



**HEALTH & SAFETY POLICY  
AND  
PROCEDURES MANUAL**

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## PREFACE

This is the Health & Safety Policy and Procedures Manual for the Rossall School as required by the Health & Safety at Work etc Act 1974, Section 2(3) and consists of the required three sections, i.e. general Statement of Intent, Organisation and Arrangements. The Policy and Procedures it establishes are based on legal requirements or 'best standards' as applied to the Education Sector. The Objectives, Standards and Procedures enshrined within this document are, unless clearly stated otherwise, the minimum which shall be implemented by the School. It is the intention that this Manual is a 'controlled document' with the Master being maintained by the Estates Department under the control of the Bursar/Estates Manager. Only revisions/amendments from the Estates Department have 'official' status. Each department shall ensure that this Manual is brought to the attention of all employees and is kept readily available for inspection at all times. A copy of the Statement of Intent should also be displayed in a conspicuous position in Staff Rooms.

C. **STATEMENT OF INTENT**

- 1.1 The Governors of Rossall School recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2 The Governors of Rossall School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Rossall School that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3 The Governors of Rossall School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:
  - 1.3.1 The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.
  - 1.3.2 That School will systematically identify and control risk as an effective approach to injury, ill health and loss prevention.
  - 1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
  - 1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
  - 1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;
  - 1.3.6 To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
  - 1.3.7 To provide a safe environment for all authorised visitors to the School premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of school environments;
  - 1.3.8 To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of Rossall School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;
  - 1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
  - 1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the Schools' performances;

- 1.3.11 To ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.3.12 To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keep in line with changes in current legislation.
- 1.4 The Governors of Rossall School are committed to providing adequate resources to ensure its health and safety objectives laid down in the School's Health & Safety business plan and this Policy are met.
- 1.5 Rossall School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Governors of Rossall School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the Schools' health and safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5' and to provide the details required in Regulation 4(2)(f) of the Inspection of Premises, Children and Records (Independent Schools) Regulations 1991.
- 1.7 The Governors of Rossall School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intend to follow the good practice recommendations they make.
- 1.8 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Governors of Rossall School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfES and intends to follow the recommendations it makes.
- 1.10 The Governors of Rossall School consider that this Health & Safety Policy is an integral element of the overall School's Business Plan and other resource policies.
- 1.11 The Governors of Rossall School have appointed Chris Lamb as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.
- 1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed:

(for the Governors)

Date:

## 2. **ORGANISATION & RESPONSIBILITIES**

### 2.1 **THE GOVERNORS.** The Governors of Rossall School:

- 2.1.1 Accept full responsibility for health and safety within the School.
- 2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- 2.1.3 Requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation.
- 2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- 2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
- 2.1.6 Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- 2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- 2.1.10 Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- 2.1.11 Will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.
- 2.1.13 Will appoint one of its number to be the 'Health and Safety Governor' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

2.2 **HEALTH AND SAFETY GOVERNOR.**

The Health and Safety Governor of Rossall School is responsible for:

- 2.2.1 Providing strong leadership in delivering effective health and safety risk control and being committed to continuous improvement in health and safety performance.
- 2.2.2 Ensuring that all Governors' actions and decisions always comply with the objectives within the School's Health & Safety Policy Statement of Intent.
- 2.2.3 Ensuring that the health and safety ramifications of investment in new plant, premises, processes or products are taken into account as decisions are made.
- 2.2.4 Ensuring that the School only does business with organisations which, in themselves, deliver effective health and safety risk management.
- 2.2.5 Actively promoting and supporting employee involvement and consultation, encouraging employees at all levels to become actively involved in all aspects of the School's health and safety management system.
- 2.2.6 Ensuring that the School's Health & Safety Policy's Statement of Intent reflects current priorities.
- 2.2.7 Ensuring that other Governors are kept informed about any significant health and safety failures and the outcome of the investigations into their causes.
- 2.2.8 Ensuring that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.
- 2.2.9 Ensuring that the School appoints one or more competent persons to help the School undertake the measures needed to comply with health and safety law.

2.3 **THE HEAD.**

On a 'day-to-day' operational basis, the Head is directly responsible to the Governors of Rossall School for the safe functioning of all his/her School's activities. The Head will:

2.3.1 Ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manual are fully understood observed and implemented by persons under his/her control.

2.3.2 Be responsible for ensuring that suitable Risk Assessments (*see Arrangements & Procedures Sections 3.1.3.3 & 3.22*) are completed covering all processes and activities carried out by his/her School with adequate records maintained available for inspection.

2.3.3 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them.

2.3.4 Ensure that, so far as it is within his/her control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.

2.3.5 Ensure that all persons under his/her control are adequately trained to carry out any task required of them in a healthy and safe manner.

2.3.6 In consultation with his/her School Health & Safety Co-ordinator, ensure that his/her School's Active Monitoring Inspection Plan (*see Arrangements & Procedures Section, Section 3.24*) is completed in accordance with the timescales agreed with the Bursar, as School's Health & Safety Co-ordinator.

2.3.7 Constantly monitor the effectiveness of this Health & Safety Policy and Procedures Manual as regards both academic and non-academic work and report back to the School Health & Safety Co-ordinator (Bursar), as appropriate.

2.3.8 Consult with the School appointed Competent Person (Estates Manager).

2.3.9 Recommend changes to the School's Health & Safety Policy and Procedures Manual in the light of experience.

2.3.10 Ensures the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.

2.3.11 Be responsible for ensuring that all Deputy Heads, Director of Studies, Heads of Department, Subject Co-ordinators, Form Teachers, Employees, etc, as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them.

2.3.12 Take steps to ensure that changes in curriculum are considered for their health and safety implications.

2.3.13 Ensure he/she implements the School's requirements with respect to Fire Matters (*see Arrangements & Procedures Section, Section 3.3*).

2.4 **BURSAR**. The Bursar has responsibility for:

- 2.4.1 Is appointed by the Governors of Rossall School as its ‘health and safety co-ordinator’ and to chair the School’s Risk Management Meeting.
- 2.4.2 Monitoring the effectiveness of this Policy and reporting back to the Health and Safety Governor and other Governors of Rossall School, as appropriate.
- 2.4.3 Ensuring the Health & Safety Governor is informed about any significant health and safety failures and the outcome of the investigations into their causes.
- 2.4.4 Monitoring overall health and safety within the Foundation.
- 2.4.5 Recommending changes in the Rossall School Health & Safety Policy and Procedures Manual in the light of experience.
- 2.4.6 Ensuring that all those employees are fully aware of their responsibilities within their own spheres of control.
- 2.4.7 Ensuring that adequate insurances are maintained including Employer’s Liability, Public Liability and that the appropriate statutory examinations are completed on the Foundation’s behalf.
- 2.4.8 Ensuring that this Health & Safety Policy and Procedures Manual is brought to the attention of all employees within the School and that copies of the School Health & Safety Policy’s Statement of Intent are displayed in prominent locations.

- 2.5 **ESTATES MANAGER.** The Estates Manager:
- 2.5.1 Is appointed as the main ‘Competent Person’ for Rossall School as required by the Management of Health & Safety at Work Regulations 1999.
  - 2.5.2 Will monitor the effectiveness of the Rossall School Health & Safety Policy and Procedures Manual and report back to the Bursar or the Governors of Rossall School, as appropriate.
  - 2.5.3 Is the liaison point with the School’s Health & Safety Consultants.
  - 2.5.4 Is responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools’ functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc.
  - 2.5.5 Is responsible for the ‘fabric’ of School buildings to ensure that they are maintained in a sound and healthy condition.
  - 2.5.6 Is responsible for ensuring that fixed electrical installations are subject to at least 5-yearly inspection and test to demonstrate their ‘maintenance’ under the Electricity at Work Regulations 1989. (*Also see Arrangements and Procedures Section, Section 3.8*). Copies of these inspections and tests will be kept readily available by him/her for inspection.
  - 2.5.7 Is responsible for ensuring that Legionella Risk Assessments of hot and cold water systems are completed and that the necessary management schemes are introduced (*See Arrangements and Procedures Section, Section 3.12*).
  - 2.5.8 Is responsible for ensuring that all School Asbestos Registers are kept up to date and the necessary controls to be implemented (*see Arrangements and Procedures Section, Section 3.26*).
  - 2.5.9 Is responsible for establishing a system for the reporting back to him of all accidents, incidents, near-misses and damage to School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School’s Health & Safety Committee.
  - 2.5.10 Is responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises (*see Arrangements and Procedures Section, Section 3.16*) and in this context liaise fully with the School’s architects.
  - 2.5.11 Is responsible for ensuring that the School’s Health & Safety Policy and Procedures Manual is kept up-to-date.
  - 2.5.12 Is responsible for the co-ordination of health and safety monitoring activities across the whole School.
  - 2.5.13 Is responsible for the development of the School’s Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales (*see Arrangements and Procedures Section, Section 3.24*).

- 2.5.14 Attending the School's Health & Safety Committee and taking an active participation (*see Arrangements and Procedures Section, Section 3.13*).
- 2.5.15 Monitoring the effectiveness of the School Health & Safety Policy and Procedures Manual and reporting back to the Bursar, as School Health and Safety Co-ordinator, as appropriate.
- 2.5.16 Obtaining, interpreting and disseminating health and safety information throughout the school.
- 2.5.17 Co-ordinating the preparation of statutorily required Assessments, which may be carried out by nominated persons within each Department of the school, as follows:-
- 2.5.17.1 General Risk Assessments (*see Arrangements & Procedures Section 3.22*).
  - 2.5.17.2 Fire Risk Assessments (*See Arrangements & Procedures Section, Section 3.3*).
  - 2.5.17.3 Manual Handling Assessments (*see Arrangements & Procedures Section, Section 3.20*).
  - 2.5.17.4 COSHH Assessments (*see Arrangements & Procedures Section, Section 3.7*).
  - 2.5.17.5 Personal Protective Equipment Assessments (*see Arrangements & Procedures Section, Section 3.21*).
  - 2.5.17.6 Display Screen Equipment Workstation Assessments (*see Arrangements & Procedures Section, Section 3.19*).
  - 2.5.17.7 Work Equipment Compliance Checks (*see Arrangements & Procedures Section, Section 3.2*).
- 2.5.18 Ensuring that all health and safety documentation, which is required to be kept available for inspection, is maintained in a current condition and is readily available.
- 2.5.19 Ensuring that where matters that cannot be effectively remedied are identified and referred to the Bursar for advice and guidance, as School Health & Safety Co-ordinator.

## 2.6 LINE MANAGERS.

For the purposes of the School's Health & Safety Policy and Procedures Manual the term Line Managers includes, Deputy Heads, Directors of Studies, Heads of Department, House Parents & Deputy House Parents, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or, the Head for:

- 2.6.1 Ensuring that his/her Department / House are run according to the standards laid out in the School Health & Safety Policy and Procedures Manual.
- 2.6.2 Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- 2.6.3 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- 2.6.4 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- 2.6.5 Notifying Estates Department of any matters within this field which they feel is beyond their competence to deal with.
- 2.6.6 Reporting to the Estates Department any accidents, incidents, near-misses or damage for appropriate investigation.
- 2.6.7 Where appropriate, ensuring the adequate supervision of pupils, both inside the School, during normal teaching activities, and also on external trips (see Arrangements & Procedures Section, Section 3.1).
- 2.6.8 Ensure any new substances purchased that a COSHH Assessment is carried out and that they notifying directly to the Estates Department any new substances that are required to be purchased by their Department in order that the Estates Department can ensure the required COSHH Assessments are carried out.  
*(see Arrangements & Procedures Section, Section 3.7).*
- 2.6.9 Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in School Procedures.

## 2.7 **EMPLOYEES.**

For the purposes of this School Health & Safety Policy and Procedures Manual the term 'Employees' includes **ALL** employees who work for the Rossall School. Each and every employee is responsible for ensuring that:-

2.7.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

### 2.7.1.1 **HSW Act, Section 7**

*It shall be the duty of every employee while at work;*

2.7.1.1.1 *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*

2.7.1.1.2 *As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

### 2.7.1.2 **HSW Act, Section 8**

*No person shall intentionally or recklessly interfere with or mis-use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

### 2.7.1.3 **Management of Health & Safety at Work Regulations 1999, Regulation 14**

2.7.1.3.1 *Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*

2.7.1.3.2 *Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -*

2.7.1.3.2.1 *Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*

2.7.1.3.2.2 *Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,*

*In so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.*

2.7.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.

2.7.3 They observe all Safety Rules and Regulations, both statutory and School, and conform to any Systems of Work that are developed.

2.7.4 They report all accidents, incidents and damage to their immediate supervisor.

### **3. PROCEDURES & ARRANGEMENTS SECTION**

It is the School's intention that in this part of the Policy, which will be enlarged as required, specific procedures, standards and arrangements will be established to cover specific risks and these will be constantly monitored. Procedures and Arrangements that have been currently prepared are contained in the following sub-sections:

- 3.1 Abrasive Wheels Machines
- 3.2 Asbestos Management
- 3.3 Accident Investigation
- 3.4 Accident Reporting
- 3.5 COSHH Regulations
- 3.6 Competent Persons
- 3.7 Control of Contractors
- 3.8 Control of Legionellosis
- 3.9 Design & Technology Teaching
- 3.10 Disability and Health and Safety
- 3.11 Display Screen Equipment
- 3.12 Electricity at Work Regulations
- 3.13 Fire Matters
- 3.14 First Aid
- 3.15 Grounds and Maintenance Staff
- 3.16 Lone Working.
- 3.17 Management of Health and Safety at Work Regulations 1999 - Risk Assessments
- 3.18 Managing Medicines
- 3.19 Manual Handling
- 3.20 Noise
- 3.21 Occupational Stress Policy
- 3.22 Personal Protective Equipment
- 3.23 Physical Education

- 3.24 Safety Committees
- 3.25 Safe Systems of Work
- 3.26 Safety of Pressure Systems
- 3.27 School's Management of Health and Safety
- 3.28 School Trips
- 3.29 Science teaching
- 3.30 Security
- 3.31 Slips and Trips
- 3.32 Swimming Pools
- 3.33 Training
- 3.34 Tree Management Policy
- 3.35 Use of School Facilities by Members of the Public
- 3.36 Vehicle Policy
- 3.37 Work at Height
- 3.38 Work Equipment.
- 3.39 Workplace Transport

Additionally, the School requires that, where appropriate, each Department develop its own specific procedures, standards and arrangements for any aspects not currently covered by the above, or where 'local' deviations are appropriate.

### 3.1 ABRASIVE WHEEL MACHINES

- 3.1.1 The School that it utilises abrasive wheel grinders. Under the Provision & Use of Work Equipment Regulations 1998, no person is allowed to mount any abrasive wheel unless he has been trained, is competent and has been appointed by the employer. The School requires that where abrasive wheel grinders are used, then the School's Health & Safety Co-ordinator will maintain a list of those persons appointed.
- 3.1.2 Tool rests on abrasive wheel grinders are required to be adjusted as close as practicable to the exposed part of the abrasive wheel. The School expects all Staff to be vigilant and to carry out checks whenever they use a grinder and before pupils use a grinder and to carry out the necessary adjustments to the tool rests to ensure they are so maintained.
- 3.1.3 If eye shields are provided these must be kept in a clean and good condition.
- 3.1.4 Eye protection (BS2092.1 or BSEN 166-1F) must be worn when abrasive wheel grinders are used.

## 3.2 ASBESTOS MANAGEMENT

- 3.2.1 The Control of Asbestos at Work Regulations 2012 in relation to managing asbestos came into effect on 06 Apr 2012.
- 3.2.2 The School accepts that it is the duty holder under these Regulations and that it has to carry out suitable and sufficient Assessments as to whether or not asbestos is or is liable to be present in any of the Schools' premises.
- 3.2.3 The School will ensure that arrangements are put in place to carry out a Type 1 or a Type 2 Survey as specified in MDHS 100.
- 3.2.4 As a result of that Survey the School will prepare written plans which identify which parts of the School are affected by asbestos and specify the measures that will be taken to manage the identified risks.
- 3.2.5 Reference will be made to the Approved Code of Practice and Guidance entitled 'The Management of Asbestos in Non-Domestic Premises L127'.
- 3.2.6 The Estates Manager is responsible for ensuring that the above matters are progressively implemented across the School and that records are kept readily available for inspection at all times.
- 3.2.7 School asbestos management policy is detailed in Appendix A.

### 3.3 ACCIDENT INVESTIGATION

3.3.1 It is recognized that the School needs to investigate accidents to determine both their immediate and underlying causes so that appropriate steps can be taken to prevent future accidents or incidents.

3.3.2 The investigation and analysis of accidents at work is an essential part of managing health and safety. Without complete reporting and thorough investigation of accidents and serious 'near misses' the true picture of the extent and nature of incidents, which reduce the efficiency of the School, cannot be known, and lessons cannot be learnt to prevent future accidents and incidents.

3.3.3 To be effective a methodical and structured approach to information gathering, collation and analysis should be adopted. The results of the investigation should be used:

3.3.3.1 As the basis of an action plan to prevent the accident happening again, and

3.3.3.2 When reviewing risk assessments - a legal duty after an accident.

3.3.4 Accidents and Incidents have:

**Immediate Causes** - The most obvious reasons why an accident happens, e.g. a guard is missing. There may be several immediate causes in a single accident.

**Underlying Causes** - The less obvious 'system' or organisational reason for the accident, e.g. the pre-start checks have not been made, or an inadequate risk assessment has been undertaken.

**Root Causes** - A failing from which other causes or failings spring. Root causes are generally management, planning or organisational failings such as lack of supervision or monitoring, lack of training, or inadequate resources,

3.3.5 To prevent accidents immediate, underlying and root causes all need to be addressed.

3.3.6 Information to Employees and Third Parties.

3.3.6.1 Employers must make information available (i.e. respond to requests for clear and relevant details of accidents) to employees and their representatives (e.g. solicitor) within 21 days of the post-mark of a written claim. (Claim posted 1st received 4<sup>th</sup> employer still has only another 17 days in which to respond) The basis for this, and a whole raft of detail regarding accidents and compensation claims, is to speed-up claims processing and make both employers and insurers take rapid action. The process is now based on all parties being reasonable.

3.3.6.2 In the event of receiving a claim you must react quickly and cause your insurers to do likewise. The Judiciary is being hard on any party who is unreasonable or fails to provide proper information within the time limits set.

3.3.7 **Formal or Informal Investigation?**

Not every accident justifies a full, complex and formal investigation process. With many incidents, an informal investigation and, where necessary, correction of the fault will suffice

3.3.7.1 If the accident is not considered severe enough to warrant a formal investigation then an informal investigation should be carried out using the "Informal Accident Investigation" form at Appendix B. Any safety recommendations should be carried out at the next available opportunity.

Formal investigations should be carried out if:

- The potential or actual consequences of an accident are severe, e.g. 'Major Injuries' and 'Dangerous Occurrences' - as defined in RIDDOR (see Section 3.11 Accident Reporting).

- Injuries arising from machinery in motion or the use of power tools.
- Where the severity of injury necessitates the person concerned being sent home to recover, or to hospital for treatment.
- Accidents where the injured person has more than 3 days off work.
- There is a good possibility to learn lessons to prevent future accidents, e.g. if there have been a number of minor accidents which individually don't warrant formal investigation.
- The accident/incident affects members of the public.

### 3.3.8 **The Investigator.**

Whoever else may be associated with accident investigation (as safety representative or as someone with a specific contribution to make) the investigation should be conducted or led by a senior member of staff. As far as practicalities permit this person should be one with a responsibility for the place or activity to which the accident is related. It can be very useful for employees to be involved with accident investigation as their practical knowledge and experience of daily working practices can be drawn upon. In addition the staff are more likely to suggest or sign-up to any remedial measures. An investigation is often undertaken in an unfavourable climate where fear, guilt, anger and hostility may exist. Those who may be called upon to investigate should have received basic training, e.g. in information gathering, interviewing, evaluating and analysing.

### 3.3.9 **Formal Investigation Process.**

In order to determine facts investigations should be carried out as soon as possible after the incident, when the memories of the people involved will be clearest. This will help ensure the scene of the accident is not disturbed, eg. guards replaced, and therefore avoid incorrect deductions and false assumptions.

3.3.10 Major injuries and dangerous occurrences are defined in the RIDDOR Regulations (see Section 3.11). They require immediate (e.g. telephone or email) notification to the HSE'S Incident Contact Centre. It is essential that this be done prior to any interference with the scene of the incident in case an HSE inspector requires the scene of the accident to be left untouched until his arrival.

3.3.11 It is important to be open, honest and objective throughout the investigation. Pre- conceived ideas can blind you to the real cause of the accident. Take care not to apportion blame before the investigation has been completed, if you do there is a risk people will become defensive and uncooperative which will prevent you finding out all the facts.

3.3.12 The investigation should follow four main steps:

#### **Gather information**

Take measurements, photographs and notes and make sketches so you have as much information as possible about the equipment/materials being used, including personal protective equipment, people present (positions, activities, behaviour) and general conditions (e.g. standard of housekeeping, noise levels, light levels, temperature, humidity, weather) prevailing at the time of the accident. If machinery is involved identify it precisely (make, model, year of manufacture and if any modifications have been made). Also note the position of the machine controls immediately after the accident. Obtain witness statements from everyone that was close to the scene of the accident. The statement should be taken should be obtained as soon as possible after the accident and consist of the witness's own description of what he or she saw or heard, and be signed by the witness. There should be no attempt to influence a witness statement. Collect all relevant documents, e.g. training record cards, risk assessments, safe systems of work, instructions, supervisors check- sheets and permits-to-work.

**Analyse the evidence.**

Physical, verbal and documentary, to identify the immediate, underlying and root causes of the accident: It is essential that the emphasis be upon a logical approach to the gathering of facts rather than opinions. It is also important to differentiate clearly between cause of injury and cause of accident - it is the latter that is being investigated. The investigator needs to be able to get at the relevant facts quickly by asking the right questions. To assist in this task the form at Appendix B has been designed to direct the investigator to the key aspects of:

- People.
- Plant/Equipment/Materials/Premises.
- Environmental Factors.
- Systems and Procedures.

3.3.13 Not all items on the form will be relevant in every situation, but as the intention of the checklists is to cover as many likely contributory factors as possible, it is left to the investigator to be selective in the components he/she uses. A 'NO' response to a particular component indicates the need to explore that area in greater depth.

**3.3.14 Identify the risk control measures that are required.**

This may be safety procedures that were missing, inadequate or unused, or conditions practices required by law or recommended by good practice guides.

**3.3.15 Create and implement an action plan to prevent recurrence.**

On the basis of the investigation, SMART (specific, measurable, agreed, realistic, time-scaled) recommendations should be made, that address the immediate, underlying and root causes of the accident and prevent it recurring.

3.3.16 It is possible in the course of the investigation that deficiencies are identified, which although not contributing directly to the particular accident being investigated are part of the underlying causes of the accident and could lead to another accident if not addressed. It is important that these are not lost, but are also the subject of recommendations for improvement.

3.3.17 It is important that findings of the investigation are fed-back to all the parties involved to ensure:

- That the findings and recommendations are correct, and
- Address the issues
- Are realistic
- Can be used to review risk assessments

3.3.18 It is also important that the findings of the investigation and the action plan are communicated to everyone who needs to know (this may include people not involved in the investigation), and that arrangements are made to ensure the action plan is implemented and that progress is monitored.

### 3.4 ACCIDENT REPORTING

3.4.1 The Health and Safety Executive defines an accident as:

*‘any unplanned event that results in injury or ill-health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity’*

3.4.2 All accidents, no matter how trivial, are to be reported to the Health & Safety Co-ordinator. A diagrammatic indication of the Accident Reporting Procedure is given at Appendix D, an Pupil, Employee & Non-Employee and a Near Miss and Hazard Report.

3.4.3 The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013.

3.4.4 Whenever any of the following events occur, they must be reported to the Health and Safety Executive.

3.4.4.1 The death of any person as a result of an accident arising out of or in connection with work.

3.4.4.2 Any employee suffering any of the ‘specified injuries’ or conditions as a result of an accident arising out of or in connection with work:

3.4.4.2.1 A fracture, other than to fingers, thumbs and toes.

3.4.4.2.2 Amputation of an arm, hand, finger, thumb, leg, foot or toe.

3.4.4.2.3 Permanent loss of sight or reduction of sight.

3.4.4.2.4 Crush injuries leading to internal organ damage.

3.4.4.2.5 Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).

3.4.4.2.6 Scalping (separation of skin from the head) which require hospital treatment.

3.4.4.2.7 Unconsciousness caused by head injury or asphyxia.

3.4.4.2.8 Either acute illness requiring treatment or loss of consciousness resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.

3.4.4.2.9 Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

3.4.4.3 Any of the dangerous occurrences as listed in Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013.

3.4.4.4 The person at work is incapacitated for his/her normal work for more than seven consecutive days as a result of an occupational accident or injury (“over seven day” injury) (not counting the day of the accident but including weekends and rest days).

3.4.4.5 The death of an employee, if this occurs sometime after a reportable injury which led to that employee’s death, but not more than one year afterwards.

3.4.5 In the case of a death, specified major injury or condition, or a dangerous occurrence, the Health and Safety Co-ordinator or Head must be notified as soon as possible. The Health & Safety Co-ordinator will make arrangements to ensure that the Health and Safety Executive (HSE) Incident Contact Centre (ICC) is notified immediately e.g. by telephone and this will be followed up within fifteen days by a written report to the HSE on Form F2508 (F2508B in the case of dangerous occurrence) via the HSE website. A copy of the F2508 must also be sent to the Estates Office. Contact numbers for the ICC are as follows:

- 3.4.5.1 Telephone (local rate): 0845 300 9923  
(opening hours Monday to Friday 8.30 am to 5 pm)
- 3.4.5.2 Internet: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).
- 3.4.6 In the case of an over seven day injury to an employee, the Health & Safety Co-ordinator is to ensure the appropriate online report is sent to the HSE within fifteen days of the accident.
- 3.4.7 If an accident happens to a pupil or any other person who is not an employee (visitors, members of the public etc.) it must be reported to the HSE as soon as possible and followed up with the appropriate online form within 15 days if:
- The person involved is killed or is taken away from the site of the accident to hospital; and
  - The accident arises out of or in connection with work.
- 3.4.8 An accident which ‘arises out of or in connection with work’ can fall into any of the following categories:
- Any school activity, both on and off the premises;
  - The way a school activity has been organised and managed (e.g. the supervision of a field trip);
  - Equipment, machinery or substances;
  - The design or condition of the premises.
- 3.4.9 If there is any doubt then the person in charge is to contact the H&S Co-ordinator to establish if the incident needs to be reported to the ICC.
- 3.4.10 The School’s Health & Safety Co-ordinator is responsible for ensuring that the school keeps records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances. The School will keep a copy of each completed Form F2508 in a file in order to fulfil this requirement.
- 3.4.11 The School is to keep a record of any first aid treatment given by first aiders and appointed persons. This record should include:
- The date, time and place of incident;
  - The name (and class) of the injured or ill person;
  - Details of the injury/illness and what first aid was given;
  - What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
  - Name and signature of the first aider or person dealing with the incident.
- 3.4.12 The information in the record book can:
- Be used to help the School identify trends and possible areas for improvement in the control of health and safety risks;
  - Be used for reference in future first-aid needs assessments;
  - Be helpful for insurance and investigative purposes.
- 3.4.13 Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Health & Safety Co-ordinator with assistance from the Estates Manager if necessary.

- 3.4.14 In an emergency, the Head/teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child or telephoning the parents/guardian/named contact.
- 3.4.15 The School will arrange for all accidents and "near misses" to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the Health & Safety Co-ordinator. Accidents will be investigated using the procedure set out in Section 3.36 'Accident Investigation' and 'near misses' using the form at Appendix E.
- 3.4.16 Where appropriate, a copy of the report will be made available for discussion at the next Governors or School Safety Committee Meeting.
- 3.4.17 The Health & Safety Co-ordinator will be responsible for ensuring that accident statistics are compiled, using the form at Appendix F, for presentation at the School Health & Safety Committee. The Estates Manager will be responsible for collating these statistics for presentation at Governors' Meetings.
- 3.4.18 The Health & Safety Co-ordinator will be responsible for ensuring that accident records are kept for the period recommended below:

Employee records:

- Non-reportable accidents recorded in the accident book are to be kept for a period of 3 years from the date of the entry.
- Accidents reported to the Health and Safety Executive are to be kept for a period of 3 years.

Non-employee Records:

- Non-reportable accidents, involving pupils, where first aid is administered are to be kept until the pupil reaches the age of 18.
- Non-reportable accidents to persons, other than pupils, where first aid is administered are to be kept for a period of 3 years.
- Reportable accidents records, involving pupils, are to be kept until the pupil reaches the age of 18.
- Reportable accidents records for persons, other than pupils, are to be kept for a period of 3 years.

### 3.5 COSHH REGULATIONS

- 3.5.1 The School shall take all necessary steps to comply with the above Regulations.
- 3.5.2 The School recognises that substances to which the Regulations apply will be used in the teaching of science, the teaching of art, Design & Technology, the offices, maintenance, domestic cleaning, in swimming pools and by the grounds staff.
- 3.5.3 The School is to implement the following Arrangements and Procedures which will be co-ordinated by the School Health & Safety Co-ordinator, as follows:
- 3.5.3.1 Each Department, as identified by the Health & Safety Co-ordinator, will identify any substance which is used or evolved in that Department and draw up an alphabetical Substance Inventory.
- 3.5.3.2 For each and every identified substance a current and relevant manufacturer's/supplier's Safety Data Sheet will be obtained.
- 3.5.3.3 Based on the inherent health hazards of the substance and the particular circumstances of use, an Assessment of the health risks to employees and others who may be affected, will be completed (see Appendixes E to G - COSHH - Substance Record, Assessment Form, Employee Information & Emergency Sheet 7 Guidance Notes; for Science Departments see 3.5.4 below).
- 3.5.3.4 Each Department will compile all of the above into a COSHH Manual, which will be kept readily available for inspection at all times.
- 3.5.3.5 Where Local Exhaust Ventilation Systems are provided, e.g. Fume Cupboards in Science Departments, extraction systems in Design & Technology Departments; then the School Estates Manager is responsible for ensuring that the required statutory thorough examination and tests are carried out by appropriately qualified Competent Persons and that records of these are kept readily available for inspection within that Department at all times. In addition, each Department, where such engineering Control Measures are provided, will be responsible for nominating a member of Staff for completing weekly visual inspections of these systems.
- 3.5.3.6 The School Health & Safety Co-ordinator will be responsible for arranging for all exposed persons to be informed, instructed and trained in the health hazards of the substances to which they may be exposed, the precautionary Control Measures they are expected to observe and the actions to be taken in the event of a foreseeable incident, e.g. first aid, spillage, etc. Records of this information, instruction and training must be kept available for inspection.
- 3.5.4 The School acknowledges that due to the substantial number of substances which are used within the Schools' Science Department that the completion of individual COSHH Assessments, utilising the Appendix A format referred to in paragraph 3.5.3.3 above, would place an unnecessary bureaucratic burden upon that Department. Furthermore, the level of training and knowledge of Staff of health hazards of substances within these Departments is acknowledged to be to a higher standard than the normal School population. As a consequence, the School believes that a more streamlined approach can be used and appended is an outline 'generic COSHH Assessment' (Appendix E). The School requires the Head of Science to review this document and, if entirely appropriate to the circumstances within that Department, for it to be adopted, its Control Measures fully implemented and for this to be kept readily available for inspection within the Department and brought to the attention of all relevant Staff.

### 3.6 **COMPETENT PERSONS**

3.6.1 Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:

- 3.6.1.1 Health & Safety Matters - Estates Manager.
- 3.6.1.2 Health & Safety - external assistance – As appointed by the Bursar.
- 3.6.1.3 Fire Evacuation Procedures - All teaching staff and designated non-teaching staff (see Section 3.3.9).
- 3.6.1.4 Electrical Work - in-house or external trained and competent electricians.
- 3.6.1.5 Abrasive Wheel Mounting - see Section 3.14.
- 3.6.1.6 Pressure Systems, Written Scheme & Examination - School insurers.
- 3.6.1.7 Display Screen Equipment, eye & eyesight tests - Competent Optometrist.

### 3.7 MANAGEMENT OF CONTRACTORS

- 3.7.1 The School recognises that its role in managing Contractors working on its sites falls within two distinct categories:
- 3.7.1.1 Contractors carrying out work which falls within the definition of the Construction (Design and Management) Regulations 2015.
  - 3.7.1.2 Contractors whose work does not fall within the above Regulations.
- 3.7.2 For construction work falling within the Construction (Design and Management) Regulations 2015, the School through the Estates Manager will take the following action:
- 3.7.2.1 Fulfil the role of Client as defined within these Regulations.
  - 3.7.2.2 Appoint a Competent Person as Planning Supervisor and competent Principal Contractors ensuring that they allocate sufficient time and resources to carry out their duties.
  - 3.7.2.3 The Estates Manager will also ensure that these duties extend to designers and contractors if the School is responsible for their appointment.
  - 3.7.2.4 On the basis of the complexity and scope of the construction work, the Estates Manager will determine whether the Planning Supervisor can be appointed from within the School's organisation or whether an external appointment is required.
- 3.7.3 For contractors whose work does not fall within the Construction (Design and Management) Regulations 2015, the School has a set of rules for any School Contractors which are appended to this Section at Appendix I.
- 3.7.4 The School through the Estates Manager and Maintenance Manager will ensure that all Contractors sign these instructions as acknowledgement of receipt and agreement to work within the conditions specified. Where the work involves 'Hot Work', a Hot Work Permit will be issued NY THE Maintenance Dept. Where 'significant' electrical works are to be carried out, an Electrical Permit to Work will be issued.

### 3.8 CONTROL OF LEGIONELLOSIS

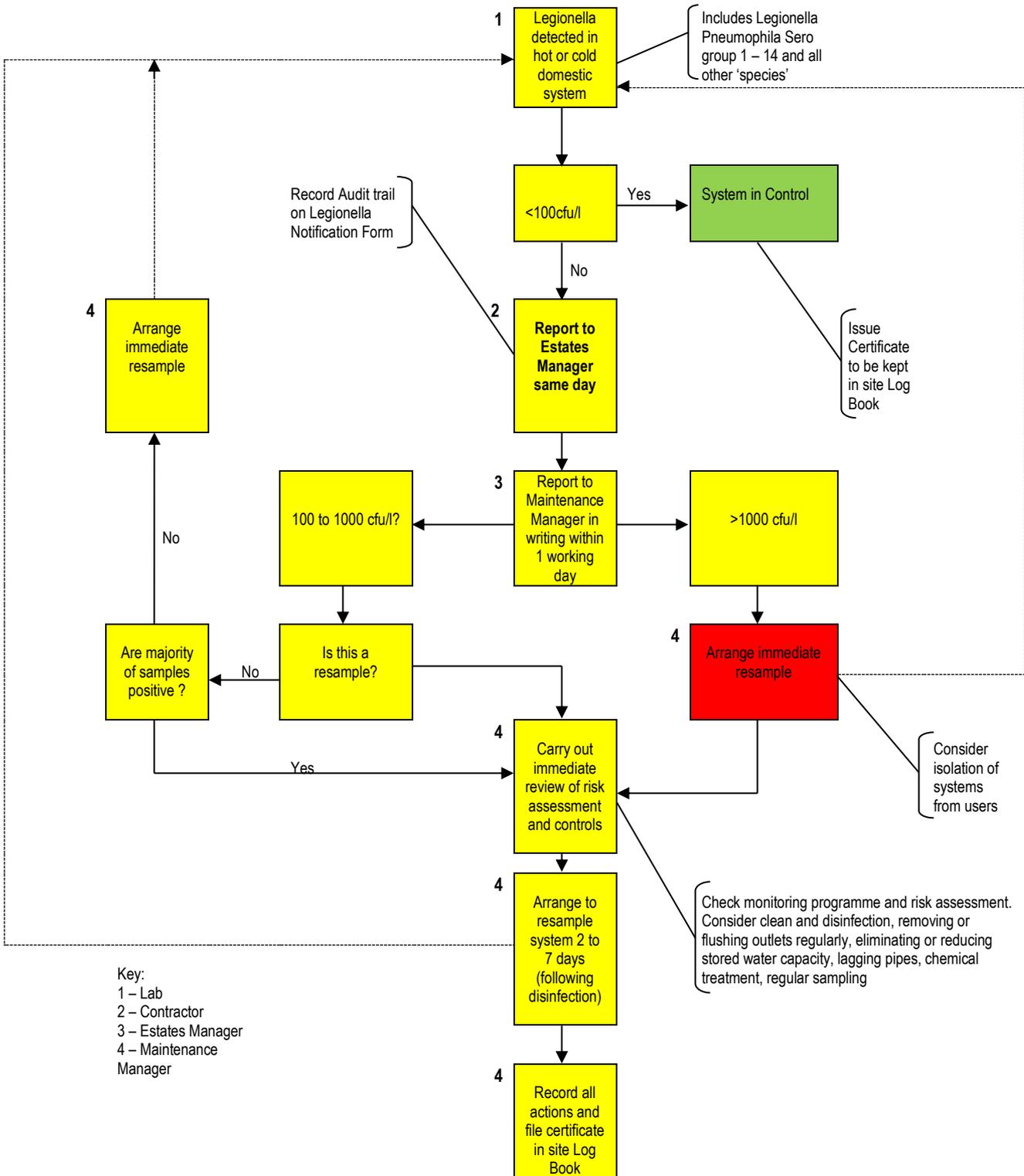
- 3.8.1 The School recognises that it operates hot and cold water systems where there is a foreseeable risk of Legionellosis and which therefore requires control.
- 3.8.2 The nominated person with responsibility for ensuring this control policy is implemented is the Estates Manager.
- 3.8.3 The School will do all that is necessary to fulfil the requirements of the Approved Code of Practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented.
- 3.8.4 The School recognises that Legionella may colonise storage tanks, calorifiers, pipework and associated plant including taps, showers and other appliances. In particular, it is recognised that Legionella is most likely to multiply in calorifiers where water temperatures are insufficiently high and in pipework leading to taps and showers.
- 3.8.5 The main objective of the School is that it will operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.
- 3.8.6 Where possible, water services will operate at temperatures that prevent the proliferation of Legionella, that is hot water storage (calorifiers, at 60°C); hot water distribution at least 50°C attainable at the taps within one minute of running; cold water storage and distribution at 20°C or below. It is recognised that water temperatures in excess of 50°C give rise to a danger of scalding, and where necessary “fail safe” thermostatically controlled mixing valves will be used to allow the hot water system to run safely at higher temperatures to control Legionella.
- 3.8.7 Where the above water temperatures cannot be maintained, weekly thermal disinfection of the system will be carried out. This will involve raising the temperature of the whole of the contents of the calorifier and then circulating this water throughout the system for at least an hour. Each tap and appliance will be run sequentially for at least five minutes at this full temperature.
- 3.8.8 It is recognised that if a calorifier or substantial part of the system is on stand-by operation, or if it is out of use for a week or longer for maintenance or other purposes, water will be raised to the operating temperature throughout for at least an hour before being brought back into use.
- 3.8.9 The School will ensure that the following regime of routine inspection and maintenance will be established for the plant:
- 3.8.9.1 Water temperatures at calorifiers will be checked monthly.
  - 3.8.9.2 Water temperatures at taps after one minute running will be checked monthly.
  - 3.8.9.3 Conditions in tanks for the presence of organic materials, vermin etc. quarterly.
  - 3.8.9.4 Conditions in calorifiers for organic materials and undue build-up of scale, annually.
  - 3.8.9.5 The condition of accessible pipework and insulation annually.
  - 3.8.9.6 Dismantle, clean and descale shower heads and hoses quarterly
- 3.8.10 The system will be cleaned and disinfected if routine inspection shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak or suspected outbreak of Legionellosis.

3.8.11 The following records will be kept:

- 3.8.11.1 A simple description and plan of the system identifying storage and header tanks, calorifiers and relevant items of plant.
- 3.8.11.2 Details of the risk assessment.
- 3.8.11.3 Details of system operation relevant to controlling the risk, and the precautions to be implemented.
- 3.8.11.4 Procedures for inspecting and checking the system.
- 3.8.11.5 Details of precautions carried out.

3.8.12 In the event of legionella being discovered the procedure detailed in Appendix J is to be followed. A copy of which is to be inserted into the Site Log Book for ready reference.

ACTION TO BE TAKEN IN THE EVENT OF LEGIONELLA BEING ISOLATED



### 3.9 **DESIGN & TECHNOLOGY TEACHING**

- 3.9.1 The School recognises the best practice recommendations made in BS4163:2007 '*Health & Safety for Design & Technology in Schools and Similar Establishments - Code of Practice*' and will implement the recommendations it makes in so far as they relate to the particular Department.
- 3.9.2 In particular, the School requires that Head of Department, or their equivalent:
- 3.9.2.1 Prepare their own 'Department-specific' Health & Safety Policy which clearly defines the Organisational Responsibilities within the Department and the Arrangements and Procedures in place for ensuring its safe and healthy operation.
  - 3.9.2.2 Ensure they have a copy of BS4163:2007, which must be kept available for inspection, and can formally demonstrate they have reviewed the best practice recommendations it makes against the particular layout, equipment, processes, etc within their Department and the preventative and protective measures they have consequently implemented.
  - 3.9.2.3 Appoint themselves or another competent employee to carry out a formal review, at least once each term to ensure that the preventative and protective measures (*as identified by General Risk Assessments and PUWER compliance checks - see School Procedures & Arrangements Sections 3.2 & 3.22*) in place remain effective.
  - 3.9.2.4 Ensure that all teaching and auxiliary Staff are trained in the safe use of equipment, machinery and processes. This training should be to the standards approved by the Teacher Training Agency and published by The Design & Technology Association (Health & Safety Training Standards in Design & Technology) and be updated on a five-yearly basis.
  - 3.9.2.5 Ensure the safe and proper storage of all materials, projects, hazardous substances, flammable liquids, tools, etc.
  - 3.9.2.6 Ensure that access to the Department by pupils is prevented and that the key to the key-operated electrical supply is withdrawn and retained by a responsible person whenever a competent qualified member of Staff is not present.
  - 3.9.2.7 Make arrangements to ensure that the more hazardous power-operated equipment which is necessarily restricted to teaching or auxiliary Staff use only, is isolated from the power source and padlocked in the "OFF" position at all times except when immediately in use.
  - 3.9.2.8 Can demonstrate the decisions made on which machinery is suitable for use by each group of pupils and which should be based, amongst other things, on pupil maturity and competence, the level of supervision, the type and level of risk associated with the machinery.
  - 3.9.2.9 Make arrangements to ensure all Local Exhaust Ventilation systems are subject to weekly visual inspections to verify that the basic operational features are functioning correctly and at least 14 monthly thorough examination and test by Competent Persons with records kept available for inspection.
  - 3.9.2.10 Ensures that health and safety is established as a standing item on the agenda for at least one Departmental Meeting during the year.

### 3.10 **DISABILITY AND HEALTH AND SAFETY**

#### **Introduction**

3.10.1 Until mid 2010 persons with a disability were protected under law by the Disability Discrimination Act 1995 (DDA) and subsequent amendments and a range of other anti-discrimination legislation. In October 2010 this was replaced by The Equality Act 2010 (EA). The main purpose of the EA is to streamline and strengthen anti-discrimination legislation in Great Britain. It provides the legal framework that protects people, including disabled people, from discrimination.

3.10.2 The EA generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. This differs slightly from the definition in the DDA, which also required the disabled person to show that an adversely affected normal day-to-day activity involved one of a list of capacities such as mobility, speech, or hearing.

#### 3.10.3 **Risk Assessment**

An employer should consult the disabled individual during risk assessment. The sensible approach for employers is to look at what measures are required under anti-discrimination legislation, and then consider what, if any, additional measures are needed to meet health and safety requirements. Even so, no employer should be in a position where it feels it has to put its staff at risk of harm.

3.10.4 All employers have a duty to make "reasonable adjustments" for disabled job applicants or staff when a policy or practice or a physical feature of their premises places the disabled person at a substantial disadvantage and service providers must take "reasonable steps" to modify the physical features of premises if it is unreasonably difficult for disabled people to use a service. Various risk prevention and reduction strategies are available to employers, such as: changes to the job, equipment, instructions and helpful technology. Other key examples of reasonable adjustments are;

- Making adjustments to premises.
- Altering the person's working hours.
- Allowing absences during working hours for medical treatment.
- Giving additional training.
- Getting special equipment or modifying existing equipment.
- Changing instructions or reference manuals.
- Providing additional supervision and/or support.

3.10.5 Various specific measures that may be required when carrying out a risk assessment are;

#### 3.10.5.1 **Working environment and disability**

- Adjusting premises or workstations (for example, ramps, lifts, light switches).
- Assigning the person to a different work area (e.g. ground floor, workroom with more access or home).
- Modifying instructions or reference manuals (e.g. visual, pictorial instructions).
- Providing a reader or interpreter (e.g. providing a text-phone for a deaf person and booking a sign language interpreter for particular meetings or occasions).

#### 3.10.5.2 **Signposts**

- Considering how to help people to move around in the building.
- Considering what could be done to help a visually impaired person find their way around (e.g. colour contrasts in furniture, carpets, walls and doorways).

### 3.10.5.3 **Providing**

- Notices in large, clear print for those who are partially sighted.
- Braille, tactile and large print signs by door handles.
- Graphics and pictures, which may be easier for people with learning disabilities.

3.10.5.4 Communication providing all health and safety information in accessible formats. This includes written materials and media, plus accessibility for workers with visual or hearing impairments, dyslexia, learning difficulties or psychiatric disorders.

### 3.10.5.5 **Working time**

- Altering working hours, including to part time if appropriate (e.g. to enable the disabled person to travel outside rush hours).
- Allowing absence for rehabilitation, assessment or treatment.
- Organising a phased return to work.

### 3.10.6 **Consultation and disability**

- Early and proper consultation with a disabled person can help to avoid two common problems;
- Employers making assumptions about disabled people (which can lead to disability discrimination).
- A person concealing a disability that may have health and safety implications for fear of not getting a job or promotion, or even losing their job.

### 3.10.7 **Risk assessment and suitable measures**

- Consider disability issues after more general risk assessment activity. If there is a reason to think that the effects of a person's disability give rise to health and safety concerns, the employer needs to review the risk assessment or create a new one.
- Take account of reasonable adjustments that have already been made, so that conclusions are based on any remaining risks.
- Tackle any remaining risks with further reasonable adjustments and/or reasonably practicable health and safety measures.
- Obtain specialist advice if necessary—not on the disability itself but on the adjustments needed for the disabled person to work effectively.
- An employer will need to justify any “less favourable” treatment of disabled people. Where this is for health and safety reasons, a risk assessment must support the measures taken. Conversely, competent persons should try to ensure that their School is not;
- Subjecting a disabled person to a specific risk assessment without good reason, this could also be disability discrimination.
- Applying “blanket” policies that treat people with certain disabilities (such as epilepsy, diabetes or mental health problems) less favourably, again this is likely to be discrimination.
- Insisting that a disabled employee reveal details of his or her impairment. Disabled people have the right to keep their disability confidential. However, they should not expect their employer to make a reasonable adjustment if they do not offer enough information to support it. An organisation needs a disabled employee's consent before asking for medical information from specialists (e.g. general practitioners). However, those with a disability can benefit from talking to their employer about their impairment, to support reasonable risk reduction and other measures. The disabled person should also be able to express any concerns that a risk assessment is unfair.

- 3.10.8 Other factors that may affect whether it will be reasonable for an employer to have to make a particular adjustment are;
- How effective the adjustment is in preventing the disadvantage.
  - How practical it is.
  - The financial and other costs and the extent of any disruption.
  - The extent of the employer's financial or other resources.
  - The availability to the employer of financial or other help to make the adjustment.
  - The size and type of business.
- 3.10.9 Situations where health and safety problems present an insurmountable barrier to employing or retaining a disabled person are relatively few. Employment Tribunals recognise that employers cannot keep jobs open indefinitely but they will expect knowledge of the facts surrounding an employee's health, and whether they are incapable of doing the job or likely to be persistently absent in future. If there is suitable alternative work, a tribunal would normally expect it to be offered to the employee.
- 3.10.10 Any adjustments that are considered necessary to the building/property i.e. installing ramps, providing signs or notices should be co-ordinated with and compliment where possible, requirements that have been identified in the School's Accessibility Plan.

### 3.11 **DISPLAY SCREEN EQUIPMENT**

- 3.11.1 It is the policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 utilizing the guidance given in Booklet L26.
- 3.11.2 The School will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons. The completion of these Assessments will be coordinated by the Estates Manager.
- 3.11.3 Any workstation which is put into service will meet the requirements laid down in the Schedule to the Regulations.
- 3.11.4 The School will plan the activities of "users" to allow periodic breaks or changes of activity.
- 3.11.5 The School will arrange for appropriate eye and eyesight tests to be carried out on "users" by a Competent Person, on request, and at appropriate regular intervals as recommended by the Competent Person.
- 3.11.6 All "users" will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation. They will also be issued with guidance on how to use their DSE Workstation safely (Appendix L).
- 3.11.7 The School proforma for the completion of Workstation Analyses/Assessments (Appendix K). Collation of completed Analyses/Assessments and implementation of any identified remedial actions is the responsibility of the Estates Manager or Health & Safety Coordinator, as appropriate.

### 3.12 ELECTRICITY AT WORK REGULATIONS

- 3.12.1 The School will take all necessary steps to comply with the above Regulations.
- 3.12.2 The School recognises that it has to introduce a formalised system of maintenance for all electrical systems.
- 3.12.3 The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years. The Estates Manager is responsible for ensuring that this takes place on a 'rolling programme', that records, e.g. NICEIC Certificates, are kept available for inspection and that where deficiencies have been identified by the competent electricians, that these are resolved within appropriate timescales commensurate with the Priority Code assigned by the electricians.
- 3.12.4 The School requires that, in consultation with its Maintenance Manager, all portable electrical appliances used in the School are routinely inspected and tested as set below in - Inspection & Test Frequency Guidelines and an appropriate register kept. The School also requires that all such apparatus is visually inspected at the start of each term and any defects rectified. Where pupils, Staff or visiting organisations bring mains operated electrical equipment on to the School premises it must be inspected and tested before being used.
- 3.12.5 The School is to ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person every 3 months. In addition, the School must ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.
- 3.12.6 The School recognises that pupils must not be exposed to voltages in excess of 25 volts. The School requires that project work be individually assessed by a relevant member of the School's Staff, to identify the potential hazards and the preparation of written instructions to control the risks.
- 3.12.7 The School is to ensure that only electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.
- 3.12.8 Where Residual Current Device (RCD) protection is provided, this will be tested for functionality on at least a termly basis, with a record kept available for inspection. The Maintenance Manager is responsible for identifying suitable persons for completing these tests.
- 3.12.9 The School acknowledges it is illegal for any employee to be engaged in any work activity on or near a live electrical conductor where danger may arise unless:
- 3.12.9.1 It is unreasonable in all circumstances for it to be dead; and
  - 3.12.9.2 It is reasonable in all the circumstances for it to be live; and
  - 3.12.9.3 Suitable precautions are taken to prevent injury.

As it is impossible to specify a voltage which is guaranteed to be safe in all conditions due to the potential variability of conditions, it is School policy that any 'live working' is PROHIBITED. A Permit to Work (Electrical) has been prepared and should be completed for any significant electrical works, in consultation with the Maintenance Manager.

**PORTABLE ELECTRICAL APPLIANCES**  
**GUIDELINES ON INSPECTION & TEST FREQUENCIES**

1. The School acknowledges that there are no legally defined frequencies for the inspection and test of portable electrical appliances and that the overriding duty is that electrical equipment is maintained, so far as is reasonably practicable, to prevent danger. Based on currently available published guidelines, the School recommends the following:-

<b>Equipment</b>	<b>User Checks</b>	<b>Formal Visual Inspection <sup>(a)</sup></b>	<b>Combined Inspection &amp; Testing <sup>(b)</sup></b>
Battery Operated (less than 20 volts)	No	No	No
Extra Low Voltage (less than 50 v AC), e.g. telephone equipment, desk lights	No	No	No
Information Technology, e.g. Computers, VDU Screens	No	Yes (2-4 years)	No, if double insulated (if not, every 5 years)
Photocopiers, Fax Machines, (rarely moved)	No	Yes (2-4 years)	No, if double insulated (if not, every 5 years)
Double insulated equipment: NOT hand-held. Move occasionally, e.g. fans, projectors, table lamps	No	Yes (2-4 years)	No
Double insulated equipment: HAND-HELD, eg some floor cleaners	Yes	Yes (6 months-1 Year)	No
Earthed equipment (Class 1), e.g. electrical kettles, some floor cleaners	Yes	Yes (6 months-1 Year)	Yes (1-2 years)
Cables (leads) and plugs connected to the above	Yes	Yes (6 months-1 Year)	Yes (1-2 years)
Extension leads (mains voltage)	Yes	Yes (6 months-4 years, depending on type of equipment it is connected to)	Yes (1-5 years depending on type of equipment it is connected to)

Notes:

- a. *Formal Visual Inspection - Around 95% of faults or damage can be found by formal visual inspections carried out by a sensible (competent) member of staff. After switching off the equipment and disconnecting the plug from the power supply, look for signs of:*
    1. *Damage, e.g. cuts, abrasion to the cable covering.*
    2. *Damage to the plug, e.g. cracked casing, bent pins.*
    3. *Taped joints.*
    4. *Outer covering (sheath) not gripped where it enters the plug or the equipment (look to see if coloured insulation of internal wires is showing).*
    5. *Equipment being used in unsuitable conditions (e.g. wet, dusty).*
    6. *Damage to outer cover of equipment or obvious loose parts or screws.*
    7. *Overheating (burn marks or staining).*
  - b. *Combined Inspection & Testing - should only be carried out by a suitably trained person, utilising the correct equipment. Such inspection and testing should additionally be carried out after any repair, modification or similar work, or where there is a suspicion that equipment may be faulty, etc, but this cannot be confirmed by visual inspection.*
2. The School should identify, in consultation with the Maintenance Manager, suitably competent persons to carry out the Inspection and Testing Programme, based on the above guidelines and to ensure the overriding duty is met.
  3. Records of all Formal Visual Inspections and Combined Inspection and Testing should be maintained available for inspection and the following format is recommended to be used.
  4. The School also recommends that after Inspection & Testing the equipment is clearly labelled to indicate when re-inspection and test is due.

### 3.13 **FIRE MATTERS**

#### 3.13.1 Fire Evacuation Policy

- 3.13.1.1 This School Policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999.
- 3.13.1.2 Once in every term, preferably within the first fortnight, the School will hold a fire drill, the timing of which will be known only to selected staff. The Head/Health & Safety Co-ordinator will have the power to exempt certain staff from the drill.
- 3.13.1.3 If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.13.1.4 A record will be kept by the Health & Safety Co-ordinator of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the School Safety Committee.
- 3.13.1.5 The warning, in case of fire, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.
- 3.13.1.6 The School requires that all fire alarm systems be tested weekly with the testing being done sequentially from one operating point to the next. The Head is responsible for arranging these tests and for ensuring that records are kept available for inspection.
- 3.13.1.7 Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. The Head is responsible for developing and documenting evacuation procedures and for ensuring that these are both publicised to all relevant Staff and kept readily available for inspection at all times.
- 3.13.1.8 Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, any subsequent movement will be decided by the Head or any other Staff that he may delegate this to, according to his individual documented procedures.
- 3.13.1.9 The Head will ensure that there is an effective system for ensuring that class registers, current to that day, are available for the roll call.
- 3.13.1.10 The Head is responsible for implementing and documenting appropriate Procedures for ensuring the Fire Brigade is informed.
- 3.13.1.11 Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, common rooms, dormitories, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, gymnasiums, dining rooms, kitchens and swimming pools (as appropriate).
- 3.13.1.12 The Head is responsible for ensuring that arrangements are made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.13.1.13 Exit doors leading from school buildings should never, under any circumstances, be locked or obstructed during building occupied hours.

- 3.13.1.14 The Head/Health & Safety Co-ordinator should ensure that no unauthorised persons re-enter their school, under any circumstances, during a fire practice or actual fire emergency.
- 3.13.1.15 The Head/Health & Safety Co-ordinator is responsible for ensuring that all staff receive regular training in fire procedures and a record is kept of such training.
- 3.13.1.16 The Head/Health & Safety Co-ordinator/Head of Department should seek to reduce or eliminate risks by knowing the location of dangerous substances and ensuring these are stored in lockable containers and marked accordingly.

### 3.13.2 Fire Risk Assessment.

The School acknowledges that the Fire Regulatory Reform (Fire Safety) Order 2005 applies to all School workplaces. The School Health & Safety Co-ordinator is responsible for ensuring that a Fire Risk Assessment (Appendix M) is completed for each of the School workplace buildings, this is kept readily available for inspection at all times.

### 3.13.3 Maintenance of Fire Precautions.

The Estates Manager is responsible for ensuring that effective maintenance contracts are in place to cover all fire-fighting equipment, fire detection, alarm systems and emergency lighting systems, etc. and that records are available for inspection at all times.

### 3.13.4 Entertainment Licenses.

Where appropriate the School's Bursar is responsible for ensuring that a current Entertainment License is obtained and that its requirements are being fully met at all times.

### 3.13.5 Fire Risk Policy

Guidance, which can be extracted and locally distributed, is given at Appendixes N, O & P. The objectives of this policy are:

- 3.3.5.1 To ensure that staff, pupils, contractors and visitors on School premises are safeguarded from injury or death in the event of fire.
- 3.3.5.2 To have arrangements in place for systems and procedures to minimize the risk of a fire starting and spreading.
- 3.3.5.3 To reduce the potential for fire to disrupt School business, damage premises or harm the environment.
- 3.3.5.4 To ensure the School complies with relevant fire legislation and standards, including: The Regulatory Reform (Fire Safety) Order 2005

### 3.14 **FIRST AID (Including Body Fluid Spillage Treatment)**

3.14.1 The Health and Safety (First Aid) Regulations 2013 require the School to provide sufficient first aid personnel and facilities to:

- 3.14.1.1 Give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work.
- 3.14.1.2 Summon an ambulance or other professional help when appropriate.

3.14.2 The School is to make an assessment of first aid needs appropriate to their individual circumstances. Things to consider include:

- Workplace hazards and risk.
- The accident history.
- Needs of travelling and lone workers.
- Nature and distribution of the workforce.

3.14.2.1 Others on site including pupils and visitors (the School is not obliged to provide first aid for anyone other than employees under the Regulations but will ensure that any risk assessment makes provision for pupils in the school).

3.14.2.2 Annual leave and other absences of first-aiders and appointed persons. It is important that adequate cover is available at all times that people are at work.

An example risk assessment is shown at Appendix Q. The School must review its risk assessment(s) regularly (recommend annually) or when circumstances change such as a first-aider leaving or a major accident that highlights deficiencies in arrangements.

3.14.3 Where a first aid assessment identifies the need for people to be available to administer first aid, the School will ensure that they are available in sufficient numbers and at appropriate locations.

3.14.4 The minimum first aid provision will be:

- 3.14.4.1 A suitably stocked first aid container.
- 3.14.4.2 An appointed person to take charge of first aid arrangements.
- 3.14.4.3 Information for employees on first aid arrangements.
- 3.14.4.4 A procedure for managing accidents.

3.14.5. Designated first aid personnel are those members of staff who have undergone a recognised training course and been assessed for competence. There are two different recognised qualifications which are outlined in Table 1 below.

<b>First-Aider at Work (FAW)</b>	<b>Emergency First-Aider at Work (EFAW)</b>
3 day initial training	1 day initial training
2 day refresher after 3 years	1 day refresher after 3 years
3 hour refresher training annually (recommended)	3 hour refresher training annually (recommended)
Certificated course	Certificated course

Table 1 – First Aider Qualifications

The above courses are required to be delivered by an organisation that will need to be able – and should be prepared to demonstrate how they satisfy certain criteria set by HSE. These criteria include:

- The qualifications expected of trainers and assessors.
- Monitoring and quality assurance systems.
- Teaching and standards of first-aid practice.
- Syllabus content.
- Certification.

Training organisations should also meet the criteria set by the principles of assessment for first aid qualifications. These principles of assessment for first aid training expand on:

- Competence and qualifications of first aiders.
- The quality assurance systems required
- How training is delivered
- How training is assessed

In addition EYFS pupils must have first aiders who have attained an OFSTED approved paediatric first aid qualification.

3.14.6 School Trips. A first aid risk assessment will form part of the general risk assessment required for all trips. It is a requirement of the trip leader to ensure that such a risk assessment is carried out. It is strongly recommended that at least one member of staff accompanying trips should as a minimum be trained in emergency first aid and all other members of staff briefed in specific procedures (cuts, bites etc).

3.14.7 All injuries are to be recorded in an accident book and if necessary reported using the procedures detailed in Section 3.11 – Accident Reporting.

3.14.8 The School is to make arrangements for the adequate provision of First Aiders and First Aid equipment. The School Health & Safety Co-ordinator is responsible for ensuring that the following takes place:

- There are an adequate number of appointed First Aiders and that a list of these trained and appointed persons is maintained available for inspection and is displayed.
- An adequate number of First Aid Boxes is maintained, their locations are known by Staff and a list of them and their locations is maintained and displayed.
- An adequate number of persons have been identified who shall be responsible for ensuring that First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency and re-stocked as necessary. Typical contents of first aid boxes are given in Appendix Q.

3.14.9 The School requires that departments with early years pupils are to ensure that at least one person with a paediatric first aid certificate is on the premises at all times when children are present and at least one person with this certificate present on outings.

3.14.10 The School recognises that some of its employees may be concerned about HIV and other blood borne diseases, such as Hepatitis B, in their workplace. School workplaces are low risk and there is no significant risk of contracting blood borne diseases in every-day work situations. However, in the event of body fluid spillage, the following actions should be taken:

- The spillage should be covered with cotton wool or disposable absorbent towels and suitable disinfectant poured onto the absorbent material, so as to soak it thoroughly.
- The spillage should be left for 5 – 10 minutes.
- Disposable gloves should be worn and both the covering material and spillage should be swept into a suitable container, e.g. plastic bag or box, using more disposable cloths or paper towels, or a strong piece of card. Dustpan and brushes should not be used.

### 3.15 **GROUND AND MAINTENANCE STAFF**

3.15.1 The Estates Manager is responsible for the health and safety of the Schools' Grounds and Maintenance Staff. He will ensure that:

- 3.15.1.1 No Staff use any chainsaw unless they have been on a training course and that work only proceeds according to HSE Guidance Leaflet AFGA301 – 'Using petrol-driven chainsaws'. This will include the provision of suitable Hearing Protection, visors, safety footwear and the correct ballistic clothing.
- 3.15.1.2 All pesticides will be safely and securely stored and will be under lock and key except when being manipulated. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 and will hold a certificate of competence issued by the National Proficiency Tests Council, Tel No 02476 696553.
- 3.15.1.3 All grounds and maintenance staff are suitably trained to use any equipment they may need to carry out their duties.
- 3.15.1.4 Safe systems of work (see section 3.25) are devised where a requirement is identified in a risk assessment.

### 3.16 LONE WORKING

- 3.16.1 The School recognises its responsibility to comply fully with legal obligations in relation to lone working, i.e. staff working without direct or close supervision, who have no visual or audible communication with another person who is capable of providing assistance without delay, should injury or illness occur, and to prevent the risks associated with lone working as far as practicable.
- 3.16.2 The School recognises that staff must be afforded the same level of protection as employees working under supervision.
- 3.16.3 Staff may be required to work alone in circumstances including activities around the School, e.g. caretaking, office work, maintenance staff, technicians, etc.
- 3.16.4 The School recognises that lone workers may be exposed to hazards common to working under supervision and that in addition; the following risks may be exacerbated:
- 3.16.4.1 Violence including abuse, threats and assault.
  - 3.16.4.2 Suffering ill-health or accident in situations where it is difficult to alert colleagues or emergency services.

Precautions will therefore need to take account of normal working practices and foreseeable emergencies.

- 3.16.5 The School through its employees will ensure that accidents and incidents of violence will be reported in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995, as well as internal reporting and investigation procedures.
- 3.16.6 Lone working staff will receive instruction or training in how to deal with aggression/conflict so that they are able to identify potential risks and take appropriate actions.
- 3.16.7 Lone workers will be provided with appropriate means for obtaining back up support and/or emergency services.
- 3.16.8 Following incidents, the School will provide assistance for the victim and this may include de-briefing, group sessions and, where appropriate, additional training.
- 3.16.9 With the co-operation of employees a hierarchy of controls will be implemented to reduce the risk of ill health and injury. The following illustrates some common preventative measures:
- 3.16.9.1 Contact between the lone worker and back-up support staff to be maintained.
  - 3.16.9.2 Appropriate lone working aids will be provided and maintained to minimize risk.

#### **Responsibilities - Management**

- 3.16.10 Line Managers are responsible for ensuring that:
- 3.16.10.1 The staff are updated on specific hazards and precautions.
  - 3.16.10.2 The staff are aware of the need to report all incidents in accordance with the School Policy.
  - 3.16.10.3 Lone working aids are available, maintained and used as appropriate.
  - 3.16.10.4 Safe working practices are monitored.
  - 3.16.10.5 Training is provided where appropriate.
  - 3.16.10.6 All relevant information is obtained regarding the service user and their home environment;  
(Some useful pointers for Managers are given at Appendix R).

**Responsibilities - All Staff**

- 3.16.11 All staff must co-operate with the School in employing all relevant health and safety precautions, including:
- 3.16.11.1 Compliance with this Lone Working Policy.
  - 3.16.11.2 Employing all relevant general and specific precautions identified.
  - 3.16.11.3 Complying with any instructions or training on personal safety.
  - 3.16.11.4 Recording information on violent and potentially violent incidents on the appropriate forms.
  - 3.16.11.5 Recording any other safety hazards encountered in the course of lone working. (Some useful guidance for Staff is given at Appendix R).

**Responsibilities - Risk Assessments**

- 3.16.12 Line Managers will ensure that reference is made to other relevant Risk Assessments pertinent to lone working, e.g. Manual Handling, COSHH, Violence and Aggression.
- 3.16.13 Line Managers, in consultation with the School Health & Safety Manager, should conduct generic Risk Assessments to establish that lone working can be carried out safely and identify general and specific precautions for staff to implement. (Factors to be considered are identified in Appendix R).
- 3.16.14 Line Managers will ensure that specific Risk Assessments are conducted to identify:
- 3.16.14.1 The extent and nature of risks.
  - 3.16.14.2 Factors which contribute to risks.
  - 3.16.14.3 Precautions to eliminate or control the risks of lone working.

Risk Assessments will be reviewed following any incident or situation which raises health and safety concerns.

**Responsibilities - Support**

- 3.16.15 Incidents of violence and aggressive behaviour can be distressing and may cause fear, apprehension, distress, anger, guilt and depression. Prompt action will be taken by Line Managers to ensure that staff are offered support and where necessary taken out of their current role.
- 3.16.16 Where appropriate, the School will assist the victim in accessing support from any other appropriate external agency, including victim support, Criminal Injuries Compensation Board and legal advice.
- 3.16.17 Employers have a duty to assess the risks faced by lone workers to determine:
- 3.16.17.1 Whether the work can be done safely by an unaccompanied person.
  - 3.16.17.2 The arrangements required to ensure that the person is not exposed to greater risks than employees who work together.
- 3.16.18 There is no clear definition of "Lone Workers" but there are a large number of occupations that tend to work on their own. Examples are:
- 3.16.18.1 Doctors, district nurses, milkmen, salesmen, postmen, meter readers, maintenance men, and lorry drivers.
  - 3.16.18.2 Less obvious examples include Home workers, mobile staff, teachers and lecturers, maintenance men on large industrial sites, security staff, cleaners, home visitors, etc.
- 3.16.19 However, most people at some time during their normal work activity will be engaged in a solo activity out of sight or sound of others. Similarly, someone has to be first to arrive at

work and someone will be the last to leave. So concentrating on "aleness" is unnecessarily limiting and the assessment of who is a lone worker must be based on those where the risks are higher, or those who work alone for considerable periods.

- 3.16.20 Legislation does not prohibit lone working in a general sense, although there are some types of work which require supervision, e.g. where young people are undergoing training, where work on live electrical equipment is being performed, or work under the Construction (Health, Safety & Welfare) Regulations.

### 3.17 MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

- 3.17.1 It is the policy of the School to comply with the Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice.
- 3.17.2 The School will make suitable and sufficient Assessments of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions. The person responsible for co-ordinating the completion of Assessments on behalf of the School is the Estates.
- 3.17.3 The School has derived the following Risk Assessment recording protocol and assistance for Assessors:
- 3.17.3.1 Appendix S - General Risk Assessment.
  - 3.17.3.2 Appendix T - General Hazards List & Guidance on completion of General Risk Assessments.
- 3.17.4 Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and Competent Persons.
- 3.17.5 To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (see Section 3.6). Coordination of the necessary measures and Competent Persons will be carried out on the School's behalf by the Estates Manager.
- 3.17.6 The School requires that the results of the Assessment including identified risks and any necessary preventive and protective measures are brought to the attention of relevant employees.

### 3.18 MANAGING MEDICINES

Rossall School is committed to reducing the barriers to sharing in school/nursery life and learning for all its pupils. This policy sets out the steps which the School will take to ensure full access to learning for all its children who have medical needs and are able to attend school.

#### **3.18.1 Managing prescription medicines which need to be taken during the school day**

- 3.18.1.1 Parents/carers should provide full written information about their child's medical needs.
- 3.18.1.2 Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day. If the period of administering medicine is 8 days or more, there must be an individual Health Care Plan.
- 3.18.1.3 The School will **not** accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.
- 3.18.1.4 The School will **not administer** medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Health Care Plan. The school will inform parents of this policy.
- 3.18.1.5 Some medicines prescribed for children (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff are authorised to administer a controlled drug, in accordance with the prescriber's instructions. A child may legally have a prescribed controlled drug in their possession. Schools will keep controlled drugs in a locked non-portable container, to which only named staff will have access. A record of access to the container will be kept. Misuse of a controlled drug is an offence, and will be dealt with under the school's behaviour policy.
- 3.18.1.6 Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:
  - 3.18.1.6.1 Name of child.
  - 3.18.1.6.2 Name of medicine.
  - 3.18.1.6.3 Dose.
  - 3.18.1.6.4 Method of administration.
  - 3.18.1.6.5 Time/frequency of administration.
  - 3.18.1.6.6 Any side effects.
  - 3.18.1.6.7 Expiry date.

3.18.2 The school will refer to the DfES guidance document 'Managing Medicines in Schools and Early Years Settings' when dealing with any other particular issues relating to managing medicines.

#### **3.18.3 Procedures for managing prescription medicines on trips and outings and during sporting activities.**

- 3.18.3.1 The School will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This may extend to reviewing and revising the visits policy and procedures so that planning arrangements incorporate the necessary steps to include children with medical needs. It might also incorporate risk assessments for such children.

- 3.18.3.2 If staff are concerned about how they can best provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the child's GP. Please refer to the DfES guidance on planning educational visits.
- 3.18.3.3 The School will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan.
- 3.18.3.4 Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.
- 3.18.4 The roles and responsibilities of staff managing administration of medicines, and for administering or supervising the administration of medicines.**
- 3.18.4.1 Close co-operation between the School, parents/carers, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.
- 3.18.4.2 It is important that responsibility for child safety is clearly defined and that each person responsible for a child with medical needs is aware of what is expected of them.
- 3.18.4.3 The School will always take full account of temporary, supply and peripatetic staff when informing staff of arrangements for the administration of medicines.
- 3.18.4.4 The School will always designate a minimum of two people to be responsible for the administering of medicine to a child.
- 3.18.5 Staff should **never** give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific written permission from the parents/carers. Where the Head agrees to administer a non-prescribed medicine it **must** be in accordance with this policy and schools will inform parents of this policy. Criteria in the national standards for under 8's day care make it clear that non-prescription medicines should not normally be administered. Where a non-prescribed medicine is administered to a child it should be recorded on a form such as the examples given at Appendix A and B and the parents/carers informed. If a child suffers from frequent or acute pain the parents/carers should be encouraged to refer the matter to the child's GP.
- 3.18.5.1 National Guidance states: 'A child under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.' The School will inform parents of this policy.
- 3.18.5.2 Any controlled drugs which have been prescribed for a child must be kept in safe custody.
- 3.18.5.3 If a child refuses to take medicine, staff will not force them to do so. Staff should record the incident and follow agreed procedures (which should be set out in the policy or the child's Health Care Plan). Parents/carers will be informed of the refusal on the same day. If refusal results in an emergency, the schools normal emergency procedures will be followed.
- 3.18.5.4 **If in doubt about a procedure, staff should not administer the medicine, but check with the parents or a health professional before taking further action.** *N.B. The DfES guidance document gives a full description of roles and responsibilities Paragraphs 66 to 102*

### 3.18.6 Parental responsibilities in respect of their child's medical needs.

- 3.18.6.1 It is the parents/carers' responsibility to provide the School with sufficient written information about their child's medical needs if treatment or special care is needed.
- 3.18.6.2 Parents are expected to work with the School to reach an agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy.
- 3.18.6.3 The School should have **written** parental agreement before passing on information about their child's health to other staff including transport staff. Sharing information is important if staff and parents/carers are to ensure the best care for a child.
- 3.18.6.4 If parents/carers have difficulty understanding or supporting their child's medical condition themselves, they should be encouraged to contact either the school nurse or the health visitor, as appropriate.
- 3.18.6.5 It is the parents/carers' responsibility to keep their children at home when they are acutely unwell.
- 3.18.6.6 It requires only one parent/carer to agree to or request that medicines are administered to a child. It is likely that this will be the parent with whom the school has day-to-day contact.
- 3.18.6.7 Prior written agreement should be obtained from parents/carers for any medicines to be given to a child. Specimen forms are in Appendices A - H.

### 3.18.7 Assisting children with long-term or complex medical needs.

- 3.18.7.1 Where there are long-term medical needs for a child, including administration of medicine for a period of 8 days or more, a Health Care Plan should be completed, using the form in Appendix C, involving both parents/carers and relevant health professionals.
- 3.18.7.2 A Health Care Plan clarifies for staff, parents/carers and the child the help that can be provided. It is important for staff to be guided by the school nurse or the child's GP or paediatrician.
- 3.18.7.3 The School will agree with parents/carers how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs; some would need reviewing more frequently.
- 3.18.7.4 The School will judge each child's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. Plans will also take into account a pupil's age and need to take personal responsibility.
- 3.18.7.5 Developing a Health Care Plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual child.
- 3.18.7.6 In addition to input from the child's GP or other health care professionals depending on the level of support the child needs, those who may need to contribute to a health care pro forma include the:
  - 3.18.7.6.1 Head teacher.
  - 3.18.7.6.2 Parent or carer.
  - 3.18.7.6.3 Child (if appropriate).
  - 3.18.7.6.4 Early Years Practitioner/Class Teacher, Form Tutor or Head of Year.

- 3.18.7.6.5 Care assistant or support staff.
- 3.18.7.6.6 Staff who are trained to administer medicines.
- 3.18.7.6.7 Staff who are trained in emergency procedures.

3.18.7.7 Schools will consult the DfES publication 'Managing Medicines in Schools and Early Years Settings' when dealing with the needs of children with the following common conditions:

- 3.18.7.7.1 Asthma.
- 3.18.7.7.2 Epilepsy.
- 3.18.7.7.3 Diabetes.
- 3.18.7.7.4 Anaphylaxis.

3.18.7.8 Regarding epilepsy, some children may be prescribed rectal diazepam as a treatment for prolonged seizures. Staff involved must have received training from local health services. A written authorisation from the GP, Consultant or Epilepsy Specialist Nurse must have been received for each child, along with instructions for use. The form at Appendix D may be used for this purpose. Two adults must be present for such treatment, at least one being of the same gender as the child. The dignity of the child must be protected as far as possible.

### **3.18.8 Off-site Education or Work Experience School Pupils.**

- 3.18.8.1 The school has responsibility for an overall risk assessment of any off-site activity, including issues such as travel to and from the placement and supervision during non-teaching time or breaks and lunch hours. This does not conflict with the responsibility of the college or employer to undertake a risk assessment to identify significant risks and necessary control measures when pupils below the minimum school leaving age are on site.
- 3.18.8.2 The school is also responsible for pupils with medical needs who are educated off site through another provider. The school will conduct a risk assessment before a young person is educated off site or has work experience.
- 3.18.8.3 The school is responsible for ensuring that a work place provider has a health and safety policy which covers each individual student's needs.
- 3.18.8.4 Parents/carers and pupils must give their permission before relevant medical information is shared on a confidential basis with employers.

### **3.18.9 Policy on children carrying and taking their prescribed medicines themselves.**

(An example of this would be a child with asthma using an inhaler)

- 3.18.9.1 It is good practice to support and encourage pupils, who are able, to take responsibility to manage their own medicines. If such medicines are taken under supervision, this should be recorded.
- 3.18.9.2 There is no set age when a child or young person can take responsibility for their own medication. This needs to be a joint decision between school, parents/carers and the pupil. Please refer to Appendix E.
- 3.18.9.3 Where pupils have been prescribed controlled drugs, these must be kept in safe custody. Pupils could access them for self-medication if it was agreed that this was appropriate.

### **3.18.10 Staff support and training in dealing with medical needs.**

- 3.18.10.1 The School will ensure that there are sufficient members of support staff who manage medicines. This will involve participation in appropriate training which should be recorded on the form at Appendix F.
- 3.18.10.2 Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child **does so voluntarily** and will have appropriate training and guidance. They will also be made aware of possible side effects of the medicines, and what to do if they occur. The type of training necessary will depend on the individual case.
- 3.18.10.3 Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary.
- 3.18.10.4 The School will ensure that staff receive proper support and training where necessary, in line with the contractual duty on head teachers to ensure that their staff receive the training. The Head will agree when and how such training takes place, in their capacity as a line manager. The Head of the school will make sure that all staff and parents/carers are aware of the policy and procedures for dealing with medical needs.
- 3.18.10.5 Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.
- 3.18.10.6 The child's parents/carers and health professionals should provide the information specified above.
- 3.18.10.7 All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.
- 3.18.10.8 Back up cover should be arranged for when the member of staff responsible is absent or unavailable.
- 3.18.10.9 At different times of the day other staff, such as lunchtime supervisors, may be responsible for children. They will also be provided with training and advice.

### **3.18.11 Record keeping**

- 3.18.11.1 Parents/carers should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber. Any change in prescription should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.
- 3.18.11.2 The school will use the form at Appendix G to record short-term administration of medication. Consent forms should be delivered personally by the consenting parent/carer. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.
- 3.18.11.3 The school will use form at Appendix H to record long-term administration of medication. Consent forms should be delivered personally by the consenting parent/carer. Staff should check that any details provided by parents, or in particular

cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

- 3.18.11.4 It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school. It is not the school's responsibility.
- 3.18.11.5 The form at Appendix I should be used to confirm, with the parents/carers, that a member of staff will administer medicine to their child.
- 3.18.11.6 Early Years Settings will keep written records of all medicines administered to children, and make sure that parents/carers sign the record book to acknowledge the entry.
- 3.18.11.7 Although there is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. Foundation Schools **will** keep a record of medicines given using the form at Appendix B.

### **3.18.12 Safe storage of medicines.**

- 3.18.12.1 The School will only store, supervise and administer medicine that has been prescribed for an individual child.
- 3.18.12.2 Medicines will be stored strictly in accordance with product instructions, paying particular note to temperature and in the original container in which dispensed.
- 3.18.12.3 Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine, the method and frequency of administration, the time of administration, any side effects and the expiry date.
- 3.18.12.4 Where a child needs two or more prescribed medicines, each will be in a separate container.
- 3.18.12.5 Non-healthcare staff will never transfer medicines from their original containers.
- 3.18.12.6 Children will be informed where their own medicines are stored and who holds the key.
- 3.18.12.7 All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.
- 3.18.12.8 The School may allow children to carry their own inhalers.
- 3.18.12.9 Other non-emergency medicines will be kept in a secure place not accessible to children.
- 3.18.12.10 A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but must be in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines. It is acceptable for a staff room fridge to be used for storage, as long as medical items are clearly labelled.
- 3.18.12.11 Access to Medicines - Children need to have immediate access to their medicines when required. The school will make special access arrangements for emergency medicines that it keeps. However, it is also important to make sure that medicines are kept securely and only accessible to those for whom they are prescribed. This will be considered as part of the policy about children carrying their own medicines.

**3.18.13 Disposal of Medicines.**

- 3.18.13.1 Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Return of such medicines to parents should be documented.
- 3.18.13.2 Parents/carers should also collect medicines held at the end of each term. If parents/carers do not collect all medicines, they will be taken to a local pharmacy for safe disposal and this process documented.
- 3.18.13.3 Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged with the appropriate authority.

**3.18.14 Hygiene and Infection Control.**

- 3.18.14.1 All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- 3.18.14.2 Staff will have access to protective disposable gloves and will take care when dealing with spillages of blood or other body fluids, and disposing of dressings or equipment.
- 3.18.14.3 OfSTED guidance provides an extensive list of issues that early years providers should consider in making sure settings are hygienic.
- 3.18.14.4 The Education (School Premises) Regulations 1999 require every school to have a room appropriate and readily available for use for medical or dental examination and treatment and for the caring of sick or injured pupils. It must contain a washbasin and be reasonably near a water closet. It must not be teaching accommodation. If this room is used for other purposes as well as for medical accommodation, the school must consider whether dual use is satisfactory or has unreasonable implications for its main purpose.

**3.18.15 Access to the schools emergency procedures.**

- 3.18.15.1 As part of general risk management processes the school must have arrangements in place for dealing with emergency situations
- 3.18.15.2 Other children should know what to do in the event of an emergency, such as telling a member of staff.
- 3.18.15.3 All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in Appendix J.
- 3.18.15.4 All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- 3.18.15.5 A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives.
- 3.18.15.6 Health professionals are responsible for any decisions on medical treatment when parents/carers are not available.
- 3.18.15.7 Staff should never take children to hospital in their own car; it is safer to call an ambulance.
- 3.18.15.8 The national standards require early years settings to ensure that contingency arrangements are in place to cover such emergencies.
- 3.18.15.9 Individual Health Care Plans will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency. Those with

responsibility at different times of day (e.g. lunchtime supervisor) will need to be very clear of their role.

### **3.18.19 Risk assessment and management procedures.**

This policy will operate within the context of the School Health and Safety Policy.

- 3.18.19.1 The School will ensure that risks to the health of others are properly controlled.
- 3.18.19.2 The School will provide, where necessary, individual risk assessments for pupils or groups with medical needs.
- 3.18.19.3 The School will be aware of the health and safety issues relating to dangerous substances and infection.

### **3.18.20 Home to School Transport.**

- 3.18.20.1 The School will ensure that there is effective liaison with drivers and escorts providing home to school transport.
- 3.18.20.2 Prior to transport commencing, transport staff need to be fully briefed about the medical needs of pupils being transported. Briefing will be given by a nurse in school, or by another appropriately informed member of staff.
- 3.18.20.3 There should be regular reviews of the situation, so that drivers and escorts have up-to-date information.
- 3.18.20.4 Where pupils have life-threatening conditions, specific health care plans (or specific essential information from the plan) should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the pupil, as well as the appropriate responses to emergency situations.

## **3.19 MANUAL HANDLING**

3.19.1 It is the policy of the School to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in HSE publication L23.

3.19.2 In particular, the School will:

- 3.19.2.1 Avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- 3.19.2.2 Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. (See Appendix U Assessment Form and Guidance Notes Appendix V). The person(s) responsible for co-ordinating the completion of these Assessments is the Estates Manager or Health & Safety Manager, as appropriate.
- 3.19.2.3 Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.
- 3.19.2.4 Adopt the appended Generic Assessment (Appendix C) to cover 'ad hoc' manual handling activities which occur from time to time and which do not lend themselves to detailed Assessment. The Estates Manager or Health & Safety Manager, as appropriate, is responsible for ensuring that this is brought to the attention of all relevant employees.

3.19.3 The Estate Manager is responsible for co-ordinating the above on the School's behalf.

### 3.20 **NOISE**

3.20.1 The School is aware of the Noise at Work Regulations 2005 and in particular:

- The need to assess noise exposure and risks to employees has now been reduced to a lower exposure level of 80 dB(A).
- The level for provision of hearing protection in hearing protection zones has now been reduced to 85 dB(A).
- The maximum exposure limit has been set at 87 dB(A) though this does not take into account reduction in exposure provided by hearing protection.
- It is the intention of the School to ensure Risk Assessments are completed in all areas where noise may be considered to be at or above the lower Action Level of 80 dB(A) and review the Assessments on a regular basis.

3.20.2 It is believed that these controls will be necessary in the following operations:

- 3.20.2.1 Grass cutting operations.
- 3.20.2.2 Use of all woodworking/metalworking machinery.
- 3.20.2.3 Strimmers.
- 3.20.2.4 Concrete breakers and high speed drills.
- 3.20.2.5 Grinding operations.
- 3.20.2.6 Use of agricultural machinery.
- 3.20.2.7 Music department.

3.20.3 A copy of the Noise Assessment, where necessary and appropriate, will be held by the Estates Manager as a central function and with the original held by the relevant Department.

### 3.21 OCCUPATIONAL STRESS POLICY

#### 3.21.1 Introduction.

The School is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all its employees. It recognizes that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

3.21.2 This policy will apply to all those employed by the School. The Head is responsible for its implementation and responsible for providing the necessary resources.

3.21.3 This policy applies equally to all employees of the School regardless of status or seniority.

#### 3.21.4 Definition and Symptoms of Stress.

This policy will use the following definition of stress as defined by the Health and Safety Executive: "stress is the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

3.21.5 All staff should be alert to possible symptoms of stress in others which may include:

3.21.5.1 Increase in sickness related absence, particularly short term absence.

3.21.5.2 Decrease in work performance.

3.21.5.3 Decrease in decision making ability.

3.21.5.4 Changes in work relationships, e.g. conflict between colleagues.

3.21.5.5 Decrease in staff motivation/commitment.

3.21.5.6 Working longer hours but with diminishing effectiveness.

3.21.5.7 Lack of enthusiasm.

3.21.6 Symptoms to be alert for in recognizing stress in yourself include:

3.21.6.1 Fatigue, disturbed sleep, aching muscles.

3.21.6.2 Loss of appetite, indigestion.

3.21.6.3 Dependence on alcohol or drugs.

3.21.6.4 Headaches.

3.21.6.5 Inability to relax.

3.21.6.6 Sense of not being in control.

3.21.6.7 Difficulty in retaining information.

3.21.6.8 Poor concentration and indecisiveness.

3.21.6.9 Increased irritability.

3.21.6.10 Change in attitude to work/colleagues.

3.21.6.11 Anxiety/depression.

Each member of staff should be alert to these symptoms either in themselves or in colleagues and to take appropriate action to address the issue in accordance with the steps set out in this policy.

- 3.21.7 The School will seek to maintain a well managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these policy goals the School will seek to give effect to the following:
- 3.21.7.1 Taking reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress.
  - 3.21.7.2 Consulting with staff/safety representatives on all proposed action relating to the prevention of workplace stress.
  - 3.21.7.3 Providing adequate resources to enable Heads of Department to implement this policy.
  - 3.21.7.4 Communicating to all staff the content of this policy.
  - 3.21.7.5 Encouraging Heads of Department, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported.
  - 3.21.7.6 Operating reporting procedures with proper safeguard for confidentiality.
- 3.21.8 **Heads Responsibilities.** The Head will:
- 3.21.8.1 Conduct and implement recommendations of risk assessments within their school.
  - 3.21.8.2 Ensure good communication between management and staff particularly where there are organizational and procedural changes.
  - 3.21.8.3 Ensure their staff are fully trained to discharge their duties.
  - 3.21.8.4 Ensure their staff have opportunity for career progression as appropriate.
  - 3.21.8.5 Monitor workloads to ensure a fair distribution of work.
  - 3.21.8.6 Monitor working hours to ensure that staff are not working to excess.
  - 3.21.8.7 Monitor holidays to ensure that staff are taking their full entitlement.
  - 3.21.8.8 Attend training as requested on good management practice and health and safety.
  - 3.21.8.9 Ensure that bullying and harassment are not tolerated within their school.
  - 3.21.8.10 Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.
  - 3.21.8.11 Meet regularly with staff to listen to any concerns.
  - 3.21.8.12 Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously.
- 3.21.9 **Staff Responsibilities.**  
Staff will:
- 3.21.9.1 Raise issues of concern (including concern relating to colleagues) with their Line Manager and not wait until a formal appraisal to identify concerns.
  - 3.21.9.2 Accept opportunities for counselling when recommended.
- 3.21.10 Employees who know or suspect they have a stress-related problem, or that they are at risk of developing one should make an appointment at the earliest opportunity with their

respective Line Manager. The issues of concern to the employee will be fully discussed and appropriate steps will be agreed.

- 3.21.11 If a member of staff suspects that a colleague has or is developing an adverse stress reaction he/she should raise the matter in confidence with his/her Line Manager.
- 3.21.12 The School provides a confidential Employee Assistance Programme (EAP), run by school medical department for all employees. This service offers:
- 3.21.12.1 Face to face counselling on a referral basis only.
  - 3.21.12.2 Telephone counselling and information to assist individual employees to deal effectively with any personal or work-related problems they are facing.  
The types of problems covered include:
    - 3.21.12.2.1 Stress.
    - 3.21.12.2.2 Bereavement.
    - 3.21.12.2.3 Financial.
    - 3.21.12.2.4 Relationship difficulties.
    - 3.21.12.2.5 Family concerns.
    - 3.21.12.2.6 Legal matters.
    - 3.21.12.2.7 Depression.
    - 3.21.12.2.8 Workplace issues.
  - 3.21.12.3 Support to managers if they need to consult about situations.

3.21.13 **Where time off is required.**

There may be occasions where stress impacts so negatively on health that individuals have to take time off work. It is the Schools objective to minimize such absence by providing support for its staff and to help plan a structured return to work:

- 3.21.13.1 Where time off is identified as an appropriate measure the employee will be on sick leave and entitled to all benefits under the contract of employment. It is important that employees in such circumstances seek immediate advice from their GP or other medical expert since anxiety and depression are medical conditions which can often be effectively treated through medicine and counselling and through a structured return to the work environment.
- 3.21.13.2 While the employee is undergoing treatment, the School has the right to obtain confirmation from the GP or advisory body that ongoing treatment is being obtained and to ask for the likely timeframe for return to work. The School may also require the employee to see an independent doctor or other health professional.
- 3.21.13.3 Prior to or on the employee's return to work, a meeting will take place with the employee and his/her Line Manager to consider the medical position and the circumstances leading up to the employee's absence. Consideration will be given to an appropriate strategy for the individual to return to work which may include:
  - 3.21.13.3.1 Adjustments to the individual's duties, workload or place of work where this can reasonably be achieved, either on a temporary or long term basis, with consideration of any salary implications.
  - 3.21.13.3.2 An initial return to work on a part time or flexible basis.

- 3.21.13.3.3 The offer of a job on a lower level of responsibility with a correspondingly lower salary.
- 3.21.13.4 It will be the responsibility of the employee and Line Manager to ensure that any recommendations resulting from the meeting are implemented and that the employee meets regularly with his/her Line Manager to discuss any additional steps which need to be taken to mitigate a recurrence of stress.
- 3.21.13.5 Where a return to work is unlikely in the foreseeable future either because of the severity of the condition or where the school cannot reasonably create the changes in working environment that the employee and/or GP or medical expert sets out as a precondition to return to work, then early retirement on medical grounds or termination of employment on grounds of medical incapacity will be considered.
- 3.21.13.6 Where stress, depression or anxiety are given as the reasons for short-term, frequent absences the employee's Line Manager should meet with the employee to seek to address any underlying work problems as soon as possible.
- 3.21.14 Where time off is not required.  
Where a member of staff has indicated that he/she is suffering from stress but does not want to take time off work, the following steps will normally be followed:
- 3.21.14.1 The employee will meet with his/her Line Manager to discuss the matter.
- 3.21.14.2 If recommended by the Line Manager, the employee will visit his/her GP or an independent specialist for further examination.
- 3.21.14.3 If time off is recommended by the medical practitioner the employee will take the appropriate time off work.
- 3.21.14.4 Otherwise the employee and his/her Line Manager will identify reasonable steps which can be taken to mitigate and minimize the factors occasioning stress.
- 3.21.15 Capability (Ill Health) Procedures. Incapability on health grounds will be categorised as follows:
- 3.21.15.1 Prolonged absence.
- 3.21.15.2 Short frequent absences.
- 3.21.15.3 Development of a condition which affects performance in a post held but does not, necessarily affect attendance at work.
- 3.21.15.4 Problems caused by dependency on alcohol and/or un-prescribed drugs.
- 3.21.16 The conditions listed in Paragraph 3.21.15 above will be treated with sensitivity and any action that may be required will be in accordance with the procedures set out in the School employee booklet.

### 3.22 **PERSONAL PROTECTIVE EQUIPMENT**

- 3.22.1 It is the policy of the School to comply with Personal Protective Equipment at Work Regulations 1992 (as amended) based on the guidance in Booklet L25.
- 3.22.2 The School recognises that Personal Protective Equipment is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable Personal Protective Equipment will be provided to employees.
- 3.22.3 Where it is determined that Personal Protective Equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
- 3.22.4 All Personal Protective Equipment will be maintained and accommodation provided for it when it is not in use.
- 3.22.5 Employees will be informed, instructed and trained on the risks which the Personal Protective Equipment will avoid, or limit; the purpose and manner in which the equipment is to be used and action they need to take to ensure it remains in good repair and efficient working order.
- 3.22.6 A record will be kept of all Personal Protective Equipment which is issued using the appended format given at Appendix W.
- 3.22.7 The person nominated to co-ordinate the above on behalf of the School is the Estates Manager.

### 3.23 PHYSICAL EDUCATION

- 3.23.1 The School recognises the best practice recommendations made in ‘*Safe Practice in Physical Education*’ published by BAALPE (British Association of Advisers & Lecturers in Physical Education) and requires that the PE Department implement the recommendations it makes in so far as they relate to the department and PE activities undertaken.
- 3.23.2 In particular, the School requires that the relevant Heads of Department or their equivalent:
- 3.23.2.1 Prepare their own ‘Department-specific’ Health & Safety Policy/Code of safe practice which clearly defines the Organisational Responsibilities within the Department and the Arrangements and Procedures in place for ensuring its safe and healthy operation.
  - 3.23.2.2 Ensure they have a copy of the most current version of the BAALPE publication, which is kept readily available for inspection, and can formally demonstrate they have reviewed the recommendations it makes against the particular layout, equipment, environment, activities, etc within the sphere of control of their Department and the preventative and protective measures they have consequently implemented.
  - 3.23.2.3 Appoint themselves or at least one competent member of their teaching Staff to see that safe practice is realistic and working day to day.
  - 3.23.2.4 Ensure that all teaching, and if appropriate auxiliary staff, are competent and appropriately trained, experienced and qualified for the activities they teach and undertake and that the qualifications and training meet standards approved by DfES. Where the qualification issuing body specifies a periodic revalidation, this must be met.
  - 3.23.2.5 Ensure that the size of teaching groups takes account of the nature of the activity; the age, experience and developmental stage of the pupils and the requirements of the National Curriculum.
  - 3.23.2.6 Ensure carefully constructed Schemes of Work, geared to local circumstances and needs, are documented and operated and which incorporate all necessary elements for safe practice in physical education.
  - 3.23.2.7 Ensure all apparatus is stored, handled and used safely and is maintained in good condition.
  - 3.23.2.8 Ensure arrangements are made for large portable and fixed equipment to be inspected at least once a year by professional equipment engineers who should leave the Department with certificates which must be kept readily available for inspection and which should specifically state that, after examination, items are considered safe for a further twelve months or until the next inspection is due, given reasonable care and usage.
  - 3.23.2.9 Establish a system to ensure equipment and apparatus of any type which is deemed unsafe for use is identified, is clearly labelled and is removed from the working area until it has been repaired or replaced.
  - 3.23.2.10 Ensure that health and safety is established as a standing item on the agenda for at least one Departmental Meeting during the year.

### 3.24 SAFETY COMMITTEES

3.24.1 School Safety Committee Meetings It is proposed that the School Safety Committee will meet once per term although members will have recourse to call for an emergency meeting should circumstances so dictate.

#### 3.24.2 School Safety Committee Terms of Reference

3.24.2.1 The objective of the Committee is to promote co-operation between management and employees in the development and implementation of measures to ensure the health and safety at work of employees and others who may be affected by the work activity.

3.24.2.2 The Health & Safety Committee will initiate activity, but the responsibility for implementation is that of the relevant Department(s).

3.24.2.3 The first function of the Health and Safety Committee is to monitor safety performance and recommend new health and safety measures and standards, or revise existing ones.

3.24.2.4 The second function of the Health & Safety Committee is to present proposals for improvements, alterations or additions to health, safety and welfare matters to the Governors.

3.24.2.5 The Health & Safety Committee will consider general standards of safety rather than the day-to-day safety matters which are controlled by individual Departments.

3.24.3 School Safety Committee Personnel The Bursar will chair the Committee with standard attendance by Estates Manager and Estates Co-Ordinator (secretary). Whilst it is recognised that numbers be kept to an absolute minimum, it is appreciated that other staff representatives will be co-opted onto the School Safety Committee dependent upon matters for consideration on the agenda.

3.24.4 The School Safety Committee shall produce minutes identifying the matters discussed and, where remedial actions are necessary, the person who is responsible and giving target dates for completion. Copies of the minutes of these meetings should also be sent to the Governors.

### 3.25 SAFE SYSTEMS OF WORK

3.25.1 Rossall School acknowledges that Section 2(2)(a) of the Health & Safety at Work etc Act 1974 requires the provision of Safe Systems of Work.

3.25.2 The School also recognises that Regulation 4 of the Management of Health & Safety at Work Regulations 1999 requires the School to make such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of its preventative measures.

#### 3.25.3 Relationship between Risk Assessments & Safe Systems of Work

3.25.3.1 Certain School Departments already produce Department-specific rules, Schemes of Work, lesson plans, etc., which fulfil these requirements in their own way. However, as the Risk Assessment process develops, additional aspects are likely to be identified where it is not possible to totally 'engineer out' risks to an acceptable level, or where there is still a correct way of carrying out the activity and which would benefit from a documented Safe System of Work.

3.25.3.2 The School has therefore produced a format for Safe Systems of Work (Appendix Y) which should be used where appropriate.

### 3.26 **SAFETY OF PRESSURE SYSTEMS**

- 3.26.1 The School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000.
- 3.26.2 The School recognises that the Regulations will apply to all pressure systems on the school site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than 0.5 bar (7psi).
- 3.26.3 The Estates Manager will use manufacturer's literature and information available from the School's Competent Person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.
- 3.26.4 The School recognises that a written scheme for periodic examination of its pressure systems must be prepared by a Competent Person.
- 3.26.5 The School through the Estates Manager will then arrange for the Competent Person to carry out examination of the pressure system in accordance with the written scheme.
- 3.26.6 The School requires that adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves etc.
- 3.26.7 The School through the Estates Manager will ensure that its pressure systems are properly maintained in good repair so as to prevent danger.
- 3.26.8 The Estates Manager is responsible for ensuring that the School keeps the correct documentation. This documentation will consist of the following:
  - 3.26.8.1 An initial report and examination of the pressure system upon it being taken into use.
  - 3.26.8.2 The last report of examination of the pressure system made by the Competent Person.
  - 3.26.8.3 Any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications.
  - 3.26.8.4 Information referring to data supplied by the designers or manufacturers.

### 3.27 SCHOOL MANAGEMENT OF HEALTH AND SAFETY

- 3.27.1 The School acknowledges the good practice guidance contained in Managing Health & Safety in Schools prepared by the Education Service Advisory Committee of the Health & Safety Commission.
- 3.27.2 This Health and Safety Policy illustrates the sustained commitment and interest of the School which it considers essential for successful health and safety management.
- 3.27.3 In addition to this Policy and the independent monitoring and auditing to be progressively introduced and carried out by Chris Lamb as one of the appointed School's Competent Persons, the School intends that it will progressively implement planned Active Monitoring Inspections.
- 3.27.4 The Estate's Manager, with support as necessary from the Health & Safety Advisor and other staff, will be responsible for co-ordinating the preparation of the School's inspection plan, which will establish:
- 3.27.4.1 The frequency of inspection.
  - 3.27.4.2 The areas or topics for inspection and the progressive development of inspection checklists.
  - 3.27.4.3 Who will do the inspections?
  - 3.27.4.4 How the inspections will be completed, reported and actioned.

### 3.28 SCHOOL TRIPS

3.28.1 The Governors of Rossall School require the Head/Group Leader to demonstrate that their plans meet legal requirements, the 'Good Practice Guide on Health and Safety of Pupils on Educational Visits' published by DfES and this School Safety Policy document.

3.28.2 The Head will appoint an Education Visit Co-ordinator (EVC). The responsibilities of the EVC will be as follows:

3.28.2.1 To be a primary source of information for each Group Leader.

3.28.2.2 Keep on file copies of the DfES publication entitled 'Health and Safety of Pupils on Educational Visits' and its three supplements.

3.28.2.3 To be able to provide advice as regards the methodology of completing Visit Risk Assessments.

3.28.2.4 Progressively accumulate examples of School Visit Risk Assessments as an information database.

3.28.2.5 Provide any other assistance that would be commensurate with the above.

3.28.3 The Head will be responsible for the following:

3.28.3.1 That the Group Leader is competent.

3.28.3.2 That the School visit is organised in line with this Policy Statement and utilising the forms at Appendixes A – D or locally produced forms (provided they reflect the required elements in the aforementioned Appendixes) and Risk Assessment Methodology .

3.28.3.3 That adequate child protection procedures are in place.

3.28.3.4 That the Visit Risk Assessment has been completed and appropriate controlling action has been taken.

3.28.3.5 That any training identified by the EVC and the Group Leader as being necessary is put in place.

3.28.3.6 That the Group Leader is allowed sufficient time to organise the visit properly.

3.28.4 The Group Leader will:

3.28.4.1 Liaise with the EVC.

3.28.4.2 Correctly follow the procedures laid out in Appendixes A – D or locally produced forms (provided they reflect the required elements in Appendixes A – D).

3.28.4.3 Be responsible for determining the appropriate supervision ratio according to the activity and ages of pupils and ensuring that the supervision, whether academic or non-academic are competent for the role.

3.28.4.4 Make sure that child protection information is in place.

3.28.4.5 Undertake and complete a comprehensive Risk Assessment of all appropriate elements of the visit including First Aid requirements (see Section 3.5, Appendix B).

3.28.4.6 As a result of the above, identify what further controlling actions are necessary and put these in place.

3.28.4.7 Schools with EYFS pupils must ensure that they include a paediatric first aider, with a current certificate, on their staff list and take an appropriate first aid box.

- 3.28.4.8 Ensure that alternative plans and arrangements are in place, should the visit not proceed as intended.
  - 3.28.4.9 Ensure that pupils' special needs are cascaded down to the supervision.
  - 3.28.4.10 Ensure that any volunteers accompanying residential trips have been DBS checked.
  - 3.28.4.11 Ensure that a form of mobile communication and an appropriate first aid kit is carried whilst away from School on both sporting and educational trips.
  - 3.28.4.12 Ensure that emergency procedures are set out for each trip and that all members of staff are familiar with them. Guidance is given at Appendix E
  - 3.28.4.13 Ensure that he/she has available a copy of the Group Leader's Handbook which is Part 3 of the supplement to Health and Safety of Pupils on Educational Visits.
  - 3.28.4.14 Ensure that upon return the trip is evaluated using the form at Appendix F and this information passed to the EVC for future reference.
  - 3.28.4.15 Ensure that there are equal opportunities for all pupils by making every effort to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.
- 3.28.5 Teachers on School-led visits act as employees of Rossall School, whether the visit thin normal hours or outside these hours, by agreement with the Head and Governors. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:
- 3.28.5.1 Follow the instructions of the Group Leader and help with control and discipline.
  - 3.28.5.2 Consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.
- 3.28.6 The Governors of Rossall School require that non-teacher adults, acting as adult volunteers, on the visit are made clear about their roles and responsibilities during the visit. In particular, non-teacher adults acting as supervisors must be informed that they should:
- 3.28.6.1 Do their best to ensure the health and safety of everyone in the Group.
  - 3.28.6.2 Not be left in sole charge of pupils, except where it has been previously agreed as part of the Risk Assessment.
  - 3.28.6.3 Follow the instructions of the Group Leader and Teacher Supervisors and help with control and discipline.
  - 3.28.6.4 Speak to the Group Leader or Teacher Supervisors if concerned about the health or safety of pupils at any time during the visit.
- 3.28.7 Exchange Visits. Guidelines are given at Appendix G for any trip that involves Rossall students staying with host families and/or exchange students being hosted by Rossall families.
- 3.28.8 Pupils with Learning Difficulties and Disabilities, Special Educational and Medical Needs. Wherever it is feasible, pupils with learning difficulties and disabilities should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention is made to supervision ratios. Each leader, for information, should hold summary sheets containing details of the pupil/pupil's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the teacher. Guidance is given at Appendix H.

- 3.28.9 It shall be the group leader's decision, based on all the available information (including risk assessments), which pupils should be allowed participate in any particular trip. Should the group leader require any guidance this should be sought from the Head. If there is any dispute the matter should be referred to the Bursar, as School H&S Co-Ordinator, who will act as the final arbiter.

### 3.29 **SCIENCE TEACHING**

3.29.1 The School requires the Science Department to develop its own Departmental Health & Safety Policy. In addition, the Department is required to observe the following procedures:

#### 3.29.2 **Experimental Safety**

3.29.2.1 The method of conducting all experiments in the curriculum will be according to the standards laid out in relevant Topic chapters of “Topics in Safety” published by the Association for Science Education (3<sup>rd</sup> Edition, 2001). Copies must be available in the Department to all staff.

3.29.2.2 The chemicals used will be according to the recommended restrictions in Topic 10 of the above publication.

#### 3.29.3 **Eye Protection.**

The School recognises that eye protection is a difficult matter. Note is taken of the guidance in Topic 5 of the above publication regarding acceptable kinds of eye protection. It is understood that complete protection for the pupils will be available only if box goggles manufactured to BS2092C or BSEN 166 are provided and worn but taking into account recommendations contained within ‘Topics in Safety’ and Guidance from the Health and Safety Executive’s Education NIG, the School has adopted the following policy (Appendix A).

#### 3.29.4 **Fume Cupboards**

3.29.4.1 It is the policy of the School that fume cupboards will be assessed once a year. This will conform to the 14-month requirement for the thorough examination and test of engineering controls under the COSHH Regulations. The Head of Department is responsible for ensuring that these thorough examinations and tests are carried out by Competent Persons and that records are kept available for inspection at all times.

3.29.4.2 The minimum standard required by the DfEE (Building Bulletin 88, 1998) is a flow rate of 0.3M/sec with the sash fully opened. It is the aim of the School to achieve standards whereby the flow rate will be 0.5M/sec with the sash open at 0.5 metres.

#### 3.29.5 **Chemical Storage.**

It is the policy of the School that chemical storage will be along the general lines of that laid out in Topic 6 of the above publication.

#### 3.29.6 **Microbiology**

3.29.6.1 It is a policy of the School that all microbiological experiments will be assessed and categorised in accordance with Topic 15 of the above publication. The School requires that techniques and precautions appropriate to the level will be adopted as contained in Topic 15.

3.29.6.2 The treatment of contaminated equipment, treatment of spillages and disinfection procedures will be in accordance with the above Topic chapter.

#### 3.29.7 **Radioactive Sources**

3.29.7.1 It is the policy of the School to comply with the Ionising Radiations Regulations 1999 in full.

- 3.29.7.2 The School requires that only radioactive sources as required by the science curriculum are used, and that they will not carry out independent experiment outside the standard syllabus.
- 3.29.7.3 An examination of the Schools' activities indicates that the instantaneous dose rates and accumulated doses are so low that in term of the above Regulations:
- 3.29.7.3.1 There is no need to create a Controlled Area.
  - 3.29.7.3.2 There is no need to create a Supervised Area.
  - 3.29.7.3.3 There is no need to appoint a Radiation Protection Supervisor.
  - 3.29.7.3.4 There is no legal need for Local Rules.
- 3.29.7.4 Despite the above, the School requires that each relevant Head of Department should appoint a person for producing or maintaining what should now be called 'Local Procedures for Using Radioactive Materials'. That person will be responsible not only for reviewing these Procedures, but also for monitoring their use.
- 3.29.7.5 As far as Regulation 13 of the Ionising Radiations Regulations now requires the School, as Radiation Employers, to consult with an HSE approved Radiation Protection Adviser. Although the interface with the Regulations is minimal, the HSE have taken the decision that this consultation must take place to cover the Radiation Risk Assessment which is a requirement of Regulation 7. The School therefore will contact an RPA so that this consultation may take place. It is understood that there is no need, under the HSE interpretation, to have a permanent appointment of an RPA.
- 3.29.7.6 It is appreciated by the School that matters relating to the application of the Radioactive Substances Act, possible exemptions regarding registration and the application of AM 1/92 is a complex matter and notes are appended (Appendix B) in this Policy immediately after this section. The School also refers relevant members of Staff to Topics in Safety, 3<sup>rd</sup> Edition, Topic 19 for further information.

### 3.30 SECURITY

- 3.30.1 The School recognises that security is a necessary part of managing any school and needs to address both internal and external threats. Poorly managed it will be seen as increasing risk to staff and pupils and if taken too far it can be off-putting to visitors and potential parents and therefore a balance must be struck between these two extremes.
- 3.30.2 Security involves the protection of the whole school and should include protection for children, employees, equipment, premises and information. The response to the perceived risks will be a combination of procedural, physical, manual and electronic measures.
- 3.30.3 The School recognises that it has a duty under the Health and Safety at Work, etc Act 1974 to provide a safe workplace for all employees (staff) and non-employees (pupils, visitors etc.).
- 3.30.4 The School is to carry out a 'suitable and sufficient' security risk assessment, as required by the Management of Health and Safety at Work Regulations 1999 and produce a security policy using the guidance given in the appendices to this section.
- 3.30.5 Security is divided into the following sub-sections:
- 3.30.5.1 General Security – Appendix A.
  - 3.30.5.2 Visitors – Appendix B.
  - 3.30.5.3 Dealing with Trespassers – Appendix C.
  - 3.30.5.4 Violence at Work – Appendix D.
  - 3.30.5.5 Major Incidents/Emergencies – Appendix E.

### 3.31 SLIPS AND TRIPS

3.31.1 Over one-third of all major injuries reported each year are caused as a result of a slip or trip at work. These cost employers over 512 million pounds a year in lost production and other costs and as a result of this the subject is one of the eight priority topics currently in the HSE portfolio.

3.31.2 In the Education Sector, slips and trips account for over 30% of all accidents to employees, pupils and others. The school therefore intends to give this subject the attention that it obviously deserves taking into account HSE's sector-specific guidance. (Education Information Sheet No 2 'Preventing slip and trip incidents in the Education Sector')

3.31.3 Legislation  
Regulation 12(3) of the Workplace (Health, Safety & Welfare) Regulations 1992 requires surfaces to be kept free from obstruction or from any substance, which would cause a slip, trip or fall.

3.31.4 Slips are caused by:

- Inadequate footwear for the prevailing work conditions.
- Inadequate coefficient of friction for the slope of the floor surface.
- Liquids, sludge's or fine powders on the floor surface.
- Granular material on the floor surface.
- Oil, whether process oils, fuel oils or from transport.
- Snow and ice.

3.31.5 Trips are caused by:

- Abrupt changes in surface level.
- Raised cracks.
- Badly worn concrete.
- Trailing cables.
- Materials or articles projecting into walkways.

3.31.6 Lighting

All the above can be compounded by inappropriate lighting. This may be not only lack of illumination but also glare.

3.31.7 Responsibilities are as follows:

3.31.7.1 The question of illumination will be dealt with jointly by the Estates Manager, School Health and Safety Manager, Heads of Department and the School's Health and Safety Consultants.

3.31.7.2 Appropriate footwear will be dealt with as part of the ongoing PPE programme (see section 3.21 of this School Policy and Procedures Manual).

3.31.7.3 Monitoring for the causes of slips and trips will be part of the daily responsibility of line management and will be dealt with immediately.

3.31.7.4 The performance of line management will be routinely checked by the monitoring/inspection programme carried out under section 3.24 of this Policy and Procedures Manual with the results being viewed by the Estates Bursar.

3.31.7.5 Those who carry out Risk Assessments on the School's behalf will specifically consider slip, trip and fall hazards. Where a Risk Assessment is conducted those who carry out the Risk Assessment must establish whether the 'Practical measures for slip and trip control' indicated in Table 2 of the HSE's sector-specific guidance (Education Information Sheet No 2 'Preventing slip and trip incidents in the Education Sector') are in place and satisfactory.

### 3.32 SWIMMING POOLS

3.32.1 The School recognises that the use of its swimming pool gives rise to a number of hazards and that the following factors are relevant to potential accidents:

- 3.32.1.1 Prior health problems e.g. heart trouble, asthma etc.
- 3.32.1.2 Alcohol or food before swimming.
- 3.32.1.3 Youth and inexperience (half of those who drown nationally are aged under 15).
- 3.32.1.4 Weak or non-swimmers straying out of their depth.
- 3.32.1.5 Unauthorised access to pools intended to be out of use.
- 3.32.1.6 Diving into insufficient depth of water.
- 3.32.1.7 Unruly behaviour and misuse of equipment.
- 3.32.1.8 Unclear pool water, preventing casualties from being seen.
- 3.32.1.9 Absence of, or inadequate response by, lifeguards in an emergency.

3.32.2 The School has taken all of the above matters into consideration in establishing its policy with regard to use of the pool.

#### 3.32.3 Information to Bathers

- 3.32.3.1 The School will develop a Swimming Pool Users Safety Code (see 3.32.13) and to ensure that the information contained in the Code is brought to the attention of all bathers. The School requires that this is achieved by one of the following methods.
- 3.32.3.2 A notice displayed at the poolside.
- 3.32.3.3 A leaflet handed to bathers as they arrive and to those in charge of organised groups.
- 3.32.3.4 References in contracts with club organisers, hiring the pool.
- 3.32.3.5 Oral reminders, where necessary, by poolside supervision.

#### 3.32.4 Written Operating Procedures

- 3.32.4.1 The School will establish a written Operating Procedure (see 3.32.14) setting out the organisation and arrangements for ensuring users safety.
- 3.32.4.2 This will be brought to the attention of the staff that use the pool and to club organisations who may hire the pools.

#### 3.32.5 Swimming Teaching

The School will ensure that the necessary lifeguard function is provided by those undertaking the teaching or coaching and that such person will fulfil lifeguard requirements.

If other swimming pools are used by the School the following basic guidelines should be observed:

Standard pool size: (m)	Area (m <sup>2</sup> )	Minimum number of Lifeguards	Recommended minimum number of lifeguards in busy conditions
20.0 x 8.5	170	1	2
25.0 x 8.5	212	1	2
25.0 x 10.0	250	1	2
25.0 x 12.5	312	2	2
33.3 x 12.5	416	2	3

3.32.6 The School will take suitable account of the Department of Education and Science Booklet entitled “Safety and Physical Education” during teaching activities.

3.32.7 Where a class has been arranged into groups in a pool, and where the distances involved do not enable a single swimming instructor to directly work with and act as lifeguard for more than one group, a second person trained to act as a lifeguard will also be present.

3.32.8 In the School swimming situation, the School will ensure that the instructor acting as a lifeguard will be able to take short breaks from concentrated observation of the water as one class leaves and another one enters.

3.32.9 Hire of Pool by Outside Organisations

3.32.9.1 The School will establish a contract (see 3.32.15) with outside organisations who hire the pool which will include reference to safety arrangements.

3.32.9.2 The School will almost exclusively expect outside organisations to provide appropriate poolside supervision although as the pool operator, the school will ensure that reasonable steps are taken to ensure that the arrangements for safety, agreed with the hirers, are implemented.

3.32.9.3 This will be achieved by occasional checking of such activities to ensure that agreed supervision is being provided and that any agreed rules of behaviour are being observed.

3.32.10 Precautions where constant poolside supervision is not provided

3.32.10.1 The School considers that there will be occasions when constant poolside supervision is not required and the following conditions will be met:

3.32.10.1.1 The pool is relatively small and used by limited numbers at any one time.

3.32.10.1.2 The nature of the relationship between the School and the persons using the pool make it practicable to enforce “house rules” for safe behaviour by the pool users.

3.32.10.1.3 There will be no diving or other poolside equipment, or other features, posing particular risks.

3.32.11 Precautions to be taken where constant poolside supervision is not provided

3.32.11.1 Production of a clear written safety procedure as referred to a paragraph 3.32.4.

3.32.11.2 Lone bathing will be prohibited.

3.32.11.3 The following emergency arrangements will be available.

3.32.11.3.1 A poolside alarm or telephone to summon help in an emergency.

3.32.11.3.2 Suitable rescue equipment including poles or lifebelts will be available by the poolside and clearly identifiable.

3.32.11.3.3 A notice will be displayed telling bathers how to summon help in an emergency.

3.32.12 Whenever the pool is in use, the School requires that a member of School staff will be designated as “on call” to deal with any emergency. Such person will be trained in rescue, resuscitation and first aid.

3.32.13 **SWIMMING POOL USERS’ SAFETY CODE**

The following indicates the minimum that the School is to include within its code.

1. **Spot the dangers**

Take care, swimming pools can be hazardous. Water presents a risk of drowning, and injuries can occur from hitting the hard surrounds, or from misuse of equipment.

2. **Always swim within your ability**

Never swim after a heavy meal or after alcohol. Avoid holding your breath and swimming long distances under water. Be especially careful if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.

3. **Check new places**

Every pool is different, so always make sure you know how deep the water is, and check for other hazards such as diving boards, water slides and steep slopes into deeper water etc.

4. **Take safety advice**

Follow advice provided for your and others’ safety. Avoid unruly behaviour which can be dangerous: for instance, running on the side of the pool; ducking; acrobatics in the water; or shouting or screaming (which could distract attention from an emergency). Always do as the lifeguards say, and remember that a moment of foolish behaviour can cost a life.

5. **Look out for yourself and other swimmers**

It is safer to swim with a companion. Keep an eye open for others, particularly young children and non-swimmers.

6. **Learn how to help**

If you see somebody in difficulty, get help immediately. In an emergency, keep calm and do exactly as you are told.

**3.32.14 POOL WRITTEN OPERATING PROCEDURES: Check-list**

The School will ensure that the Operating Procedures include at least the following elements.

**3.32.14.1 Normal Operating Plan**

- 3.32.14.1.1 Details of the pool, including for example pool dimensions, and a plan of the building.
- 3.32.14.1.2 Potential risk factors.
- 3.32.14.1.3 Dealing with the public (safety education; controlling access; etc).
- 3.32.14.1.4 Maximum bather loads.
- 3.32.14.1.5 First aid supplies and training.
- 3.32.14.1.6 Conditions for hire to outside organisations.
- 3.32.14.1.7 Details of alarm systems and any emergency equipment; maintenance arrangements.
- 3.32.14.1.8 The lifeguard's duties as well as any special supervision requirements for equipment etc.
- 3.32.14.1.9 Systems of work, including:
  - 3.32.14.1.9.1 Lines of supervision.
  - 3.32.14.1.9.2 Call out procedures.
  - 3.32.14.1.9.3 Work rotation (if applicable).
  - 3.32.14.1.9.4 Maximum poolside work times.
- 3.32.14.1.10 Lifeguard training.
- 3.32.14.1.11 Numbers of lifeguards for particular activities.

**3.32.14.2 Emergency Action Plan Action to be taken in the event of a foreseeable emergency, for example:**

- 3.32.14.2.1 Overcrowding.
- 3.32.14.2.2 Disorderly behaviour.
- 3.32.14.2.3 Lack of water clarity.
- 3.32.14.2.4 Outbreak of fire (or sounding of alarm to evacuate the building).
- 3.32.14.2.5 Bomb threat.
- 3.32.14.2.6 Lighting failure.
- 3.32.14.2.7 Structural failure.
- 3.32.14.2.8 Emission of toxic gases.
- 3.32.14.2.9 Serious injury to a bather.
- 3.32.14.2.10 Discovery of a casualty in the water.

The procedure should make clear how, if it is necessary, to clear the water or to evacuate the building, if this is to be done.

### 3.32.15 HIRE OF POOL TO OUTSIDE ORGANISATION CHECK-LIST OF POINTS FOR INCLUSION IN CONTRACTS

3.32.15.1. The School requires that Contracts drawn up include at least the following elements.

- 3.32.15.1.1 Information on numbers participating and their swimming skills.
- 3.32.15.1.2 Name of hirer's representative who will be in charge of the group.
- 3.32.15.1.3 Numbers and skills/qualifications of lifeguards to be present during the session; and whether these will be provided by the hirer or by the pool operator.
- 3.32.15.1.4 Hirer to be given copies of normal and emergency operating procedures, and to sign to the effect that these have been read and understood.
- 3.32.15.1.5 Specific agreement on the respective responsibilities of the pool operator and the hirer for action in any emergency. A distinction needs to be drawn between:
  - 3.32.15.1.5.1 Emergencies arising from the activities of the group using the pool.
  - 3.32.15.1.5.2 Other emergencies (structural or power failures, etc.).

Responsibilities for the latter will remain with the pool operator who will need, accordingly, to have competent staff in attendance during the hire session.

- 3.32.15.1.6 Any rules of behaviour to be enforced during the session.
- 3.32.15.1.7 Any advice on safety to be given to participants, e.g. on avoiding alcohol and food immediately before swimming.

### 3.33 TRAINING

- 3.33.1 The School will comply with the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.
- 3.33.2 Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- 3.33.3 The School will provide employees with health and safety training:
- 3.33.3.1 On recruitment. This induction training will give general health and safety training on the risks associated with the Schools undertaking, including arrangements for first aid, fire and evacuation. Guidance of the type of induction training is given at Appendix Z.
  - 3.33.3.2 On their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology.
  - 3.33.3.3 Periodically as refresher training, as appropriate.
- 3.33.4 A spreadsheet detailing typical employee training requirements is at Appendix Z. Department Heads are to identify individual staff needs and arrange for the appropriate training to take place at the appropriate interval.
- 3.33.5 Records will be maintained of all training that has been given. The person responsible for co-ordination of training on the School's behalf is the Estates Manager. An example of an individual training record is at Appendix Z.

### 3.34 **TREE MANAGEMENT POLICY**

#### **Introduction**

- 3.34.1 This Tree Management Policy is intended to act as a point of reference for the Governors, employees and professionally interested people to enable informed discussion and to establish a clearer, consistent and more structured approach to tree-related issues.
- 3.34.2 The trees within the boundary of the School make a significant impact on our landscape and a significant contribution to the diverse landscape by;
- 3.34.2.1 Providing a valuable habitat for wildlife.
  - 3.34.2.2 Filtering atmospheric pollution.
  - 3.34.2.3 Providing a barrier to noise and screening poor views
  - 3.34.2.4 Providing shelter from the sun, wind and rain.
  - 3.34.2.5 Shading out harmful solar radiation.
  - 3.34.2.6 Providing economic, social and strong environmental benefits.
  - 3.34.2.7 Improving the quality of contaminated land.
  - 3.34.2.8 Providing pleasant green settings in which to live and work.
  - 3.34.2.9 Softening the impact of development.
  - 3.34.2.10 Maintaining people's link with the natural environment.

#### **Scope of the Policy**

- 3.34.3 The Policy has been adopted for the management of all trees on School owned land but the delivery of the Policy is dependent on adequate resources.
- 3.34.4 The Tree Management Policy reflects only the minimum standard necessary for the School to meet its legal obligations in relation to the management of trees in its ownership.
- 3.34.5 Where resources allow, higher standards of management will be applied to ensure that the quality of the School's tree stock sets an exemplar standard as we should lead by example.
- 3.34.6 The Policy has been designed for the following purposes;
- 3.34.6.1 To act as a source of information about issues affecting trees within the School.
  - 3.34.6.2 To provide a policy framework for decisions made by the School that affect trees.
  - 3.34.6.3 To support the main vision of the Governors to make the School a better place to work and visit.

#### **Why the need for a Tree Management Policy**

- 3.34.7 The many environmental, social and economic factors relating to trees and woodlands are recognised but the pressures on existing trees, opportunities for new tree planting and the impact of development tend to be dealt with in isolation, and often in a reactive manner.
- 3.34.8 There has previously been no strategic approach to the management of trees and woodland on School land and as a result there is a real risk that the pace of development and reactive management will have a detrimental impact on the quality, and quantity, of the School's tree stock.

- 3.34.9 The aim of this Tree Management Policy is to set out the School's approach to retaining, managing and enhancing the tree stock for the benefit for all who live and work here.
- 3.34.10 The Policy will improve communication by making clear the reasons why decisions and actions are taken. This will hopefully increase the awareness and appreciation of School trees and their importance in shaping the character of the area.
- 3.34.11 This Tree Management Policy is intended for guidance only. It will be interpreted and followed by the School at its sole discretion and in accordance with the individual circumstances of each case; also in accordance with the duties for which the School is responsible under statutory legislation.

### **Aims**

- 3.34.12 The aim of this policy is to;
- 3.34.12.1 Implement a management policy for all trees within the School's control.
  - 3.34.12.2 To protect trees from unnecessary felling, damage or disfigurement.

### **Service Objectives**

- 3.34.13 In general support of these aims the following service objectives are promoted through this Policy;
- 3.34.13.1 To ensure that the management of our trees contributes to making the School's environment attractive and healthy.
  - 3.34.13.2 To ensure the safe and efficient management and sustainability of our trees.
  - 3.34.13.3 To ensure our activities achieve the highest technical and environmental standards.
  - 3.34.13.4 To create more opportunities for wildlife to thrive.
  - 3.34.13.5 To ensure that trees enhance the landscape and add to the biodiversity.
  - 3.34.13.6 To ensure an increasing and varied tree population within the School, which is in harmony with other land uses?
  - 3.34.13.7 To promote awareness of the importance and value of trees and encourage employee and pupil involvement in their management and maintenance.
  - 3.34.13.8 To undertake remedial works where health and safety of the public is compromised.

### **Tree Policy Statements**

- 3.34.14 Our tree policy statements are as follows:
- 3.34.14.1 The School will adopt a proactive approach to managing its trees and undertake regular and routine inspections of all trees on School managed land.
  - 3.34.14.2 Every tree that is subject to an enquiry will be inspected on an individual basis. An inspection will be undertaken and we will inform the enquirer as to what work, if any, will be carried out.
  - 3.34.14.3 The School will always use best arboriculture practice to develop environmental sustainability within our properties.
  - 3.34.14.4 The School will develop balanced tree management plans for all areas to identify areas of risk, maximise safety, encourage bio-diversity and create a varied and sustainable tree population.

- 3.34.14.5 Where a tree is removed either due to health and safety or inappropriate planting, we will aim to replant.
- 3.34.14.6 To help maintain a continuity of tree cover the School will undertake the planting of new trees where suitable opportunities arise.
- 3.34.14.7 Tree work will be carried out when one of the problems described below is brought to our attention:
- 3.34.14.7.1 Where it poses a safety risk we will remove dead or dangerous trees or parts of trees.(Safety work will always be given priority)
  - 3.34.14.7.2 We will cut back trees from properties where they touch windows, walls, roofs or gutters and to avoid light structures such as aerials, tiles or gutters being damaged by trees moving in the wind and prevent property being engulfed. (Preventative measures will be undertaken to avoid future damage when time permits)
  - 3.34.14.7.3 We will maintain clearance for pedestrians and vehicles over footways and roads respectively. Trees on open spaces, which are not blocking the highway or sightline, will be left with a more natural shape where the branches may extend down to the ground.(To enable free passage)
  - 3.34.14.7.4 We will take steps to clear a sightline where it is being blocked by low branches.(To maintain vehicular and pedestrian safety)
  - 3.34.14.7.5 We will cut branches that are touching streetlights, road signs and other street furniture, etc. (To maintain vehicular and pedestrian safety)
  - 3.34.14.7.6 We will endeavour to maintain clearance of low branches overhanging private gardens when requested to a height of 3m maximum.(To prevent nuisance claims)
  - 3.34.14.7.7 We will give due consideration to the retention and creation of habitats when planning new planting schemes, adopting management regimes or carrying out maintenance to trees.(To increase the biodiversity)
  - 3.34.14.7.8 Tree work will not be carried out solely to alleviate problems caused by natural and or seasonal phenomena as follows;
    - Falling leaves.
    - Sap exudation (e.g. honeydew).
    - Falling fruits, nuts.
    - Bird droppings.
    - Blossom.
    - Reduction or increase moisture to gardens.
    - Sucker growth.
    - Germinating seeds from trees.
  - 3.34.14.7.9 Blocked or obstructed drains, gutters, flat roofs from tree deposits and leaves; presence of algae, moss build up.

3.34.14.8 We will not carry out tree-pruning or tree removal directly attributable to;

3.34.14.8.1 TV or satellite signal reception.

3.34.14.8.2 Emission of sunlight or man-made lighting during any part of the day.

3.34.14.8.3 Blocking or obstruction of a view from a building.

## Types of Tree

3.34.15 Urban Trees. Street and urban trees are situated on grass verges and open spaces within built up areas, and form an important part of the landscape of the property. They soften the urban landscape and provide a pleasant place to work. The constraints of the urban environment however, mean that there are inevitable conflicts.

3.34.15.1 We aim to create a balance between the needs of the School, whilst still preserving the amenity of the area.

3.34.15.2 Our tree maintenance operations are directed at ensuring a healthy tree stock throughout the School. Resources are limited and routine maintenance will be undertaken. However, emergency and incidental tree work will only be carried out where there is a risk posed to the health and safety of the tree, property or citizen.

3.34.15.3 It is not always appropriate to carry out remedial pruning due to species type, age and size.

3.34.15.4 It may be necessary to begin a reduction programme for certain species of trees that have been inappropriately planted very close to buildings.

3.34.15.5 There may also be an occasion where because of situation or species, we feel that the tree is inappropriate to the site and we will remove it.

3.34.16 Trees in Open Spaces. Trees growing in the School's open spaces are the most significant in terms of providing visual amenity. If the tree cover is to survive, their high value will remain in perpetuity from the benefits derived from a sustained high quality management programme.

3.34.17 Within urban areas, open spaces are a green oasis whether they are managed formally or informally. Trees are an essential part of these green spaces. Open spaces are ideal sites for tree planting because there are relatively few conflicts and species that would be unsuitable elsewhere can be grown here.

3.34.18 Open spaces within the School provide an opportunity to develop collections of different varieties of tree both for their aesthetic contribution and as a valuable educational resource.

3.34.19 Some open spaces are little more than fields of mown grass. These could be enhanced by the planting of trees especially in copses, which in the longer term would reduce the costs of regular mowing, improve their landscape quality and enhance their bio-diversity and interest.

3.34.20 Trees are fundamental to the structure of open spaces. The trees in open spaces are not only important to regular visitors; they are very important contributors to the overall environment of the area, and are especially valuable for providing shade during hot weather. They are a high value resource that requires active management if they are to survive for generations to come.

3.34.21 Risk assessment of trees located in open spaces is particularly important due to the number of people who use them. Many include play areas for children, and this places great importance in regular inspections to ensure a healthy tree stock.

3.34.22 We aim to create a varied and sustainable tree population in open spaces, choosing a variety of ornamental and native species.

3.34.23 We will always use best arboriculture practices to develop environmental sustainability within open spaces.

### **Tree Risk Management System**

3.34.24 Previously much of the School's tree resource was managed by responding to complaints as they arise. However reactive management is not efficient.

3.34.25 The School will adopt a proactive approach to managing its trees and undertake regular and routine inspections of all trees on School managed land. Work is currently underway to map all School owned trees.

3.34.26 The main aim of the School is to have in operation a reasonable, defensible and proactive tree management system that conserves and enhances the tree population on the land for which it is responsible.

### **Statutory Responsibilities**

3.34.27 If a tree fails and causes injury or damage its owner could be held negligent if it is proven that they omitted to take sufficient care of the tree.

3.34.28 Trees are a potential liability and the School, as a landowner, has a duty of care to ensure that all of the trees on its land are kept in an acceptable condition and do not put persons and property at unreasonable risk.

3.34.29 Any large branch or tree falling onto a person or property can cause serious damage, injury or death. Without any system of inspection or maintenance, the consequences to the School are not simply monetary but could lead to conviction under the Corporate Manslaughter and Corporate Homicide Act 2007.

3.34.30 However, the School can only be held liable for damage or injury caused by trees on its land if it can be proved that the School has been negligent in the management of its trees.

3.34.31 The Occupiers Liability Act 1984 requires occupiers of land to have a common duty of care to all visitors. This Act requires the occupiers to take reasonable care to maintain their land in such a condition that it does not harm any person or damage any property. Rossall School as the occupier of its land has a common duty of care to look after all visitors.

3.34.32 The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 also apply to this situation. Failure to comply with this legislation could lead to the Health and Safety Executive (HSE) taking criminal action against the School. Section 3 of the Act places a duty on the School to take reasonable care for the health and safety of third parties. The Regulations effectively require the School to have an adequate management system to ensure health and safety.

3.34.33 The need for the School to carry out tree surveys has been recognised for some time.

### **Industry Best Practice**

3.34.34 Best practice now strongly favours a risk-based system of tree management relying on a programme of regular inspection prioritised by potential hazard. In the event of a tree failure causing loss, such a system is recognised as a reasonable method of management. It should also provide the basis of a robust defence in the event of litigation.

3.34.35 The British Standards Institute is currently consulting on a new British Standard for Tree Inspections (BS8516 –Recommendations for Tree Safety). It is intended that this British Standard will address considerations arising from the need to inspect trees in order to assess, and if necessary reduce their potential for structural failure. It is aimed at tree owners and managers, and at all those designing tree inspection regimes and undertaking tree inspections.

**Classification of Risk**

3.34.36 The School owns and controls a large site. Most of the site contains a tree population of varied age, species and condition. Each area will be given a classification code and then sub divided into category 1, 2 or 3 depending on the potential risk to the public that the tree stock poses. This classification then determines the frequency of future inspection.

3.34.36.1 Sites rated 1 or 2 are inspected at least once annually.

3.34.36.2 Sites rated 3 inspected at least once bi-annually.

3.34.37 The factors affecting the classification include the age of the tree stock on a particular site, the amount and nature of public usage and the trees proximity to roads, footpaths or constructions within or adjacent to the site.

**Risk Zones**

3.34.38 It is essential that all areas for which the School is responsible are categorised in relation to the risk they represent. This is in conformity with industry best practice and is a significant step in ensuring a defensible system of tree management is implemented. Areas will be categorised as High, Medium or Low Risk, dependant on their location.

Cat 1 Sites (High Risk Zone)	Areas of high density pedestrian and vehicle use or areas frequented by vulnerable age groups including major roads, areas near to schools, car parks playgrounds and busy parks
Cat 2 Sites (Medium Risk Zone)	Areas of medium density pedestrian and vehicle use including estate roads and green spaces, woodland paths,
Cat 3 Sites (Low Risk Zone)	Areas of low density pedestrian and vehicle use including woodlands, minor roads, and isolated green spaces.

**Inspection Criteria**

3.34.39 Acceptable and effective tree inspection procedures should ensure that changes in tree condition are noted and acted upon before the tree becomes hazardous and injury to persons or damage to property occurs. The School’s tree inspection procedures take into account the following criteria:

Species	Some species are prone to develop physiological defects.
Age of Tree	A tree is more likely to develop structural defects during the latter stages of its life.
Condition	Trees should be inspected more regularly if structural defects have been noted which increases the risk of failure in extreme weather.
Location	Surrounding features should be noted which would become a target if the tree should fail.
Level of use	High levels of public use in the immediate vicinity of a tree will increase the likelihood of injury if a tree were to fail.
Timing	Trees are best inspected in full leaf, from mid-summer thought to autumn, before leaf fall. However, due to the size and scale of the operations, inspections should continue throughout the year.
Hazard Risk	An assessment of risk posed by each tree is made by considering condition and size of the tree against the character of its surroundings (i.e. target area) and the level of activity in that area.

Habitat Value	An assessment of the tree’s ecological value should be made and considered when prescribing tree management work. In particular, evidence of roosting bats or nesting birds should be noted and work planned to avoid any possible disturbance
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**Inspection Records**

3.34.40 The results of tree inspections will be recorded in the Tree Management Log Book. Each particular job will be categorised and will reflect on the urgency of the situation, the degree of inconvenience being caused and the best time of year for the work to be undertaken. Unscheduled site inspections will be carried out following extreme weather events, or in response to a request from a third party. The following categories will be used when prioritising tree works:

PRIORITY	RESPONSE	DESCRIPTION
PRIORITY 1 Immediate	Within 24 hours	EMERGENCY tree work requiring an immediate response to remove a hazard –Access to tree location may be restricted until work can be completed.
PRIORITY 2 Urgent Public Safety	Up to 1 Month	NON-EMERGENCY tree work requiring a response to remove a hazard not classified under Priority 1–Access to tree location may be restricted until work can be completed.
PRIORITY 3 Essential	Within 6 Months	Work to be classified as ESSENTIAL, associated with mitigation of a danger. The School will endeavour to ensure that works will be undertaken within 6 Months of the inspection. These will be works associated with the mitigation of nuisance such as branches brushing against buildings in normal winds
PRIORITY 4 Urgent Tree Health	Within 6 months	Work to be classified as URGENT TREE HEALTH. The School will endeavour to ensure the works will be undertaken within 6 months of the inspection. To mitigate against tree failure likely to be detrimental to the health of the tree.
PRIORITY 5 Desirable	12 Months	Non-essential maintenance work including cyclical pruning, cultural pruning and pollarding where work needs to be undertaken at the appropriate time of year to ensure the longer term health of the tree

**Tree Maintenance Operations**

3.34.41 Tree maintenance work originates from the following;

- 3.34.41.1 Programmed inspections and routine inspections by the Appointed Person.
- 3.34.41.2 Ad-hoc inspections by the Appointed Person following enquiries from the site.
- 3.34.41.3 Requests from the City Council.
- 3.34.41.4 Reports from utility companies.
- 3.34.41.5 Cyclic maintenance.
- 3.34.41.6 Emergency works (e.g. resulting from high winds).

**Tree Safety**

3.34.42 Where there is a clear and foreseeable threat to the personal safety of employees or visitors, or to property, that is directly related to the condition of a tree, action will be taken to minimise that risk.

3.34.43 Risk that is an indirect consequence of a tree (e.g. slippery leaves on the pavement in autumn) will not be dealt with through pruning or felling other than in exceptional circumstances and where other options (such as clearing the leaves) are not available.

3.34.44 Unfounded fear of a tree (e.g. due to the height or size of the tree) will not normally result in action to prune the tree unless there has been a recent change in circumstances.

### **Remedial Tree Work**

3.34.45 People rarely contact the School when they are happy about trees. Only when trees become an apparent problem are comments made, and therefore a distorted picture of peoples' perception of trees develops. It is important to seek alternatives to felling or severe pruning when conflicts arise, so that the trees can remain for the silent majority who value them. It is not always necessary to remove or severely prune a tree because it is causing a problem. Often, there are other options available and these need to be considered first. Furthermore, the School is not legally required to mitigate all tree related nuisances, and to do so would not be practicable with the resources available. The aim of these policies is to ensure the School is meeting its legal obligations in respect of trees on its land and strike a balance between removing problem trees and retaining trees in good health.

3.34.45.1 Overhanging trees. The School has no legal obligation to prune overhanging trees unless they are causing direct damage to an adjacent property or are dangerous. The School will not prune trees that overhang neighbouring properties unless the trees are dangerous or are causing an actionable nuisance as identified in the following Policies.

Adjacent landowners are entitled to prune encroaching tree branches or roots back to the boundary of their property. Legally, they are required to retain the prunings and offer them back to the School, but the School is not obliged to accept them.

Where access to the School's land is required in order to undertake tree works, the adjacent landowner must seek the permission of the School to enter their land. This will not be unreasonably refused.

It is a requirement that all Contractors working on School land are suitably qualified to undertake the proposed work. It is also a requirement that adequate public liability insurance is in place and that appropriate risk assessments and method statements have been completed. The School will request evidence of this before permitting access.

3.34.45.2 Obstruction of Highways

The School will maintain its trees to provide the statutory clearance for pedestrians and vehicles over footways and roads respectively, so as to maintain a free and unobstructed passage.

One of the requirements of the Highways Act 1980 (the Act) is that a public highway should be kept clear of obstructions. Trees are living and growing organisms that can grow, in time, over a highway and impede the movement of pedestrians and vehicular traffic. Specifically, Section 154 of the Act gives the highway authority powers to require the removal or cutting back of trees, shrubs and hedges that obstruct or endanger highway users. While no specific guidance is given in the Act, it is generally accepted that the minimum clearance should be 2.4m over a footpath and 5.05m over a road (measured from the centre line). As a guide, these minimum clearances should be sufficient to allow a 2m person with an umbrella up to walk unimpeded along a footpath and a double-decker bus to travel along a road without hitting any overhanging branches.

The School will ensure that branches shall be reduced back where they are touching streetlights, road signs and other street furniture, so as to maintain vehicular and pedestrian safety.

#### 3.34.45.3 Trees blocking light

A common complaint about urban trees is that they block light from properties or shade gardens. However, the seriousness of this effect is variable and often removal of the tree will have little effect on the amount of sunlight reaching the house or garden. An example of this is where the house is north facing and the tree is small or at a distance. There is no right to light under the law and therefore the School has no legal obligation to abate this perceived nuisance. However the School will consider taking action (pruning or felling) in the following circumstances;

3.34.45.3.1 Trees over 12m in height – distance between base of the tree and the window of the nearest habitable room is less than 5m.

3.34.45.3.2 Trees smaller than 12m high – distance between base of the tree and the window of the nearest habitable room is less than half the height of the tree.

3.34.45.3.3 Where the separation between the edge of the tree canopy and a vertical line through that window is less than 2m. A ‘habitable room’ means a dining room, lounge, kitchen, study or bedroom but specifically excludes WCs, bathrooms, utility rooms, landings and hallways.

3.34.45.3.4 Where it can be established that the presence of trees is causing a detriment to the health of occupants, further consideration will be given to the management approach of trees. This consideration will also take in to account the quality and importance of the tree in question. This approach is important as the presence of trees also has a beneficial impact on other occupants and the reduction in the number or size of trees may have a greater impact than on just one original enquirer. Where a situation falls within these guidelines cases will be prioritised according to proximity and account will also be taken of the orientation of the affected window. The results of any consultation exercise may modify decisions if it appears that any work would be by and large unpopular with the rest of the community.

#### 3.34.45.4 Trees affecting reception

Interference with television or satellite reception causes frequent complaints. Interference is worse when leaves are on trees and in bad windy and rainy weather. Satellite reception is more sensitive to interference than television reception. There is no right to good reception and in many cases it is possible to resolve issues of poor reception by finding an engineering solution. The School will only consider requests to prune trees to improve reception where all the following conditions are true;

3.34.45.4.1 Efforts have been made to find an engineering solution to the problem and have not been successful.

3.34.45.4.2 The work required is consistent with good arboricultural practice and will not unduly affect the amenity or health of the tree.

3.34.45.4.3 The work required can be executed within financial resources available.

#### 3.34.45.5 Pruning to prevent general nuisances

The School will not fell or prune School owned trees solely to alleviate problems caused by natural and/or seasonal phenomena, which are largely outside of their control. There are a variety of potential nuisances associated with trees, most which are minor or seasonal and considered to be social problems associated with living near trees. Examples of such problems are;

- 3.34.45.5.1 Falling leaves, sap, fruit, nuts, bird droppings or blossom.
- 3.34.45.5.2 Reduction or increase of moisture to gardens.
- 3.34.45.5.3 Suckers or germinating seedlings in gardens.
- 3.34.45.5.4 Leaves falling into gutters, drains or onto flat roofs.
- 3.34.45.5.5 The build-up of algae on fences, paths or other structures.

Clearing of leaves from gutters and pathways and weeding of set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out. As with leaves, honeydew is not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with honeydew.

### **Damage to property caused by trees**

3.34.46 The School will cut back trees from properties where they touch windows, walls, roofs or gutters. This will ensure that damage to property such as aerials, tiles or gutters is avoided.

3.34.46.1 Root damage Cases of direct root damage will be considered on an individual basis. A balance will be struck between the nuisance experienced by individuals and the benefits offered by the tree to the wider community. The School will not normally take action in response to complaints that School trees are damaging drains. Trees do not have the capacity to break into a sound drain, but they will ruthlessly exploit any existing fault. The removal of one tree will not prevent other vegetation from exploiting the same opportunity. The School's presumption is that the appropriate way to deal with tree root blockage of drains is to ensure that the drains are watertight.

3.34.46.2 Subsidence Subsidence is a complex interaction between the soil, building, climate and vegetation that occurs on highly shrinkable clay soils when the soil supporting all or part of a building dries out and consequently shrinks resulting in part of a building moving downwards. This policy seeks to set out the School's response to subsidence claims against its own trees and subsidence related applications to undertake work to protected trees. While the School recognises its responsibilities for the trees it manages, it will expect any claim against its own trees to be supported by sufficient evidence to show that the tree in question is a contributory factor in the subsidence. In a similar way, where an application to work on a protected tree is received the School will again expect sufficient evidence to be provided to show that the tree in question is a contributory factor in the subsidence. Where this evidence is provided, permission to remove the tree will not unreasonably be withheld. The School will obtain expert specialist advice to verify submitted evidence as necessary. The School will therefore require the following information in order to consider a claim associated with tree related subsidence;

- 3.34.46.2.1 Description of type of damage.
- 3.34.46.2.2 Indication of seasonal movement.
- 3.34.46.2.3 Levels and distortion survey.
- 3.34.46.2.4 Visual evidence of damage.
- 3.34.46.2.5 Depth of foundations demonstrated from excavated trial holes
- 3.34.46.2.6 Analysis of soil type under foundation.
- 3.34.46.2.7 Presence and identification of trees roots.

3.34.46.3 Where the School or a protected tree is alleged to be causing damage to a building the School will remove the tree provided that;

3.34.46.3.1 On the balance of probabilities there is sufficient evidence to demonstrate that the tree is an influencing factor.

3.34.46.3.2 The removal of the tree is necessary to deal with the problem or if were dealt with by pruning, this would effectively destroy the amenity value of the tree.

3.34.46.3.3 Removal can be carried out without contravening wildlife legislation; and in the case of School trees, the complainant indemnifies the School against any claim for heave or settlement as a result of the trees removal.

3.34.46.3.4 Appropriate permission has been granted by the local authority.

3.34.46.4 The School will not normally subject its trees to regular heavy pruning to deal with suspected damage. Instead it will usually opt for removal and replacement planting with an alternative species that is less likely to cause future problems.

### **Dangerous Trees on Private Land**

3.34.47 Wyre Borough Council has discretionary powers under the Local Government (Miscellaneous Provisions) Act 1976, Section 23, to deal with trees in private ownership that are dangerous. This legislation only allows the Council to become involved with trees that pose an imminent threat to people or property. The Council can serve notice on a tree owner to carry out specified safety works within a period of not less than 21 days. Where the specified safety works are not carried out, the Council does have powers to enter the land, carry out the works and reclaim from the land owner any reasonable costs incurred. Where trees on privately owned land represent an immediate threat to People or Property the Council will undertake one of the following actions, dependant on the severity of the risk and the site location and conditions;

3.34.47.1 Secure the affected area to prevent public access and notify the tree owner of the risk posed and action to be taken.

3.34.47.2 Undertake work from a position within the Council owned land (only if safe to do so).

3.34.47.3 As a last resort, enter the property and carry out remedial works to remove the risk.

3.34.48 In such cases, the Local Authority can seek to recover the cost of these works from the owner of the tree. The Local Government (Miscellaneous Provisions) Act 1976 does not enable the Council to become involved with private trees causing a nuisance to a neighbouring property by causing shade, blocking views or dropping leaves, flowers or fruit etc. unless the trees are imminently dangerous.

### **Wildlife and Trees**

#### **Birds**

3.34.49 Where birds are found nesting in trees, pruning works will be delayed until the end of the nesting season.

3.34.49.1 Bird Nesting season is from 1st March until 31st July.

3.34.49.2 Vegetation or site clearance will be done outside of the nesting season (1st March – 31st July inclusive), although the nesting period may start before this and extend beyond it, in many cases (e.g. barn owls can breed at any month of the year in the UK). This is to avoid impact to nesting birds and infringement of the Wildlife and Countryside Act 1981.

3.34.49.3 Any active nests identified should be protected until the young have fledged.

#### 3.34.49.3.1 Legal Protection

All wild birds are protected under the Wildlife and Countryside Act 1981 (as amended), whilst they are actively nesting or roosting. Section 1 of this Act, makes it an offence to kill, injure or take any wild bird, and to intentionally take, damage or destroy the nest of any wild bird while that nest is in use or being built. It is also an offence to take or destroy any wild bird eggs. In addition, bird species listed under Schedule 1 of the Act receive extra protection. The Act states that 'it is an offence to intentionally or recklessly disturb any wild bird listed in Schedule 1 while it is nest building, or at (or near) a nest containing eggs or young, or disturb the dependent young of such a bird'. The maximum penalty for each offence in the Magistrates' Court is a £5000 fine and/or six months imprisonment and a £5000 fine and two years imprisonment in the Crown Court.

#### 3.34.49.3.2 Exceptions

An authorised person (i.e. someone who has the written consent of the owner or occupier), may fell or prune a dangerous tree in order to preserve public health and safety. If Schedule 1 birds would be affected, then a license from DEFRA is required. Similarly a license is also required for tree work deemed necessary for reasons other than health and safety. Accidental injury, killing or disturbance of a wild bird, as a result of a lawful tree operation may not be an offence, provided it can be shown that the harm could not have been reasonably avoided.

#### 3.34.49.3.3 Works Protocol

The following protocol should be followed if work is deemed to be necessary within or close to the core bird nesting season, or may affect the habitat of a species known to nest outside the core season.

- 3.34.49.4 Before works commence a suitably qualified or experienced person should undertake a careful survey of the proposed working area to ensure that there are no nesting birds. Potential locations include scrub, bushes, open grassland, mature or dense canopy trees, hedgerows open water, tall herbs etc. Each area should be observed for at least 30 minutes and note taken of whether any birds are nesting or preparing to nest (e.g. carrying nest building materials and/or food for the young). The observations should take place from a reasonable distance from the proposed working area, to avoid disturbance to any possible nesting birds, and it may be necessary to observe the area from more than one vantage point.
- 3.34.49.5 Birds incubating eggs are extremely illusive and therefore a more detailed search of the areas may be necessary but care must be taken not to disturb nesting birds particularly where a Schedule 1 species may be present. Searches for possible nest sites may be conducted using angled mirrors or similar to avoid flushing birds off hidden nests.
- 3.34.49.6 If no signs of nesting birds are observed then works may start but the site must be constantly monitored during the working period.
- 3.34.49.7 A record of the observations and any results should be made and retained for reference.
- 3.34.49.8 If at any time nesting birds are observed, works, which may disturb them, must cease immediately and advice sought. Any active nests identified should be protected until the young have fledged. Where a Schedule 1 species is involved, mitigation for impacts, e.g. loss of nesting site, should be devised and implemented.
- 3.34.49.9 The protocol does not apply where it is suspected that a Schedule 1 species may be present and specific advice must be sought in these circumstances.

(It will be a 'reckless' act if there is an obvious risk and a person: recognised the risk and took it anyway, or did not consider whether there was a risk and as a result disturbance or destruction occurred')

#### 3.34.49.9.1 Definitions

3.34.49.9.1.1 A wild bird is defined as 'any bird which is resident in, or a visitor to Great Britain in a wild state'. (Game birds are not included in this definition. They are covered under the Games Acts, which fully protect them during the closed season)

3.34.49.9.1.2 It will be an intentional act if, for example, a contractor continues to reduce or remove a hedgerow, tree or shrub, after he/she discovers, or is told that birds are nesting there. The discovery of a nest during the process of work will also prohibit further cutting work within an area or buffer zone around the nest.

3.34.49.9.1.3 Any protected bird listed under Schedule 1

#### **Bats**

3.34.50 Bats are a highly protected species under European Law and causing damage to a roosting/nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to the Appointed Person before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted. The leaflet 'Bats and Trees' produced by the Bat Conservation Trust will be sent to all contractors and School staff who regularly carry out work to trees around the School. The School will ensure all staff involved in decision making regarding trees and woodlands are aware of the law regarding bat protection as laid down in the leaflet 'Bats and the Law'.

#### **Managing Trees for Wildlife**

3.34.51 Trees and in particular native species (i.e. those species which are indigenous to this country) provide a rich and diverse range of habitats for plants and animals. For example, an oak tree is a habitat for 284 species of invertebrates. Consideration therefore needs to be given to the retention and creation of these habitats when planning new planting schemes, adopting management regimes or carrying out maintenance to trees.

#### **Deadwood**

3.34.52 Dead wood, both on and off the tree, is a very important habitat for invertebrates. Therefore, as a general rule fallen dead wood from trees will be left where it is practicable to do so, for example in woodland. Similarly, large dead or dying branches on trees will not be removed unless they are a danger to the public.

#### **Tree stumps**

3.34.53 Tree stumps are an important habitat and food source for beetle larvae where they can spend up to 4 years. The School will retain old tree stumps, where it is practicable and safe to do so.

#### **Standing Dead Wood**

3.34.54 Where practicable, for example in areas with low usage by the public, the School will consider retaining dead trees. These will often be large mature trees that provide habitats and a food source for bats, woodpeckers, birds etc.

#### **Veteran Trees**

3.34.55 Veteran trees can be found in many places in the School. Veteran trees are defined as having special importance due to their great age, size or condition with exceptional value culturally, in the landscape or for wildlife. Some trees may not grow to a great size or reach a great age but they may be veterans for their species. When assessing a veteran tree, both the individual tree and its surroundings will be considered and when necessary a management plan will be

prepared which involves assessing the site, deciding on priorities, implementation, monitoring and review. Veteran trees are valuable for many reasons;

- 3.34.55.1 They support a rich invertebrate fauna, both of general and specialist species. The nooks and crevices provide nesting sites for birds and small mammals.
- 3.34.55.2 They support a rich flora of lichens and mosses, both of general and specialist species.
- 3.34.55.3 Veteran trees represent a gene pool which may link back to the trees of the wildwood.
- 3.34.55.4 They are living remnants of past land use and management.

The School is committed to ensuring that wherever possible veteran trees are given the strongest level of protection against applications to fell them.

### **Bird and bat boxes**

- 3.34.56 The School will encourage the installation of bat and bird boxes in trees, where it is practicable to do so and where these are installed using non-invasive methods of attachment. The School will avoid placing bird and bat boxes in trees requiring regular surgery or which are identified as being a high risk to the public because of their location and condition.

### **Tree Planting**

- 3.34.57 To help maintain a continuity of tree cover the School will undertake the planting of new trees where suitable opportunities arise. Where the School does remove trees it will plant replacements when and where it is appropriate to do so and carry out a programme of maintenance to ensure they are given the best start possible. In reaching a decision whether it would be right to plant new or replacement trees the School will take into account the following considerations;
  - 3.34.57.1 Is it in the interests of public amenity?
  - 3.34.57.2 Is there sufficient room for a new tree to grow and develop?
  - 3.34.57.3 Is there a deficit of younger trees in the area?
  - 3.34.57.4 Was the removed tree part of a local feature e.g. a line of trees?
  - 3.34.57.5 What species add to local distinctiveness and are these appropriate for the site?

### **Planning**

- 3.34.58 Wyre Borough Council has two main levels of protection for trees. These are Tree Preservation Orders (TPO's) and Conservation Areas (CA's). These are the tools that the Council can use to preserve the amenity of the area. Explanations of each are as follows:-
  - 3.34.58.1 A Tree Preservation Order (TPO) is a legal designation under the Town and Country Planning Act 1990; that gives protection to individual trees, groups of trees or woodlands. The order is made by the Local Planning Authority (LPA) and prohibits the cutting down, uprooting, topping, lopping, wilful damage and wilful destruction of such trees without the LPA's written consent.
  - 3.34.58.2 Trees within the Conservation Areas are protected under part II of the Planning (Listed Buildings and Conservation Areas) Act 1990. Anyone proposing to cut down or carry out work on a tree is required to give the LPA six weeks prior notice, to avoid risk of prosecution.
- 3.34.59 Before any tree work is undertaken checks should be done to determine whether there is a TPO in place or the tree is within a conservation area. If there is then the appropriate permission must be obtained before work starts.

### 3.35 USE OF SCHOOL FACILITIES BY MEMBERS OF THE PUBLIC

- 3.35.1 The School will ensure that all members of the public using the facilities of the School will be given sufficient information in order to allow them to avoid any risks to their Health and Safety.
- 3.35.2 With regard to the use of the School buildings, this information will relate to means of escape in the event of an emergency.
- 3.35.3 The School requires each Department to use the appended agreement form (Appendix AA) as a contract with the hirer and which must be kept available for inspection.

### 3.36 **VEHICLE POLICY**

- 3.36.1 This policy applies to all School employees that are required to drive a vehicle in connection with School business, be it a School pool vehicle or Personal car used for School business.
- 3.36.2 Only those authorised by the School are insured to drive School pool vehicles.
- 3.36.3 Any breach of this policy may constitute action being taken under the Disciplinary Procedure and where applicable, may result in access to the School pool vehicle being withdrawn. Any costs incurred as a result of the employee failing to adhere to any of the points in this policy shall be the employee's responsibility.

#### 3.36.4 **Responsibilities**

It is the responsibility of the Employee using any vehicle on School business to ensure:

- 3.36.4.1 The vehicle is used at all times strictly in accordance with the Law and the guidelines laid down in the Highway Code.
- 3.36.4.2 The vehicle does not exceed the permissible number of passengers or weight allowance and hitchhikers are not carried for any reason.
- 3.36.4.3 The immediate notification of any event which may give rise to a claim under School or personal insurance policy including completing any claim forms.
- 3.36.4.4 The employee must keep a record of all business mileage suitable for evidence to support claims with HMRC. Only approved business mileage will be reimbursed for fuel costs on presentation of a valid claim form.
- 3.36.4.5 The vehicle is in a legal and roadworthy condition at all times including, tyre pressures, oil and water levels etc.
- 3.36.4.6 The vehicle is maintained in a clean and tidy condition in accordance with reflecting a suitably professional image.
- 3.36.4.7 A valid Excise License.
- 3.36.4.8 Any damage or defects are notified to the Estates Office immediately and the vehicle not used until the defects have been repaired and it is safe to do so.

#### 3.36.5 **Personal Vehicles**

Whilst a personal vehicle is being used in connection with School business all employees are subject to the appropriate conditions as laid out above. In addition to these responsibilities, it is an employee's responsibility to:

- 3.36.5.1 All Business Travel is authorised by the appropriate manager prior to travel.
- 3.36.5.2 If requested provide the Estates Office with copies of the necessary documentation prior to any business travel. This should include a valid MOT and Driving License.

#### 3.36.6 **School Vehicles**

The School will endeavour to ensure that the school vehicles are roadworthy and taxed but it is the drivers' responsibility to ensure the vehicle is received and returned in a safe and roadworthy condition. In addition to the responsibilities as laid out in paragraph 3.36.4, employees driving a School vehicle are also subject to the following:

- 3.36.6.1 School vehicles must only be used exclusively and wholly for the purpose of performing School business.
- 3.36.6.2 Any employee allocated a school vehicle must sign the vehicle log book and give a brief description of journey and reason.
- 3.36.6.3 On the vehicles return the employee must complete the vehicle log book recording the end mileage reading and any defects to the vehicle.
- 3.36.6.4 Any damage or other exceptional event caused whilst in charge of the school vehicle should be reported immediately to the Estates Office.
- 3.36.6.5 The allocation of a school vehicle will only be given once an appropriate manager has authorised the travel. A visual check of the vehicle should be done prior to travel. An employee should not operate the vehicle if it is felt to be un-road worthy and unsafe and should report this to the Estates Office.

Failure to comply with any of the above will result in the person(s) concerned not being covered under the School's Insurance Policy.

3.36.7 Minibus - Conditions of Use The following conditions will apply whilst driving on School business:

- 3.36.7.1 Driving a minibus You may be able to drive a minibus if you hold a car driving license and follow certain conditions - otherwise you'll need to apply for a minibus license.
- 3.36.7.1.1 If the minibus is not for 'hire or reward' You may be able to drive a minibus with up to 16 passenger seats using your current car driving license as long as it's not for 'hire or reward' - i.e. there's no payment from or on behalf of the passengers.
- 3.36.7.1.2 You held a driving license before 1 January 1997 You can drive a minibus in the UK and on temporary visits abroad. When your car license is next renewed at the age of 70, you'll need to re-apply for your entitlement and meet higher medical standards.
- 3.36.7.1.3 You got your driving license after 1 January 1997 You can drive a minibus within the UK as long as the following conditions apply:
- 3.36.7.1.3.1 You're 21 or older.
- 3.36.7.1.3.2 The minibus is used for social purposes by a non-commercial body.
- You've had your driving license for at least 2 years.
  - You meet the '[Group 2' medical standards](#) if you're over 70 - check with your GP if you're not sure you meet the standards.
  - You're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body.
  - The maximum weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp).
  - You're not towing a trailer.

**3.36.7.1.4 Minibus Permit - if you need to charge running costs**

You can apply for a minibus permit if you need to charge passengers, as long as:

- You're 21 or older.
- The vehicle can carry between 9 and 16 passengers.
- You're driving it for a voluntary organization that benefits the community (e.g. an educational, religious or sports organization).
- The minibus service is only available for members of that organization - not to the general public.
- Any charges are to cover running costs and are made on a non-profit basis.
- Apply for a minibus permit from your local authority, or contact the Vehicle and Operator Services Agency (VOSA).

3.36.7.2 Smoking is not permitted in any school vehicle or while driving a Personal vehicle on School business, at any time. The vehicle can be determined as a place of work and employees should therefore refrain from smoking, especially when travelling with a colleague.

3.36.7.3 The employee's safety and the safety of other road users is paramount and therefore each employee is required to conduct themselves in a responsible and considerate manner when driving on School business. Employees must not behave in a provocative manner while driving, or react to provocation by other road users.

3.36.7.4 Employees must take rest breaks when appropriate and should not drive continuously for more than 2 hours without a break of at least 20 minutes under any circumstances.

3.36.7.5 You must not, under any circumstances, drive while under the influence of alcohol or medication which may affect your judgement or reaction. Any employee convicted of a drink driving offence whilst in possession of a School vehicle will have the use of any such vehicle withdrawn pending further investigation and disciplinary action.

3.36.7.6 The School expects safe and considerate driving at all times and the driver will be held responsible for any traffic related fines or offences. Any legal action taken against an employee must be communicated immediately to the Estates Office. Any cost implications linked to this will be passed on to the employee by deduction from the individuals' salary. Failure to acknowledge this could be deemed as gross misconduct.

3.36.7.7 Prior to driving a minibus for the first time all drivers must undergo induction training in the vehicle to ensure that they are familiar with the controls and how it handles. This training is to be conducted and assessed by a competent person and the training recorded.

**3.36.8 Driving License The following conditions will apply:**

3.36.8.1 You must hold a full valid UK Driving License with the appropriate permissions to drive the vehicle you intend to drive and produce a copy of this on commencement of employment. A copy of the paper and photo license must be provided to the School if requested and a copy of this will be retained on your personal file.

3.36.8.2 You must immediately notify the School of any change, including endorsements, to your driving license and if necessary provide a copy of the updated license within two weeks of receipt of the updated license.

3.36.8.3 Should any employee be disqualified from driving or convicted of any driving related offence, whether through the use of a School or Personal vehicle, eligibility

for inclusion in the School vehicle insurance arrangement will be reviewed and may result in the employee being excluded from cover and the School will exercise its discretion regarding pursuing the Disciplinary procedure and could lead to dismissal. If any of the above impacts on the employees' ability to fulfil the responsibilities/duties of their position, the School may reconsider the terms of your employment which may include termination of employment. All motoring offences must be reported to the School Office.

### 3.36.9 Prior to any journey:

- 3.36.9.1 The School requires that each approved driver examines the vehicle before departure. To ensure that drivers pay particular attention to 'key' factors, the checklist at Appendix A must be completed. The Estates Co-ordinator is responsible for establishing a system whereby this documentation is collated and kept readily available for inspection at all times.
- 3.36.9.2 In order that drivers can demonstrate they have acted diligently during the loading of the vehicle and immediately prior to commencement of the journey, there are a number of **minimum** checks that should be completed. The School *recommends* that the pre – journey checklist at Appendix B is used for this purpose, as a means of providing objective documentary evidence that the factors have been considered.
- 3.36.9.3 The School requires that the names of proposed drivers, driving times, rest stops and the proposed route are all planned. For outward journeys in excess of 50 miles these planning details must be documented and agreed with the School's EVC in advance of the proposed journey
- 3.36.10 The School reminds drivers it is their responsibility to ensure that they are fit to drive at all times. Guidelines on driving and rest periods are given at Appendix C.
- 3.36.11 **Insurance**  
The School will provide insurance cover for all School vehicles under a fleet policy and only employees authorised by the School are insured to drive School Vehicles. All employees required to travel by School vehicle on School business are required to read and comply with the conditions attached to the Schools insurance arrangements.
- 3.36.12 School vehicles may not, under any circumstances, be driven by a third party on another party's insurance even in an emergency.
- 3.36.13 Every effort should be made to ensure the security of School vehicles and property. In the event that a vehicle or its contents are stolen or damaged as a result of failing to follow these instructions, such failure may be considered as Gross Misconduct.
- 3.36.14 Personal belongings carried in School vehicles are not covered by the School's insurance arrangements and therefore must not be left in a vehicle at any time; this includes mobile telephones and laptop computers. Any thefts from the vehicle must be reported to the local police station and a crime reference number obtained.
- 3.36.15 Any loss of equipment from a School or Personal vehicle whilst on use on School business should be reported immediately to the School Bursar with the obtained crime number. A detailed report on the loss should be submitted to the School Bursar within 10 working days of the loss.
- 3.36.16 **Accident or Injury**  
All accidents or damage to either a School vehicle or whilst driving on School business, must be notified to the School Bursar within 24 hours or as soon as practically possible. In the event of an accident, third party or witnesses', names and

addresses should be recorded wherever possible. A detailed report on the circumstances relating to the incident should also be submitted within 10 working days of the incident to the School Bursar. Under no circumstances must liability be admitted for an accident irrespective of fault.

- 3.36.17 The School will fully investigate the circumstances of every reported incident and should the investigation determine that the cause of the incident was as a result of negligence on the part of the employee and as a consequence the School incurs irrecoverable costs, the School will seek to recover any such costs from the employee.
- 3.36.18 Any employee responsible for more than one insurance claim in any 12 month period, may be held liable for any additional costs incurred as a result of any subsequent claims for which the employee is considered responsible during that 12 month period and will be deducted from the employee's salary and the School will review the continuing eligibility of the individual employee continuing to use a School vehicle.
- 3.36.19 **Mobile Phones in Vehicles**  
The use of mobile phones, even if hands free, by the driver is not permitted whilst driving any vehicle on School business under any circumstances. With effect from 1 December 2003, the use of handheld mobile phones whilst driving is illegal. The School will not accept any liability for any fixed penalty payments or fines as a result of staff being convicted.
- 3.36.20 **Fixtures, Fittings and Modifications**  
No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission. No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.
- 3.36.21 **Fines**  
The School will not under any circumstances accept responsibility for parking or other fines incurred by individuals.

### 3.37 **WORK AT HEIGHT**

3.37.1 Falls from height are the biggest single cause of fatal injuries and historically the second biggest cause of major injuries at work. Experience shows that falls from height usually occur as a result of poor management control rather than because of equipment failure. Common factors include:

- Failure to recognise a problem.
- Failure to provide safe systems of work.
- Failure to ensure that safe systems of work are followed.
- Inadequate information, instruction, training or supervision provided.
- Failure to use appropriate equipment.
- Failure to provide safe plant/equipment.

3.37.2 Most major injuries in schools are caused by ‘low’ falls (below two metres) and involve stairs. But other activities are also involved, such as falls from desks/chairs while putting up displays and falls from ladders while putting up stage lighting. Falls can and do happen anywhere in schools. They are most likely to happen when Staff are under pressure towards the end of term. You can be more at risk in older schools, as they may have high ceilings, stone stairs that can become slippery and windows that do not open easily. The following are examples of ‘typical’ accidents in Schools:

- A teacher fell off a chair while putting material in a cupboard.
- A teacher stood on a bookcase to put up a display and fell off.
- A teacher stood on a stool to close a window and fell.
- A teacher climbed onto the frame of a wheelbarrow and fell off.
- An adult sitting on a junior-sized chair reached for a pen and fell when one of the legs of the chair gave way.

3.37.3 The topic will be an HSE/Local Authority enforcement priority over the next few years and new legislation has been introduced.

## **LEGISLATION**

3.37.4 The Work at Height Regulations 2005 came into force on the 6 April 2005.

**Work at Height** means:

3.37.4.1 Work in any place including a place at or below ground level.

3.37.4.2 Obtaining access to or egress from such a place while at work, except by a staircase or permanent workplace, where if measures required by the Regulations were not taken, the person could fall a distance liable to cause injury.

3.37.5 It will be seen that whereas previous legislation started to operate at a height of 2 metres, no specific height is given, the reason being that more accidents were caused falling a height below 2 metres than falling from above 2 metres.

3.37.6 From the School's perspective the main requirement can be paraphrased as follows:

3.37.6.1 Work at Height is planned, supervised and carried out in a safe manner.

3.37.6.2 Those involved must be competent.

3.37.6.3 Avoid working at height if it is at all reasonably practicable.

3.37.6.4 The control measures must be Risk Assessment driven.

3.37.6.5 There must be sufficient and suitable measures to prevent a person falling a distance liable to cause personal injury.

3.37.6.5 Do not work from or near fragile surfaces.

3.37.7 There are a number of Schedules in the Regulations which carry additional standards. These are as follows:

3.33.7.1.1 Schedule 1 – Requirements for existing places of work and means of access or egress at heights.

3.33.7.1.2 Schedule 2 – Requirements for guard rails, toe boards, barriers and similar collective means of protection.

3.33.7.1.3 Schedule 3 – Requirements for working platforms.

3.33.7.1.4 Schedule 6 – Requirements for ladders.

3.37.8 It will therefore be seen that the creation of new Regulations should not alter the approach or standards as regards work at height.

3.37.9 However, there is one new requirement as follows:

*“Every employer shall so far as is reasonably practicable ensure that the surface and every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used”.*

Guidance will be sought on the interpretation of this Regulation and appropriate measures put in place.

## **APPLICATION TO THE SCHOOL**

3.37.10 Falls could occur in the following circumstances:

3.37.10.1 From ground level to a lower level such as a basement.

3.37.10.2 Falls from a permanent fixed working platform.

3.37.10.3 Falls from a temporary working position.

3.37.10.4 Work on roofs where plant is located on flat roofs.

3.37.11 The School policy on access at height is as follows:

3.37.11.1 Where high-level access is a continuing requirement of operation then fixed ladders and fenced access platforms will be provided.

3.37.11.2 Where access is occasional for maintenance purposes then a fixed fenced platform will be provided together with the use of occasional ladder access to this point.

3.37.11.3 Where infrequent access is required and the work can be carried out one-handed then a secured ladder may be used.

- 3.37.11.4 Where infrequent access is required but two-handed work is required, and either location or frequency does not justify a fixed platform, then tower scaffold or hydraulic access platform may be used.
- 3.37.11.5 Where circumstances would normally dictate a tower scaffold, but this would require frequent movement of the tower in difficult circumstances, then fixed temporary scaffolding of sufficient extent will be provided.
- 3.33.11.6 Where none of the above preferred alternatives can be applied for reasons of access difficulty, job duration, and infrequency, then careful consideration should be given to the use of safety harnesses and fixed lines with training to be given in the use of these harnesses and the harnesses subject to annual thorough examination by a Competent Person.
- 3.33.11.7 All ladders, steps, mobile and fixed scaffold are to be checked before use and at pre-determined intervals as agreed with the Estates Bursar.
- 3.33.11.8 Where work on pitched roofs is required, external specialist contractors will be used.

## **RESPONSIBILITIES**

- 3.37.12 The Estates Manager will be responsible for the design, provision and maintenance of fixed access. Any inspection programme put into operation will jointly be the responsibility of the Estates Manager and the Head, depending upon the use of the access.
- 3.37.13 The Head will be responsible for ensuring that all work at height activities at their School, and within their sphere of responsibility, is identified and that a 'suitable and sufficient' Risk Assessment has been completed. In addition the Head should ensure the following key points have been brought to the attention of their Staff:
  - 3.37.13.1.1 Always ask yourself if you can avoid or minimize work at height if possible, e.g. use lightly weighted strings to pull display items up over beams, prepare displays as far as possible before putting them up.
  - 3.37.13.1.2 Always use suitable equipment for working at height, e.g. 'kick-step' type stools, properly designed and maintained low steps, poles for opening high windows etc. The school has this sort of equipment. If they still can't reach without overstretching, ask for help from their line manager.
  - 3.37.13.1.3 Be aware of the School's health and safety policy and risk assessment, which cover the possibility of falls from height.
  - 3.37.13.1.4 Always think of their personal safety and assess the risk from what they propose to do.
  - 3.37.13.1.5 Remember that school furniture was not designed for them to stand on.
  - 3.37.13.1.6 Be aware of obstructions at all times.
  - 3.37.13.1.7 Wear suitable footwear.
  - 3.37.13.1.8 Report poor maintenance, such as damaged window mechanisms, which could create hazards.
  - 3.37.13.1.9 Be aware of slippery surfaces, particularly stairs.
  - 3.37.13.1.10 Reduce accidents on stairs by encouraging people not to run or push.
  - 3.37.13.1.11 If they are worried about the lack of equipment or its poor quality, inform their head teacher or safety representative/coordinator.

### 3.38 WORK EQUIPMENT

- 3.38.1 It is the intention of Rossall School that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22.
- 3.38.2 More specifically the matters of safeguarding will be those detailed in relevant standards with interpretation of the Standards being provided by the School's Health and Safety Consultants.
- 3.38.3 To determine whether 'significant' Work Equipment within the school meets the requirements of these Regulations, the School requires that the Estates Manager arranges for the following compliance checklists to be completed:
- 3.38.3.1 Appendix CC - this should be completed for all 'significant' work equipment, e.g. equipment within Design & Technology Departments, Art Departments, Grounds equipment.
  - 3.38.3.2 Appendix DD - this should be used for any significant Mobile Work Equipment.
  - 3.38.3.3 Appendix EE - this should be additionally used for any significant Woodworking Equipment, e.g. in Design & Technology Department, Grounds Equipment, where appropriate.
- 3.38.4 Copies of the completed Compliance Checklists should be kept within the relevant Department and with a copy held by the Estates Manager. Where deficiencies have been identified, the relevant Manager is responsible for ensuring that actions are completed to remedy the situation within reasonable timescales according to the level of risk.

### 3.39 **WORKPLACE TRANSPORT**

3.39.1 Workplace transport is a major cause of serious and fatal accidents and the Health and Safety Executive has previously taken strong enforcement action with respect to transport accidents on school premises. Transport is dangerous anywhere but the multiplicity of movements, often within confined spaces within the School environment, especially at pupil dropping-off and collection times, makes it doubly hazardous.

3.39.2 The HSE has now chosen transport to be one of the five topics which will take their exclusive attention in the next few years and have a dedicated Workplace Transport web index. School controls are bound to come under the legal microscope and the HSE is clear that this includes vehicle movements' immediately outside schools and gives an example of an unsafe school entrance on its Workplace Transport: Safe Site web page.

#### 3.39.3 **Legislation**

3.39.3.1 The Amending Directive to the Use of Work Equipment Directive (AUWED) contains certain requirements, which relate to pedestrians. These requirements are implemented via an Approved Code of Practice, which is inserted in the introduction to Safe Use of Work Equipment, Approved Code of Practice and Guidance. This says:

*“You should take measures, where appropriate, to prevent pedestrians coming into the area of operation of self-propelled work equipment. Where this is not reasonably practicable, appropriate measures should be taken to reduce the risks involved, including the operation of appropriate traffic rules”.*

3.39.3.2 Regulation 17 of The Workplace (Health, Safety & Welfare) Regulations 1992 is entitled Organisation etc. of traffic routes. The main requirements are:

3.39.3.2.1 The workplace should be organised in such a way that pedestrians and vehicles can circulate safely.

3.39.3.2.2 Traffic routes should be sufficient, suitable and of sufficient size.

3.39.3.2.3 Traffic routes are suitably indicated.

3.39.3.3 These two separate requirements are in fact dealing with opposite ends of the same problem. The first is a requirement to control pedestrians whilst the second is a requirement to control school traffic.

3.39.3.4 Backing up these two specific requirements will be Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and the starting point will be a Risk Assessment on school transport activities resulting in the development of what will be called a Transport Plan.

#### 3.39.4 **Background**

3.39.4.1 The School site will be populated by its own mobile equipment such as Grounds equipment. There will then be the road-going vehicles which will be delivering and collecting. These vehicles may belong to the school or they may belong to contractors. There will also be employees, parents of pupils and other visitors' vehicles.

3.39.4.2 The pedestrians can, at any stage, be school personnel and pupils. They can also be visiting drivers who may be very familiar with the School or be visiting for the first time. They may be driver's passengers, authorised or unauthorised. They may be HSE, Environment Agency or insurance personnel. They may be regular visitors from delivery or collection companies.

3.39.5 **Risk Assessment**

*(also see Rossall School Arrangements and Procedures Section, Section 3.22). The aspects that will be considered are (The HSE's Workplace Transport - Site Inspection Checklist may be used as a guide on the issues to be considered):*

- 3.39.5.1 Grounds mobile equipment as regards risks to visiting transport and pedestrians.
- 3.39.5.2 Other transport whether school owned, visitors or contractors as regards hazards to themselves, school mobile equipment and pedestrians.
- 3.39.5.3 Pedestrians at risk from all mobile equipment and transport movements.

3.39.6 **School Mobile Equipment**

*(also see Rossall School Arrangements and Procedures Section, Section 3.2).*

Matters to be considered are:

- 3.39.6.1 Equipment is suitable for the job.
- 3.39.6.2 Equipment is safe and properly maintained.
- 3.39.6.3 Braking and warning devices kept in efficient working order.
- 3.39.6.4 PUWER compliance checks have been completed
- 3.39.6.5 Competent drivers, who are trained, assessed and authorised.
- 3.39.6.6 Adequate communications.
- 3.39.6.7 Maintaining routes and possibly restricting volume of traffic.

3.39.7 **Visiting Transport**

Matters to be considered are:

- 3.39.7.1 Place a limit on the number of vehicles on school premises.
- 3.39.7.2 Determine speed limits.
- 3.39.7.3 Directions to be given to drivers at reception/school entrance.
- 3.39.7.4 Signage at reception/ school entrance(s).
- 3.39.7.5 Designated vehicle waiting areas.
- 3.39.7.6 One-way traffic systems.
- 3.39.7.7 Clearly defined vehicle routes.
- 3.39.7.8 Avoid reversing or provide banksmen.
- 3.39.7.9 Define unloading and loading areas.
- 3.39.7.10 Provide clearly defined car park area for cars.

3.39.8 **Pedestrians** Matters to be considered are:

- 3.39.8.1 Control all pedestrian movements.
- 3.39.8.2 All on foot visitors to be accompanied.
- 3.39.8.3 Pedestrian routes to be identified and maintained.
- 3.39.8.4 Exclude animals.
- 3.39.8.5 Provide adequate lighting and signage.

**3.39.9 Reversing**

Reversing of visiting vehicles is probably the highest risk transport activity. The Schools configurations make banning this impracticable, and reversing should therefore be carried out under the control of a trained banksman. See the Hierarchy of Control Measures indicated below.

**3.39.10 Transport Plan**

3.39.10.1 In total, the School Transport Plan will consist of the following:

3.39.10.1.1 A detailed Risk Assessment.

3.39.10.1.2 A layout showing clearly defined transport routes and pedestrian routes.

3.39.10.1.3 A list of Traffic Rules which are taken directly from the controls specified in the Risk Assessment.

3.39.10.2 The Traffic Rules will be a series of instructions to drivers and pedestrians. They will be provided at the School reception/ school entrance and referred to at the car park. They could be printed out on the back of a handout, the front of which contains the school's transport layout.

3.39.10.3 Whichever means of communication is used, the School must be able to show demonstrable control of transport risks.

**3.39.11 References**

3.39.11.1 HSG136 Workplace transport safety, Guidance for Employers, ISBN 07176 09359

3.39.11.2 INDG148 Reversing vehicles, ISBN 07176 10632

**3.39.12 Responsibilities**

3.39.12.1 Responsibility for ensuring 3.39.10 is carried out and subsequently reviewed lies with the School's Head.

**3.39.13 Hierarchy of control measures for reversing operations**

<p><b>1. Eliminate need to reverse.</b></p>	<p>Implement one-way systems around school and in loading and unloading areas.</p> <p>Provide designated turning areas.</p>
<p><b>2. Reduce reversing operations.</b></p>	<p>Reduce the number of vehicle movements as far as possible.</p> <p>Instruct drivers not to reverse, unless absolutely necessary.</p>
<p><b>3. Ensure adequate visibility for drivers.</b></p>	<p>Where identified by the Risk Assessment and PUWER Compliance check, fit CCTV, convex mirrors, Fresnel lens, etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles.</p>
<p><b>4. Ensure safe systems of work are followed.</b></p>	<p>Design vehicle reversing areas which:</p> <p>Allow adequate space for vehicles to manoeuvre safely;</p> <p>Exclude pedestrians; and</p> <p>Are clearly signed and have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area.</p> <p>Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle.</p>

	<p>Ensure everyone in the school understands the school rules on vehicle safety.</p> <p>Drivers and banksmen need to be in constant communication during reversing operations</p> <p>Banksmen should not be put at risk from vehicle movements, e.g. by standing directly behind reversing vehicles.</p> <p>Ensure all vehicles at the school are fitted with appropriate warning devices.</p>
<p><b>5. Provide warnings when vehicles are reversing.</b></p>	<p>Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles.</p>