

# CRESSEY COLLEGE

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## **SAFETY, HEALTH, ENVIRONMENT AND FIRE POLICY**

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1. This Policy is for the guidance of all personnel within Cressey College be they employees, contractors or visitors. They are to be implemented using common sense since, whilst comprehensive, they cannot cover every eventuality.
2. On joining Cressey College all staff are to read this Policy. Senior Teachers are to ensure that all staff are informed of, or read, those sections that may affect them. Ignorance of this Policy will not be considered an excuse for non-compliance.

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## **Amendment Record**

This Safety, Health, Environment and Fire policy is reviewed to ensure its continuing relevance to the direction and processes that it describes. A record of additions, admissions and amendments is given below:

Version	Amendments	Date
1	Annual update to Policy. To include Hot works Permit, new inspection check lists and Terms of Reference. Approved at Management meeting dated 31 Aug 16. Authorised by BU, approved by Headteacher - AB.	1 Sept 16
2	Inclusion of Head Injury guidelines Approved at Management Meeting dated 29 Nov 16 Authorised by BU, approved by HeadTeacher – AB.	30 Nov 16
3	Annual update to Policy. Updated Head Teacher Statement. Approved at Management Meeting dated 30 Aug 17. Authorised by BU, approved by Head Teacher – AC.	01 Sept 17
4	Annual update to Policy. Updated Head Teacher Statement. Approved at Management Meeting dated 29 Aug 18. Authorised by BU, approved by Head Teacher – AC.	01 Sept 18

## **Part 1 – Introduction and Headteacher SHEF Statement**

1. This Safety, Health, Environment and Fire Policy defines the Health and Safety Policy of Cressey College for protecting the health, safety and welfare of our employees at work and others who may be affected by our work activities.
2. To achieve a sustainable health and safety system we must;
  - a. State our general Policy on health and safety.
  - b. Ensure employees are aware of the Policy and are adequately trained, competent and clearly understand their health and safety roles and responsibilities.
  - c. Plan health and safety into all of our daily operations.
  - d. Ensure health and safety arrangements maintain a safe working environment and achieve legal compliance.
  - e. Monitor, review and revise the health and safety system regularly.
3. The Safety, Health, Environment and Fire Policy is supported by health and safety responsibilities of key personnel and an outline of our health and safety arrangements.
4. The Safety, Health, Environment and Fire, procedures and risk assessments contained in this Policy will be reviewed annually or if there are any significant changes to the way we work.

## SAFETY, HEALTH, ENVIRONMENT AND FIRE (SHEF) ORGANISATION AND ARRANGEMENTS STATEMENT BY THE HEADTEACHER CRESSEY COLLEGE

### Introduction

Overall responsibility for Safety, Health, Environment and Fire (SHEF) within Cressey College lies with me. I consider the requirements of the Health and Safety at Work Act 1974, the requirements of OFSTED and the National Minimum Standards (NMS) and other statutory provisions to be the minimum standards to be applied to the service we provide.

This SHEF Statement details the Organisation and Arrangements that I have put in place in order to discharge my SHEF responsibilities and objectives.

### Objectives

This statement is to be observed at all levels and applies to all those working and visiting any Cressey College site.

It is my intention that Cressey College will conduct all its activities to mitigate safety and environmental risks to as low as is reasonably practicable (ALARP).

I intend to provide all personnel with so far as is reasonably practicable, the following:

- Safe places of work with safe access and egress.
- Provide information, instruction, training and supervision to enable personnel to carry out their work/training safely and without risks to their health or damage to the environment.
- Provide a safe working environment as regards to facilities and arrangements for welfare.
- Safe maintenance of equipment and systems of work.
- Safe use, handling and storage of all articles and substances.

Central to the successful provision of the above is a system that identifies significant workplace, fire and environmental hazards and subsequently assesses the risks associated with them. I expect Heads of Department, Senior teachers/managers to implement the system and all employees to co-operate with it. Where you feel that you cannot do this to an acceptable standard, then you must raise this issue to me immediately. I will ensure that you are supported in these actions and that any serious concerns are dealt with expediently.

Should any of our activities present a significant risk they will be regularly monitored and where necessary, arrangements for health surveillance provided.

We aim to minimise the risks created by work activities by organising ourselves in a way that secures involvement and participation at all levels of the School. Safety performance will be measured against our pre-determined standards.

All are to be clear that the term 'workplace' includes all activities undertaken both within Cressey College schools and off-site i.e. visits, educational activities and sporting events are just some examples.

### Organisation

I have appointed Health, Safety and Environment Protection Advisors and First Aiders, in each site, who will act as focal points for SHEF policy, implementation, information, concerns and suggestions. They will report to me if there are any further measures required to achieve compliance. Their role will be strictly advisory and responsibility for SHEF implementation and management rests firmly with me, the Operations & Contracts Manager and my Senior Leadership Team.

#### SHEF Committee

As Head Teacher I will chair the SHEF Committee meeting termly, in my absence the Operations and Contracts Manager will chair the meeting. The committee will consist of suitable senior representatives from each School site.

### Arrangements

#### Procedures

The arrangements for SHEF management are contained within procedures published within the SHEF Policy. Additional or temporary procedures will be published under my authority as temporary memoranda.

Procedures covering emergencies are included in the SHEF Policy. Everyone is to know and understand the actions required of them in the event of an emergency.

#### Assurance

I expect all those with SHEF responsibilities to provide me with regular assurance that SHEF policies and procedures are in place, current and effective through a process of regular systematic and thorough checks and inspections – these are to be recorded.

#### Accidents, Incidents, Near Misses and Accident Investigation.

I place great importance on the timely reporting of accidents, incidents and near misses. Where required these are to be investigated to identify any immediate or underlying causes with the aim of identifying lessons so that corrective action can be undertaken to prevent re-occurrence.

#### Duties to Others

All visitors or persons working within Cressey College such as contractors, agency staff or pupils are to be made aware of any hazards that exist in the workplace areas. This is to include any practices which may result in damage to the environment. The 4Cs control of visitors' process (Co-ordinate, Co-operate, Communicate and Control) is to be observed for all visitors/contractors.

Where personnel are working at sites away from Cressey College they should make themselves familiar with and observe any local safety and environmental rules. They should not, by their activities on that site, endanger others.

#### Employees' Duties

All employees should be aware that they have a duty to protect the environment and to preserve both their own safety and that of all those with whom they work. They are to understand and comply with all safety and environmental orders and instructions, also the provisions of any risk assessments that apply to their work area/activities.

#### Infrastructure and equipment

The Operations and Contracts Manager, in liaison with the Premises Manager, are responsible to me to provide safe infrastructure and equipment.

### SHEF Plan

A SHEF Plan, identifying objectives and targets, covering key aspects of SHEF management areas which encompasses local issues is to be maintained by the Operations and Contracts Manager. The plans progress will be discussed at SHEF Committee meetings.

### Training and Resources

Suitable SHEF training will be provided to enable my staff to competently conduct the duties placed upon them.

Adequate resources are allocated to implement this Policy within a reasonable time and management commitment to this Policy will assist in the development of a positive health and safety culture.

### Policy Review

This statement will be reviewed annually or upon change of policy to ensure that its objectives are met.

Head Teacher – Cressey College

Dated: 1 Sept 2018

## Part 2 – SHEF Organisation and responsibilities

### ORGANISATION AND RESPONSIBILITIES

1. The Headteacher is responsible for all SHEF matters relating to Cressey College.
2. In order to meet the statutory regulations a safety organisation is to follow the normal Management Structure. Each Senior Teacher is responsible for Health and Safety in their school or department, assisted by their representative on the SHEF Committee. Health and Safety requires a two-way flow of information and all employees must be afforded the opportunity of expressing their concerns using their safety representative on the SHEF Committee. This organisation is shown at Annex A with the Terms of Reference at Annex B.
3. All personnel are responsible for their own safety and the safety of others, and of visitors to their place of work. They are to co-operate with the SHEF Committee.
4. Cressey College personnel with key responsibilities for SHEF matters are listed below:

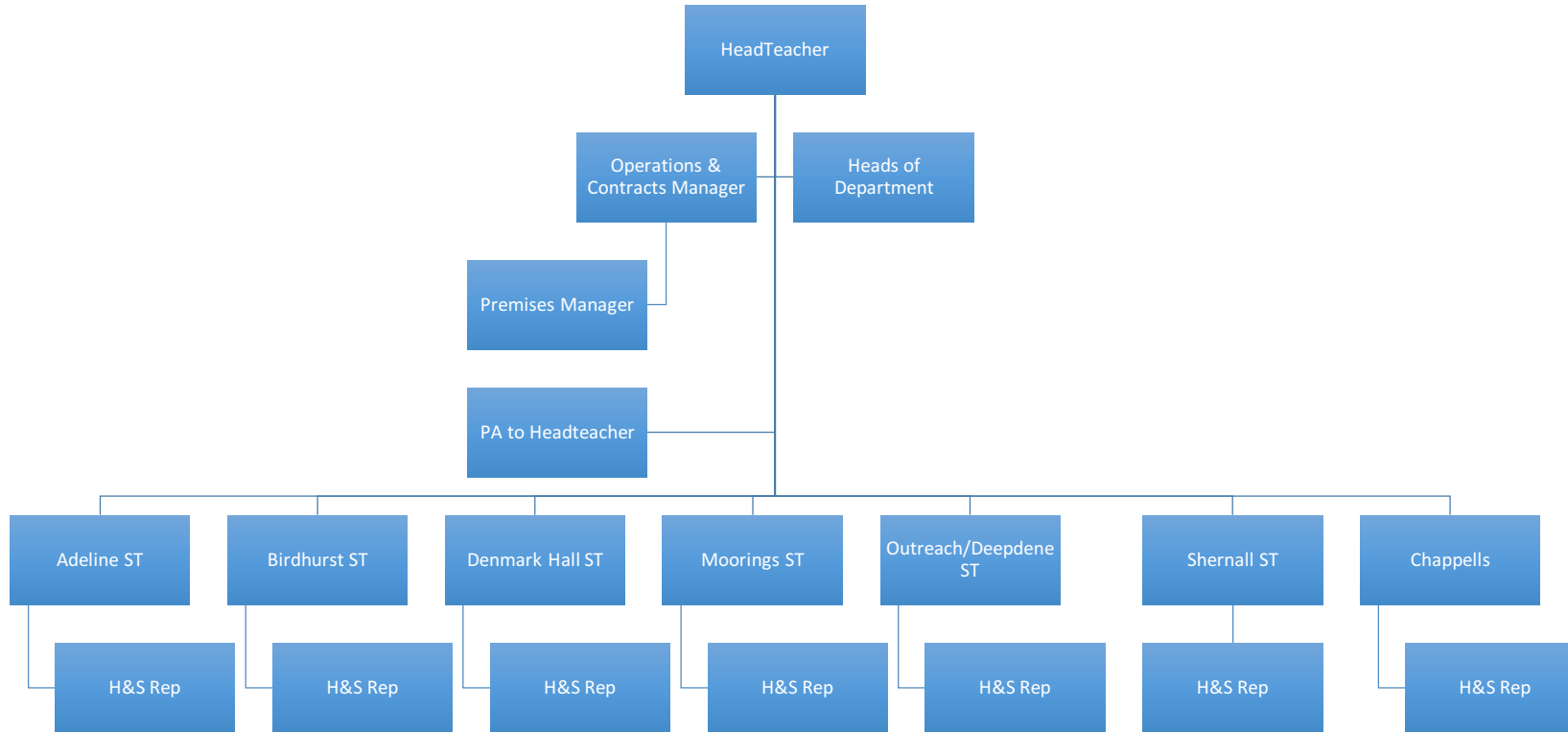
Appointment	Primary SHEF Tasks	Responsibilities
Head Teacher	Overall responsibility for SHEF	Chair of SHEF Committee. Allocation of appropriate resources. Review and monitor of safety performance. Promote a positive SHEF culture.
Operations and Contracts Manager	SHEF Advisor  4Cs Schools Custodian (Co-ordination, Co-operation, Communication & Control)	Advise Headteacher on all SHEF matters. Oversight of SHEF Policy and Instructions. Deputy Chair of School SHEF Committee. Maintain SHEF Management and Action Plan. Organise self audits. Deliver SHEF induction training Manage investigations of accidents/near misses. Support SLT in implementation of SHEF Policy. Coordination of Fire Risk Assessments.
Heads of Department and Senior Teachers	Leadership	Manage and implement SHEF policy and plans. Site induction of all staff. Welfare of all staff and pupils. School Risk Assessments. Written Safe Systems of Work. First Aid provision. Investigate accidents/near misses. Report any SHEF requirements/deficiencies to Headteacher. Raising of any building defects. Ensure Fire drills and routine checks are conducted.
Premises Manager	Manage premises	Advise SHEF Committee on maintenance issues. Coordination of contractors Issue any required Hot Permits Asbestos Management Advisor.
PA to Headteacher	Manager	Secretary of School SHEF committee.
Site H&S representatives	Building Manager	Fire safety. Fire safety training and drills. Risk Assessors. 4Cs Building Supervisor. Fault/defect reporting.
All Employees		To comply with the SHEF Policy and instructions.

Appointment	Primary SHEF Tasks	Responsibilities
		Report any defects, Near misses or accidents. Look after themselves and others.

Annexes:

- A. Cressey College SHEF Organisation.
- B. Cressey College SHEF Committee Terms of Reference

# Cressey College SHEF Organisation





## SCHOOL SHEF COMMITTEE TERMS OF REFERENCE

1. **Purpose.** The purpose of the School SHEF committee is to develop and monitor suitable policies for SHEF at Cressey College.
2. **Objectives.** The objectives of the SHEF Committee are:
  - a. To maintain an overview of the SHEF policy at Cressey College and comply with SHEF regulations.
  - b. To disseminate information on SHEF matters.
  - c. To co-ordinate SHEF Management and Action Plans.
  - d. To analyse and receive reports arising from accidents / near misses in order to learn lessons, identify trends and recommend appropriate remedial actions.
  - e. To consider SHEF Audits raised by any 3<sup>rd</sup> party and comply with recommendations.
  - f. To monitor:
    - 1) The introduction of working procedures for new equipment and processes which could impact on existing safety procedures.
    - 2) Changes to SHEF legislation which may have an impact on the Schools daily operation.
    - 3) Implementation of control measures identified by risk assessments.
3. **Composition.** The SHEF committee is to be chaired by the HeadTeacher (deputised by the Contracts and Operations Manager). Members of the Committee are as follows:
  - a. HeadTeacher (Chair).
  - b. Operations and Contracts Manager (Vice-Chair).
  - c. PA to HeadTeacher (Secretary).
  - d. Premises Manager.
  - e. School Sites' H&S Representatives.
  - f. Other members of Cressey College may be co-opted as and when required.
4. **Frequency.** The Committee is to meet at least termly.
5. **Accountability and Authority.** The Committee is accountable to the HeadTeacher who will direct responsibilities and tasks as required.
6. **Record of Decisions (RODs).** The Secretary is to ensure that the RODs are published and distributed to all committee members on completion of the meeting.

## **Part 3 - General arrangements For Safety, Health, Environmental And Fire**

### **Overarching Perspective**

1. This section of the Policy specifies the Health and Safety Rules laid down for the attention of all employees. Failure to observe them will be considered a breach of the Contract of Employment and may result in disciplinary action being taken.
2. We recognise that it is not possible to prepare in written form every possible health and safety rule as circumstances may vary depending upon the nature of the work. However, our employees are expected to act in a sensible manner and follow verbal instructions given by managers and senior members of staff.

### **Managerial Aspects**

#### **Individual Responsibilities.**

3. Each individual has a duty in law to:
  - a. Take reasonable care of themselves and other persons (including members of the public) who may be affected by their acts or omissions at work.
  - b. Co-operate with their superiors, or any other person, to enable them to comply with any duty imposed on them.
  - c. Take care not to interfere with or misuse anything that has been provided for the purpose of health, safety and welfare at work.
  - d. Notify their superior and others of any situation having the potential for serious and imminent danger to health and safety.
  - e. Notify their superior of any shortcomings in protective measures.
4. No one is to use or interfere with processes, tools, hazardous substances or activities on which they have not been trained to use. Qualified operators are to ensure that their working practices follow safety procedures taught in their training and contained in relevant safety instructions and guidelines. They are to prevent untrained people from having access to such equipment or substances within their area of responsibility. They are to check their equipment regularly and report any hazardous shortcomings.
5. An employee may be liable for disciplinary action if he/she is found to have acted in any of the following ways:
  - a. Practical jokes or antics, which could cause accident or injury.
  - b. Misuse of any facility provided, whether it be for staff or for those in our care.
  - c. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
  - d. Failing to report any medical condition which may prejudice the health of employees, or others who may be affected.
  - e. Misuse of drugs or alcohol, which may affect the health or safety of other staff, or those in our care.

- f. Any form of physical or sexual misconduct towards either colleagues or those in our care.
- g. Any form of harassment or bullying of colleagues or students.
- h. A serious or wilful breach of safety or food hygiene rules.
- i. Unauthorised operation of any item of equipment, or interference with any protective device.
- j. Wilful damage to, misuse of, or interference with any item provided in the interests of health, safety or welfare at work.
- k. Any matter involving the issue, dispensing or and disposal of drugs or medicines when not authorised.
- l. Unauthorised removal of any property belonging to the School, belonging to those in our care, or other colleagues, which could cause accident or injury.

6. These rules apply to breaches of Cressey Oasis Education Ltd Health and Safety Policy. There are other actions, not related to health and safety issues, which can also constitute gross misconduct. These are listed in the Staff Handbook and Disciplinary Policy.

### **Key Management Responsibilities**

7. **Operations and Contracts Manager.** The Operations and Contracts Manager is to ensure that all new staff joining Cressey College attend SHEF Induction Training which is to be conducted at least termly. He is to ensure that the School's Safety Management System (SMS) is maintained and appropriate strategies are developed to implement the Headteacher's policy; with a system for measuring and reviewing procedures put in place. In addition, he is to confirm that School Senior Teachers are complying with their SHEF requirements as stated within this document.

8. **Heads of Department and School Senior Teachers.** All Heads of Department and School Senior Teachers are responsible for the implementation of this Policy within their areas of responsibility. They are to ensure that appropriate safety procedures are formulated and implemented and that the necessary resources, training, information and manpower is made available as required. They are also required to provide timely feedback in the event of failures in all safety matters, and any deficiencies in plans, procedures, standards and or systems. They are to ensure that identified SHEF Committee members attend published SHEF Committee meetings.

### **School Management of Health and Safety**

9. **General.** The Management of Health and Safety Regulations require Risk Assessments (RA) to be carried out should significant hazards exist to the health and safety of School personnel contractors or other visitors be identified. Accordingly, Senior Teachers are to ensure that:

- a. Personnel nominated as Risk Assessors are released for training to meet the statutory requirement for 'competent persons'.
- b. Assessments are conducted within their areas of responsibility identifying potential hazards. Significant hazards are then to be subjected to a full RA using the Cressey College approved Risk Assessment form. This form once completed, should be uploaded to the School 365 system. Signed original copies are to be placed within

the respective folders. These assessments are to be reviewed as per the RA requirements.

c. Where the RA identifies a requirement for training, this is to be carried out and recorded.

d. RA must be available for all staff carrying out the tasks and they must be made aware of any controls in place for identified risks prior to carrying out the task.

e. When required, Dynamic RA will be carried out to support an existing RA.

10. Following a RA, if an unacceptable residual risk remains or the process is not straightforward, a Safe System of Work must be devised and implemented. This Safe System of Work must be available and communicated to all relevant personnel.

11. SLT members are responsible for implementing and monitoring safe working practices.

12. **Personal safety.** We aim to provide all reasonable support and guidance to raise awareness and develop personal safety strategies. We will not tolerate bullying and/or harassment at work and staff are instructed to report any such incidents to the Head Teacher.

13. Staff are instructed to provide comprehensive information when working away from the school e.g. accompanying a student, supporting a student offsite etc, so that the senior person on duty, knows their whereabouts and estimated time involved.

14. **The Workplace.** Good standards of ventilation, temperature and lighting are provided. Mechanical heating and ventilation systems are maintained and inspected to ensure they remain suitable and sufficient. All defects are to be reported in a timely manner to the Premises Manager.

15. **Hazard Warning Notices.** Senior Teachers and their H&S representatives are to ensure that the appropriate hazard warning notices (eg Slippery Floor, asbestos, No Smoking and those identifying safety procedures required to operate any tools or machinery) are displayed. Advice is to be sought from the Contracts and Operations Manager.

16. **Safe Place of Work.** Many hazards are created by poor 'house keeping'. The following precautions are to be taken.

a. Dispose of rubbish at the end of the working day or when there is a sufficient build up.

b. Keep corridors, aisles and stairways clear.

c. Clean up spilt oils, greases and liquids and dispose of them in the prescribed manner.

d. Keep exits/entrances and fire equipment free from obstructions.

e. Report any defects to the H&S representative ASAP.

f. Fence off any areas which could cause a hazard.

g. Keep warning notices clear and up to date.

17. **Management of behavioural intervention.** Where we have students who exhibit behaviours that challenge we will ensure that our staff are trained in techniques that enable

them to **intervene** in a safe manner. Guidelines on interventions and managing behaviours that challenge can be found in the Behaviour Management Policy and the Physical Intervention Policy.

18. **Smoking.** It is our view that smoking should be actively discouraged. Whilst it is acknowledged that some of our students smoke and it is our aim to help them to reduce and/or break the habit. This will be achieved by not allowing them to smoke during the school day and implementing educational programmes that make them more aware of the dangers of continued smoking.

19. There is a NO SMOKING Policy in all Cressey schools. Staff are not permitted to leave the premises to smoke during the school day.

20. **Administration of drugs.** Senior staff should be aware of the relevant statutory requirements and our Policy regarding the safe keeping, administration, recording and disposal of drugs. Any administration of medication requires written permission from parents/carers and can only be administered by nominated staff. Staff who need to bring/administer their own medication during the school day must inform senior staff and ensure that any medication, including paracetamol/aspirin etc are kept locked away in the school office at all times.

### **Medical and Health Surveillance.**

21. The following section details the schools approach to medical issues:

a. **First Aid.** Each School should be covered by a trained First Aider whose name and telephone number are to be prominently displayed on statutory First Aid information notices which are to be posted in all places of work. First aid boxes are to be kept maintained to the appropriate scale and where required, full eye wash bottles are to be in date.

b. **First aid books.** Each site is to maintain a first aid book detailing any first aid administered to both staff and students. Where appropriate the necessary accident forms must be completed and a copy given to the school office. Senior Teachers are responsible for monitoring their site first aid books on a monthly basis.

c. **Reporting of Injuries, Death and Dangerous Occurrence Regulations - RIDDOR.** Accidents, injuries or diseases that lead to over 7 days off work, must be reported to the HSE. Further advice is available from the Operations and Contracts Manager.

d. **Hepatitis B and Tetanus.** It is recommended that staff are vaccinated through their own GP for Hepatitis B and Tetanus prior to commencement of duties.

e. **Notifiable diseases.** The Public Health Regulations list diseases that are notifiable. Some of the more common diseases that must be notified are:

- 1) Meningitis.
- 2) Mumps.
- 3) Scarlet Fever.
- 4) Tetanus.
- 5) TB.

- 6) Viral Hepatitis.
- 7) Whooping cough.

f. **Stress.** We aim to raise awareness to workplace stress and will provide management support to minimise its effects. Some staff affected by stress may need in-depth management and supervision.

- 1) Senior staff are to be aware of the warning signs for stress and manage accordingly.
- 2) All staff have access to the BUPA support scheme to help manage stress.

g. **Alcohol, drugs and solvents (staff).** Any member of staff who reports for work under the influence of alcohol or illegal drugs, brings an alcoholic beverage or illegal drugs into the school or consumes alcoholic beverage or illegal drugs while at school may be subject to disciplinary procedures which could lead to (summary) dismissal.

22. **Incidents and Accidents.** Employees are instructed to report all incidents, accidents and near miss accidents involving themselves or others. Damage to property must also be reported, as this could be an indicator of a near miss injury accident.

23. Senior staff are responsible for ensuring all incidents, accidents and near miss accidents are recorded and reported to the relevant person/authority within a specified time. Managers are also responsible for carrying out an investigation to prevent a recurrence. Serious injury accidents will be investigated by the Operations and Contracts Manager who will carry out a detailed investigation and report.

24. **Emergency situations.** An emergency is defined as any situation that presents imminent danger and would include any of the following services responding:

- a. Police.
- b. Ambulance.
- c. Fire Rescue Service.
- d. Utility services.

25. The Headteacher must be informed of any emergency situation and the incident must be recorded and reported as necessary.

### **Fire safety**

26. Fire is one of the greatest threats to life and property. Sources of ignition exist in every work area and can take hold at a frightening rate. The prevention of fire is of vital importance; most fires are caused by negligence, carelessness or ignorance. A high standard of fire awareness, common sense and good 'housekeeping' will keep the danger of fire to a minimum.

27. All Cressey premises are legally required to carry out a fire plan and risk assessment and maintain fire log records of routine tests and maintenance. Regular fire evacuation drills must be conducted termly. See Fire Orders for more details.

### **Regulations**

28. **Electrical Policy.** The Electricity at Work Regulations, are to be adhered to at all times. Electrical repairs are only to be undertaken by suitably qualified personnel. Electrical defects are to be reported to the Premises Manager when discovered and signage placed to reflect the problem or the item removed from the workplace. The use of multi-socket extension leads is allowed, as a temporary measure as long as it is fitted with a fuse and a warning light to show when the supply is on, however multi plug adaptors are prohibited.

29. **Electrical Testing regime.**

a. Annual testing of portable electrical equipment is to be carried out by contractor, in accordance with the PAT Regulations. All tested electrical equipment will be labelled accordingly. Users are to ensure that a visual inspection is conducted before use.

b. Fixed installations will be tested every 5 years by an outside contractor.

30. **Gas safety.** Cressey College will ensure that all gas installations are routinely serviced and maintained by a CORGI registered engineer. Where required, a Landlord's Gas Safety Certificate is held within the School file. All service and maintenance records are retained in the School file.

31. We are aware that we have a duty to ensure that any gas appliance or installation is maintained in a safe condition that will not cause harm. We will ensure that any required work will be carried out by a CORGI registered engineer and will ask CORGI to supply any proof of registration if necessary.

32. **Control of Substances Hazardous to Health (COSHH).** COSHH Regulations are to be applied throughout the School. All substances must be Risk Assessed before use to ensure that all staff are protected as far as reasonably practicable from any hazards due to substance exposure. Senior Teachers are to ensure that:

a. Staff using hazardous substances are provided with information about usage, storage, fire precautions and first aid for all substances they use. This is available from the COSHH Assessments and Safety Data Sheets, copies of which are to be held in the workplace.

b. The correct signage is used on any rooms or cupboards that contain harmful substances.

c. Only minimum amounts of any substance is to be brought into the workplace.

d. Unused or waste substances and materials are to be disposed of properly in the prescribed manner within the Safety Data Sheets.

33. **Personal Protective Equipment (PPE).** The PPE at Work Regulations 1992 are to be applied throughout the School where applicable. Tools and equipment must not be used if the correct PPE is not issued or is unserviceable. Senior Teachers are responsible for insuring that PPE is worn, appropriate training is carried out and a PPE register is maintained ensuring that all PPE is returned to the correct storage area.

34. **Manual Handling.** The Manual Handling Operations Regulations 1992, are to be applied where appropriate throughout the School. Manual handling operations should be avoided where possible by the use of mechanical aids and Safe Systems of Work. As per the HSE guidance, assessments are to be carried out if the process cannot be changed. All staff receive training on Manual handling when they initially join Cressey, normally by utilising e-learning, and then annually during an Inset day.

35. **Display Screen Equipment (DSE).** The Display Screen Equipment (DSE) Regulations 1992, are to be applied throughout the School where appropriate. There are 2 types of user:

- a. Multi User – this is where a computer or computer station is used by multiple users.
- b. Single User – this is where a computer or computer station is for the use of a single person whose main role means that they spend much of the day using a computer.

36. All Single users are to assess their workstation to ensure it complies with the DSE regulations and display this assessment by the workstation.

37. **Work Equipment.** The Provision and Use of Work Equipment Regulations PUWERs 98 are to be applied throughout the School where applicable.

- a. The Operations and Contract manager is responsible for the provision of suitable and serviceable work equipment.
- b. Where these regulations apply, the Operations and Contract manager is to ensure that personnel receive appropriate training in the use of the equipment involved.
- c. Users are to ensure before use checks are conducted to ensure that the equipment is fit for purpose and serviceable.

38. **Welfare.** The principles of the Workplace (Health Safety and Welfare) Regulations 1992, are to be applied throughout the School. Generally speaking, this means that each Senior Teacher is responsible for ensuring that the workplace is a safe working environment and any defects are to be reported to the Premises Manager.

### **Consultation and Communication**

39. Health, safety and welfare information is provided to all our employees and the Policy and Procedures are brought to their attention and available on the School Office 365 IT system.

40. The SHEF committee meet termly to discuss and review all SHEF arrangements, minutes of these meetings are taken and distributed to all sites.

41. Health and safety is routinely discussed at the weekly SLT meetings.

### **Training**

42. Competent employees at all levels can make a more effective contribution to health and safety, by actively participating in improving health and safety standards. Health & Safety training is a mandatory requirement. It is achieved by all new staff conducting an e-learning induction package which includes Health, Safety and Fire and a refresher during Inset training.

43. Any new training requirements are constantly reviewed to ensure compliance with the regulations and to ensure we continue to develop our staff.

### **Contractors**

44. All contractors are required to produce suitable and sufficient risk assessments before they carry out any work on any Cressey College premises. The risk assessments should be



reviewed by a competent person employed by Cressey, any concerns should be discussed between the contractor and Head Teacher.

45. All contractors are to receive a SHEF brief from the Premises Manager prior to commencing work.

46. Details of risk assessments that may impact on the safety of contractors should be discussed before they start work e.g. maintaining student safety.

### **Monitoring Performance Review and Audit.**

47. The school will monitor its health and safety performance by conducting regular checks and inspections, with records maintained, Internal Self Audits, 3<sup>rd</sup> party Audits and reporting defects. The following paragraphs below outline the inspection regime for Cressey College:

a. **H&S representatives Weekly check.** To be conducted by the school H&S rep. The H&S rep is to ensure all findings are entered onto the weekly inspection checklist and filed within the respective H&S folder. Any defects found are to be forwarded to the Premises Manager for rectification.

b. **Senior Teachers Monthly check.** All Senior Teachers are to complete this form and forward it to the Operations and Contract Manager once complete, this must be completed monthly.

c. **Health, Safety and Environment School Management 6 Monthly Inspection.** To be conducted by the Operations and Contract Manager and the Premises Manager. All schools are to be inspected in April and November.

1) All completed reports are to be forwarded to the Head Teacher for comment and allocation of resources, if required from identified actions.

d. **Head Teacher inspections.** The Head Teacher can and will, at any time, inspect any of the school sites to ensure H&S practices and culture are embedded in all that we undertake at the school. Individual Senior Teachers should also conduct periodic checks of their premises to ensure all standards are being achieved and maintained.

### **Complying with the law**

48. The Health and Safety at Work Act 1974 aims to control the risks to the health and safety of our employees, and any other person who might be affected by our work activities. Subsequent regulations define specific areas of risk and control measures.

49. Cressey College will endeavour to understand the requirements of all relevant legislation to ensure compliance along with legal requirements and other legislation that covers the activities of our services.

### **Forms:**

H&S Rep weekly check.

Senior Teachers Monthly Inspection check

School Management 6 monthly check.

### **Annexes:**

Various H&S policy notes and procedures.

## Premises Health and Safety Representative weekly check

**Date:**

**Site**

**Inside**

<b>Serial</b>	<b>Item</b>	<b>Defects</b>	<b>Action taken</b>	<b>Initial</b>
1.	Fire Alarm			
2.	Smoke Detectors			
3.	Emergency Lights			
4.	Fire Extinguishers & hose reels			
5.	Electrical Fittings			
6.	Water temperature – Hot <43 <sup>0</sup>			
7.	Water temperature – cold < 20 <sup>0</sup>			
8.	Fridge & freezer checks up to date?			
9.	Lights			
10.	Door bell			
11.	Classrooms (Trip, slip & faulty equipment)			
12.	Staff room (Trip, slip & faulty equipment)			
13.	School safety and security system			
14.	Doors and windows			
15.	Corridors and stairs (trip, slip & free from obstructions)			
16.	Electrical equipment (in date PAT testing)			
17.	Storage areas (articles and substances stored safely)			
18.	First Aid room (First Aid box & bin)			
19.	Visitors book			
20.	Accident book			

**Outside**

<b>Serial</b>	<b>Item</b>	<b>Defects</b>	<b>Action taken</b>	<b>Initial</b>
21.	Carpark (surface, potholes)			
22.	Footpaths (raised or damaged paving)			
23.	Playground/yard areas (damage to surface, playground equipment etc)			
24.	Roof/tile (visual inspection)			
25.	Is the building in general good condition?			
26.	External lighting (adequate & working)			
27.	Other (please state)			
28.	Date of last fire alarm test (weekly)			
29.	Date of last Fire Drill (termly)			
30.	Date of PAT testing (annual)			

**Any other comments:**

## Senior Teachers Monthly Inspection Report

School/site:

Date:

School H&S Rep Manager:

Inspecting ST:

Ser	Subject	Y	N	NA	Comments
	<b>Fire</b>				
1	Combustible materials stored in stairways, corridors etc				
2	Escape routes clear from obstruction?				
3	Fire extinguisher checks in date?				
4	Fire exits unblocked, easy to open and clearly identified?				
5	All fire doors kept closed?				
6	Fire drill carried out?				
7	Is a fire safety folder up to date?				
	<b>H&amp;S Information</b>				
1	Notice board up to date?				
	<b>Assessments</b>				
1	Risk Assessments available?				
2	COSHH Assessments?				
3	DSE Assessments?				
4	Manual Handling?				
	<b>PPE</b>				
1	Is PPE required?				
2	If required, is it available?				
3	Properly stored?				
4	Serviced and in good condition?				
	<b>Storage of Hazardous Substances</b>				
1	Are substances clearly identified?				
2	Stored separately and securely?				
	<b>Electrical Safety</b>				
1	Have all electrical items been PAT tested?				
2	Are there extension leads being used?				
	<b>First Aid</b>				
1	Are boxes in good condition and complete?				
2	Contact details of first aid trained personnel available?				
3	Eye wash stations in date?				
4	Does the First Aid room contain the FA box and a bin?				
	<b>Working Environment</b>				
1	Is the working environment fit for purpose?				
2	Are there any ladders or steps in the workplace				
2	Walkways and aisles clear?				
3	Floor coverings suitable?				
4	Are all fridges having daily temperature checks conducted?				
5	Are all drinking taps clearly marked?				
6	Is the hot water temperature being recorded weekly?				
	<b>Accident Reporting</b>				
1	Is the up to date accident reporting form available to all staff?				

2	Is the accident book up to date?				
	<b>Control of visitors</b>				
1	Do visitors sign in correctly?				
	<b>Review Previous Inspection Reports</b>				
1	Previous H&S Rep Weekly Inspection Reports been reviewed with any defects or shortfalls being closed out				
2	Previous Senior Teacher Termly Inspection Reports been reviewed with any defects or shortfalls being closed out				
<b><u>Building Defects Noted:</u></b>				<b><u>Action By:</u></b>	<b><u>Date Closed Out</u></b>

<b>Inspecting Senior Teacher Signature</b>	<b>School H&amp;S Rep Signature</b>

COMPLETED FORMS ARE TO BE RETAINED BY THE SCHOOL H&S REP

## Health, Safety & Environment

### Building Management 6 - Monthly Inspection

The Health, Safety and Environment Building Management Inspections are to be conducted by the Operations and Contracts Manager. The Inspections are intended to look in broad terms at the management of H&S, including hardware and software issues. The Inspection findings and summary of recommended actions are to be referred to Head teacher or Senior Teacher for comment and the allocation of resources if appropriate.

**Dangerous situations encountered during the Inspection should be corrected immediately by management action if their existence constitutes a serious risk of personal injury or significant damage to property and equipment.**

INSPECTION NUMBER	
SCHOOL SITE	
CONTRACTS & OPERATIONS MANAGER	
SCHOOL H&S REP	
DATE	

**WORKPLACE DETAIL**  
**NUMBERS WITHIN BUILDING**

Teaching staff		Pupils/students	
M	F	M	F

**SAFETY POLICY PROCEDURES**

1. POLICY	Y/N/NA	REMARKS
1. Where is the Health, Safety & EP notice board located.		
2. Which, if any, policy statements are missing, and are statements extant. (HSAW, HeadTeacher Policy, Fire muster point, FA appointed persons)		
3. Are all emergency notices displayed?		
4. What staff induction procedures are in place.		
5. Which employees or pupils (if any), have specific needs and have they been considered in the RA process.		

**HAZARD SPOTTING, RISK ASSESSMENTS & SAFE SYSTEMS OF WORK**

*Are all of the following hazards (where identified) suitably controlled and has a RA been completed?*

2. HAZARD IDENTIFICATION CHIP(1989) COSHH, NAWR, DSE, Electricity at Work (1989), Manual Handling, Workplace H and S Regulations (1999) etc.	Y/N/NA	REMARKS
1. Mechanical		
2. Electrical		
3. Hazardous Substances		
4.		
5.		
2. HAZARD IDENTIFICATION (Cont)	Y/N/NA	REMARKS
1. Manual Handling: - has a manual handling assessment been undertaken (if applicable). What training have staff completed and is it adequate?		
2. Off-site excursions		

3. Lone working		
4. Display Screen Equipment suitable user RA in place		
5. Asbestos		
6. Working at height		
7. Others		
8. Is appropriate signage in place re the hazards identified above?		

<b>3. Environmental Hazards / Issues</b>	<b>Y/N/NA</b>	<b>REMARKS</b>
1. Waste		
2. Energy		
3. Water		
4. Conservation (Nature/Buildings)		

<b>4. RISK ASSESSMENTS</b>		<b>Y/N/NA</b>	<b>REMARKS</b>
Management of Health and Safety at Work Regulations 1999			
1. How are staff advised of all RAs within the area			
2. How are employees involved in the R/A process			
3. Have all assessors been trained? <i>[Provide details of training e.g. date, provider etc]</i>			
4. Have all R/As been brought to the attention of others who may be affected by activities-and if so, how is this achieved			
5. How many risk assessments are held.			
6. What percentage has been checked.			
7. Risk assessments checked:- EG General Risk Assessment, COSHH, Manual Handling, DSE, Work Equipment etc			
Date of Assessment	Review Date	Remarks (to include whether suitable and sufficient)	

<b>5. WORK EQUIPMENT</b>	<b>Y/N/NA</b>	<b>REMARKS</b>
PUWER Regulations 1998		



1. What PUWER RAs have been undertaken and do they remain extant		
2. Does the work equipment meet the requirements of the Provision & Use of Work Equipment Regulations 1998		
3. How have personnel been trained to use the equipment		
4. Is all portable electrical equipment in test date and next test date labels fixed to the equipment		
5. What, if any, mechanical/ electrical defects are apparent		
6. Is all equipment requiring statutory testing/examination in test date (e.g. LEV, lifting equipment)		
7. Are ladders in test date. If not on maintenance programme are staff advised of necessity for pre use checks to be undertaken		

<b>6. SAFE SYSTEMS OF WORK</b>	<b>Y/N/NA</b>	<b>REMARKS</b>
1. If necessary what safe systems of work have been produced – include procedure number and reference		
2. Do the written procedures adequately describe the task		
3. Do written procedures remain extant		

<b>7. FIRE</b> (Fire Regulatory Reform Act 2005)	<b>Y/N/NA</b>	<b>REMARKS</b>
1. Are fire escape routes adequately signed and is access clear and unobstructed?		
2. What was the date of the last fire evacuation, was it within the past 12 months?		
3. Is a copy of the Fire Safety Management Plan (FSMP) / RA available and when was it conducted?		
4. Have any listed deficiencies on the FSMP/RA been addressed?		
5. Do personnel know what to do in the event of an emergency?		
6. How often are fire alarms tested and by whom?		

7. How often is emergency lighting tested and by whom?		
8. Is fire fighting equipment in test date and how is this monitored?		

<b>8. HOUSEKEEPING &amp; WELFARE</b> (Workplace Health Safety and Welfare Regulations 1992)	<b>Y/N/NA</b>	<b>REMARKS</b>
1. Are all access/egress routes clear and unobstructed [ <i>Free of slips, trips &amp; falls and if not what obstructions are apparent</i> ]		
2. How often is the area cleaned and by whom?		
3. Is there suitable and sufficient natural, artificial or emergency lighting in the workplace, windows clean on both sides and free from obstructions. Corridors and stairs adequately lit?		
4. How is the area ventilated?		
5. Are temperature levels adequate?		
6. If required, what changing facilities are in place?		
7. What toilet and washing facilities are available and are they clean and in good order?		
8. Are there adequate supplies of drinking water, together with facilities for warming drinks in cold weather?		
9. Are all drinking water outlets correctly labeled?		
10. What, if any, identifiable building defects present that are potential hazards to personal safety or the environment?		
11. Does any signage require replacing/upgrading?		
12. Are hazardous substances stored correctly in identifiable containers?		
13. Is there evidence of daily fridge and freezer temperature checks?		
14. Is there evidence of weekly water temperature checks?		

<b>9. PERSONAL PROTECTIVE EQUIPMENT</b> PPE Regulations 1992 HASAWA 1974	<b>Y/N/NA</b>	<b>REMARKS</b>
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1. Has suitable and sufficient PPE been supplied where appropriate		
2. What training is given to staff re the correct wearing of PPE		
3. How often is PPE cleaned and maintained?		
4. Where is PPE stored?		
5. If applicable is all PPE within shelf life		

<b>10. FIRST AID, ACCIDENTS &amp; ILL HEALTH</b> (First Aid at Work Regulations and subsequent updates) (RIDDOR)	<b>Y/N/NA</b>	<b>REMARKS</b>
1. What first aid arrangements are in place		
2. Where are first aid notices displayed and do they specify contacts		
3. Are first aid boxes stocked in accordance with the schedule of contents?		
4. If appropriate, what eyewash facilities are in place		
5. Are workplace accident books held and maintained. When was the book last audited. <i>[Enter book Serial No. in remarks column]</i>		
6. Have any applicable RIDDOR reports been raised for all accidents/incidents and near misses.		
7. Have all accidents/incidents and near misses been investigated by line management?		
8. Is the First Aid room suitable, and does it contain the required facilities?		

<b>11. 4Cs</b> Management of Health and Safety at Work Regulations 1999	<b>Y/N/NA</b>	<b>REMARKS</b>
1. Is the visitors log maintained. Is a policy in place to advise visitors of hazards present and muster points?		
2. When are SHEF matters discussed with staff?		
3 What other H&S training has been undertaken or applied for?		

<b>12. DETAILS OF WORK EQUIPMENT CHECKED</b>		
<b>TYPE</b>	<b>TEST DATE</b>	<b>ASSESSMENT NUMBER / REMARKS</b>


**14. INSPECTION SUMMARY AND RECOMMENDATIONS**

<b>Inspecting Senior Teacher Name</b>	
<b>School H&amp;S Rep Name</b>	
<b>Date</b>	
<b>Next Inspection Due</b>	OR TBA <input type="checkbox"/>

## Risk Assessment procedure

1. **Legislation.** Risk assessment is a legal requirement under the following health and safety legislations:

- a. Management of Health & Safety at Work Regulations.
- b. Control of Substances Hazardous to Health Regulations.
- c. Manual Handling Operations Regulations.
- d. Personal Protective Equipment Regulations.
- e. Health & Safety (Display Screen Equipment) Regulations.

2. **Responsibilities**

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to risk assessment.
<b>Head Teacher/Heads of Department/Senior Teachers</b>	Monitor that suitable and sufficient risk assessment are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operations &amp; Contracts Manager</b>	Monitor the completion of risk assessments carried out by school staff
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance
<b>Contractors</b>	Provide suitable and sufficient risk assessments to the person who has requested the work to be carried out

3. **What is a risk assessment?** A risk assessment is nothing more than a careful examination of what, in our place of work, could cause harm to people so that we can weight up whether we have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. We are legally required to assess the risks to employees, students in our care and others.

4. The important things we need to decide are whether a hazard is *significant* and whether we have it covered by satisfactory precautions so that the risk is reduced. We need to check this when we assess the risks. For instance, electricity can kill but the risk of it happening in an office environment is remote, provided that 'live' components are insulated and metal casing are properly earthed.

5. As we have more than five employees we are legally required to keep a written record of what we have done to reduce the risks. We must also tell our employees about the risk assessment; they should be informed through the induction process, team meetings, and supervision.

6. At Cressey we have one generic risk assessment form.

7. **What is a hazard?** A hazard means anything that has the potential to cause harm for example:

- a. Moving loads – manual handling.
- b. Working from steps or ladders.

- c. Working with students with challenging behaviour.
8. **What is a risk?** A risk is the chance that somebody will be harmed by the hazard for example:
- a. Risk of strain injury when lifting a load.
  - b. Risk of physical injury if someone falls from a ladder.
  - c. Risk of verbal/physical assault when working with students with challenging behaviour.
9. **Who should carry out the risk assessment?** Each school staff team should work together in carrying out the risk assessment ensuring consultation with the team who carry out the work.
10. **Which tasks should be assessed?** There are generic risk assessments that affect a number of tasks and activities. These should be reviewed annually to ensure they are relevant to the task as carried out by each school. Senior Teachers/Head Teacher are responsible for ensuring specific task/activity risk assessments and student specific risk assessments not covered in the generic pack are undertaken and reviewed regularly.
11. **Generic risk assessment.** You should check through these and review the existing safety control measures. You must ensure the precautions are in place, if not you will need to carry out further action to reduce the risk. Once the further action has been carried out the risk assessment can be reviewed again and signed off as being complete.
12. **Specific risk assessment.** For tasks not included in the generic risk assessment pack you must carry out a specific risk assessment using the Cressey risk assessment form; consider any tasks or activities that could be reasonably expected to cause harm. Ignore the trivial and concentrate on significant hazards. Ask the team to contribute to the risk assessment process. Don't forget to include tasks or student activities that are less frequent.
13. Prioritise the work tasks you consider to be the highest risk, in some cases you will need to action a 'quick fix' to temporarily reduce the risk until authorisation or funds are made available for a permanent solution, for example:
- a. Floor covering in a main walkway causing a major trip hazard, student group with limited mobility, a 'quick fix' solution would be to consider placing a hazard warning sign over the area and tape the damage until arrangements can be made for repair or replacement.
14. **Who might be harmed?** Decide who might be exposed to the hazard, pay particular attention to expectant mothers, people with a disability, young workers, trainees, new members of staff; you may need to consider individual health and safety arrangements to reduce the risk to them.
15. **New and expectant mothers at work.** Working in school with potentially volatile students poses a significant risk for a pregnant worker. Therefore, any member of staff who believes that they may be pregnant must inform their Manager as soon as possible so a risk assessment can be carried out.
16. **Young persons.** Where a young person may be working in the school e.g. school work experience the Manager must carry out a risk assessment which takes into account their inexperience, lack of awareness of existing or potential risks.

17. The risk assessment must consider whether the young person should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training or the risks have been reduced so far as is reasonably practicable, or when proper supervision is provided by a competent person.

18. **What safety controls should be considered?** When deciding on appropriate measures to control risk, consider the following options.

- a. Avoid the task/activity.
- b. Try a less risky option.
- c. Avoid parts of the task.
- d. Prevent access to the hazard.
- e. Organise work to reduce exposure to the hazard.
- f. Provide training, information, supervision.
- g. Provide equipment.
- h. Provide personal protective equipment/clothing.

19. **Evaluate the risk.** Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high – medium – low.

20. Firstly, ask yourself whether you have done all the things that the laws says you have got to do. For example, have you provided sufficient training and information to those exposed to the hazard so the risk of harm is reduced.

21. Use the Cressey risk rating tool to assist with the evaluation of risk.

22. What if the risk rating is medium or high? If the risk result is unacceptable then you should consider stopping the task or activity to avoid the risk of serious harm. Discuss with the Senior Teacher or Head Teacher immediately.

23. Where risks are not adequately controlled then you must consider any further action necessary to reduce the risk. Include a date and name of the person who is to carry out the action.

24. When should the risk assessment be reviewed? Sooner or later changes to the way you work will happen or new equipment is brought in which could lead to new hazards. If there is any significant change, this can be added to existing risk assessments, it is not necessary to amend the risk assessment for every trivial change.

25. It is good practice to review the assessments from time to time to make sure we are doing enough to keep the risks low. At Cressey we review most risk assessments annually although some, such as student risk assessments, should be reviewed termly.

26. The Cressey Risk Rating Tool:

<b>Likelihood</b>	5	Medium	High	High	Extreme	Extreme
	4	Medium	Medium	High	High	Extreme
	3	Low	Medium	Medium	High	High
	2	Low	Low	Medium	Medium	High
	1	Low	Low	Low	Medium	Medium
	1	2	3	4	5	
	<b>Consequence</b>					

27. Further information can be gathered from the Operations and Contract Manager.



# CRESSEY COLLEGE

## Health & Safety Risk Assessment Form

School Site	Activity	Generic educational visits – regular activities	People at Risk	Date:	Likelihood = E, H, M, L Consequence = E, H, M, L Risk unacceptable = High or Extreme
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HAZARD Potential to cause harm	RISK of harm or injury to self, staff, pupils and others	RISK RATING <sup>1</sup> Before control measures E H M L	EXISTING CONTROLS E.g. procedures, equipment, training	RISK RATING <sup>1</sup> Residual Risk E H M L	FURTHER ACTION REQUIRED Risks not adequately controlled	ACTION Who & when

Completed by:		Date	
School Senior Teacher		Date	
RA Review date			

<sup>1</sup> Refer to Cressey Risk Rating Tool in SHEF Policy (Likelihood x Consequence)

## Fire Safety

1. **Legislation.** As part of the Government's commitment to reduce death, injury and damage caused by fire, the Government has reviewed fire safety law, and has made a number of changes designed to make the law easier to understand and comply with. The changes form the Regulatory Reform (Fire Safety) Order (RRFSO).
2. The changes set out in the fire legislation apply to non-domestic premises only.
3. The main effect of the changes will
  - a. Require a Fire Plan and Risk Assessment to be carried out.
  - b. Require fire precautions to be put in place where necessary which are reasonable and practicable.
  - c. Move towards greater emphasis on fire prevention.
  - d. Abolish fire certificates which will cease to have legal status.
  - e. Cover general fire precautions and other fire safety duties that are needed to protect relevant persons in case of fire in and around most premises.

#### 4. **Responsibilities**

<b>Head Teacher</b>	Accountability for complying with the Fire Safety Order.
<b>Senior Teachers</b>	Responsible for meeting the requirements of the Fire Safety Order, specifically to carry out and review the Fire Plan and Risk Assessment, maintain fire log book and ensure all employees, students and visitors are aware of evacuation procedures.
<b>Operations and Contract Manager</b>	To support Senior Teachers/Head Teacher in managing and reviewing fire safety arrangements.
<b>Employees</b>	Responsible for following fire safety arrangements.
<b>Contractors</b>	Responsible for following fire safety arrangements.

5. **Fire plan and risk assessment.** The Head Teacher/Senior Teachers are responsible for carrying out and reviewing each school's fire risk assessment and emergency plan that will focus on fire safety for all occupants and visitors to the school. The risk assessment should pay particular attention to those at special risk, such as people with disabilities and those with special needs, and must include consideration of any dangerous substance likely to be on or near the premises.
6. The Cressey Fire Plan and Risk Assessment will help identify risks that can be removed or reduced and decide the nature and extent of general fire precautions necessary to protect people against the fire risks that remain.
7. Managers should ensure that the Fire Plan and Risk Assessment action is communicated to all people who may be at risk through regular training.
8. The Fire Plan and Risk Assessment will be reviewed annually or if there are any significant changes to the premises.
9. **Fire log records.** Managers are responsible for ensuring daily, weekly and monthly fire safety checks of call points, fire exits, emergency lighting are made and recorded in the fire log book.

10. All evacuations of the building should be recorded along with fire safety training carried out.
11. Routine maintenance of fire safety equipment e.g. fire extinguishers, panel etc. carried out by contractors should be recorded.
12. **Fire signs.** Managers are responsible for ensuring all fire safety signs are provided and maintained.
13. **Fire safety training.** Any person in the building should be made aware of the fire evacuation procedure. Employees and students will participate in regular fire safety training which is recorded in the fire log book.
14. Further advice can be obtained from the Operations and Contract Manager.

## **First Aid**

1. **Legislation.** The Health and Safety (First Aid) Regulations require Cressey to carry out a risk assessment to establish the provision of appropriate first aiders, equipment and record keeping.

### **2. Responsibilities**

<b>Head Teacher</b>	Accountability for complying with the First Aid Regulations
<b>Senior Teachers</b>	Ensure that adequate first aid can be provided during all work hours and that employees know what to do in the event of an accident or illness. Ensure employees and students are aware of procedures to be followed in the event of an emergency requiring first aid.
<b>Operations and Contracts Manager</b>	Ensure adequate provision for first aid training
<b>Employees</b>	Ensure that they follow procedures in the event of an accident or illness or in the event of an emergency requiring first aid
<b>First Aiders</b>	Ensure first aid skills and knowledge is maintained up-to-date. Maintain stocks in all first aid kits. Record any treatment provided
<b>Appointed Person</b>	Take charge in an emergency, maintain stocks in first aid kits, carry out limited first aid treatment

### **3. Procedures**

4. **Risk assessment.** The Cressey first aid risk assessment concludes that there must be a fully qualified First Aider employed at each school premises.

5. **Training.** The Operations and Contract Manager will arrange for qualification and re-qualification First Aid courses.

6. **Appointed Persons.** Appointed Persons are those who have attended a one-day emergency first aid course. They should only carry out first aid treatment on areas they have been trained in; their main role is to take charge in an emergency and summon qualified assistance.

7. **First aid signs.** First Aid notices will be prominently displayed throughout the school and detailing the following:

- a. Trained First Aiders.
- b. Appointed persons.
- c. Location of first aid boxes.
- d. Location of Cressey accident form/book.

8. **First aid kits.** First aid kits will be suitably marked with a white cross on a green background and kept in an easily accessible place (usually the school office and First Aid room).

9. First Aiders and Appointed Persons will ensure there is always an adequate stock of first aid items.

10. A first aid kit should be stocked with the minimum first aid items detailed below:

<b>First Aid kits</b>	<b>Quantity</b>	<b>First aid travel kits</b>	<b>Quantity</b>
Guidance card	1	Guidance card	1
Individually wrapped sterile adhesive dressings (plasters) (assorted sizes) and appropriate to work e.g. detectable for food handlers	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2	CPR ventilation mask	1
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Medium size individually wrapped sterile un-medicated wound dressings (approx 12cm x 12 cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped un-medicated wound dressings (approx 18 x 18cm)	2	Large sterile un-medicated dressing (approx 18 x 18cm)	1
Disposable gloves	1 pair	Disposable gloves	1 pair

## Incident/Accident Procedure

1. **Legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.** It is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) to report certain injuries, disease or dangerous occurrences. Cressey employees, agency staff, people in our care and members of the public are included, where they are injured or suffer a disease as a result of a work activity.
2. **Social Security Contributions and Benefits Act.** There is further legal requirement under the Social Security Contributions and Benefits Act to record work-related accidents.
3. **Data Protection Act.** The Cressey Accident/Incident form should be filed in a secure place to comply with Data protection law as it contains personal information.

#### 4. Responsibilities

<b>Head Teacher and Senior Teachers</b>	Joint accountability for complying with relevant legislation relating to accident and incidents at work ensuring suitable accident/incident reports and investigations are carried out and provide remedial action to prevent a recurrence.
<b>Administration Staff</b>	Responsible for meeting the requirements of the RIDDOR, specifically to submit reports to the HSE Incident Contact Centre.
<b>Operations and Contract Manager</b>	To support all staff in reporting, recording and investigating accidents/incidents.
<b>Employees</b>	Responsible for reporting accidents, incidents and near misses.
<b>Contractors, agency staff, visitors, students</b>	Responsible for reporting any accident/incident that occurs on Cressey College premises.

5. **Procedure.** Reporting and investigating accidents and incidents that occur at work is key to the successful management of health, safety and well-being. Cressey College has a legal responsibility to report incidents at work.
6. There are two levels of incident reporting:
  - a. Reporting accidents, incidents and near misses to the Head Teacher.
  - b. Reporting legally notifiable injury, diseases and dangerous occurrence to the HSE Incident Control Centre either by phone on 0845 300 99 23 or via email [riddor@natbrit.com](mailto:riddor@natbrit.com) or via the website [www.riddor.gov.uk](http://www.riddor.gov.uk) .

#### 7. Definitions.

- a. An incident is any event that may or may not result in an injury, accident (critical, minor or major) or near miss to a member of staff/student/visitor or other.
  - 1) Examples:
    - a) An accident is an unintentional event, which by being involved in causes an injury to a member of staff/student/visitor or other, requiring first aid assessment and or medical treatment i.e. Slips, trips, falls resulting in injury, cut to finger whilst opening a can, burn to hand whilst using the cooker.
    - b) A critical Incident is a serious occurrence that leaves a member of staff/student/visitor or other involved, with severe injury i.e. student self-

harming, fighting – resulting in serious injury, assault, 999 service involvement.

c) A near miss is an event where a member of staff/student/visitor or other escaped injury or serious harm i.e. young person climbs on roof to retrieve a tennis ball from the roof. If young person had fallen it would have resulted in serious injury.

8. **Manager's responsibility.** Managers are responsible for:

a. Ensuring all accidents, incidents including near misses, are recorded on the Cressey Accident or Incident form, and a copy sent to the Head Teacher.

b. Investigating the accident/incident with support from the Operations and Contracts Manager/School site H&S Representative immediately after the accident/incident.

c. Ensuring remedial action is implemented to prevent a recurrence as soon as possible.

d. Reporting to the Head Teacher/Senior Teachers if the accident/incident may impact on the other schools.

e. Reporting RIDDOR injuries, diseases or dangerous occurrences

9. **Staff.** All employees, including agency staff, have a legal responsibility to report any accident or incident that occurs as a result of the work activity, whether or not the incident resulted in personal injury or damage to property. It is important that 'near misses' are reported as they could prevent an injury incident occurring.

10. **Accident to a person in our care.** Where applicable, appropriate first aid to be administered by first aider or appointed person or emergency services called. Parents/carers and where applicable, the student's social worker, must be contacted at the earliest opportunity. Any injuries to the head, however insignificant it may appear, must be reported to parents/carers.

11. **RIDDOR reporting. The following are classified as reportable under RIDDOR:**

a. Major injuries:

1) A fatality.

2) An injury resulting in hospitalisation for more than 24 hours.

3) Broken bone, other than fingers or toes.

4) Amputation of fingers, toes or limbs.

5) Any injury that caused a person to be taken from work directly to hospital.

6) Violence to staff resulting in a major injury or unfit for work for more than 3 days.

7) Any work related injury where an employee is unfit for work for more than 3 days.

8) Any injury to a member of the public who is taken to hospital.

- 9) Injury that required resuscitation.
- 10) Loss of sight whether temporary or permanent.
- 11) An electric shock or electrical burns.
- 12) Exposure to asbestos particulate.
- 13) An injury that caused loss of consciousness.
- 14) Acute illness requiring medical treatment caused by exposure to a chemical, biological agent, toxin or infected material.
- 15) Hand-arm vibration injury resulting from a work activity and diagnosed by a doctor.
- 16) Poisoning.

b. Reportable diseases. The disease must be diagnosed by a doctor and arise from a work activity.

- 1) Carpel tunnel syndrome.
- 2) Hepatitis.
- 3) Legionella.
- 4) Leptospirosis.
- 5) Occupational dermatitis.
- 6) Occupational musculoskeletal disorders.
- 7) Repetitive Strain injury.
- 8) Tetanus.
- 9) Tuberculosis.
- 10) Lyme disease.

c. Reportable Dangerous Occurrences.

- 1) Collapse, overturning or failure of load-bearing of lifts and lifting equipment.
- 2) Explosion, collapse or bursting of any closed vessel or associated pipe work.
- 3) Failure of any freight container in any of its load bearing parts.
- 4) Unintentional explosion or fire causing suspension of normal work for more than 24 hours.
- 5) Unintended or full collapse of building structure, wall or floor.
- 6) Electrical short circuit or overload causing fire or explosion.



12. Reporting RIDDOR injuries, diseases or dangerous occurrences should be made via the telephone to the HSE Incident Contact Centre or Local Authority immediately after the event. A report (F2508 form) must be sent via fax, mail or Internet within 15 days of the event – usually completed by the HR and Office Manager. Failure to notify the HSE Incident Contact Centre in time could result in a prosecution and fine. If you are in doubt if the accident, incident or disease is reportable, look at the RIDDOR website.

13. **Accident investigation.** Managers are responsible for carrying out an investigation after an accident/incident has been reported, even minor incidents should be investigated as they could prevent a further incident occurring. The purpose of the incident investigation is to determine the cause or causes so action can be taken to prevent a recurrence. It is not to apportion blame.

14. All accident forms must be sent to the Head Teacher each month.

15. The scale of the investigation will obviously depend of how serious the accident/incident was. For serious incidents an investigation team will be set up, typically the Head Teacher/Senior Teacher & the Operations and Contracts Manager.

16. If the accident/incident is a major event, it is important to gather the following documents where appropriate as the accident/incident could result in further investigation from the Local Authority or lawyers representing the injured person who may wish to pursue a personal injury claim.

- a. Accident/incident report form.
- b. Accident/Incident investigation form.
- c. Photographs.
- d. Sketches.
- e. Witness statements.
- f. Training records.
- g. Machinery maintenance records.
- h. Risk Assessments

17. **Record keeping.** All records relating to accident/incidents at work should be kept in a secure place for 3 years. All records should be brought to the attention of the Operations and Contracts Manager, who will be able to produce accident data and identify any obvious accident trends.

## **Vehicle Safety**

### **1. Legislation**

The Road Traffic Act requires all vehicles to be roadworthy and driver qualified to a set standard.

### **2. Responsibilities**

<b>Head Teacher</b>	Accountability for ensuring employees comply with relevant legislation relating to vehicle safety
<b>Head Teacher/ Senior Teachers</b>	Ensure all drivers of Cressey vehicles are authorised and hold all relevant valid documentation
<b>Authorised drivers</b>	Ensure that all relevant documentation is valid, report any near misses, accidents or vehicle damage

### **3. Procedure**

#### **Qualification**

Only persons who are authorised by the company and hold a certificate of authorisation are allowed to drive vehicles on behalf of the company. Drivers must have held a licence for six months and be over eighteen.

#### **Cars**

Drivers of cars and vehicles with a maximum capacity of eight passengers may drive on their ordinary licences.

#### **Minibuses**

A driver who has passed a standard driving test before 1<sup>st</sup> January 1997 automatically has category D1 entitlement, which enables them to drive minibuses (nine to sixteen passenger capacity) privately or under permit.

Drivers who first pass their test on or after 1<sup>st</sup> January 1997 may only drive a minibus provided the following criteria is met:

- They are aged 21 years or over.
- They have held a driving licence for at least 2 years, and do not receive any payment other than out of pocket expenses.
- They have the right category on their driving licence (D1 – Passenger Carrying Vehicle licence)
- A non-commercial body is using the minibus for social purposes.
- The minibus is not towing a trailer, and the minibus has a maximum gross weight of 3500Kg (420Kg if specially equipped to carry disabled passengers).

#### **General Responsibilities**

It is the driver's responsibility to ensure that each time he/she takes students out in a vehicle that the said vehicle is checked, prior to use. Case law has established that staff may be held accountable in the event of an accident that is caused by use of an unsafe vehicle.

Drivers must be aware that apart from the need to comply with the usual traffic regulations, they are personally responsible for the state of the vehicle and its use.

## **Insurance**

We will ensure that adequate insurance is in place, meeting the following criteria:

- The insurance will be for business use, not merely social, domestic and pleasure
- Comprehensive cover will be taken out.

## **Staff Driving Own Vehicles**

If staff/volunteers use their own cars to carry persons/students in the schools, the school is dependent upon the staff/volunteer's motor insurance being valid and paid up, and they will have to provide a copy of their insurance certificate and drivers licence annually (to include Business Use Class One). It is a personal staff responsibility to ensure their vehicle is road worthy and in possession of a valid MOT certificate.

## **Weekly Vehicle Checks**

All school vehicles will undergo a weekly check by an appointed member of staff.

Any faults or concerns will be reported to the Head Teacher, who will take the appropriate action.

## **Authorised drivers certificate**

Senior staff must authorise drivers by completing the Authorise driver certificate. Drivers should inform the Head Teacher of any driving offences.

## **Contractor Safety**

### **1. Legislation**

The construction (Design and Management) Regulations apply to construction work, which involves:

- Five or more workers at any one time on the construction work
- More than thirty days or will involve more than 500 person days of construction work
- Any demolition/dismantling work of any size and/or duration

Project types listed above are always notifiable in writing to the Health and Safety Executive. The notification must contain specific particulars and be after the appointment of the Planning Supervisor, who has responsibility for ensuring that notification is made.

Other categories of work and which are deemed as non-notifiable include:

- Where the work is of a minor nature and is inspected by the Local Authority
- Where the number of persons at work at any one time carrying out construction work included in the project is less than five and does not exceed 30 working days or 500 person days in total.

In all cases of non-notifiable work, THE REGULATIONS DO NOT APPLY.

### **2. Responsibilities**

<b>Head Teacher</b>	Accountability for ensuring there are arrangements in place to appoint competent contractors
<b>Head Teacher/ Premises Manager</b>	Ensure only approved contractors appointed to work in Cressey premises. Ensure contractors read, understand and sign-off Contractors safety guidance
<b>Contractors</b>	Responsible for providing suitable and sufficient risk assessments and following Cressey Contractors safety guidance

### **3. Procedure**

When working on our premises it is considered that contractors are joint occupiers for that period therefore we both have joint liabilities in 'common areas'. In order to meet our legal obligations with regard to contractors, prior to selecting any contractor we will ensure that they are competent and that for the duration of the works, this is carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- Contractors should provide a copy of their safety policy, method statements, permits to work as applicable.
- Clarification of the responsibility for the provision of first aid.
- Details of articles and hazardous substances intended to be brought onto our premises, including any arrangements for safe transportation, handling, use, storage and disposal.
- Details of plant and equipment to be brought onto our premises, including arrangements for storage, use, maintenance and inspection.
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury.
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

- Contractors will only employ or sub-contract competent people who have the appropriate skills and experience.
- Contractors will provide all information necessary to complete the health and safety plan.
- Contractors must comply with the requirements of all legislation affecting the contract.
- Any breach of the above may lead to suspension or termination of the contract.

It will not be necessary to go to such elaborate lengths where the contract is very short or will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure. Similarly, as the main occupier of the premises we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our activities for the duration of the contract.

## **Contractor safety guidance**

### **On site at Cressey**

At Cressey we care about the safety and well being of our staff, students and other visitors to our schools. We are committed to the highest standards of service. It is company policy to use only contractors whose safety performance has been evaluated and who have demonstrated that they are committed to the same high standards we aspire to. To help us make sure safety is given its full importance, we would ask you to observe a few rules whilst you are working at Cressey College.

No work should be carried out at the school unless it has been pre-planned with the Head Teacher – normally through the Operations and Contracts Manager and a formal record of exactly what is to be done is available for checking. Any changes to plans must be notified before work starts. A formal permit to work must be available for the following work

- Hot work.
- Work on automatic machinery.
- Confined space entry.
- Live electrical work.

Any specific hazards must be notified in advance to the Head Teacher, so that the necessary precautions can be taken to protect our staff and students.

Cressey operates a no smoking policy in all its schools, so please help us to maintain this smoke free environment. Alcohol or illegal drugs will not be tolerated.

We maintain high standards, and would ask that all contractors turn up dressed appropriately and moderate their language and behaviour whilst on our premises.

For safety and security, it is essential that all contractors sign in & out of the premises. A member of staff will explain the fire precautions and emergency arrangements to all contractors relevant to that particular site.

### **Tools, equipment & materials**

Materials and other equipment, which needs to be stored during contract work, must not compromise the safety of our staff or students. Please do not obstruct any fire exit routes or areas that need to be accessed.

Please make sure that any disposal of waste materials is in accordance with environmental legal requirements.

### **Security**

No liability will be accepted by Cressey for any contractor's property that is damaged or missing. Please make sure all equipment and personal possessions are safe and secure at all times.

### **Emergencies**

Please make sure that all accidents, incidents and near misses are reported at once to a member of Cressey staff.

### **Checking in/out**

Please sign in and out on the visitor's signing-in sheet. Leave the area where the work has been carried out in a safe and tidy condition for our staff and students. Remove all equipment and dispose of any waste thoughtfully. Do not leave any waste materials for Cressey staff to dispose of.

### **Hot work Permit**

The template below is to be used for any contractor work involving flame, welding and hot cutting. The Premises Manager is responsible for issuing any Hot work permit to contractors prior to commencement of work.

**For all operations involving flame, welding and hot cutting.**

**This permit is valid only for the job described and the timescales provided.**

**Description of work**

--

**Location of Work**

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

**Contact Details** (method of Contact)

Mobile Phone	School Office	Premises manager

Potential Hazards	<input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping/falling/striking objects <input type="checkbox"/> Other- provide details
Control Measures	<input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed <input type="checkbox"/> Protective equipment required - specify:
Other Identified Hazards	Control Measures

**Mandatory Safety Requirements** (See reverse for further guidance)

**Actioned**

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Premises Manager notified	
Area to be checked/inspected for combustion <b>1 Hour</b> after completion of work	

**Person entering work area**


Permit issued by	Date	Time
Permit Received by	Date	

**Permit cancellation** (.)

Name	Date	Time



## What are 'Hot Works'?

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

## VALIDITY

**Hot works permits are only valid for a maximum of 1 working day.**

**HOT WORKS CHECKLIST** The Permit form guides you through the requirements, this is additional guidance.

- Fire fighting equipment checked, serviceable and to hand.
- Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)
- Multi-purpose fire extinguishers (2) readily available.
- Operative must be competent to use the fire extinguisher
- Thought should be given to someone monitoring the Fire Alarm system and possibly isolating it. **At least 2 days notice is required.**

## REQUIREMENTS WITHIN THE WORK AREA

Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.

Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.

All wall and floor openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in area eliminated.

Flammable liquids / gas cylinders removed from work area or stored appropriately

Area to be screened, protected and safety signs displayed

## WORK ON WALLS OR CEILINGS

Combustibles moved away from other side of wall.

## FIRE WATCH/HOT WORK AREA MONITORING

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

## COMPLETION OF WORKS AND FIRE WATCH

Ensure that any fire alarms protection devices have been removed and returned.

**NB** In the event that it is not possible to reset the fire alarm system, and or remove covers for the fire alarm detector heads, then a site specific assessment must be carried out and appropriate controls measures implemented. Premises manager must be made aware

## **Food Safety**

### **1. Legislation**

The legislation that applies to food hygiene safety in Cressey College schools are the Food Safety Act 1990, Food safety (General Food Hygiene) Regulations and other statutory requirements to ensure the provision of nutritionally balanced meals and appropriate record keeping.

All food handlers are trained in Basic Food Hygiene as a minimum qualification.

### **2. Responsibilities**

<b>Head Teacher</b>	Ensure staff are competent to comply with all statutory food safety standards
<b>Head Teacher/Senior teachers</b>	Comply with all statutory food safety standards, monitor cleanliness and hygiene standards, ensure all food handlers are trained in basic food hygiene
<b>Delegated persons</b>	Carrying out regular food hygiene check, recording and monitoring.
<b>Operations and Contracts Manager/ H&amp;S Representatives</b>	Monitor cleanliness and hygiene standards to ensure they are maintained
<b>Employees</b>	Comply withal statutory food safety standards.

### **3. Procedure**

A risk assessment will be carried and recorded, reviewed annually and recorded by the senior staff.

The senior staff will arrange for all food handlers to be trained in basic food hygiene as a minimum qualification as part of their induction. Refresher training will take place every 2 years. Records of training will be kept in personnel files.

All of the following must be complied with

- Labels on all opened or part used food will be placed in airtight containers and refrigerated or frozen as necessary with the due date, stating when made or opened.
- Temperatures on both fridges and freezers will be taken and recorded daily.
- Cleaning programme to be carried out and recorded daily, weekly and monthly.
- Half-yearly cleaning programme to be carried out by appointed cleaning contractors.

The delegated person is person responsible for carrying out regular food hygiene checks, recording and monitoring.

## **Manual Handling**

### **1. Legislation**

The Manual Handling Operations Regulations requires that we carry out a risk assessment of all tasks that have an element on manual handling and consider if the task, or parts of the task can be avoided and put measures in place to reduce the risk of injury by providing training and adequate manual handling aids.

### **2. Responsibilities**

<b>Head Teacher</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented
<b>Head Teacher/ Senior Teachers</b>	Carry out manual handling risk assessments and provide suitable training
<b>Operations &amp; Contracts Manager/ H&amp;S Reps</b>	Assist with manual handling risk assessments
<b>Employees</b>	Practice safe handling practices

### **3. Procedure**

#### **Risk assessment**

A risk assessment must be carried out for all tasks that involve manual handling. Most situations will require just a few minutes' observation to identify ways to make the task easier and less risky. For tasks that are considered a higher risk and involve heavy, awkward or repetitive handling a full risk assessment will be required.

Generic risk assessments have been prepared for inanimate handling.

Specific risk assessment must be completed by Head Teacher/Senior Teachers with support from the Operations and Contract Manager on tasks that have not been covered in the generic risk assessment.

Risk assessments will be reviewed annually or if there are any significant changes.

#### **Training**

We will ensure that adequate training and instruction will be given to all staff as necessary.

## Control Of Substances Hazardous To Health

### 1. Legislation

Under the Control of Substances Hazardous to Health Regulations (COSHH) 1999 we have an obligation to ensure that we make every effort to ensure that all personnel are protected from the hazards posed by any substances we work with.

### 2. Responsibilities

<b>Head Teacher</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented
<b>Head Teacher/Senior Teachers</b>	Carry out COSHH risk assessments and provide suitable training
<b>Operation and Contracts Manager/ H&amp;S Reps</b>	Assist with COSHH risk assessments
<b>Employees</b>	Follow safe working practices

### 3. Procedure

#### What are hazardous substances?

Substances that we are likely to come into contact with include any substances labelled:

- Toxic
- Very toxic
- Harmful
- Irritant
- Clinical waste

#### Risk assessment

COSHH assessments should be relatively simple in schools. First of all you need to establish what products and biological hazards (e.g. clinical waste or soiled laundry) are in the schools. Identify if any less harmful products can be used to decrease the risk. If products cannot be replaced, then you need to reduce the potential for exposure to your staff and students. This means that you will need to provide staff with precautions such as protective equipment and clothing

Many of the risks for hazardous substances we use are the same so generic risk assessments are in place.

Other substances not covered by the generic risk assessments must undergo a risk assessment carried out by the senior staff.

Both COSHH assessments and hazard data sheets must be made available to all staff in order that they fully understand the risks involved with any substance they may be handling.

Access to any COSHH items must be strictly controlled and all hazardous substances must be kept in a locked container or cupboard when not in use.

#### Protective clothing

Protective equipment and clothing e.g. gloves should only be used, if it is not possible to provide other precautions. Cleaning products may only require the use of rubber gloves, whereas de-scalers and oven cleaners may require heavy-duty gloves, goggles or face shield and a well ventilated area while the products are being used.

### Clinical waste

Employees may have to deal with body fluids and waste (termed clinical waste) that are potentially hazardous to the handler. Clinical waste is divided into five categories which determine the necessary packaging and labelling requirements.

If a risk assessment shows that sanitary towels, tampons, nappies, stoma bags, incontinence pads and other similar wastes do not present a significant risk of infection, they need not be classified as clinical waste. However, the offensiveness of non-infectious waste needs to be taken into account when deciding how to package waste for disposal

### Types of clinical waste

Waste group	Type of clinical waste
Group A	Identifiable human tissue, blood, soiled surgical dressings, swabs and other similar soiled waste. Other waste materials, e.g. from infection disease cases, excluding any in Groups B – E  Disposal - yellow bags
Group B	Discarded syringe needles, cartridges, broken glass and any other contaminate disposable sharp instruments or items  Group B – does not apply to Cressey work practices
Group C	Microbiological cultures and potentially infected waste from pathology departments and other clinical or research laboratories  Group C - does not apply to Cressey work practices
Group D	Drugs or other pharmaceutical products  Disposal – return to pharmacy for safe disposal
Group E	Items used to dispose of urine, faeces and other bodily secretions or excretions that do not fall within Group A.  Disposal - yellow with black stripes bags

Note: Group E waste is not clinical waste as defined.

There should be suitable procedures for handling clinical waste taking into consideration, training, personal hygiene, immunisation etc.

### Risk from blood and body fluids

Employees may sometimes be at risk from infections carried in blood and body fluids, for example hepatitis B. A COSHH risk assessment must be carried out and precautionary measures put in place to reduce the risk.

### Training

It is important that employees are given information, instruction and training on the outcome of risk assessments.

### **Student safety**

All hazardous substances should be kept out of reach of students, for example locked in a cupboard when not in use. Avoid decanting products into unmarked containers.

# Legionella

## 1. Legislation

The main piece of legislation covering the control of legionella is Control of Substances Hazardous to Health 1994 (COSHH). COSHH Regulations require a risk assessment to be carried out and safety measures to be implemented to reduce the risk.

## 2. Responsibilities

<b>Head Teacher</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Organise annual water site survey if appropriate. In-house water checks to be carried out where applicable.
<b>Health &amp; Safety Representative / Nominated person</b>	Carry out weekly water temperature checks – hot and cold and record.

## 3. Procedure

Legionella is a type of bacteria that is common in natural and artificial water systems. They can survive at low temperatures and thrive at temperatures between 20°C - 45°C. They are killed at higher temperatures and this is the main method used for their control in domestic water systems. It may also be found in natural sources such as rivers, ponds and streams.

The disease is usually contracted by breathing in infected droplets of water that penetrate deep into the lung resulting in pneumonia type symptoms.

### Controlling the risk

Aim to have a water system that avoids the conditions that encourage the growth of Legionella.

- Head Teacher will carry out a risk assessment.
- Head Teacher to arrange a contractor to provide a site survey of the water systems on an annual basis.
- Head Teacher to nominate a person to carry out in-house water checks.
- Pipe work to be kept as short and direct as possible.
- Adequate insulation on pipes and tanks to be provided.
- Use only materials that do not encourage the growth of Legionella.
- Protect against contamination, keep lids on water tanks.
- Store hot water at above 60°C and distribute it at outlets above 50°C.
- Record hot and cold water temperatures on a weekly basis, samples to be taken from basin/sink.
- Hot tap test, hold thermometer under tap for 1 minute, temperature needs to be 50°C in sentinel taps.
- Cold tap test, hold thermometer under tap for 2 minutes, temperature needs to be 20°C or less, in sentinel tap
- Clean shower heads regularly, consider the length of hose.
- Flush through little used outlets on a regular basis.
- Staff training to be part of induction training.
- Records to be maintained.

### What happens if an outbreak occurs?

Action must be taken quickly to include

- Notify the Local Authority Environmental Health Department.
- Identify the source.
- Identify people most likely to be affected.
- Ensure that the contaminated water is treated as quickly as possible.



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

### **1. Legislation**

Cressey College recognises that the uncontrolled use of computer workstations can lead to musculo-skeletal disorders, visual disorders, fatigue and stress. We are aware of our obligations under the Health and Safety (Display Screen Equipment) Regulations 1992. We will minimise risks to employees, so far as is reasonably practicable.

### **2. Responsibilities**

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to risk assessment
<b>Head Teacher/ Senior Teachers</b>	Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operation and Contracts Manager/ H&amp;S reps</b>	Monitor the completion of risk assessments
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance

### **3. Procedures**

- Risk assessment of all workstations to ensure compliance with the requirements laid down in the schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.
- Risk assessment of all individual workstation users to ensure compatibility with their working environment.
- Periodic review of risk assessments when the work environment changes, and minimum annual review.
- The instruction of all employees in the risks associated with the use of display screen equipment, the precautions that should be followed, and their statutory rights.
- Staff entitlement to eye and eyesight testing on request, and at suitable intervals. The cost of eye tests and corrective spectacles will be met by Cressey where necessary to facilitate the safe use of display screen equipment.

# DSE WORKSTATION CHECKLIST

**Workstation location and number** .....  
(if applicable):

**User:** .....

**Checklist completed by:** .....

**Assessment checked by:** .....

**Date of assessment:** .....

**Any further action needed?**                      **YES / NO**

**Follow-up action completed on:** .....

**This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.**

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

✓ 'Yes' answers require no further action.

\*'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

**Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity.**

# 1 DISPLAY SCREENS

Problems to look for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Are the characters clear and readable?	<input type="checkbox"/>	<input type="checkbox"/>	Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together.	-----
Is the text size comfortable to read?	<input type="checkbox"/>	<input type="checkbox"/>	Software settings may need adjusting to change text size.	-----
Is the image stable, i.e. free of flicker and jitter?	<input type="checkbox"/>	<input type="checkbox"/>	Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by the equipment supplier.	-----
Is the screen's specification suitable for its intended use?	<input type="checkbox"/>	<input type="checkbox"/>	For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	-----
Are the brightness and/or contrast adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	-----
Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> <li>■ swivel/tilt is absent or unsatisfactory</li> <li>■ work is intensive and/or:</li> <li>■ the user has problems getting the screen to a comfortable position</li> </ul>	-----
Is the screen free from glare and reflections?	<input type="checkbox"/>	<input type="checkbox"/>	Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	-----
Are adjustable window coverings provided and in adequate condition?	<input type="checkbox"/>	<input type="checkbox"/>	Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	-----

## 2 KEYBOARDS

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>	This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	-----
Does the keyboard tilt?	<input type="checkbox"/>	<input type="checkbox"/>	Tilt need not be built in.	-----
Is it possible to find a comfortable keying position?	<input type="checkbox"/>	<input type="checkbox"/>	Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	-----
Does the user have good keyboard technique?	<input type="checkbox"/>	<input type="checkbox"/>	Training can be used to prevent: <ul style="list-style-type: none"> <li>■ hands bent up at wrist</li> <li>■ hitting the keys too hard</li> <li>■ overstretching the fingers</li> </ul>	-----
Are the characters on the keys easily readable?	<input type="checkbox"/>	<input type="checkbox"/>	Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	-----

## 3 MOUSE, TRACKBALL etc

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the device suitable for the tasks it is used for?	<input type="checkbox"/>	<input type="checkbox"/>	If the user is having problems, try a different device. The mouse & trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	-----
Is the device positioned close to the user?	<input type="checkbox"/>	<input type="checkbox"/>	Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: <ul style="list-style-type: none"> <li>■ prevent arm overreaching;</li> <li>■ tell users not to leave their hand on the device when it is not being used;</li> <li>■ encourage a relaxed arm and straight wrist.</li> </ul>	-----
Is there support for the device user's wrist and forearm?	<input type="checkbox"/>	<input type="checkbox"/>	Support can be gained from, for example, the desk surface or arm of a	-----

chair. If not, a separate supporting device may help.  
The user should be able to find a comfortable working position with the device.

Does the device work smoothly at a speed that suits the user?

See if cleaning is required (e.g. of mouse ball and rollers).  
Check the work surface is suitable. A mouse mat may be needed.

Can the user easily adjust software settings for speed and accuracy of pointer?

Users may need training in how to adjust device settings.

## 4 SOFTWARE

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

## 5 FURNITURE

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
Is the work surface large enough for all the necessary equipment, papers etc?	<input type="checkbox"/>	<input type="checkbox"/>	Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible arrangement.	
Can the user comfortably reach all the equipment and papers they need to use?	<input type="checkbox"/>	<input type="checkbox"/>	Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?	<input type="checkbox"/>	<input type="checkbox"/>	Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable?	<input type="checkbox"/>	<input type="checkbox"/>	The chair may need repairing or replacing if the user is uncomfortable,	

or cannot use the adjustment mechanisms.

**Is the chair stable?**  
**Does the chair have a working:**  
 ■ seat back height and tilt adjustment?  
 ■ seat height adjustment?  
 ■ swivel mechanism?  
 ■ castors or glides?

**Is the chair adjusted correctly?**

The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.

**Is the small of the back supported by the chair's backrest?**

The user should have a straight back, supported by the chair, with relaxed shoulders.

**Are forearms horizontal and eyes at roughly the same height as the top of the VDU?**

Adjust the chair height to get the user's arms in the right position, then adjust the VDU height, if necessary.

**Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?**

If not, a foot rest may be needed.

## 6 ENVIRONMENT

Problems to look out for when making an assessment	Tick answer		Ways of reducing the risk	Action to take
	YES	NO		
<b>Is there enough room to change position and vary movement?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
<b>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</b>	<input type="checkbox"/>	<input type="checkbox"/>	Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
<b>Does the air feel comfortable?</b>	<input type="checkbox"/>	<input type="checkbox"/>	VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help.	

Consider a humidifier if discomfort is severe. -----

**Are levels of heat comfortable?**

Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source? -----

**Are levels of noise comfortable?**

Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing. -----

## 7 Final Questions to Users....

- Has the checklist covered all the problems you have working with the VDU.
- Have you experienced any discomfort or other symptoms that you attribute to working with the VDU.
- Do you take regular breaks working away from VDUs.

**Write the details of any problems here** (continue on another sheet if necessary):

## Lone Working And Personal Safety

### 1. Policy

Cressey College recognises that employees and associates engaged in home visits or working offsite with students may be at risk of verbal or physical violence. These risks will be identified and controlled as far as reasonably practicable.

### 2. Responsibilities

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to lone working.
<b>Head Teacher/ Senior Teachers</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operation and Contracts Manager/ H&amp;S Reps</b>	Monitor the completion of risk assessments.
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance.

### 3. Lone working procedures

Information you should have before making a visit to a student's home

- Any risk assessments done on the home, individuals and student.
- Up to date case notes, information on previous visits.
- Details of any prior incidents.

Unexpected crisis on a visit

- If necessary or appropriate call the emergency services.
- Call your Line Manager/Senior Teacher.
- If your personal safety is compromised leave the home/location immediately and find somewhere safe, preferably with other people.
- If the incident is serious, the Headteacher must be informed as soon as possible.

Lone working in school

- All schools should have entrances kept locked so that staff can restrict entry and verify the identity of visitors.
- Staff should carry a mobile phone with them at all times.
- Each school is to have a risk assessment carried out to identify particular risks associated with lone working and appropriate safeguards put in place.
- Under no circumstances should a member of staff be alone with a student in the school. There must always be more than one staff member on site whilst a student/students are present.

All lone working should be subject to regular risk assessment on a case by case basis and where the 'risk' is considered LOW it may not be necessary to use the above procedures. This will be left to the discretion of the individual worker.



## Home Working

### 1. Legislation

The Health and Safety at Work Act and its associated regulations apply to home workers in exactly the same way as they do to workers at an employer's premises.

Employers are responsible for conducting risk assessment for home workers.

### 2. Responsibilities

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to home working. Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operation and Contracts Manager</b>	Monitor the completion of risk assessments .
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance.

### 3. Procedures

**Manual Handling Assessments** - These should be made and basic training should be given to home workers on avoiding awkward lifting, especially stooping and twisting; even light loads lifted badly can cause injuries.

**Provision of Equipment** - Where Cressey College provides equipment for home workers there are duties under the Provision and Use of Work Equipment Regulations. These duties include ensuring the initial safety of the equipment, arranging appropriate maintenance and, in the case of electrical equipment, for its periodic examination and test. Where employees use their own equipment there are no such duties.

**Display Screen Equipment** - Where employees use display screen equipment (DSE) in their homes the duties under the DSE Regulations apply, regardless of who supplies the equipment for the employee to use. The principle duty of risk assessment is best conducted by the employee themselves, using the checklist from The Cressey SHEF Manual. DSE risk assessment training should be provided before the employee undertakes an assessment. It will be necessary to provide additional instructions to DSE users who work at home, for example on the importance of good posture, taking breaks etc. Should use of the simple checklist reveal potential ergonomic problems it will usually be necessary for a specialist to visit the employee's home to give advice on how the problems may be resolved.

**Psychological Stress** - may arise from the social isolation of home working. It is recommended that only employees with sufficient maturity and trust-worthiness, self-sufficiency, self-discipline, good time management skills and good communication skills be permitted to become home workers. A system and frequency of communication should be agreed with home workers, to ensure that they receive adequate supervision and support.

**New and Expectant Mothers** - may be at particular risk from some work activities, for example prolonged sitting. There may need to be additional special adjustment to the workstation, to allow good posture to be maintained during pregnancy. Additionally, there may be a need for especially good communication links in case of medical emergencies, and a higher risk from anxiety and

depression. Assessments for new and expectant mothers should always take account of the additional risks.

**Insurance** - Check that employer's liability insurance covers employees working at home, advise employees to check their own insurance cover to establish that it includes home working activities.

## Occupational Health

### 1. Responsibilities

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to Occupational Health.
<b>Head Teacher/ Senior Teachers</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operation and Contracts Manager/ H&amp;S Reps</b>	Monitor the completion of risk assessments.
<b>Employees</b>	Co-operate with managers to enable them to provide a safe and healthy working environment and ensure legal compliance.

### 2. Policy

Cressey College will prevent injury and ill health to employees arising from Occupational Health issues, so far as reasonably practicable.

This will be achieved through:

- Identification of Occupational Health hazards.
- The identification and implementation of necessary controls following risk assessment.
- The training and instruction of employees in Occupational Health risks and precautions.
- The implementation of the Working Time Regulations 1998.
- Establishment of effective consultation and communication arrangements.

## New & expectant mothers

### 1. Responsibilities

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to pregnancy
<b>Head Teacher/ Senior Teachers</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operations &amp; Contracts Manager/ H&amp;S Reps</b>	Monitor the completion of risk assessments.
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance.

### 2. Policy

Cressey College recognises it's moral and statutory obligations to protect the health, safety and welfare of new and expectant mothers and of the unborn and new child.

This will be achieved through:

- The provision of a healthy and safe working environment at all times, compliant with health and safety and fire safety legislation.
- A recognition of specific risks to women of child bearing age, pregnant employees and new mothers, and the need to make necessary adjustments to working conditions or working patterns to minimise these.
- The provision, as required, of suitable, private rest facilities for pregnant or new mothers, e.g. for expressing milk.
- The completion of a specific risk assessment considering risks and precautions to be adopted on notification of pregnancy, to be reviewed at a suitable frequency thereafter.
- Consideration of all advice from General Practitioners and other health professionals.
- Permitting adequate time off work as required for antenatal care and other support.

## Working at height

### 1. Responsibilities

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to working at height.
<b>Head Teacher/ Senior Teacher</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Health and Safety Officer/ H &amp; S Reps</b>	Monitor the completion of risk assessments.
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance.

### 2. Policy

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. Cressey College will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

#### **It is our policy to:**

- Identify all work activities that involve work at height.
- Eliminate the need to undertake work at height, whenever it is reasonably practicable to do so.
- Evaluate the risks associated with activities where work at height cannot be eliminated and take steps to control them.
- Provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent falls of persons or materials from the workplace.
- Provide the necessary equipment to allow safe access to and egress from the place of work.
- Provide the necessary equipment to ensure adequate lighting and protection from adverse weather conditions.
- Provide as necessary suitable plant to enable the materials used or created in the course of the work, to be safely lifted to and from the workplace and stored there if necessary.
- Regularly inspect all equipment required for work at height, including ladders and steps.
- Ensure that all persons who have to undertake work at height are trained and competent to do so.
- Ensure contractors comply with this policy.
- Provide suitable information and training to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

## **Work equipment**

### **1. Introduction**

Although we do not use equipment posing significant injury risk within Cressey, we recognise that work equipment can present hazards and risks to all our staff, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimized.

#### **It is our policy to:**

- Provide work equipment for staff that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested as required.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all staff who use work equipment.
- Ensure that all work equipment is CE marked, where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures as required.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.

### **2. Responsibilities**

<b>Head Teacher</b>	Accountable for ensuring Cressey College complies with all relevant legislation relating to work equipment.
<b>Head Teacher/Senior Teachers</b>	Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
<b>Operations and Contracts Manager /H&amp;S Reps</b>	Monitor the completion of risk assessments.
<b>Employees</b>	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance.

## Head Injury And Concussion Policy And Procedures

### Introduction

1. Cressey College recognises the seriousness and potentially long-lasting effects of concussions and head injuries in children and young people and takes seriously its obligation to educate parents, students and our school community.

### Guidelines

2. The following policy outlines the steps our school will take to prevent and address concussions and head injuries in sports and other school activities.

3. Children frequently sustain minor head injuries. This policy gives details of what symptoms and signs should be looked for in children who have hit their head whilst at school and when medical advice should be sought. If, after a head injury a child remains unconscious or fits an ambulance should be called immediately and the parents contacted. If a child suffers from any of the following symptoms medical advice must be sought and if advised the child should be taken to see either their GP or to A&E by the parents or by school staff.

- a. Loss of consciousness.
- b. Vomiting.
- c. Sleepiness.
- d. Fits or abnormal limb movements.
- e. Persisting dizziness or difficulty walking.
- f. Strange behaviour or confused speech.

4. Children may appear well immediately after sustaining a head injury but show signs of complications later in the day. Parents **must** be contacted by phone immediately after a head injury has been sustained, however minor it may appear. School staff must remain vigilant and take the appropriate action if the child develops a problem. If a child sustains a head injury whilst at school, the following information should be recorded from any witness.

- a. Was the child behaving in an unusual way before the injury?
- b. What happened to cause the injury?
- c. If they fell, how far did they fall?
- d. What did they hit their head against?
- e. Did the child lose consciousness? If so, for how long?
- f. How did they appear afterwards?
- g. Did they vomit afterwards?
- h. Was the child observed to have any other problem after the injury?

5. Regardless of whether the school seek medical advice about the child, this information should be given to parents immediately after the incident has occurred, where possible. It

may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor. Each head injury will also be recorded in the accident book and a slip advising of the injury sent home with the child. Both will be completed by the person dealing initially with the accident. If an accident occurs during break or lunchtime the staff must ensure that the class teacher is aware of the injury.

### **Return to School after a concussion/ head injury.**

6. Under no circumstances will a student be permitted to return to school sooner than 24 hours after sustaining a concussion. Regardless of whether it has been determined that the student did not experience a concussion, in the event of a head injury, the student will not be permitted to engage in PE activities within 24 hours of return to school. Progression of recovery from a concussion or head injury is individualised, and will be determined on a case by case basis.

### **Emergency situations**

7. The following situations indicate a medical emergency and staff in attendance should call emergency services:

- a. Any student with a witnessed loss of consciousness.
- b. Deterioration of neurological function.
- c. Decrease or irregularity in respirations.
- d. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding.
- e. Seizure activity.

8. An accident form must be filled in for all head injuries. One copy to be sent home to the parent at the end of the day with the student; one copy to be sent to the school administration office, and one copy to be kept in the student file.

9. Where a student is absent from school for more than 7 days due to an injury sustained at school, the school admin office must be informed and a referral to RIDDOR completed.