel you may be at risk (e.g. if you are susceptible to epileptic fits which watching television) you should consult your GP if you have not already done so, and bring this to the management’s attention as soon as you start working for the school – it is possible that this problem could arise in other areas too e.g. use of strobe lighting in school drama productions.

9. All DSE users are encouraged to use the PC workstations provided whenever possible. If users need to use a laptop they are encouraged to attach external ergonomic keyboards and monitors if possible.

SECTION D7

Primary legislation: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Arrangements Section

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

INTRODUCTION The principal reasons for reporting injuries, diseases, dangerous occurrences and other loss-producing events (hereafter collectively referred to as “incidents”) are to:

- comply with legislative requirements
- identify immediate and root causes to minimise the risk of recurrence
- collect evidence to provide some protection for employers, employees and other relevant persons in any subsequent litigation
- demonstrate management commitment to health and safety
- help identify any shortcomings in the GRA produced by the employer
- assist in the determination of losses experienced as a result of such incidents

The main relevant legislation is RIDDOR

The actions required depend on the type and effects of an incident. RIDDOR categorises them as follows:

(a) fatalities and “specified” injuries (injuries of a major nature listed in the RIDDOR 2013 legislation (regulation 4) (b) injuries causing incapacity for more than three consecutive days such that the injured persons are unable to perform their normal tasks during this period (c) other injuries less serious than those identified in (a) or (b) (d) “dangerous occurrences” e.g. ‘near miss’ (e) “work-related illnesses” (including outbreaks of certain illnesses in the workplace) as listed in the RIDDOR 2013 legislation (regulations 8 and 9))

Reporting of (a) to (e) shall be undertaken by the “responsible person”.

ARRANGEMENTS 1. The School Administrator has been appointed as the responsible person with respect to RIDDOR; when absent, the responsibility will be assumed by a member of the First Aid Room staff.

2. FATAL/MAJOR ACCIDENTS

2.1 The responsible person shall inform the enforcing authority by the quickest possible means (normally by telephone) as soon as is practicable after becoming aware of the incident and no later than 24 hours after.

2.2 If the incident is a fatality, the responsible person, or in her absence, the School Administrator/Mandate Holder for the Premises Group will ensure that the Police are informed forthwith and that arrangements are made to inform the next of kin as soon as possible. In the absence of both aforementioned persons, the above actions will be undertaken by the Principal.

2.3 The School insurance company will be informed of the incident within 24 hours of its occurrence by the Health and Safety Advisor, or in her absence, by the School Administrator/Mandate Holder for the Premises Group.

2.4 The responsible person shall complete form F2508 forward it to the enforcing authority (EA) within 10 days of the incident (or fill in online at www.hse.gov.uk/riddor)

2.5 The School internal form will be completed by the manager of the victim (for a member of staff) or the relevant teacher (for a pupil).

3. Injuries causing incapacity for more than three consecutive days (not including the day of the incident) but not classified as fatal or major.

3.1 The responsible person shall complete form F2508 and forward it to the EA within 10 days (or online see 2.4 above).

3.2 The School internal form will be completed as in 2.5 above and the ‘Accident Book’.

4. Other injuries less serious than those identified in sections 2 and 3 above

4.1 The School internal form will be completed (see 3.2).

5. Dangerous Occurrences - these are specifically defined in Schedule 2 of RIDDOR.

5.1 The responsible person will undertake the duties defined in sections 2.1 to 2.5 (inclusive) above.

The School internal form will be completed as in section 2.5 above

6. Reportable Diseases - these are specifically defined in Schedule 3 of RIDDOR

6.1 For reporting action to be taken, any such disease must be confirmed in writing by a competent medical practitioner

6.2 If a reportable disease is confirmed, the responsible person will complete form F2508A and forward it to the enforcing authority

7. All employees will carry out duties allocated to them in the internal school procedure for action in the event of an incident

SECTION D8

Primary legislation: Manual Handling Operations Regulations 1992 (as amended)

Arrangements Section

MANUAL HANDLING

INTRODUCTION It is now well established that one of the greatest single causes of injury at work is from inappropriate manual handling.

Training in correct manual handling techniques can certainly reduce the risk of injury, but avoidance of manual handling is clearly the control measure most likely to minimise risk. Indeed, under Regulation 4(1) of MHO 1992, it is required of every employer to ensure, SFRP, that employees avoid any manual handling operation where there is a (non-trivial) risk of injury.

Where manual handling cannot be avoided and there is a risk of injury, a manual handling risk assessment must be undertaken and steps taken to reduce the risk of injury.

Application of the Regulations Not only do the Regulations cover all employees, but they could be applicable to contractors insofar as they move equipment belonging to the School on the school premises.

The types of operation vary widely from routine maintenance work, where manual handling may be frequently required, to the occasional movement of school furniture, such as desks, tables and chairs or large items of stationery in offices.

ARRANGEMENTS 1. The School Administrator shall ensure that sufficient numbers of competent persons are appointed to:

1.1 Devise techniques and procedures to minimise the extent of manual handling

1.2 Conduct manual handling risk assessments where manual handling is required and there is a risk of injury (note: in such a risk assessment, the “individual” is one of the factors to be considered, therefore, the assessment may well need to take account of the capabilities of any child or young person expected to carry out any manual handling operation)

1.3 Retain records of risk assessments referred to in 1.2 above at least until such times as re-assessments are undertaken (see D5.3, p.25)

1.4 Advise the School Administrator/Mandate Holder for the Premises Group of significant findings of the assessments and recommendations requiring significant resources to reduce the risk of injury SFRP

2. The School Administrator/Mandate Holder for the Premises Group will provide resources required to enable actions associated with the risk assessments to be undertaken or give reasons to the assessor if resources for implementation are to be denied or delayed

SECTION D9

Primary legislation: Control of Noise at Work Regulations 2005

Arrangements Section

NOISE

INTRODUCTION Excessive noise can inflict permanent damage on hearing. It is probably one of the most underrated occupational health hazards. It has been estimated that around two million persons at work in the UK alone are exposed to potentially damaging levels of noise.

Duties on employers are imposed under NAW, including under certain circumstances, requirements for:

- a noise survey to be undertaken, so that a noise assessment can be carried out
- After assessment, measures taken to either eliminate or reduce the noise level
- PPE – if this an issue in the school – as opposed to the building project, which is separate.

ARRANGEMENTS 1. The Health and Safety Advisor shall:

1.1 Arrange for a competent person to undertake a noise survey leading to a risk assessment

1.2 Ensure that a report is received as a result of the survey and assessment

1.3 Arrange for any necessary purchases, training etc. to be undertaken as a result of the noise survey/assessment

1.4 Report any noise reduction measure deemed to be required to the Mandate Holder for the Premises Group and the Principal

1.5 Retain any records of the noise survey, noise assessment and persons trained until such time as a further survey/assessment is carried out

SECTION D10

Primary legislation: Control of Asbestos Regulations 2012

Arrangements Section

ASBESTOS

INTRODUCTION Exposure to asbestos fibres can cause serious ill health effects which can often result in premature death. The main diseases are generally regarded as asbestosis, lung cancer and mesothelioma.

CAR requires employers to prevent exposure of employees and young persons to asbestos, or, where this is not practicable, to reduce the exposure to the lowest possible level.

There are three types of asbestos survey:

- Type 1, whereby the presence and extent of any asbestos is identified SFRP and its condition. No sampling is associated with this type of survey
- Type 2, which includes sampling and analysis of asbestos
- Type 3, this is a more rigorous inspection than type1 and may involve destructive inspection to access areas which are normally difficult to reach. This survey is designed to be used as a basis for tendering the removal of asbestos-containing materials prior to refurbishment or demolition.

Provided asbestos remains sealed and undisturbed, the risk to health will be negligible. However, a risk assessment must be undertaken under Regulation 4 of CAR and arrangements put into place if there is any risk of exposure to asbestos.

ARRANGEMENTS 1. The Health and Safety Advisor will arrange for an initial or type1 survey to be undertaken to determine whether other survey types or asbestos treatments are required

Notes Where asbestos is sealed and adequately protected from any foreseeable damage, it is usually preferable to leave it in situ rather than disturb it through removal.

NO attempt should be made by any employees of the School to remove asbestos or knowingly act in such a way as to cause the possible release of asbestos fibres. With the exception of a few specialised cases, only a licensed contractor may remove asbestos.

SECTION D11

Arrangements Section

Primary legislation: Management of Health and Safety at Work Regulations 1999

HEALTH AND SAFETY MONITORING

INTRODUCTION Any health and safety policy should include details of monitoring arrangements to ensure that the requirements of the policy are being implemented - this will assist compliance with Regulation 5 of MoHASAW.

Two of the principal monitoring techniques are:

- health and safety inspections
- health and safety audits

A health and safety inspection requires a visit to the area to be inspected in order to identify hazards present in the area. It will provide a snapshot of current working practices, housekeeping standards, whether PPE is being worn where required etc. It is a routine measurement of health and safety performance at a particular point in time and would normally be undertaken by “in-house” persons i.e. employees such as teachers and possibly by an older student, perhaps when accompanied by a member of staff.

A health and safety audit consists of a systematic measurement and validation of an organisation’s management of its health and safety programme against a series of specific standards. It takes the form of questions to appropriate persons in an organisation and the examination of relevant documents.

An initial full audit will identify strengths and weaknesses in the health and safety management system and will be accompanied by a report which includes recommendations associated with achievable targets set prior to any subsequent audit.

Audits are normally carried out by an external organisation or consultant at least annually, this audit will also include a full risk assessment of all areas of the school premises.

ARRANGEMENTS 1. In conjunction with the Mandate Holder for the Health and Safety Group and the Principal, the Health and Safety Advisor will set up a 12-month programme of health and safety inspections for all areas of the school premises and school activities, including the identities of the persons to undertake the inspections

2. The Health and Safety Advisor will organise any training required for persons undertaking the inspections.
3. The inspections will be timed to take place 2-3 weeks before the next health and safety committee meeting.
4. The person undertaking the inspection will submit a report to the Health and Safety Group and the Premises Group.
5. The Health and Safety Advisor shall ensure that a health and safety audit is undertaken at intervals of 6-12 months.

SECTION D12

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999

Arrangements Section

HEALTH AND SAFETY TRAINING

INTRODUCTION The need for adequate health and safety training is identified under and required by virtually all modern health and safety legislation, for example, the general requirement under Section 2(2) (c) of HASAWA.

Furthermore, Regulation 13 of MoHASAW identifies certain situations and circumstances where training is especially required, being on recruitment, (i.e. induction training) and where there is a significant change in risk.

ARRANGEMENTS 1. The Mandate Holder for the Health and Safety Group will ensure that all health and safety training requirements are addressed and will report progress at each Trustees meeting

2. The Health and Safety Advisor will ensure that a health and safety induction programme is devised and submitted to the school Health and Safety Group for approval
3. The Health and Safety Advisor will be notified at least seven days in advance of any new employees commencing employment with The School so that all new employees receive the prescribed health and safety induction training

SECTION D13

Primary legislation: Provision and Use of Work Equipment Regulations 1998

Arrangements Section

DANGEROUS PARTS OF MACHINERY

INTRODUCTION Dangerous parts of machinery are covered in Regulation

11 of PUWER. In particular, Regulation

11(2) identifies a hierarchy of control measures to be used to minimise risk of injury. Such measures, in order of priority, involve the use of:

- fixed guards
- other guards, such as interlocking devices
- protection appliances, such as push sticks for use with saws
- information, instruction, training and supervision

Under Section 6 of HASAWA, (as modified by the Consumer Protection Act 1987) designers, manufacturers, suppliers and importers of work equipment must ensure, SFRP, that work equipment must be safe and without risk to health when properly used, cleaned, repaired or maintained and appropriate information available for users to undertake such functions.

ARRANGEMENTS 1. Where work equipment is to be used by employees of the school, (i.e. members of teaching staff, employees of the maintenance department, office staff etc.) the employees responsible for obtaining the equipment shall be certificated to indicate competence and shall:

1.1 Ensure safety devices are checked before the equipment is put into service for the first time

1.2 Ensure that risks of injury associated with dangerous parts of the equipment are minimised by suitable means including periodic inspections

1.3 Take steps to ensure that any safety device found not to be in proper working order is repaired or replaced and appropriate steps taken to isolate such equipment to prevent its use prior to repair or replacement

2. Where work equipment is to be used by children and young persons, teachers shall:

2.1 Take reasonable steps to ensure that the equipment is in good condition so as to minimise risks to safety and health

2.2 Ensure necessary instructions are available in a form comprehensible to the users (including the use of any PPE)

2.3 Ensure the users have received comprehensible training on the use of the equipment

2.4 The users are adequately supervised

SECTION D14

Primary legislation: Electricity at Work Regulations 1989 Building Regulations 2000 (Approved Document P – Electrical Safety)

Arrangements Section

ELECTRICAL RISKS

INTRODUCTION In most years in the UK, there are in excess of 800 accidents attributable to contact with electricity or electrical discharge; around 20 of these accidents results in fatality.

General principles for electrical safety are established in EAW. Precise technical details are found elsewhere, for example, in current editions of wiring regulations and HSE Guidance Notes such as PM32. (The Safe Use of Portable Electrical Apparatus).

Probably the most important feature of EAW is Regulation 14, which requires that work on an electrical system may only be carried out when that system is electrically dead unless it is totally unreasonable not to do so. Annual testing of electrical equipment, (especially portable electrical equipment) is undertaken to assist in compliance with Regulation 4 of EAW.

ARRANGEMENTS 1. The Health and Safety Group will ensure that portable electrical equipment is tested for safety at appropriate intervals, that is, before the equipment is first put into use, at regular intervals thereafter (annually) and following any modification or repair.

2. For electrical equipment at fixed locations, e.g. lighting etc. such regular intervals shall be five years.

3. The Mandate Holder for the Premises Group will ensure that no work is carried out on live electrical systems unless it is totally unreasonable not to do so.

3.1 Where it is essential to undertake live working, the Mandate Holder for the Premises Group will ensure that all practical precautions are taken and that any work is undertaken only by competent persons.

3.2 Where live working is deemed to be essential, the Mandate Holder for the Premises Group will ensure that there is a safe system of work created. Where there is a non-trivial risk of staff, students or visitors being in the area where the live working is to be undertaken, a permit to work system shall be created and operated.

SECTION D15

Primary legislation: Work at Height Regulations 2005 (as amended) Construction (Design and Management) Regulations 2015

Arrangements Section

FALLS FROM HEIGHT

INTRODUCTION One of the leading causes of accidents is falls from height. At present, legal requirements to minimise such risks appear in general form under HASAWA and MoHASAW; also in somewhat more detailed form in Regulation 13 of WHSW.

The Work at Height Regulations (as amended) is now in force. There is no specific definition of “height” - this is determined by risk assessment and will vary according to ground circumstances and conditions (an obvious example is that risk of injury from a fall “from height” will be greater if the fall is on to a hard surface than soft earth). Furthermore, part of Regulation 13 of WHSW has now been repealed. As a result, any work activity must be properly planned, supervised, carried out in a safe manner (SFRP) by competent persons and avoided SFRP; also, steps taken to prevent unauthorised persons entering the danger area and the area appropriately signed.

With regard to children climbing trees, the Work at Height Regulations 2005 do not apply, since the climbing of trees may be considered “climbing by way of sport or recreation”, an activity which is exempt from most of the Regulations. However, HASAWA and MoHASAW still apply. Clearly, the minimum risk situation is to prohibit the climbing of trees, but since this activity is included within the school philosophy, the activity must be managed by risk assessment.

ARRANGEMENTS 1. All persons undertaking general risk assessments for the School will ensure that falls from height is a hazard that is always considered.

SECTION D16

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Work at Height Regulations 2005 (as amended)

Arrangements Section

FALLING OBJECTS

INTRODUCTION When materials or equipment are stored at high level, there is generally some risk of the materials or equipment falling and causing injury. All employees of the School must, SFRP, take measures to prevent such injuries.

The legal requirements pertaining to falling objects are covered generally in Sections 2(2) (b) and 2(2) (d) of HASAWA, MoHASAW and more specifically in the Work at Height Regulations 2005.

ARRANGEMENTS 1. Classroom teachers and members of staff will ensure that any objects stored in areas they teach or work respectively are placed appropriately having regard of the nature of such objects (e.g. their weight, whether there are sharp corners or edges, whether materials could spill out etc.).

2. All persons undertaking general risk assessments for the School will ensure that falls from falling objects is a hazard that is always considered. If necessary incidents involving falling objects to be reported under RIDDOR (p.27)

SECTION D17

Primary legislation: Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 (CHIP) European Regulation on Classification, Labelling and Packaging of Substances and Mixtures (EC) 1272/2008 – (CLP Regulation) phased in gradually, largely replacing CHIP by June 2015

Arrangements Section

HAZARDOUS SUBSTANCES

INTRODUCTION This section is based on COSHH, the basic requirements of which are:

- identifying substances used on a premises
- evaluating risks to persons (i.e. undertaking a risk assessment)
- ensuring appropriate control measures are implemented
- undertaking monitoring and/or health surveillance if required
- in all cases, ensuring that adequate health and safety training is provided

ARRANGEMENTS 1. Persons responsible for obtaining substances for the School will ensure that no substance is present on the School premises without a current Material Safety Data Sheet. This may be achieved in three ways:

1.1 A current MSDS may already be held in school records

1.2 If 1 does not apply, a current MSDS must be obtained from the supplier before taking delivery of the substance to which it refers

1.3 Exceptionally, if 2 is not practicable, the MSDS will be received at the same time as delivery is taken of the corresponding substance

2. A copy of the MSDS shall be forwarded to the School Administrator within 48 hours of receiving the original MSDS

3. Teachers, maintenance personnel and other relevant staff shall ensure that they are aware of the identity of every hazardous substance in areas under their control. (in the case of teachers, this responsibility is restricted to substances which they use or obtain for their own work in their areas)

4. No leaking or badly damaged containers are to be accepted on to the school premises

5. The School Administrator shall arrange for COSHH assessments to be undertaken for substances on the premises (this shall not include substances brought in by contractors)

6. Persons responsible for using substances shall ensure safe storage and disposal of such substances

SECTION D18

Arrangements Section

SCHOOL TRIPS

INTRODUCTION Children are probably more at risk during school trips than at most other times when on school premises. There may be more minor accidents while at school (e.g. minor cuts, grazed knees etc.) but fatalities have occurred during school trips, for example, the “Lyme Bay incident”, where four sixth year pupils were drowned. This resulted in a successful prosecution for manslaughter in the case R v Kite and OLL Ltd. (1994).

Investigations of other incidents which have resulted in fatalities have concluded that, in some cases, supervision has not been suitable and sufficient.

The Department for Education and Skills have produced a detailed publication entitled “Health and Safety of Pupils on Educational Visits” (hereafter referred to as the “school trips publication” in this section). Boyan Maga School Trips

Policy, Annex 1(D19), known as the STP, is based on the DfES school trips publication and is updated at 2-yearly intervals. It is not practicable to produce one set of arrangements for all school trips; however, the general procedures are shown in the “arrangements” section below.

ARRANGEMENTS 1. The Health and Safety Mandate Group will ensure, SFRP, that a suitable and sufficient general risk assessment is produced for all school trips, taking account of the recommendations in the school trips publication and following the STP.

2. All responsible personnel associated with school trips shall co-operate with regard to general risk assessments by compiling such assessments and forwarding them to the Health and Safety Mandate Group.
3. Where any incidents resulting in injury have occurred during a school trip, the responsible person for that trip will produce an accident report and forward it to the Health and Safety Mandate Group as soon as practicable after completion of the trip and, in any case, not later than seven days after the end of the trip.
4. If the incident is a serious accident this must be reported under RIDDOR (p.27)

Policy for School outings and trips

Boyan Maga School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. For every outing there will be a Teacher designated as the organiser. In normal circumstances this should be the Class Teacher.
2. It is the organising Teacher’ responsibility to ensure that this policy is carried out and the outing is carefully planned in order to make it safe and problem free.
3. For every outing the Teacher is required to refer to the DfES publication “Health and Safety of pupils on educational visit – a good practice guide”. Every Teacher has been provided with a copy.
4. For weekly outings, such as Hampstead Heath, library, gardening and local parks the School requires a yearly signed parental consent form for each child. This form includes a general medical consent.
5. Swimming requires an additional, separate consent form. This form needs be signed by the parents on a yearly basis.
6. The School office will hold a copy of these forms for each child in the child file.
7. Each Class and Kindergarten Teacher will keep a summary of all the consent forms for her/his class with their register.
8. For unique trip and outings, a new parental consent form will be required. In this form there will be specific details about the outing including date, place and any other relevant factors. This will also include a medical consent, medical information and emergency contact details for the parents. The parents must make the Teacher aware of any medication that their child will or may have to take during the trip and the appropriate medical form completed. 9. The parent/guardian will be asked to come to collect the child from School if the parental consent form has not been signed or has been returned incomplete as the School may be unable to provide alternative arrangements for the day/s. Children will not be allowed to go on a trip if a parental consent form has not been signed or has been returned incomplete.
10. The Child protection officer will be informed of any volunteer who will assist with overnight trips since they must be fully CRB.
11. The CRB number and date of issue must be noted on the risk assessment form.
12. At the beginning of each term the Teacher organising weekly outings, such as Hampstead Heath, swimming and gardening, will complete a risk assessment form and all other relevant paperwork.
13. These will be sent to the H&S mandate group for approval and will be reviewed and updated when necessary by the teacher on a weekly basis.
14. Four weeks before a unique trip and outings, the Teacher organising it will complete a risk assessment form and all other relevant paperwork.
15. These will be sent to the H&S mandate group for approval.

16. No trip or outings will take place without the approval of the H&S mandate group.

17. Within the risk assessment form the Teacher will detail:

- a. time and date of the outing
- b. contact telephone numbers of teachers and parents taking part in the trip
- c. venue address and telephone number
- d. a designated telephone number within the School community for emergency.
- e. CRB number and date, if appropriate

18. For the duration of the trip the Teacher will keep a copy of all of the above plus a copy of all the parental consent forms. A copy will remain in the School office and a copy will be given to the emergency contact within the School community for emergency.

19. For any trips the School requires the participation of at least two adults, unless it has been previously agreed as part of the risk assessment, of which there shall be at least one man and one woman.

20. The Teacher is responsible for ensuring that other members of staff and volunteers involved in the trip are aware of all plans for the timing and organisation of the outings, including each member of the parties' responsibility, discipline and behaviour strategies. In the latter case the main authority is the Teacher.

21. For overnight stays, as part of the preparation for the trip, the Teacher will discuss this policy, free time (remote supervision) and the risk assessment with his/her pupils. Once this has been done, the pupils from Class VI and up will be required to enter into a GOOD BEHAVIOUR BOND that confirms their commitment to abiding by the rules of the trip.

22. For all residential trips lasting longer than two nights the Teacher will hold a parent evening to discuss the logistics of such trip.

23. The parents are required to enter into an agreement with the School by signing a PARENTAL BOND confirming their support for the rules of the trip, including free time (remote supervision) and agreeing to reimburse the School for the costs of returning their children home should the child breach the rules to the extent that the Teacher determines that return home is appropriate.

24. If an overnight stay is involved, the fire safety and evacuation plan for the building should be checked.

25. For overnight outings, separate sleeping accommodation must be arranged for adults and children and boys and girls.

26. Caution is necessary concerning Child protection issues. As a guideline, all adults on the outing should follow these principles:

- a. Avoid inappropriate physical or verbal contact with others.
- b. Protect your own and children's privacy particularly in the case of overnight outings.
- c. Refrain from showing favouritism.
- d. Never be on your own whenever possible.
- e. Never make suggestive remarks or gestures.
- f. Report any concerns about inappropriate behaviour to the Teacher or Child Protection Officer as soon as possible.

27. In the event of an overnight stay(s) pupils will abide by the curfew rules given to them by the Teacher. Failure to abide by these rules will result in a warning being given and may result in the pupil(s) being sent home.

28. In the event of a pupil breaching the rules of the trip, or in any way jeopardising the Health & Safety of the group or the reputation of the School or refusing to follow instructions, that pupil will be given a warning that their behaviour is unacceptable, and that its repetition or continuation could result in them being sent home. It is entirely at the discretion of the Teacher accompanying the trip to determine whether the breach of rules is of such a nature as to warrant the pupil being sent home as soon as is reasonably practicable, by the most appropriate means. It is the School's responsibility to advise the parents of their decision and to ensure that the pupil is escorted safely back to their parent/guardian. Until the group returns to School the pupil is subject to a fixed period of suspension and remains the responsibility of the parent.

29. If concern regarding the health and/or safety of the pupils arises during the trip, the Teacher shall telephone the Chair of Health & Safety group or a designated alternative for advice and support in his/her decision making.
30. In the event of an emergency the Emergency Procedure for off-site visits shall determine the procedures and the responsibilities of the School.
31. During a trip unexpected situations presenting risk to the pupils may be identified. The Teacher is redquire to undertake a risk assessment of the new situation (likelihood x severity) and determine how the risk may be best controlled. This process shall be recorded in the journal and the new risk shall be monitored, reviewed if appropriate and recorded. The group shall be made aware, as soon as appropriate, of any new rules put in place to control the newly identified risk.
32. Shall the trip require free time (remote supervision) or time apart from the Teacher and other adults, the Teacher will ensure that all pupils are given: a. a map of their location with the agreed rendezvous point clearly marked b. the telephone numbers (including local codes) of staff mobile phones. c. accommodation address and telephone number.
33. All pupils must have sufficient money to make an emergency call from a telephone box.
34. During this time apart from adults, pupils must be in groups of two or more. The Teacher will keep a record of the clusters.
35. In the event that an individual becomes separated it is the responsibility of the pupils involved to contact the group leader immediately and follow the instruction given.
36. All individuals going on a School trip abroad must be in possession of an E111 medical form if travelling within the EU or other relevant medical insurance. The Teacher will look after these.
37. For a trip abroad we are required to take out extra insurance cover. Please speak to the school office for advice.
38. If a pupil falls ill and/or requires medical care, the staff members shall ensure that the pupil receives appropriate diagnosis and treatment at the earliest possible opportunity
39. The pupil must be accompanied by a staff member at all times during such diagnosis and treatment. In the event of a pupil requiring any medical treatment, the Teacher shall telephone the Chair of Health & Safety mandate or a designated alternative and they will contact the parent/guardian at the first possible opportunity.
40. In the event that it is necessary for a pupil to be returned home, a member of staff or other appropriate adult shall accompany the pupil to at a time and place agreed by the School with a parent/guardian to deliver the pupil to their care.
41. In the event of a member of staff or non-staff adult falling ill and/or requiring medical care, the Teacher shall ensure that the adult receives appropriate diagnosis and treatment at the earliest possible opportunity.
42. In the event that it necessary for a seriously ill member of staff or non-staff adult to be returned home the Teacher will inform the Chair of the Health & Safety mandate or a designated alternative and the School will arrange an adult to provide care and support and if possible provide a replacement member of staff for the trip. The trip may be reduced in scope or curtailed if full supervision is no longer available.
43. A suitable stocked up first Aid kit and a mobile phone will be taken on every outing.
44. Any accidents/incidents will be reported to the Teacher who will record it in the appropriate manner
45. A journal will be kept by the Teacher for the duration of any trips, including one's that last only one day. The journal will be submitted to the Health & Safety mandate group as soon as practicable after the end of the trip to assist in future risk assessments.
46. After the end of the trip an evaluation of the trip will also be given by the Teacher to the H&S Mandate Group representative.

I have read and understood the Policy for outings and trips. I understand it is my responsibility to follow this policy in details.

Name _____ Signature _____

ANNEX 3 TO SECTION D18

TEACHER AND SCHOOL OFFICE EMERGENCY CONTACT INFORMATION

(A copy will be kept by the trip leader and the original will be kept by the School contact. At the end of the trip all paperwork will be handed into the School Office)

Class Trip to Date

Trip leader:

Backup staff:

Non staff:

School contact name and phone number over the duration of the trip (24 hours cover):

Class contact name and phone number over the duration of the trip:

Health & Safety contact name and phone number over the duration of the trip:

2. Itinerary with addresses and telephone numbers:

YES

NO

3. Copy of class list

YES

NO

4. Adult emergency next of kin

YES

NO

5. Original parental consent forms for pupils

YES

NO

6. Copies of travel documents, insurance and medical papers

YES

NO

7. Copies of all contracts etc. made with campsites/airlines etc.

YES

NO

8. Others (please state)

Class Teacher and the School office will hold a copy each of this form.

ANNEX 4 TO SECTION D18

BEHAVIOUR BOND - SCHOOL OUTING

Name _____

Trip _____

I agree to abide by the rules and conditions set out by the School in relation to the School trip.

I will behave in a well-mannered and responsible way at all times and that I will not, at any time, do anything that will endanger the Health & Safety of any member of the party, or harm the reputation of the group or the School.

If I become aware of any member of the group acting in a way that endangers the Health, Safety and/or reputation of the School or individual members of the group I agree, that I will make this action known to an adult accompanying the trip.

In the event that I fail to abide by this agreement I accept that the Teacher or the Trip Leader will be entitled to send me home by the most appropriate means.

DATED _____

SIGNED _____

Class Teacher and the School office will hold a copy each of this form.

ANNEX 5 TO SECTION D18

Parental Bond

Name of pupil _____

A copy of the School trips policy has been made available to me and I have read the rules and conditions and the pupil BEHAVIOUR BOND (for Class VI and up) relating to the trip.

I agree to fully support the School in the execution of their responsibilities under the rules, conditions and Bond.

If my child is sent home as a result of his/her behaviour, I agree to:

- Reimburse the School within 7 working days with the full costs reasonably incurred in such return.
- Personally collect my child from the station/airport or other location agreed with the School Contact/Class Teacher

YES/NO

If NO, then: I hereby advise the School of the designated guardian who will be available to collect my child from the station/airport or other location agreed with the School contact/Class Teacher.

Name of designated guardian _____

Signature of designated guardian _____

Telephone Number _____

Name of parent/carer (in block letters) _____

Signature: _____

Date: _____

ANNEX 6 TO SECTION D18

STAFF AND VOLUNTEER BOND - SCHOOL OUTING

Name _____

I hereby agree to abide by Boyan Maga School's trip policy and to enforce the rules and conditions set out by the School in relation to School trips.

I declare that I will behave in a well-mannered and responsible way at all times and that I will not, at any time, do anything that will endanger the Health & Safety of any member of the party, or harm the reputation of the group or the School.

In the event that I become aware of any member of the group acting in a way that endangers the Health, Safety and/or reputation of the School or individual members of the group, I agree, that I will immediately consult the other responsible adults and take the appropriate action as set out in the policy. In the event that this is not possible I agree that I will contact and consult the designated member of staff at the School.

DATED _____

SIGNED _____

SECTION D19

Primary legislation: Regulatory Reform (Fire Safety) Order 2005 Fire Precautions Act 1971 Fire Precautions (Workplace) Regulations 1997 amended 1999

Arrangements Section

FIRE

INTRODUCTION Legislative requirements relating to fire are covered mainly by the FPA 1971 and FPWR 1997. It is now a requirement for a fire risk assessment to be undertaken.

It is for the School to determine procedures for any serious and imminent danger in accordance with MoHASAW.

ARRANGEMENTS 1. Smoking is forbidden inside school buildings and it is the responsibility of all staff to abide by this requirement.

2. Fire prevention.

2.1 HFL and LPG - any HFL or LPG must be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002(DSEAR) - in particular, no unused full cylinders are to be stored inside buildings, but must be stored outside in a secure area away from direct sunlight. The Mandate Holder for the Premises Group will ensure compliance with DSEAR.

2.2 General waste - this must not be allowed to accumulate in any part of the school premises, particularly flammable materials such as paper and wood. Normally such waste will be cleared by cleaning staff. In the event of any member of staff observing that such waste has not been cleared, that member of staff will report the relevant observations to the School Administrator /Mandate Holder for the Premises Group.

2.3 Gas leaks - any member of staff suspecting a gas leak shall report the matter to the School Administrator/Mandate Holder for the Premises Group forthwith; in their absence the matter shall be reported to the Health and Safety Advisor.

3. Fire escape routes.

3.1 Fire doors - these must not be wedged open except when a load is to be transported through the doorway, such as a heavy load on a trolley and, even in this case, the wedge shall be removed as soon as the load has passed through the doorway

3.2 Fire doors are to be kept free from obstructions to ensure that they can be opened

3.3 Corridors and stairways - it is the responsibility of all staff to ensure that corridors and stairways are kept free of obstruction at all times

4. Firefighting equipment.

4.1 Fire extinguishers and fire blankets - these are for emergency use only. Only persons with sufficient knowledge and training may use this equipment. The School Administrator will keep an updated list of such persons and identify any training requirements relating to this equipment

4.2 Equipment not in place. If any member of staff observes a fire extinguisher or blanket to be damaged or missing from its normal location, the matter shall be reported to the School Administrator/Mandate Holder for the Premises Group/Health and Safety Advisor forthwith

4.3 Use of equipment - if any person shall use a fire blanket or extinguisher, the user shall first inform the School Administrator verbally as soon as possible and then inform the Health and Safety Advisor in writing, describing the circumstances of use

5. Action on hearing fire alarm.

5.1 A fire alarm may be activated for any one of four reasons:

- a real fire has broken out
- a fire drill is to be performed
- fire alarm testing is in progress
- by accident

5.2 Except in the case of the fire alarm test (when previous warning may be provided); it must be assumed that an activated fire alarm has resulted from fire.

5.3 Except where personnel have identified duties, it shall be the responsibility of all members of non-teaching staff and teachers not taking a class for the time being to evacuate to a place of safety.

5.4 Teaching staff with a class (or otherwise having supervisory duties e.g. playground duty at playtime) shall ensure that all pupils proceed to the appropriate place of safety and teachers shall, where practicable, take the register with them to facilitate checking that all pupils have reached the place of safety.

5.5 Fire marshals shall take all practicable steps to ensure that areas identified as their responsibility are clear before evacuating to the place of safety. If practicable, they will close windows before exiting; also the door as they exit.

6. Fire drill strategy. Records should be kept of these. Two per term where possible.

6.1 The Health & Safety Mandate Group will ensure that two fire drills will be conducted per term, at least one of which will be arranged with the minimum number of persons being aware of its timing.

7. Fire risk assessment.

7.1 A fire risk assessment will be undertaken at intervals of 6-12 months and the Health & Safety Mandate Group Representative will ensure that the resulting report becomes an agenda item of the first Health and Safety Mandate meeting held subsequent to receiving the report.

8. In the event of a fire, the Health & Safety Mandate Group Representative /Mandate Holder for the Premises Group will prepare a Report identifying the causes of the fire, the immediate steps taken after the fire and proposals for preventing a recurrence of such an incident. The Health & Safety Mandate Group Representative will ensure that this report becomes an item on the agenda of the next Health and Safety Mandate Meeting.

SECTION D20

Arrangements Section

BOMB THREATS

INTRODUCTION Any threatening message must be treated seriously until the police have advised that the threat has been neutralised or been confirmed as a hoax.

ARRANGEMENTS 1. Reception staff will ensure that a sufficient number of threat message forms (see Annex) are always available and kept close to hand.

2. In the event of a telephone threat, the receiver of the call, if a receptionist, will:

- 2.1 Advise the School Administrator or the Principal who will contact the police.
- 2.2 All persons on the premises will then act on advice given by the police.
- 2.3 Write down details of the message on the form under item 4 (text of message).
- 2.4 Fill in as many of the other sections of the form as quickly as possible.
- 3. In the event of a telephone threat where the receiver is not a receptionist, the receiver will:
 - 3.1 Follow step 2.3.
 - 3.2 Write down the details of the message.
- 4. In the event of a suspicious package being found in incoming mail, the person finding the suspect package will:
 - 4.1 Leave it where it is.
 - 4.2 Instruct all persons in the room to evacuate the room.
 - 4.3 Follow step 2.3.
 - 4.4 Write down details of the package that can be remembered such as to whom addressed, approximate size and weight, postmark and why package was thought to be suspicious

THREAT MESSAGE FORM

ANNEX TO SECTION D20

1 Person taking message

2 Date

3 Time

4 TEXT OF MESSAGE

.....

5 Caller:

a) Name of organisation given (if any)

b) Accent (if noticeable).....

c) Sex

d) Apparent age

e) Any noticeable mannerisms (lisp, stutter etc.)

.....

f) Educated/uneducated voice.....

6 Whether call came from callbox

7 Any noticeable background noises:

- a) Traffic (road, rail, aircraft).....
- b) Other voices
- c) Machinery

8 Name of person taking message and position in School:

.....

SECTION D21

Primary legislation: The Health and Safety at Work etc Act 1974 The Management of Health and Safety at Work Regulations 1999 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 as amended (b)

Arrangements Section

VIOLENCE

VIOLENCE PREVENTION POLICY

GENERAL STATEMENT The purpose of this policy is to outline the school's responsibility in the prevention and management of violence and the support of those staff involved in violent or potentially violent situations.

The policy outlines the general principles that should be followed in the management of violence and is intended as a guide for those responsible for developing local policies within their operational areas if applicable.

1. INTRODUCTION Boyan Maga school recognise and accept their responsibility, in accordance with the Health and Safety at Work Act 1974 and good employment practice, to provide, as far as is reasonably practicable, conditions of working that are conducive to the prevention of and safe management of violence. The Management of Health & Safety at Work Regulations 1992 state that it is the duty of employers to identify the nature and extent of the risk and to devise, wherever possible, measures that provide a safe system of work and a safe workplace for employees.

2. DEFINITION OF VIOLENCE For the purpose of this policy violence can be defined as any incident in which an employee, contracted staff, student or visitor is verbally abused, threatened or assaulted by a member of the public in circumstances arising out of the business of the School. Examples of violence covered by the policy are severe verbal abuse, which makes the recipient feel threatened or severely distressed, physical assault and/or threatening behaviour.

3. RESPONSIBILITIES The School commit themselves to providing the following conditions relating to the prevention and management of violence; An appropriate working environment which is conducive to the safe management of potential or actual violence. Information and training for staff involved in handling potential and actual violence. Positive and practical support to staff involved in violent incidents. Effective and comprehensive systems of work:

- A system for monitoring and reviewing violent incidents.
- A system of risk assessment including the monitoring of risk to enable the assessment and management of potential and actual risk within each given work setting.
- The implementation of any changes in the workplace deemed necessary following the risk assessment process.
- A system for recording details of incidents to be forwarded to the Occupational Health and Safety Unit.
- Written local policies and procedures on dealing with violence where appropriate.

3.1 The Trustees manages security services within School premises.

3.2 Health & Safety Mandate Group is responsible for ensuring the following where applicable:

- That a risk assessment in relation to violence has been carried out in their area(s) of control.
- The development and dissemination of agreed local policies and procedures for managing violence within their areas of responsibility which reflect the needs of the department/area.
- Responsibility for the implementation of an agreed system for the prevention and management of violence as a result of risk assessment, ensuring compliance with local policies and procedures.
- Regular review of the effectiveness of control measures for the prevention of violence.

- Regular review of staff training requirements, ensuring that staff receive adequate and appropriate training in dealing with violence within their individual areas, and keeping a record of those who have attended.
- The accurate and adequate recording of all incidents of violence and the rapid reporting of violent incidents resulting in injury. Any such incidents must be documented using the Schools Incident Form and sent urgently to the School Administrator along with any witness statements.
- Responsibility for informing staff who have been subject to assault of the options available to them following the incident including the reporting of the incident to police.

3.3 STAFF RESPONSIBILITIES Every member of staff is encouraged, commensurate with their individual level of training; skills and experience to respond to a call for assistance in an incident which might result in injury. The level of support is dependent on the staff members' individual capability, confidence and training and may include physical or moral support. When giving assistance it is important that staff do not put themselves at risk and any staff member should feel free to call on more experienced members of staff, designated security staff and the police for assistance. It is expected that all staff members of will:

- a) Be made familiar with and comply with this and other local policies and systems regarding workplace violence.
- b) Report all incidents of violence including verbal abuse or threats.
- c) Attend training as directed by the Health & Safety Mandate Group Representative, including refresher courses.
- d) If involved in a violent situation (either as a victim or responding to a call for assistance) to use the minimum force required to control the violent individual(s), bearing in mind legal and medical constraints and their personal responsibility to act within the law.

4. PREVENTION OF VIOLENCE 4.1 RISK ASSESSMENT/RISK CONTROL The process of Risk Assessment is intended to assess the potential for violence to occur. Appropriately trained persons should take on the responsibility for risk assessment, and must also ensure that risks once identified are minimised. Advice on risk assessment and other Health and Safety issues and/or legislation can be accessed directly from the Health and Safety Adviser.

A useful starting point in assessing risk is a review of violent incidents which have occurred within the last six or twelve months to see whether a pattern is discernible and try to identify the areas/occasions when a violent situation is likely to occur.

5. MANAGING VIOLENCE Physical intervention in the management of physical violence is a particularly difficult and complex problem involving moral, legal and ethical issues. However, it is recognised that at times physical intervention may be required. The following points should be borne in mind.

1. Staff must follow whatever guidelines are in place for physical restraint within their area.
2. Only staff that have been trained in applying physical restraint should be involved. Other staff may help by clearing the area or calling for assistance
3. Where there is no trained staff available consideration should be given to the following:
 - a) If a violent incident occurs then the initial call for assistance should be to the School Administrator, followed by a call for Police assistance if the situation merits this.
4. Irrespective of the above staff may take all reasonable steps to defend themselves. (See point 3.4 (d)).

6. TRAINING AND INFORMATION Appropriate training is an essential component in enabling staff to confidently manage violent or potentially violent situations. Ensure that all staff has the level of violence awareness training as relevant to their area. All staff should as a minimum. · Attend a lecture on maintaining personal safety in the workplace which will include advice on maintaining a safe environment, circumstances that could predispose a violent incident to occur · Receive information on local policies and procedures for managing violence in the workplace.

7. FOLLOW UP PROCEDURE AND SUPPORT

7.1 RECORDING OF INCIDENTS All staff have a duty to monitor the level and nature of violent incidents and take appropriate preventive action. Staff who have been involved in a violent incident should notify the School Administrator of the full circumstances. The School Administrator should discuss the circumstances, provide support and reassurance and where necessary assist the staff member in the completion of the School Incident Report Form, which must be completed. If applicable, witness statements must also be completed. It is important that this procedure is completed as quickly as possible, preferably within 24 hours of the incident.

It is important to note that staff injured as a result of a violent incident may be able to claim compensation under the Criminal Injuries Compensation Act 1968 so long as the incident is reported to the police within 24 hours. In the event of injury an incident form must be sent to the School Administrator as soon as possible. A copy will then be sent to the Health and Safety Group and to the Principal. Certain serious injuries (staff, patients, students, visitors) or one where an employee has been off sick for more than three days (or cannot resume their normal duties) must also be reported to the Health and Safety Executive (HSE) on a RIDDOR report form.

7.2 SUPPORT AFTER INCIDENTS Any assault on staff can be extremely distressing even if it does not result in serious injury. Staff should react sensitively to staff who have been assaulted and provide as much support as required. A medical assessment should be sought as soon as possible with the staff member being escorted to an Accident & Emergency Department or referred to their G.P if this seems appropriate.

7.3 POST INCIDENT DEBRIEFING A debriefing meeting should be held as soon as possible after a serious violent incident to help identify the possible causes and to allow staff to discuss their concerns. Sufficient time should be made available and staff should feel safe to identify factors that may have contributed to the incident and voice any concerns about the management of the incident. Debriefing meetings can help to improve management of violent incidents and develop measures to prevent recurrence.

7.4 SICKNESS ABSENCE Most staff who are off sick as a result of a violent incident will be entitled to sick pay.

7.5 LEGAL CONSIDERATIONS The School views all violence to staff as unacceptable and will fully support any member of staff who wishes to pursue a prosecution so long as the member of staff acted in "good faith" in the situation and themselves used only the minimum force required to deal with it. Whilst a public prosecution is preferable, the School will give necessary time off with pay to a member of staff seeking legal advice in connection with a private prosecution, and, in appropriate cases, will give positive consideration to contributing to the legal and other costs such as a prosecution.

Full support and encouragement will also be given to students, or members of the public who have been assaulted to pursue the matter with the police. The decision to be made after a full investigation is made to determine the circumstances leading to the assault.

RISK ASSESSMENT FORM Please copy the form and use as required. Alternatively, you may use the headings from the form and complete a more detailed assessment in free text.

IMPLEMENTATION The most important aspect of a risk assessment procedure is the implementation of suitable controls. Completing a written assessment alone is insufficient. **REVIEW** The assessment needs to be reviewed if the situation changes or at least once a year anyway.

VIOLENCE/AGGRESSION RISK ASSESSMENT

LOCATION(S) SITE

PERSONS INVOLVED

Tick as appropriate HAZARD PERSON ASSAULT VERBAL USE

Specify who is at risk?

Tick as appropriate RISK FACTORS

- PSYCHOLOGICAL PROBLEMS
- ALCOHOL/SUBSTANCE ABUSE
- WAITING TIMES
- DEALING WITH CASH
- LONE WORKING
- WORK PLACE
- OTHER

Give details:

MANAGEMENT CONTROLS

SEPARATE STAFF FROM SOURCE OF VIOLENCE HAVE ADDITIONAL STAFF AVAILABLE CHANGE METHOD OF WORKING REDUCE WAITING TIMES IMPROVE LINKS WITH EXTERNAL SECURITY/POLICE DISPLAY WARNING NOTICES PROVIDE VIDEO/SECURITY OBSERVATION IMPROVE LIGHTING IMPROVE ENVIRONMENT PROVIDE ALARM(S) AND RESPONSE PROVIDE MOBILE COMMUNICATION TRAIN STAFF (AS APPROPRIATE) SUPERVISE STAFF PROVIDE INFORMATION TO STAFF

Specify:

CO-OPERATION AND CO-ORDINATION Who else needs to be involved or informed?

Is method of recording incidents adequate?

If patient/client is the cause, how is information recorded to warn others?

ASSESSMENT CARRIED OUT BY

Name

Position.....

Date.....

Signature

REVIEW date:

SECTION D22

Primary legislation: Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Workplace (Health, Safety and Welfare) Regulations 1992

Arrangements Section

SLIPS and TRIPS

Practical measures for slips risk control

External steps, paths and parking areas

Suitable lighting – replace, repair or clean lights before levels become too low to be safe

Ensure steps and paths are suitable for the volume of pedestrian traffic

Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface

Maintain parking area so that it is free of potholes

Mark the nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions

Provide handrails where appropriate and maintain in good condition

Discourage short cuts across grassed/muddy areas

Clean leaves, mud etc. from surfaces

Remove algal growth

Playgrounds and all-weather sports surfaces

Ensure surface is flat and well maintained to avoid surface water

Remove accumulations of mud/water

Remove algal growth

Ensure users wear the appropriate footwear for the surface

Ensure adequate supervision at all times

Building entrances/exits

Provide suitable non-slip, water absorbing mats at entrances

Maintain mats in good condition and change when saturated Ensure that temporary matting does not pose a trip risk

Display signs warning of hidden steps/changes of level

Display signs warning of risk of slipping when appropriate

Site door catches and door stops safely

Sports halls Avoid over-polishing of floor surface

Ensure suitable footwear is worn

Maintain floor mats in good condition and ensure they remain flat

Keep smooth floors clean and completely free of wet or dusty contamination

Changing rooms/swimming pools Avoid contamination of the floor surface with mud/water from pupils entering

Provide shoe-cleaning brushes/scrapers

Provide non-slip tiling on floor surfaces

Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly

Provide drainage mats or grids in shower areas

Provide handholds for people with disabilities

Internal stairs and corridors Ensure a staggered release of students onto heavily used traffic routes

Put in place measures for traffic streaming and flow management up/down stairs and along corridors

Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions

Provide handrails

Lighting – replace, repair or clean lights before levels become too low to be safe

Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet

Classroom areas (including laboratories and practical areas) Avoid trailing cables from equipment and tools

Provide storage racks for pupils' bags

Provide coat hooks/racks for drying wet clothing - consider siting such areas on specialist anti-slip flooring as even drips of rain water on smooth surfaces can be enough to result in slips

Provide specialist anti-slip flooring in potentially wet areas

SECTION D23

CONTACTS

LIST OF DUTY HOLDERS

Duty	Name
Overall responsibility for health and safety	Head teacher
Co-ordinate/advise on health and safety	Judicium Education Administrator
Undertake fire drill, fire inspections, fire arrangements	Administrators
Fire marshal	All Teachers
First aider	See staff handbook

RIDDOR reporting online

www.hse.gov.uk/riddor

SECTION D24

HEALTH AND SAFETY CHECKLIST

The checklist is designed for general premises and should be undertaken on a regular basis to demonstrate that inspection and monitoring of your workplace is being undertaken.

Location	
Date and time of inspection	
Inspection undertaken by; Name and Position	

Compliance	YES NO N/A	Remarks
Fire arrangements		
Are fire detection and warning systems installed, tested and maintained on a regular basis?		
Are all fire exits closed and free from obstructions (internal and external)?		
Is emergency lighting installed, inspected and maintained on a regular basis?		
Is there a layout plan of the premises showing water, electric and gas inputs and isolation points? (This will be useful for the fire and rescue service.)		
Is all fire-fighting equipment (FFE) in place and 'in date'?		
Is FFE training undertaken by staff?		
Is the fire marshal identified?		
Are fire doors present, correctly signed and kept closed?		
Are all fire exits closed and free from obstructions (internal and external)?		
Are all fire exits and routes signed (with backlit signs)?		
Are all escape routes free from obstructions?		
Is the emergency assembly point (EAP) present outside?		
Is the visitors' book/signing-in register available for a roll call in case of a fire?		
Is a fire drill undertaken regularly and at least once per year?		
Are premises insurances up to date?		

Location	
Date and time of inspection	
Inspection undertaken by; Name and Position	

First aid	YES	NO	N/A	Remarks
Is the first aid kit in the correct place, fully stocked and signed?				
Are first aiders suitably identified?				
Is a programme in place for ensuring refresher training of first aiders?				
Are details for doctors, hospitals, accident and emergency department known?				
Are all areas neat, tidy and clean (free from obstructions)?				
Are bins etc. emptied on a regular basis?				
Are toilets clean and adequately stocked?				
Are kitchen areas clean, tidy and adequately stocked?				
Is there adequate security to ensure unauthorised access is prevented?				
Is the alarm system inspected and maintained on a regular basis?				
Are electrical cables free from any noticeable defects and stored away from access areas?				
Is electrical equipment PAT tested (portable appliances testing)?				
Are residual current devices (RCDs) used and regularly tested?				
Is a fire drill undertaken regularly and at least once per year?				
Is WE maintained in a safe condition (with formal records)?				
Is WE free from any noticeable defects?				
Is WE being operated competently (are personnel trained in its use)?				
Is personal protective equipment (PPE) available if required?				

Location	
Date and time of inspection	
Inspection undertaken by; Name and Position	

External areas	YES	NO	N/A	Remarks
Are suitable arrangements in place for the delivery/removal of materials/equipment/wastes?				
Are signs in place to suitably direct visitors to Reception?				
Are combustible materials stored away from the building?				
Is external fencing robust, inspected and maintained on a regular basis?				
Are computer workstations regularly inspected and assessed?				
Are lighting levels suitable and controllable for the workstation?				
Are desks, chairs, keyboards, etc. adjustable for maximum user comfort?				
Are hazardous substances used?				
Are hazardous substances stored correctly (correct containers labelled, locked away, etc)?				
Is the alarm system inspected and maintained on a regular basis?				
Are suitable precautions taken during use (for example PPE)?				
Are materials safety data sheets (MSDS) available?				
Are COSHH assessments undertaken?				

SECTION D25

HEALTH AND SAFETY ACTION PLAN

Actions

Item	Action	Action date:	YES	NO
Fire arrangements				
First aid				
Housekeeping				
Welfare				
Security				
Electrical safety				
Work equipment (WE)				
External areas				
Display screen equipment (DSE)				
Hazardous substances (COSHH)				
Undertaken by:				

SECTION D26

RISK ASSESSMENT

Introduction

It is essential that you read this section before starting work on your risk assessment. You will need to determine who might be harmed:

- Employees
- Young people
- Trainees
- New and expectant mothers
- Cleaners, visitors, contractors, maintenance workers etc.
- General public

You will need to identify hazards and determine if the resulting risks are adequately controlled:

- Could the hazard be eliminated?
- What are the risks of anyone being harmed? (Consider the work methods, precautions, processes, materials and substances used, and how often they are used.)
- What is the worst that could happen? For example, how many people could be injured (employees, contractors, visitors etc.)? (That is, severity).
- What is the likelihood of the worst case scenario occurring? (That is, probability).
- How often is the risk present? (That is, frequency).

You will need to prioritise the risks in order of the level of risk to enable you to implement control measures to manage them correctly (refer to the explanatory notes).

You will need to determine what further action is necessary to control the risk.

Record what precautions and practical steps can be taken to remove or minimise the risk, and what checks (and records) will be needed to ensure that risks are being properly controlled on your risk assessment form. Record the answers to these and any other questions.

Once you have completed your risk assessment and have consulted with all your employees, print out the relevant pages and keep them as a record of your actions.

You must update your risk assessment in light of any changes that could lead to new hazards. If your current working environment has not changed, it is still good practice to review your risk assessment on an annual basis to make sure your precautions are still working effectively.

RISK ASSESSMENT EXPLANATORY NOTES

Hazard

A hazard can be defined as 'the potential to cause harm'.

Risk

A risk can be defined as 'the likelihood of harm being realised'.

Risk assessment

Risk assessment is a process where workplace hazards are identified, evaluated and assessed.

Qualitative assessment

A qualitative assessment is based on descriptions from personal judgement through qualification and experience (as opposed to a quantitative assessment where the resulting risks are given a numerical value).

Ranking

Ranking is a process where both the probability and the severity are assessed for a particular hazard to determine the level of risk presented:

Low (L) The event is likely to occur only annually;

Medium (M) The event is likely to occur monthly;

High (H) The event is likely to occur weekly

RISK ASSESSMENT FORM

Print out and complete this page for each hazard you identify.

Area location		Date: / /20
Identify the hazard (such as no emergency lighting)	Who can be harmed?	Rank
	Employees	
	Children	
	Contractors	
	Visitors	
	General public	
	Other(s)	
Identify the consequences in detail (that is, what type of harm or loss can occur)		
List existing control measures		
Actions required (list any additional actions that may be required to further reduce risks)		

LIST OF WORKPLACE HAZARDS

Use this list to assist you in identifying hazards in your workplace. This is not an exhaustive list, however, and is intended as a guide only. You should also identify additional hazards that specifically relate to your premises and operations.

- Exposure to a biological agent
- Exposure to hazardous substances (COSHH)
- Working with electrical equipment or exposed live conductors
- Working in confined spaces
- Overcrowding in the workplace
- Working in adverse weather/climate conditions
- Work in high noise levels
- Poor lighting
- Working near water
- Working near underground services
- Working in excavations
- Ergonomics (poor planning of tasks, workplace and individuals)
- Manual handling of materials
- Fire potential of combustible materials
- Incorrect installation of equipment
- Access to dangerous equipment
- Poor storage and stacking of materials
- Objects falling onto personnel
- Compressed air/pressurised gas hazards
- Use of sharp equipment/hand tools
- Incorrect use of hand tools
- Working at heights
- Overhead obstructions
- Slipping and tripping
- Hazards leading to eye injuries
- Equipment causing vibration white finger (VWF)
- Use of hoists, slings, lifting equipment, cranes
- Safe place of work and means of egress/access
- Hazards leading to drowning
- Contact with sharp objects/surfaces
- Contact with overhead cables
- Environmental hazards
- Inadequate welfare facilities
- Lone working
- Poor shift patterns, excessive hours
- Improper training/selection
- Hazards to new and expectant mothers or vulnerable persons
- Exposure to microwaves, lasers and radio frequencies
- Loading and unloading of vehicles
- Dangers from reversing/manoeuvring vehicles
- Public interface and security arrangements
- Alcohol and drug misuse
- Medical considerations
- Incomplete/out-of-date health and safety documents

SECTION D27

FIRE RISK ASSESSMENT

Introduction

It is essential that you read this section before starting work on your fire risk assessment.

It is a legal requirement to carry out an FRA. Please note that the legislation requiring you to have a fire certificate has now been abolished, however, a fire risk assessment must be undertaken to ensure that you are identifying and controlling the fire risks of your operations.

Your FRA must be reviewed regularly, or whenever the fire risk changes, and must be kept available for inspection.

The FRA form is shown on the next page. If you do not carry out and complete a FRA and, where necessary, introduce fire safety measures to comply with the outcomes of your assessment, you will be breaking the law.

Consider the following points when undertaking your FRA:

- The formal appointment of a 'responsible person' to assume responsibility for the fire arrangements.
- The identification of a 'fire marshal' (the person who will manage fire precautions and arrangements on site).
- Prevention of fire, including appropriate flammable storage facilities, permit-to-work systems, regular removal of combustibles etc.
- Means of raising the alarm, such as manual bells, klaxons, automatic systems etc. These must be able to be heard by everyone working on site over normal background noise etc.
- Means of escape, providing persons with at least two escape routes in different directions, clearly signed, free from obstruction etc.
- Emergency lighting to illuminate emergency escape routes and exits.
- Emergency assembly point(s) where everyone can gather and be accounted for.
- Fire-fighting equipment (FFE), of the correct type, clearly identifiable, easily accessible, regularly maintained etc.
- Emergency plans to ensure that everyone on-site reaches a place of safety as quickly and efficiently as is reasonably practicable.
- Training to safeguard the safety of employees, contractors, etc. including the training of fire marshals, the correct operation of FFE, fire drill and procedures etc.

Once you have completed your FRA and have consulted with all your employees, print out the relevant pages and keep them as a record of your actions.

You must update your FRA in light of any changes that could lead to new hazards.

If your current working environment has not changed, it is still good practice to review your FRA on an annual basis to make sure your precautions are still working effectively.

FIRE RISK ASSESSMENT EXPLANATORY NOTES

Hazard

A hazard can be defined as 'the potential to cause harm'.

Risk

A risk can be defined as 'the likelihood of harm being realised'.

Risk assessment

Risk assessment is a process where workplace hazards are identified, evaluated and assessed.

Qualitative assessment

A qualitative assessment is based on descriptions from personal judgement through qualification and experience (as opposed to a quantitative assessment where the resulting risks are given a numerical value).

Ranking

Ranking is a process where both the probability and the severity are assessed for a particular hazard to determine the level of risk presented:

Low (L) The event is only likely to occur annually

Medium (M) The event is likely to occur monthly

High (H) The event is likely to occur weekly

FIRE RISK ASSESSMENT FORM

Print out and complete this page for each hazard you identify.

Area location		Date: / /20
Identify the hazard (such as no emergency lighting)	Who can be harmed?	Rank
	Employees	
	Children	
	Contractors	
	Visitors	
	General public	
	Other(s)	
Identify the consequences in detail (that is, what type of harm or loss can occur)		
List existing control measures		
Actions required (list any additional actions that may be required to further reduce risks)		

LIST OF FIRE HAZARDS

Use this list to assist you in identifying hazards in your workplace. This is not an exhaustive list, however, and is intended as a guide only. You should also identify additional hazards that specifically relate to your premises and operations.

- Sleeping accommodation on premises
- Persons at risk – employees and others
- Persons at risk – special needs
- Premises & equipment at risk – business critical
- Product at risk – business critical
- Storage of combustibles – internal
- Storage of combustibles – external
- Storage of flammable substances – internal
- Storage of flammable substances – external
- Use of flammable substances
- Sources of heat – naked flame
- Sources of heat – electrical
- Sources of heat – chemical
- Sources of heat – physical
- Escape routes – internal and external
- Signs and lighting
- Fire doors and resisting structures
- Water supply – number and location
- Warning systems – detection and alarms
- Firefighting equipment (FFE)
- Emergency assembly point(s) (EAP)
- Building design – fire precautions
- Security – arson
- Environmental – wash water
- Employee training – awareness
- Employee training – fire drill
- Permit systems – hot work
- Emergency planning and fire marshal
- Documentation – insurances
- Documentation – building plans and layout
- Documentation – guidance