

## Health and Safety Policy

*“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”*

Date Revised:	November 2022
Approval Body:	Board of Governors
Authorised by Chair of Governors:	
Date Approved:	23 <sup>rd</sup> November 2022
Review Schedule:	Annually
Circulation:	Governors, all staff, parents, contractors, volunteers

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## 1. General Statement of Policy

The Governors of Twickenham Preparatory School recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by the School's activities.

In the role of employer, a high priority is attached to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in the School community, so that effective learning can take place.

The Governors fulfil their responsibility as Governors of the School by appointing a Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmaster. However, Governors have specified that the School should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health & Safety meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the Risk Management Committee meeting and pertinent issues are raised with the full Governing Board together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly or as required by competent professionals.
- Concerns regarding such reports (as per point above) are considered by the Premises Manager and Headmaster, and are raised at the Health & Safety Committee meetings as appropriate.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Food Standards Agency. In addition, the Catering Manager arranges for independent regular professional deep cleaning. Resulting reports are submitted to the Health & Safety Committee.
- The School has fire risk assessments, carried out by the Premises Manager and an external Health & Safety Consultancy, which are reviewed every year for progress on completion of items in the action plan, and updated annually, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Risk Management Committee.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Health & Safety Committee.
- The School has a competent person to undertake a risk assessment for legionella, every two years and a regular control and testing regime in place.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling'

and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician or sports coach, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips, visits and/or sports and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster and other members of the Senior Leadership Team (SLT) in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Headmaster and/or Premises Manager.

All employees are briefed on where copies of this statement can be obtained on the School's Reference Drive. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

## **2. Organisation**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy.

### **2.1. Governors**

The Governors have overall collective responsibility for health and safety within the School. They have a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Governors will hold the Headmaster to account in respect of the requirements set out in this policy.

### **2.2. Headmaster**

The Headmaster will have day to day responsibility for controlling health and safety within the School. The Deputy Head will act on behalf of the Headmaster in his absence. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. The Headmaster ensures that accidents are suitably and appropriately investigated and recorded and assists the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved.

### **2.3. Premises Manager**

The Premises Manager will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- The appointment of competent contractors.

The Premises Manager will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Headmaster on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising concerns with the Headmaster
- Compliance with the Construction (Design and Management) Regulations

- Attending the Health & Safety Committee
- Investigating accidents and incidents and recording the same.

The Premises Manager will also be responsible for:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movements and safe parking
- Maintenance of school vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities and for cleaning purposes.

## **2.4. Heads of Department (Teaching)**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports & PE activities - Head of Boys'/Girls' Sport
- Music & Drama - Head of Music
- Art & Design Technology (including harmful substances and flammable materials) - Head of Art & Design Technology
- Educational trips and visits – Deputy Head
- Pre-Prep Department – Head of Pre-Prep
- Prep Department – Deputy Head

They will also be responsible for identifying, organising and maintaining records of training that is relevant to their area of control.

## **2.5. External Health and Safety Advisors**

The Headmaster will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- The appointment of structural surveyors to give advice on the external fabric of the School as appropriate.
- Engineers to monitor and service the School's plant and equipment, including boilers and stair-lift regularly as appropriate.
- The annual servicing of gym and fitness equipment, adventure playground apparatus and machinery
- The inspection of the School's health and safety in catering and cleaning by the Food Standards Agency. In addition, the Catering Manager arranges for:
  - Annual professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc.
  - Annual service (including gas safety certificate) of catering equipment
- Ensuring the School has a suitable and sufficient fire risk assessment which is reviewed and updated annually for items in the action plan, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

- Quarterly testing by a qualified contractor of the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons.
- An annual report by an external health and safety consultant on the arrangements for health and safety in all lessons, support areas, public spaces and sports.
- A risk assessment for legionella, every two years and a regular control and testing regime.
- Advising the Premises Manager in the maintenance of an up-to-date asbestos register and ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Premises Manager is also responsible for the maintenance of an asbestos management plan and for ensuring that contractors are fully briefed on areas of asbestos before starting work.
- Tree Health & Safety Surveys that are carried out every 2 years by external Tree Survey Specialists.

## **2.6. Health and Safety Committee**

The Committee will meet once a term and more frequently if required, and will be chaired by the Headmaster. The other members of the Committee will be:

- Appointed Governor
- Premises Manager
- Catering Representative
- Pre-Prep Representative
- Head of Science
- Head of Sports
- Appointed First Aider
- Head's PA (minute taker)
- Other Department Heads are invited as appropriate.

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations and training requirements
- Reporting and forwarding Health & Safety concerns to the Premises Committee who brief the Risk Committee
- Review accidents and near misses, and discuss preventative measures
- Review the Health & Safety Policy as appropriate
- Assist in the development and make recommendations of safety rules and safe systems of work
- Monitor communication and publicity relating to health and safety in the work place
- Encourage suggestions and reporting of defects by all members of staff.

## **2.7. Designated First Aider/First Aid Administrator**

The School's Designated First Aider/First Aid Administrator are responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Headmaster
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Arranging for pupils to be escorted to hospital (and informing their parents)
- Checking that all first aid boxes, sports first aid bags and eye wash stations are replenished.

## **2.8. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Headmaster or Premises Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- Follow the Policy
- Take reasonable care for the health and safety of themselves and others who may be affected
- Follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers/senior staff
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **3. General Arrangements**

### **3.1. First Aid (Supported by the First Aid and Medical Policy)**

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the School recognises its responsibility of ensuring adequate and appropriate First Aid provision at all times when there are people on the School premises and for staff and pupils during off-site visits and activities.

#### **3.1.1. Location of First Aid Boxes**

These are stored in the following areas of the School:

- Prep First Aid Room
- Pre-Prep Kitchen
- Office (next to History Room) – 2<sup>nd</sup> Floor of Beveree Building
- Main Hall
- School Mini-Buses
- Sports First Aid Bags
- School Office Emergency Evacuation Bag
- Additional eye baths in the Science Laboratories
- Mobile First Aid kits in the Prep First Aid Room
- Main site kitchen
- Kitchen (The Hub).

#### **3.1.2. First Aid Treatment**

Pupils in need of first aid should be treated by a qualified first aider using first aid equipment at the nearest first aid point.

#### **3.1.3. Urgent Medical Attention**

In the event of a pupil requiring urgent medical attention of any sort e.g. X-rays, injections, blood transfusion or an operation, staff are authorised to agree to such treatments in the School's name in the Headmaster's absence if and only if the following conditions are satisfied:

- The medical authority tells you that the treatment is urgent or essential

- If the emergency is so serious as to warrant an immediate decision before parents or other named persons can be contacted
- Time permitting, if you have tried unsuccessfully to contact the pupil's parents
- The pupil's medical notes have been consulted for any possible adverse conditions.

All staff must ensure that they know how to call the Emergency Services in the event of an emergency.

A member of staff should always accompany any pupil taken to hospital by ambulance. This member of staff should remain until the pupil's parent/s arrive. In certain situations, it may be advisable for a staff member to take a pupil to hospital in their own car. In these circumstances the staff member must always be accompanied by another member of staff, who can support the pupil. Each situation should be fully assessed to determine the most appropriate method of transport.

#### **3.1.4. Accident Recording**

All accidents to persons on School premises whether to staff, pupils or other persons must be recorded and fully investigated. Minor injuries are recorded separately.

Off-site accidents during authorised school activities, such as day or residential visits, must also be recorded (in the book in the first aid bag) and fully investigated. Appropriate medical assistance may be required.

#### **3.1.5. Accident Record Pupils**

The member of staff on duty must fill in a Pupil Accident Record documenting in detail the individual's name, age, gender etc. Details of the accident as well as the names of any witnesses should be entered. The possible cause of the accident should be entered and any advice for preventing a similar accident happening again. Details of any treatment given should be recorded.

The member of staff should then sign and date the form and file it in the Pupil Accident Log Book. The Accident Log book and Pupil Accident Records are located in the Prep First Aid Room and the Pre-Prep Kitchen.

#### **3.1.6. Accident Form Adults**

The H.S.E. accident loose leaf Book B510 will be used to record accidents involving all staff and other adults including visitors to the school. These forms will also be used for accidents involving visiting pupils for matches etc.

Such details should include the time the incident took place as well as the nature of the injury and the treatment given. Forms are located in the Prep First Aid Room, Pre-Prep Kitchen and school office.

#### **3.1.7. Accident Form Off Site**

On day outings, visits, offsite sports activities and School minibus service, the Pupil Accident Record should be completed as soon as possible. It is vital that this is not left until the following day, as important detail will inevitably be forgotten. A supply of accident report forms should be easily accessible for the trip leader or sports teacher.

Accident report forms should be taken on all school residential trips and completed in the usual way.

Any accident report forms should be stored in to the Prep First Aid Room or Pre-Prep Kitchen on returning to the School.

### **3.1.8. Notifying Parents**

Parents must be advised of all significant injuries. If a pupil sustains an injury to the head then parents must be sent the advice slip entitled "Advice for parents whose children have received a head injury whilst at school".

In the event of a head, dental or internal injury, parents are usually advised by the School to have their child checked over at a hospital's Accident & Emergency Department (A&E).

### **3.1.9 Accident Reporting: RIDDOR**

Certain accidents are of a sufficiently serious nature that they must be reported to the HSE using the appropriate online report form. The form will then be submitted directly to the RIDDOR database. In normal circumstances this should be completed by the Headmaster or in his absence by the Deputy Head.

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:

- the death of the person arose out of or in connection with a work activity
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)
- the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to staff at work are reportable by the responsible person under RIDDOR when:

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
- the responsible person is normally the employer of the injured person. The exception will be those that are self-employed, where the controller of the premises should report.

## **3.2. Fire Safety (Supported by the Fire Safety Policy and Fire Procedures)**

### **3.2.1. Fire Marshals**

The fire marshals are:

- Headmaster (or in his absence the Deputy Head)
- Head of Pre-Prep ( or in her absence the Designated Pre-Prep Fire Marshal)
- Premises Manager (or in his absence the Business Manager)
- Head of Music (or in her absence the Business Manager)
- Head of Art & DT (or in her absence any 1<sup>st</sup> Floor Hub Teacher)

The fire marshals will ensure that the premises are evacuated and will ensure an accurate roll call is taken. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

### **3.2.2. Escape Routes**

It is the responsibility of all staff to ensure that walkways and in particular recognised escape routes are kept clear of obstruction and tripping hazards. It is the duty of all staff, on discovering any obstruction of an emergency exit, to attempt to remove that obstruction. Should this not be possible, then the matter must be reported without delay to the Premises Manager.

### **3.2.3. Fire Equipment**

On no account is fire equipment to be moved from designated locations or tampered with. Fire-fighting equipment should not be removed from its storage position except for fire-fighting purposes.

### **3.2.4. Fire Doors**

With the exception of automatic electronically controlled fire doors, all fire doors should remain shut at all times (or locked if stated on the door), and should under no circumstances be propped open.

### **3.2.5. Fire Prevention Measures**

The Premises Manager ensures that all fire prevention measures and maintenance of all fire-fighting equipment meet the appropriate requirements.

### **3.2.6. Fire Evacuation Procedures**

The procedure to be followed is detailed in the Fire Safety Policy and the Fire Procedures (both documents are located in the Reference Drive).

### **3.2.7. Fire Drill**

Fire drills are carried out on a regular basis (a minimum of three times a year).

### **3.2.8. Induction**

A competent person will undertake training for fire prevention and evacuation procedures during the induction process for all new employees of the School.

## **3.3. Educational Visits**

A comprehensive Educational Visits Policy is located in the Reference Drive. The Educational Visits Co-ordinator (EVC) is responsible for ensuring the compliance of trips with the School's policy and procedures.

## **3.4. Training**

Responsibility for organising and maintaining records of Health & Safety related training are as follows:

<b>Training</b>	<b>Overall Responsibility</b>	<b>Organisation</b>
Minibus training	Business Manager	Marketing & Admin Mgr
Catering related training	Catering Manager	Marketing & Admin Mgr
First aid training	HR & Compliance Officer	Marketing & Admin Mgr
Fire procedures training	Premises Manager	Marketing & Admin Mgr
Induction training – staff & governors	HR & Compliance Officer	Administration Team
Induction training – pupils	Deputy Head	Various as appropriate
Science Lab training	Head of Science	Head of Science

### **3.5. Risk Assessment** (Supported by the Risk Management Policy)

The Board of Governors and senior management of the School believe that sound risk management is integral to both good management and good governance practice. The School's Risk Management Committee regularly reviews the School's approach to risk management and reports to the Board of Governors.

Risk management forms an integral part of the School's decision-making and is incorporated within strategic and operational planning.

Risk assessment will be conducted on all activities and projects to ensure that they are in line with the School's objectives and mission.

Any risks or opportunities arising will be identified, analysed and reported at an appropriate level.

A risk register covering key strategic and operational risks will be maintained and updated at least once a year and more frequently where risks are known to be volatile.

All staff will receive guidance on risk assessment as part of their induction. They will be provided with adequate training on risk management and their role and responsibilities in implementing this.

The School will regularly review and monitor the effectiveness of its risk management framework and updated as considered appropriate.

The Risk Management Committee reports to the Board of Governors each term regarding continuing and emerging high concern risks and those where priority action is needed to effect better control.

Individual error and incident reports will be required from individual staff where a reportable event is identified. Such incidents which are considered to pose a significant threat to the School, financial or otherwise, will be escalated in accordance with the School Emergency Plan.

The School employs an external consultant to review and report on all aspects of Health and Safety throughout the school. CLEAPSS Advisory Service model risk assessments are adopted for lessons in Science and Design & Technology. The

Deputy Head reviews risk assessments for all school trips and ensures that risks have been mitigated as far as possible.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- mitigate risk to an acceptable level
- how are you going to check that your plans are working.

The Premises Manager (Health & Safety) and Deputy Head (School Trips) will be responsible for the maintenance of risk assessment records.

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason.

### **3.6. Chlorine**

The local Water Treatment Works on Lower Sunbury Road, Hampton historically stored large amounts of chlorine. However, the amount of chlorine now stored is less significant and therefore the risk to our pupils and staff is greatly reduced. An air-raid warning siren continues to be tested every Tuesday at 9.00am. In the unlikely event that the siren goes off at any other time, unless otherwise informed, staff must assume that this indicates a chlorine leak. Chlorine is a heavy gas, and sinks, therefore the School community should be taken to the *highest* point in the School and not outside.

In the event of a chlorine escape the warning will be passed on verbally (including the use of the phone intercom system and walkie-talkies) and not by means of the fire bells.

Staff and pupils should proceed to the following areas:

- Prep Department: to the top floor of the Beveree building
- Pre-Prep Department: to the 1<sup>st</sup> floor of the Beveree building
- PJ building: stay inside the building ensuring all windows and doors are closed
- The Hub: to the 1<sup>st</sup> floor classrooms.

### **3.7. Minibus Use**

When using a minibus as part of activities undertaken by the School, the subsequent guidance is followed.

The School ensures that:

- There is a suitable vehicle in a satisfactory condition for use
- Those using the vehicle are competent to do so.

The Business Manager maintains a list of those eligible to drive the minibus.

The driver of the minibus must have an appropriate and valid driving licence and complete a satisfactory driver declaration form. The following applies to minibus use:

- An individual with a pre-1997 driving licence is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70)
- An individual with a post 1997 licence (Category B licence) can drive a minibus subject to certain conditions
- Suitable insurance is in place
- The vehicles are in satisfactory condition, with appropriate checks carried out.

Consideration is given to planning the journey, including:

- Route (and availability of map)
- Length of journey and travelling time
- Driving time and driver rest breaks with breaks every 2 hours
- Weather conditions
- Necessity for more than one driver required.

An emergency plan is in place and includes:

- means of communication
- dealing with road accidents
- dealing with illness of a passenger / driver
- arrangements for dealing with mechanical incidents, e.g. breakdowns & punctures.

The drivers should report any defects on completion of the journey to the Premises Manager.

The School has Occasional Business Use Insurance to cover staff driving their own cars for business purposes and 'voluntary' drivers (e.g. governors, parents). Such drivers must have an appropriate and valid driving licence and complete the Driver Declaration Form.

### **3.7. Contractor Management**

Only contractors approved by the Premises Manager, and suitably vetted with regard to Safer Recruitment, may carry out work on the site. A copy of the Health and Safety Statement at Part 1 is passed to all contractors as part of the works specification (if not already in possession).

Prior to the works taking place, the Premises Manager is to:

- Agree working practices and methods with the contractor and indicate areas of potential risk. If required a formal risk assessment is to be carried out and copy passed to the Premises Manager
- Ensure that relevant permits for works are in place
- Notify insurers where appropriate.

### **3.8. Electrical Equipment & Safety**

Equipment that does not require continuous operation should be switched off when not in use and disconnected from the main electricity supply at the end of the day. On no account should staff carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and the Premises Manager notified of the details. Electrical equipment is checked annually or new upon purchase.

Staff should ensure they:

- Never touch electrical equipment with wet hands
- Always disconnect electrical equipment before moving it
- Never attempt electrical repairs
- Always keep electrical supply cables and wires away from wet areas or from where they could be walked over
- Always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Always keep a rubber mat covering loose wiring running along the ground.

#### **3.8.1. Fixed Installations & Wiring**

In accordance with the Electricity at Work Regulations 1989, the Premises Manager is to arrange for a qualified contractor to inspect all fixed installations and wiring at five yearly intervals. Having first consulted with the Health & Safety Committee on programme, priorities and cost, any resulting recommendations should be implemented.

#### **3.9.2. Portable Appliance Testing (PAT)**

The responsibility for ensuring the PAT programme is completed rests with the Premises Manager. The principles of the programme are as follows:

- A database of all portable appliances owned by the School is to be maintained. The appliances are to be categorised by risk assessment as to the periodic testing interval.
- Where possible, all testing will be carried out 'in-house' by suitably trained members of staff. Where internal resources are insufficient to complete this task, the Premises Manager may, with the prior permission of the Business Manager, engage the services of a PAT Contractor.
- Where a member of staff wishes to use a private appliance within the school, it is first to be tested. A record of the appliance, and the date of test, are to be held on the database.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing an identity number, month and year, next test due and the initials of the tester. New appliances are tested upon purchase before use.
- The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

### **3.9. Workplace**

You should endeavour to keep your area of work in a tidy state at all times. Care should be taken to ensure that cupboard doors and desk drawers are not left open unnecessarily. Special care should be taken to ensure that rights of way and escape routes are never obstructed.

### **3.10. Manufacturer's Instructions**

When using machines, you must always follow the manufacturer's instructions and never take short cuts to save time.

### **3.11. Lifting**

As serious injury, especially to the back, can result from incorrect lifting, you should familiarise yourself with the correct method of lifting heavy or awkwardly shaped objects. In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is in good condition.

### **3.12. Working at Height**

#### **Putting up displays**

- Staff should not climb on chairs/tables or other furniture to access display boards.
- Displays should be prepared as far as possible before putting them up.
- Step ladders should only be used with the Premises Manager or delegated member of staff's knowledge and under their instruction.

#### **Placing or retrieving items stored above head height**

- Heavy boxes should be placed on low shelving.
- Loose items must not be stored in high places.
- Step ladders should only be used with the Premises Manager or delegated member of staff's knowledge and under their instruction.

#### **Closing windows**

- Restrictors on windows opening must not be removed.
- Concerns about windows and their safety must be reported immediately to the Premises Manager or the Headmaster.

#### **Working at height in the Hall**

- Maintenance or adjustment of the stage lighting in the Hall must only be carried out using the tower scaffolding and then only with the Premises Manager or delegated member of staff's assistance and with appropriate training
- Careful attention must be given to clear instructions for pupils working on the wall bars. The wall bars should not be accessed without safety mats first being placed on the hall floor.

**Working on roofs**

- Staff should not access the roofs at any time. There is a separate and established procedure for working on the roofs, which has been agreed with the school gardeners.
- Access to roofs can only be permitted with the knowledge of the school Premises Manager or delegated member of staff.
- A fixed access ladder point will be placed by the kitchen outside corridor. This should be used for accessing the hall roof.

**3.13. Specific Hazards (COSHH)**

Information on any specific hazards and precautions will be issued as appropriate and is available from the Premises Manager. Training in dealing with hazards will be conducted as appropriate.

**3.14. Breach of Health and Safety Regulations**

In certain circumstances, breaches of Health and Safety Regulations and/or law and/or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event a failure to comply with the appropriate standards will render an employee liable to disciplinary action.