

HEALTH AND SAFETY POLICY



**MARYMOUNT
INTERNATIONAL SCHOOL
LONDON**

Part 1
Policy Statement and Organisation

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Marymount International School

The Health and Safety Policy incorporates:

The Statement of Intent (Part 1) – the declared commitment by the Board of Governors to the health, safety and welfare of employees, students and of other users of the premises

The Organisation (Part 1) – the roles and responsibilities of those entrusted with the management of health and safety

The Arrangements (Part 2) - the means by which the management of health and safety is achieved

The Appendices (Part 3) – containing summaries of regulations, guidelines, advice, etc

Marymount International School

Statement of Intent

The Governors of Marymount International School recognise and accept their responsibilities in providing a safe and healthy environment for the staff employed in the School, for the students attending the School and for other users of it.

To take all reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Governors have designated a member of the Board of Governors as having strategic oversight of the School's Health and Safety Organisation and Arrangements, on its behalf but, at the same time, each member is required to reinforce the Board's message on Health and Safety. The Board, furthermore, recognises that it also has a corporate responsibility towards the School, its staff, students and others coming on to the premises.

The Board will make certain that there is accessible, a sum of money to cover the cost of any emergency action necessary, to ensure the health and safety of the occupants of the School.

Every member of staff must recognise that there is a personal and collective responsibility under the Act and supporting legislation, as well as under this Health and Safety Policy. It is a requirement that all members of staff read the policy and sign that they have done so. The Policy will be accessible on the Intranet and copies will be available in the main Staff Centre.

The **Organisation** and **Arrangements** through which the Governors, the School management and staff aim to fulfil the requirements are set out in the following pages.

The School has taken note of the Corporate Manslaughter and Homicide Act 2007, which came into force on 6th April 2008, and believes that appropriate Health and Safety Management systems are duly in place. They will continue to monitor those systems in respect of the health, safety and welfare of staff, students, the RSHM community and visitors to the School.

Approved by Resolution of THE BOARD OF GOVERNORS

Dated: _____ **May 2017**

To be reviewed: May 2018

Marymount International School

Organisation

A Persons responsible for Health and Safety Management

Headmistress

Bursar

Deputy Head (Staff, Students and Curriculum)

Head of Boarding

Facilities Manager (Premises)

Department Chairs

Governor (oversight)

The School uses the services of an independent Health & Safety Adviser

B Dissemination of Health and Safety Information and Consultation

Health and Safety will be a standing item on the agenda of routine Staff and Governors' meetings. All relevant information will be accessible on the intranet, posted on the notice boards or given to individual members of staff, where more appropriate.

The Senior Leadership Team will decide annually on the method of consultation as laid down in the Health and Safety (Consultation with Employees) Regulations 1996.

C Health and Safety Committee

The Health and Safety Committee will meet once per term, or more frequently if necessary. It will be comprised of the following, with the option of increasing its membership:

Governor Representative (Chair)	Head
Deputy Head	Head of Boarding
Bursar	Facilities Manager
2 Department Chairs (Science/ PE / Art)	School Nurse
1 Housekeeping/ Site Staff Representative	

D Audit and Inspection Schedule

Inspections (including boarding sections) will take place on a termly basis as follows:

Term One	Inspection by the H&S Adviser
Term Two	Monitoring inspection by Bursar and Governor
Term Three	Inspection by Facilities Manager and 1 Staff Rep

On instruction from the Bursar or Deputy head, checks will be undertaken, using the School's H&S checklist.

A Health and Safety Audit will be undertaken every 2 years by an independent H&S Adviser. A biennial Audit presentation for the Health and safety Committee will occur to define actions.

Reports will be available to all members of staff, as they affect their health, safety and welfare, and is required under the Health and Safety (Consultation with Employees) Regulations 1996.

E **Role of the Governors**

A nominated Governor will maintain oversight, on behalf of the Board, the management of Health, Safety and Welfare of staff and other persons on the school premises, including oversight of the Health and Safety Committee.

To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them through the annually reviewed Health and Safety Policy and the two-yearly Health and Safety Audit

To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Policy statement.

To ensure that Health and Safety risk management systems are in place and remain effective.

To keep themselves informed of, and be alert to, relevant Health and Safety risk management issues.

To encourage the staff's active participation in improving Health and Safety.

To consult with staff on the Health and Safety management system of the School.

To keep themselves informed of significant failures and outcomes of investigations (e.g. accidents, near misses)

To ensure there are the necessary staff competences, resources and support of the Board members.

F **Role of the Health and Safety Committee**

The aim of the Committee will be promotion of co-operation between Governors, management and all employees at the School, in achieving and maintaining a safe and healthy workplace for all users of the premises.

The Committee will consider certain specific matters:

- (i) Accidents, which have occurred since the previous meeting, and remedial action taken to prevent a recurrence.
- (ii) Arrangements of the next inspection of the premises, and matters arising from the previous inspection.
- (iii) Implementation within the School of safety instructions/ advice issued by the Health and Safety Adviser.
- (iv) Monitor the progress of the remedy, for a specifically identified hazard.
- (v) Review, at the start of each academic year, of the content of the School's Health and Safety Policy and monitoring of its implementation

The Committee will meet at least once per term. Additional meetings may occur by agreement between the Headmistress and the staff representatives where circumstances warrant it.

G **Role of the Headmistress**

To pursue the aims of the School in respect of health, safety and welfare

To produce, for the School, a written Health and Safety Policy, ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) providing training where necessary for Responsible Persons, so that they can act with knowledge (iv) revise as necessary.

To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level

To take appropriate action to ensure removal or reduction of hazards and risks

To report to the Governing Body those cases where her own authority does not allow her to reduce any hazard to a satisfactory level: in these circumstances to take short term measures including ceasing the activity or closing down the section to maintain health and safety pending rectification

To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material, which is readily accessible to all employees

To keep an up-to-date list of all safety representatives in the School, both teaching and support staff and of their training

To be readily available to any safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions

To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time

To ensure that materials and equipment purchased are safe and without risk to health when properly used

To ensure proper reporting of accidents and circumstances, to examine and record that reasonable steps to prevent or reduce the likelihood of a recurrence.

To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are aware of any hazards on site and of when and where such work activities may affect the occupants

H Role of the Bursar

To oversee the Health and Safety budget

To act as the School H&S competent person

To act on behalf of the Headmistress on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc

To be responsible for organising the Health and Safety Committee

To liaise with the independent Health and Safety Adviser where specifically required

To arrange Health and Safety Audits and Inspections as laid down in this Policy

To consult with the Headmistress for advice and guidance where her normal executive authority does not allow her to resolve the matter effectively

To ensure the statutory display of information (H&S poster, Certificate of Employer's Liability Insurance, etc)

To arrange specific H&S training for administration staff, including Induction and Fire Safety training

To be responsible for the appointment (including H&S competence) of contractors

To be responsible for other Health and Safety matters as reasonably requested by the Headmistress and as indicated in the Organisation and Arrangements contained in this Policy

I Role of the Deputy Head

To act on behalf of the Headmistress on all Health, Safety and Welfare issues in respect of staff and students within the scope of the curriculum and out-of-school activities

To consult with the Headmistress for advice and guidance where her normal executive authority does not allow her to resolve the matter effectively

To liaise with the independent Health and Safety Adviser in respect of related Health, Safety and Welfare issues, where necessary and appropriate

To investigate, as appropriate, and take necessary action on Health and Safety matters raised by teaching staff and students.

To ensure specific H&S training for teaching staff.

To monitor the compliance of teaching staff with their Health and Safety responsibilities and duties as described below (Role of other Responsible Persons)

To ensure the provision of emergency evacuation plans for those staff and students with special (medical) needs

To be responsible for other Health and Safety matters as reasonably requested by the Headmistress and as indicated in the Organisation and Arrangements contained in this Policy

J Role of the Head of Boarding

To act on behalf of the Headmistress on all Health, Safety and Welfare issues in respect of staff and students within the scope of the boarding provision

To consult with the Headmistress for advice and guidance where her normal executive authority does not allow her to resolve the matter effectively

To liaise with the independent Health and Safety Adviser in respect of related Health, Safety and Welfare issues, where necessary and appropriate

To investigate, as appropriate, and take necessary action on Health and Safety matters raised by Houseparents or students.

To arrange specific H&S training for Houseparents,

To monitor the compliance of Houseparents with their Health and Safety responsibilities and duties as described below (Role of other Responsible Persons)

To approve the process for administration of First Aid (in conjunction with the School Nurse)

To ensure the safekeeping and administration of medication for boarders

To ensure the provision of emergency evacuation plans for students in accordance with the Fire Evacuation procedures

To be responsible for other Health and Safety matters as reasonably requested by the Headmistress and as indicated in the Organisation and Arrangements contained in this Policy

K Role of the Facilities Manager

To act as directed by the Bursar in relation to all Health, Safety and Welfare issues in respect of the premises.

To consult with the Bursar for advice and guidance where his normal executive authority does not allow him to resolve the matter effectively.

To liaise with the independent Health and Safety Adviser in respect of related Health, Safety and Welfare issues, where necessary and appropriate.

To arrange specific H&S training, including Induction Fire Safety awareness for all new staff, and specific Fire Safety training, for site care staff.

To investigate, as appropriate, and take necessary action on health and safety matters raised by staff or students.

To monitor the maintenance of all premises plant, machinery and equipment.

To ensure safe access to the premises for persons with disabilities.

To ensure safe egress to the premises for persons with disabilities and special needs.

To organise and monitor the safe provision of all other non-curriculum (administrative and premises-related) services

To be responsible for the monitoring of contractors and their safe working practices.

To be responsible for other Health and Safety matters as reasonably requested by the Bursar and as indicated in the Organisation and Arrangements contained in this Policy.

L1 Role of the School Nurse

To monitor the administration of First Aid.

To ensure the safekeeping and administration of medication for those students with special medical needs.

L2 Role of other Responsible Persons (e.g. Department Chairs)

To be the person responsible for Health and Safety within their sphere of work.

To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities

To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them.

To report to the Deputy Head/ Facilities Manager, cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk, or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification

To ensure that accidents, are reported in accordance with the instructions directed by the Headmistress/ Bursar and to establish the facts of any accident

To co-operate with the Headmistress/ Bursar in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues.

To ensure the appropriateness of all Risk and COSHH Assessments within their sphere of responsibility

To monitor implementation of Risk and COSHH Assessments and to review them

To provide information, instruction and training on them and any other appropriate H&S training

To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary

To ensure, within the remit of their responsibilities, that (i) assistance is available to new employees to perform their duties in a safe manner, (ii) students are able to work and move about safely in the school and (iii) all other persons, visitors, parents and contractors, are so able to do

In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements, COSHH and Risk assessments and the opportunity to read and discuss them before starting work

To facilitate within their area of responsibility access to the curriculum as well as to the premises for all students with disabilities and specials needs

To be responsible for other Health and Safety matters as reasonably requested by the Headmistress and as indicated in the Organisation and Arrangements contained in this Policy

M Role of Staff Representatives

See also Consultation with Employees in the Arrangements

Section 2(6) of the Health and Safety at Work Act, provides:-

"It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures."

The Regulations on Safety Representatives provide that they shall have the following functions:-

- (a) To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- (b) To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (c) To make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above;
- (d) To make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- (e) To carry out inspections in accordance with the regulations;

- (f) To represent the employees he/she has appointed to represent in consultations at the workplace, with Inspectors of the Health and Safety Executive or of any other enforcing authority.
- (g) To receive information from Inspectors in accordance with the Act;
- (h) To attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.).

Notification of Safety Representative Appointments

Recognised Trade Unions (currently none) should notify the Headmistress of the details of all safety representative appointments, the School will maintain a record of this.

In accordance with the Health and Safety (Consultation with Employee) Regulations 1996, the Headmistress will advise all staff of their right, to consultation on health and safety matters, and may enable them to elect staff Health and Safety representatives.

Time off and Facilities for Safety Representatives

The School will grant paid time off to enable safety representatives to carry out the duties set out above. It will also grant paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives) to receive health and safety training.

References - the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employee) Regulations 1996

N Duties of Employees

Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who, maybe affected by their acts or omissions. They also have a duty to co-operate with the School Management in the interests of health and safety, e.g. fire drills, first aid, etc.

Breaches of the Act are criminal offences. In the event of prosecution, the onus of proving that something was not reasonably practicable in the circumstances is placed on, the defence. Failure to comply with Codes of Practice issued under the Act raises, a presumption that a related safety requirement lacked compliance. The School, employees, suppliers of goods and services and (as far as section 8 is concerned) members of the public are all subject to the Act.

It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where students and employees have disabilities. Where people with disabilities use the premises, full consideration for any special requirements they may have, including access and sanitary accommodation. Further consideration for their possible inability to note and respond to emergency evacuation signals, and appropriate arrangements made to secure their safety.

Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be to translation.

O Role of the Health and Safety Adviser

The Adviser will, where requested:

- Carry out a full inspection of the School every two years and an audit in the intervening year and submit in each year a full written report, prioritising the issues identified
- Review written procedures (audit) and their implementation every 2 years
- To provide in-service training
- Carry out risk assessments
- Review and advise on safe systems of work
- Help draft and advise on policy

- Review policy
- Attend Health and Safety meetings
- Arbitrate on health and safety matters
- Provide the School with up-to-date health and safety information
- Attend pre-contract meetings

P	<u>Areas of Responsibility</u>	<u>Managed by</u>
1.	Accident Reporting and Recording	Bursar
2.	First Aid	Bursar
	(a) Accidents involving blood	Nurse/ First Aiders
	(b) Infectious Diseases	Nurse
	(c) Administering Medicines to students	Nurse
3.	Emergencies	
	(a) Emergency Procedures and Drills	Deputy Head /Bursar/ Head of Boarding (HoB)
	(b) Evacuation Notices and Signs	Facilities Manager (FM)
4.	Fire Fighting Equipment	
	(a) Checking	FM
	(b) Maintenance/ Servicing	Bursar/ FM
5.	Control of Substances Hazardous to Health	Bursar/ Deputy Head
6.	Electrical Safety	
	(a) Mains	FM
	(b) Portable Appliances	FM
7.	Gas Safety	FM
8.	Smoking	Headmistress
9.	Display Screen Equipment	Bursar
10.	Defect and Hazard Reporting	FM
11.	Health & Safety Information	Bursar
12.	Health and Safety Training	Deputy Head/ Bursar/ HoB/ FM
13.	Risk Assessment of	
	(a) equipment, activities, etc	Bursar/ Deputy Head
	(b) new and pregnant mothers	Bursar/ Deputy Head
	(c) Fire	
14.	Supervision	Deputy Head/ HoB
15.	Clear Passageway	FM
16.	Security	FM
17.	Alarm systems	FM
18.	Intruders	FM
19.	Violence to staff	Headmistress
20.	School Journeys and Outings	Bursar/ Deputy Head/ HoB/ EVCo
21.	Minibuses, coaches, driving permits, etc	Bursar/FM

22.	Parking	FM
23.	Road Safety (Curriculum/ Off-site activities)	Deputy Head
24.	Storage	Department Chairs/ FM
25.	Manual Handling	FM
26.	Contractors on site	FM
27.	Visitors	Bursar/ FM
28.	Water quality	Bursar/ FM
29.	Hiring of premises	Bursar
30.	Consultation with Employees	Headmistress
31.	Work experience	Deputy Head
32.	Work equipment	Bursar/ FM
33.	Asbestos	FM
34.	Work at Height	FM
35.	Noise/ Vibration at Work	FM

Q

Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Annually	Bursar	New Regulations, Codes of Practice, School Policies, etc may have to be added in the interim
Review of COSHH assessments	Whenever changes occur including change of personnel Every 2 years	Bursar/ Deputy Head (DH)	Central record to be held by Bursar ; All contractors to provide COSHH information, where hazardous substances are used
Record of use of Radio-active sources	Whenever used	DH/ Dept.Ch./ Nominated person	Record to be checked during H&S Inspection
Record of water quality testing, temperature taking	As advised by the Water Risk Assessment	Facilities Manager (FM)	Training required for Site Manager; log book must be kept
<u>Electrical Safety</u> Inspection and Certification of fixed installations	As advised on current Certificate	FM	Appliances to be categorised for PAT testing according to vulnerability (see Appendices)
Record of maintenance inspections of fixed installations	As done		
Record of Portable Appliance Testing	6 months - 4 years depending on appliance usage		
Record of Gas appliance testing	At least once a year	FM	Only a Gas Safe registered person can do this
<u>Fire Safety</u> Review of Fire Risk assessment	Annually	Bursar/ FM	
Record of staff training	Keep up to date	Bursar	
Record of nominated persons - "Fire Marshals"	Keep up to date	Bursar/ FM	
Record of Fire Fighting appliances check	Weekly	FM	
Record of Fire Fighting appliances service	Annually	FM	Contractor carries out
Record of Fire Alarm testing	Weekly	FM	Call points to be tested on a rotational basis
Record of Fire Alarm and Battery back-up maintenance	6 monthly	FM	Contractor carries out

Task	Frequency	Responsible Person(s)	Comments
Record of Emergency Lighting checks/ tests	Monthly/ annually	FM	
Record of Fire Drills (School)	Termly	Bursar	Log time taken, note problems
Record of Fire Drills (Boarding)	Half-termly	HoB	Log time taken, note problems
Record of False Alarms	As required	Bursar	Note reasons and remedial action taken
Review of provision	Annually	Bursar/ FM/ DH/ HoB	Implement change, if required
<u>First Aid</u>			
Record of Accidents/ Injuries	As required	Bursar	Serious accidents/ injuries should be tabled at Governors' meetings
Record of number of First Aiders and First Aid stock	As required after assessment of needs	Nurse	
Review of provision	Annually and as required	Bursar/ HoB/ Nurse	Need for replacement when a first aider leaves
Record of training of First Aiders	Keep up to date	Nurse	Important for arranging re-training
Record of Manual Handling training	Keep up to date	Bursar/ FM	
Record of Display Screen Equipment assessments			Health and Safety Advisor to carry out
- training	Keep up to date	Bursar/ Nurse	
- visits to Optician	As required		
- claims	When necessary		
- re-testing	As advised by optician		
- review of assessments	On changes and where needed		
Record of Staff H&S Representatives	Keep up to date		(No Union representation)
Record of staff H&S Representative training	On changes	Bursar	
Record of other H&S training	Keep up to date	Bursar/ DH/ HoB/ FM	
Record of Young Persons on Work Experience	Annually	DH	Full details/. Risk assessments to be kept

Task	Frequency	Responsible Person(s)	Comments
Asbestos Register	Carried out	Bursar/ FM	
Record of Asbestos visual check of condition	Annually or more frequently	Bursar/ FM	Where identified as vulnerable to damage All contractors and Site Staff to be aware of vulnerable Asbestos in their work area
Record of School Journeys, outings, off-site activities, etc	On all occasions	Bursar/ DH/ HoB/ EVC	Full details to be kept Risk Assessments to be made
Record of Risk Assessments	Keep up to date	Bursar/ DH/FM/HoB/Chairs	Central record to be kept by BURSAR
Review of Risk Assessments	Annually and as required		
Review of security arrangements	Annually and as required	Bursar/ HoB/ FM	
Record of incidents	Keep up to date		
Record of maintenance of Intruder Alarm	Not applicable		
Review of Smoking Policy	Not applicable	Headmistress	No smoking anywhere on premises
Review of Policy on Special Medical Needs	Every 3 years or as required	DH/ HoB/ Nurse	
Record of students with Special Medical Needs	Annually or as required	Nurse	
H&S Inspection Reports	As scheduled	Bursar	
H&S Audit Reports	Every 2 years	Bursar	
Record of visitors/ contractors on School premises	Every occasion	Receptionist/ FM	Contractors should check in and out recording times
Record of Noise/ Vibration Assessments	Keep up to date	FM	
Record of Minibus use	Keep up to date	Bursar/FM	Daily, weekly and 6 monthly checks
Record of Minibus service and maintenance	As required	FM	Monthly checks (Checklist)
Record of Minibus MIDAS test	When done	FM	Refresher training as indicated
Record of Minibus drivers' licences	When required	Bursar	Including D1
Check of minibus drivers' licences	Every 6 months, or immediately if endorsements have been acquired	Bursar	In case of endorsements

Marymount International School

Part 2 Arrangements

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1. Accident Reporting and Recording

Whilst not wishing to alarm parents, it is possible for a student to have an accident which needs urgent professional attention by a doctor, dentist or at a hospital.

If such an occasion arises, the staff will make every endeavour to contact the parent(s) or a named relation, friend, for that person to take the responsibility for any subsequent treatment.

In the unlikely event that parent's cannot be contacted, the parent's will need to have given prior permission for staff to act as needed, for the good of the pupil. The School therefore requires the parents of every pupil to sign a form stating their agreement for the School to act on their behalf in respect of the medical well-being of their child.

An Accident Reporting Book will be kept of all accidents and incidents no matter how minor.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

See summary at Appendix A

In the case of an accident to an employee or non-employee [pupil, visitor] which is notifiable to the HSE under RIDDOR, if advice is needed with regard to the necessary procedures, the Health and Safety Adviser can be contacted immediately by telephone. The deadline for reporting notifiable injuries is 10 days.

In the case of an injury causing absence from work for more than 7 days, the incident should be notified to the HSE at the earliest possible moment. An investigation may be required in either such event.

It is a legal requirement to inform the Health and Safety Executive of "notifiable" injuries causing over 7 days of absence. The deadline for notifying is 15 days using the appropriate on-line form.

It should be noted that, if a pupil or visitor is **killed or taken directly to hospital** because of an injury caused by a defect in the premises or a failure in a system [e.g. supervision], a RIDDOR report may have to be submitted.

To report a notifiable injury or incident, go to www.hse.gov.uk/riddor. The telephone service can be used to report fatal and major injuries **only** – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Details of all accidents must be recorded on the official School Accident Reporting form.

The Nurse, in staff / pupil name alphabetical order, keeps a file of all recorded accidents.

In the event of an accident or other occurrence (e.g. an epileptic fit), a First Aider should be contacted to deal with the situation. The First Aider will be responsible for recommending that an ambulance attends or that a child should be taken to hospital, if the need for one is not obvious.

All accidents, i.e. treated with First Aid, should be entered in the Accident Record book.

2. First Aid

See Policy and Procedures at Appendix B for Medical and Health Care and First Aid

The following information is displayed:

- The names of the First Aiders
- The location of First Aid Boxes
- The name of the person responsible for the maintenance of the First Aid Box

Maintenance of the Medical Room and First Aid equipment is the responsibility of the Nurse

The Nurse (school hours) and Houseparents (out of school hours) are responsible for Boarders' First Aid treatment and will keep records under guidance of the Nurse. The Nurse/ Head of Boarding (or her deputy) will be responsible for calling an ambulance, if required.

(a) **Accidents involving blood**

See guidelines at Appendix C

Accidents involving blood, e.g. cuts, nosebleeds, etc. carry the danger of Hepatitis B and HIV (AIDS). The procedures described in Appendix B should also be followed for the cleaning up of other bodily products as well as for blood

A record must be made of the incident

(b) **Infectious Diseases**

Infectious diseases

Any suspected infectious disease should be reported to the **Nurse** who, if necessary, will seek medical advice.

The Guidance on Infection Control in Schools and other Child Care Settings are posted from Public Health England 020 8200 4400/6868 or.

<http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/SchoolsGuidanceOnInfectionControl>

(c) **Medical Care of pupils**

See Policy and Procedures at Appendix B and refer to Houseparents' and Boarders' Handbooks

The School undertakes to make appropriate arrangements for those pupils with special medical needs either to keep safe and have access to their medication and/ or to administer it when necessary. In such cases, the Policy and Procedures at Appendix B must be adhered to. The **Nurse** is the person responsible for these arrangements

3. Fire Safety

(a) **Procedures and Drills**

See Emergency Evacuation Procedures at Appendix D and D (i) with attachments (includes Boarders)

All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and to follow the procedures laid down

A Personal Emergency Evacuation Plan will be drawn up for all staff and pupils who would require assistance, in the event of an emergency, to evacuate the building. See Generic plan at Appendix E

A record of all drills to be kept

The **Bursar and Facilities Manager** are responsible, during the school day, for ensuring that drills take place as required and that all fire-related (i) procedures are implemented and (ii) systems are set up and operating

The **Head of Boarding** is responsible for the agreed number of drills being carried out after school time, including at night, in the dark

The **Facilities Manager** is responsible for ensuring that, (i) equipment, including emergency lighting, fire detection systems and electronically controlled doors and gates are in correct working order. (ii) The Fire Alarm is test-sounded once a week and records kept. (iii) Escape Routes are unobstructed (iv) Call Points (break glasses) and Fire Fighting equipment are accessible at the start of each day. (v) Fire Exit mechanisms (including electronically controlled mechanisms) work efficiently on a weekly basis. (vi) Fire escapes are in a safe condition at the start of each term.

(b) **Evacuation Notices and Signs**

Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (break glass) and the assembly place. Emergency exit signs indicating the route out of the building are displayed. The **Facilities Manager** is responsible for ensuring that notices and signs, are always displayed and renewed where necessary

(c) **Disaster Plan**

In order to deal with disaster which may strike the School, an Emergency Plan has been drawn up and approved by the Governors. It will be rehearsed at intervals

See Appendix F

4. Fire Fighting Equipment

It is the responsibility of the **Facilities Manager** to check continually that fire fighting equipment (extinguishers and blankets) have not been, in any way, tampered with or damaged. The **Facilities Manager** is responsible for ensuring that the equipment is serviced annually and will keep records of the service checks

From time to time, the **Bursar** will undertake a review of the changing needs of fire fighting provision in conjunction with the **Facilities Manager** and will instruct an audit of the equipment

5. Control of Substances Hazardous to Health (COSHH)

See Guidelines at Appendix G. All COSHH Assessments are kept in separate Folders

Where potentially harmful substances are, used COSHH assessments, must be carried out

The responsible person in every area of the School, which uses such substances, must ensure that

- the hazardous substance is identified
- the risk is identified
- it is assessed
- eliminate/ avoid it or substitute a safer substance
- control measures are introduced
- documented
- implemented
- monitored and reviewed
- any necessary training is provided

In Science and Technology assessments are documented in the CLEAPSS Handbook. Teachers and Technicians must follow/adapt these and draw up assessments where they are not provided by CLEAPSS

Pupils must be informed of the risks they will encounter, and how to minimise them, in doing experiments and carrying out work in these curriculum areas. In addition, specific COSHH assessments have to be carried out for those pupils with special needs (medical, mobility or language.)

The **Bursar and Deputy Head** are responsible for ensuring that the COSHH Assessments are carried out. Implementation and review are carried out by the **Responsible Persons**

6. Electrical Safety

See Summary at Appendix H

The School complies with the Electricity at Work Regulations 1989.

The **Facilities Manager** is responsible for the arrangement of the required inspections, testing and certification of mains installations and lightning conductors in accordance with the Regulations and as advised by the engineer

The **Facilities Manager** is responsible for the testing of all portable appliances as recommended by the Regulations. The Responsible Persons have to ensure that safety checks and safe practices are carried out.

7. Smoking

It is an offence to smoke at work in “substantially covered” areas. Smoking is prohibited in every part of the school premises. It will be a disciplinary matter if anyone, pupils or staff, is found doing so. Additionally, smoking is not permitted in the school minibuses and doing so will be similarly dealt with.

8. Display Screen Equipment

See **Guidelines and Procedures at Appendix I**

Designated display screen users are informed, on starting work at Marymount International School, of their entitlement to an eye and eyesight test by a qualified Optometrist/ Ophthalmic practitioner at the employer's expense.

If prescribed, basic corrective appliances (spectacles) for use at work because of working at the computer are also provided at the employer's expense. The **Bursar** will provide the necessary information

Every member of staff who is a 'designated user' will receive training and a workstation assessment as required by the Regulations

See **attached Risk Factors and Guidance on workstation provision at Appendix J**

9. Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the School to report, immediately, any situation that has the potential for harm, so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Facilities Manager or Bursar. For less urgent matters, the Maintenance Request Form, which is available in the main Staff Centre / Business Office, should be used.

10. Information on Health and Safety

All Health and Safety information, which advises safe working practices, will be available on the Intranet and Staff Centre noticeboard. It will also be available from the Bursar. Advice can be sought from the Health and Safety Adviser. This should be done through the Bursar. Any member of staff has the right to seek and to have independent advice on matters, which may affect their health, safety or welfare

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of the School's Health and Safety Policy document and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. They are required to acknowledge that they have read it

Pupils and other users of the premises will be given basic instructions and information on health and safety

Contractors will be expected to familiarise themselves with the School's requirements for safe working on site, especially where pupils and staff might be affected by the work processes, and implement them

All Health and Safety Audit and Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible

11. Risk Assessments

Under the **Management of Health and Safety Regulations 1999**, any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (pupils, contractors, parents, visitors), has to be assessed and control measures devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

If the risk is **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**).

All persons who are responsible for areas (teaching and non-teaching) where risks are identified will complete a Risk Assessment, for any potentially harmful plant, machinery, equipment, activity, substance, product, material, etc.

The **Bursar and Deputy Head** are responsible for ensuring that the Risk Assessments are carried out and reviewed on an annual basis

(a) **Equipment, activities, substances, etc**

All equipment, machinery, activities, etc which could cause significant harm or injury to pupils or staff have to be systematically assessed

See example at Appendix K. All Risk Assessments are kept in Separate Folders

(b) **New and Pregnant Mothers**

See information at Appendix L

The School has a duty of care towards members of staff who are pregnant. Risk assessments will be reviewed when necessary to ensure that women of childbearing age, pregnant or breast-feeding are not put at greater risk than normal in the course of their work

(c) **Fire**

The **Bursar** is responsible for ensuring that the Fire Risk Assessment is carried out and reviewed annually

12. Supervision

All members of staff are responsible for supervision at the start of the school day, during morning break and at lunchtime.

13. Clear Passageway

All access and egress into, out of, and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping

All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings

This is the responsibility of all staff as well as the Facilities Manager and Head of Boarding (or her deputy)

14. Gas Safety

Contractors will carry out the requirement for maintenance (as required) and servicing (at least annually).

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

See Emergency Evacuation Procedures at Appendix D

15. Security

The **Facilities Manager** is responsible for ensuring that the School's buildings and grounds are secure at the end of the day. A Security Guard carries out the lockup procedure.

It is every member of staff's responsibility to ensure that he/ she takes the necessary measures to make safe the materials and equipment in his/her care. Doors should be locked when rooms are not in use

- Keys, bags, passes etc. should not be left unattended
- Lost keys should be notified immediately to the Bursar
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the School Office
- The Headmistress, Bursar, Facilities Manager or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way

16. Alarm Systems

The **Facilities Manager** is responsible for making certain that all alarm systems (fire) are regularly serviced, and tested

The fire alarm is tested on a weekly basis by the Facilities Manager to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Facilities Manager

17. Intruders

In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the School, (s)he should politely and unthreateningly ask that person to leave the premises or come to the Reception in Main House where the Facilities Manager will be called. If the intruder is not co-operative help should be sought from the Facilities Manager, Bursar, Headmistress or senior member of staff. The Police should be called if appropriate.

In the event of a discovery of an intruder on the premises at night, the Police will be called immediately (999)

It is important that a record of these incidents are kept

18. School Journeys and Off-site Activities (including Adventure/ Outdoor Activities)

See the School's Management of Safety on School Journeys and Off-site Activities (separate document)

The School Management is aware of their responsibility in organising off-site activities and the need for pupil safety. The School's policy and procedures will be followed when arranging such activities

19. Minibuses Safety and Driving Permits

See guidelines on

- Activities Centres (Young Persons' Safety) Act at Appendix N
- Minibus Safety at Appendix O
- Minibus Checklists Appendix P
- Seat belts in minibuses, buses and coaches at Appendix Q
- Seat belts for children at Appendix R
- Minibus Driving Licensing at Appendix S

These guidelines must be followed whenever a minibus or coach is hired

20. Parking

The **Facilities Manager** is responsible for safe parking arrangements. Parking is not allowed in any non-designated part of the School. Staff to park in the Staff car park

The **Facilities Manager** is responsible for the safety arrangements for pupils and others at the start and end of each day, when they are entering and exiting the premises at the same time as vehicles.

21. Road safety

Whenever pupils are to be taken out, or go out (Boarders) they will be reminded of the need to be careful and to follow instructions when crossing roads, and use proper pedestrian crossings whenever possible.

22. Storage

See guidelines at Appendix T

Many accidents are caused by un-thought out and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment. The guidelines given at Appendix R should be followed

23. Manual Handling

See also individual Risk assessments

Any members of staff who lift and carry as an integral part of their job (e.g. site management/ grounds maintenance personnel) will receive Manual Handling training. No one else is required to carry out manual handling tasks other than those, which ordinarily come within the remit of their work. However, any

members of staff who may, on occasions, choose to lift and carry loads greater than those ordinarily associated with their work, will receive training either because they have been identified by their line manager as being at risk or because they, themselves, requested it

Members of Staff are advised not to put themselves at risk of injury and are not expected, unless it is in their job description, to lift or carry, except as described above. If there is any doubt about the risk involved, a risk assessment should be requested by the member of staff or the line manager. The **Facilities Manager** will arrange for this to be done. In the final resort, a contractor will carry out the task, if it is assessed to be beyond any individual's physical capabilities or experience.

Where a mechanical means of lifting and carrying has been provided it should be used

24. Contractors on Site

Contractors are required to comply with all Health and Safety arrangements in the School particularly in respect of Fire Safety and Emergency Procedures. These will be brought to their attention at the outset of the contract. A Code of Practice containing issues such as Noise, Asbestos and Paint Stripping will normally be addressed at the tendering stage

Contractors will be expected to comply with a Code of Conduct whilst on the School premises.

25. Other Users

If, in the event of the School or part of it, being hired out, other users of the premises will have a copy of appropriate parts of this Policy and will be required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the School. Conversely, other users will provide the School with a copy of their Policy so that the School can co-operate with them with regards to health, safety and welfare.

26. Water Quality

See attached Summary of the Approved Code of Practice - Prevention or Control of Legionella at Appendix U

The **Facilities Manager** with the Bursar is responsible for the quality control of the water contained within the different buildings and will ensure that the water risk assessment is implemented and the water quality maintained through half-yearly checks and annual chlorination

27. Consultation with Employees

The School will follow the requirements of these Regulations and will decide annually on the process for consultation. Normally it will be through the Health and Safety Committee or personally by the **Bursar** wherever required

See Summary of Regulations at Appendix V

28. Work Experience

The School will follow the requirements of these Regulations for young persons who are offered a work experience placement. A Health and Safety Risk Assessment of the work place, will be carried out prior to the placement by the **Deputy Head**

See Summary at Appendix W

29. Provision and Use of Work Equipment Regulations 1998 (PUWER)

The School will comply with the requirements of these Regulations, ensuring that equipment; tools, etc. are purchased with a view to safety. suitable for purpose, maintained in a safe condition and serviced as advised by the supplier or manufacturer. Records of maintenance and services will be kept where appropriate

See summary at Appendix X

30. Lifting Equipment and Lifting Operations

The School will comply with the requirements of these Regulations

See summary at Appendix Y

31. Asbestos

The School is aware of its duty under the Control of Asbestos Regulations 2006 to identify asbestos, or asbestos containing material (ACM) record its presence, its whereabouts in the School and its condition, as well as a duty to manage it safely, to this end a Register will be kept. The condition of the Asbestos will be recorded as well as any action undertaken, to remove or make safe any remaining asbestos.

See Summary at Appendix Z

If it is **known** that asbestos is present in the work area, and may be disturbed or damaged by the work processes. Any Health and Safety Plan (under the Construction, Design and Management Regulations), or pre-work risk assessment (Management and Health and Safety Regulations), will have identified this and documented the need for it to be removed or other control measures. Anyone (Member of Site Staff or Contractor) carrying out works, potentially intrusive in respect of the fabric of the buildings will be informed of the presence or not, of asbestos and briefed on its condition, if applicable.

If **suspected** that asbestos is present in the work area, and that it would only be uncovered in the course of the work, the Health and Safety Plan or the pre-work risk assessment will have identified this, and will have documented consequent, necessary actions and control measures. Members of Site Staff, contractor and all operatives will be informed of the risk.

If it is **not suspected** that asbestos is present in the work area, but it is known that asbestos is, or has been, present elsewhere in the building. Members of Site Staff, the contractor and all operatives will be advised of this and be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager/ Bursar, immediately. The appropriate steps for isolation, testing and, if necessary, removal must ensue.

If it is **not suspected** that asbestos is present in the work area and it is not known to be present in the building. Members of Site Staff, the contractor and all operatives will be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager/ Bursar, immediately. The appropriate steps for isolation, testing and, if necessary, removal will ensue.

The School will have the on-going condition of any remaining, **known** asbestos that is not enclosed, and the access to any known enclosed asbestos, inspected at least once a year. Any such asbestos at greater than usual risk of damage will be inspected on a more frequent basis depending on its vulnerability.

The **Facilities Manager** and any other appropriate member(s) of the Site Staff will receive Asbestos Awareness training which is organised under the auspices of UKATA.

The Facilities Manager will oversee the management of the remaining Asbestos.

He will ensure that

- (i) All proposed actions in relation to the current asbestos situation are recorded
- (ii) All proposed actions are undertaken within a reasonable and safe period [within 1 term]
- (iii) All completed actions are recorded as updates of the management of Asbestos in the Asbestos Plan and Asbestos Register

32. Work at Height [Work at Height Regulations 2005]

Training, is provided for those members of Staff who work at height as an integral part of their job

Other members of Staff, are made aware of the need for risk assessment, if needing to work at a height and being at risk of falling

A generic risk assessment is available to all staff for simple common restricted height tasks. They nonetheless need to request help from a competent person, [**Facilities Manager**] to assess the task and take the consequential action, if there is **significant risk**.

A specific risk assessment has to be carried out to eliminate, minimise or reduce the risk in that order of priority, whenever or wherever.

- work is to be undertaken above ground or floor level and involves **significant risk**
- environment, conditions or an individual's needs have to be taken into account because of the risk

Contractors have to

- provide and implement risk assessments when employed to work at height
- bring their own means of access to height unless fixed equipment is available
- be qualified/trained to use access equipment, if required [e.g. PASMA]
- carry out work on roofs under safe conditions and operate under a permit-to-work system issued only by the **Facilities Manager** or the **Bursar**

Health and Safety Training

32. Noise/ Vibration

Risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the health of an operative through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the operative by its use. The risk assessment will indicate the control measures and possible health surveillance which the School will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration.

See Noise and Vibration Risk Assessment Forms appended

34. Health and Safety Training

Staff will be given the opportunity to attend relevant Health and Safety training that they can apply for through either the Deputy Head or the Bursar. Where the training is necessary for the individual to do the job safely, the employee must not carry out the task before the training has been successfully undertaken. All new members of staff have to receive Health and Safety training appropriate to their specific job as well as with regard to other more general Health and Safety requirements, [for example, Evacuation Procedures] on joining the staff, to ensure that they are safe.

35. Health and Safety Checklist

Members of Staff are required to carry out a Health and Safety check of their area once a term using the appended Checklist

Marymount International School

Health and Safety Policy - Acknowledgement by Staff

Under the Health and Safety at Work Act, a copy of the School's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it

Signature:

Name (block capitals):

Position:

Date:

Please Return completed Health and Safety Acknowledgement to the Business Office

Marymount International School

Part 3 Appendices

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Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

These Regulations place a statutory duty on employers to report accidents, diseases and dangerous occurrences which arise out of the workplace and its activities.

Regulation 2 (Interpretation)

- (i) This states that acts of violence to an employee which result in a major injury (defined below) must be reported.
- (ii) The "responsible person" (for reporting) is the person "..... having control of the premises..... at which, or in connection with which, the accident or dangerous occurrence happens."

Regulation 3 (Notification and reporting)

- (i) **Accidents to non-employees, i.e. members of the public, pupils, etc that result in a fatality or an injury that requires the injured person to be taken straight to hospital must be reported.**
- (ii) Any of the specified dangerous occurrences (see below) are reportable.
- (iii) Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable means, i.e. telephone/ web site but within 10 days.
- (iv) Where a person at work is incapacitated for more than 3 days, excluding the day of the accident but including any non-working days, this too has to be reported as soon as practicable and in any case within 10 days on the approved form.

Regulation 7 (Records)

The **responsible person** is required to keep records for 3 years from the date the record was made. The information required to be kept for injuries and dangerous occurrences is:

- (i) The date and time of injury or dangerous occurrence
- (ii) The name of the injured person and nature of the injury (employee and non-employee)
- (iii) The occupation of the injured employee or status of the injured non-employee
- (iv) The place where the incident occurred and brief details of what happened
- (v) The date the incident was first reported and the way it was reported, i.e. telephone or written notification.

Schedule 1 (Major Injuries)

- 1. Any fracture, other than to fingers, thumbs or toes
- 2. Any amputation
- 3. Dislocation of the shoulder, hip, knee or spine
- 4. Loss of sight (temporary or permanent)
- 5. A chemical or hot metal burn to the eye or any penetrating injury to the eye
- 6. Any injury from an electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- 7. Any other injury
 - (a) Leading to hypothermia, heat-induced illness or to unconsciousness
 - (b) Requiring resuscitation
 - (c) Requiring admittance to hospital for more than 24 hours
- 8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

9. Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin
 - (a) Acute illness requiring medical treatment
 - (b) Loss of consciousness
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

Schedule 2 (Dangerous Occurrences)

These include

- (i) The collapse or overturning or failure of lifting machines (eg lifts, hoists, mobile powered access platforms)
- (ii) The failure of pressure systems (eg boilers)
- (iii) Electrical short circuit or overload attended by fire or explosion
- (iv) Complete or partial collapse of scaffolding more than 5 metres high
- (v) Collapse of building or structure involving more than 5 tonnes of material and of any floor or wall of any building
- (vi) Explosion or fire resulting in the suspension of normal work on the premises for more than 24 hours.

Schedule 3 (Reportable Diseases)

There are many of these but note should be made of the following activities which might result in notifiable physical conditions

- (i) Work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arms (cramps, repetitive strain injuries)
- (ii) Fumes arising from the use of rosin as a soldering flux and dusts from wood (occupational asthma).

The "enforcing authority" for Education is the Health and Safety Executive. It should be noted that an immediate response is required, in the first instance. This is the duty of the responsible person and will normally be done after consultation with the Health and Safety Adviser.

Notice is drawn particularly to the fact that violence and subsequent non-accidental, major injuries have to be notified immediately as an investigation might be required.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 can be purchased from HMSO bookshops or good bookshops.

**Medical and Health Care of Pupils
and First Aid**

See Student/Parent Handbook and School Nurse procedural documentation

Accidents Involving Blood

Accidents involving blood, e.g. cuts, nose bleeds etc, carry the danger of Hepatitis B, HIV (Aids) etc.

If possible make patient themselves put pressure on nose or cut to stop the bleeding.

If blood has been spilt on any work surface then carry out the following procedure, or if appropriate ask person involved to do this.

- 1) Avoid getting blood on yourself, or on other people
- 2) Put on rubber gloves
- 3) Using disposable paper towels, tissues etc, mop up spillage
- 4) Wipe surface with bleach solution (e.g. 10% bleach in water) and leave for ½ hour if possible
- 5) Put all contaminated material into plastic bag, put in some bleach, tie up bag, and then put in bin

Designated areas should have the following materials;-

Bleach solution (10% in water), paper towels, rubber gloves,

Yellow clinical waste bags and clinical waste bin are provided.

Emergency Evacuation Procedures

Please refer to the separate “Fire Evacuation Procedures

Fire Safety Rules for Pupils: Day Procedures

Make sure you are familiar with the Evacuation Procedures displayed in all main rooms and areas. You will practice a Fire Drill at least once each term to help you be better prepared to get out in the event of a real fire

Under the directions of your teacher during Evacuation of the building

1. Keep noise to a minimum
2. Shut doors on the way out, if you are instructed to do so or you are the last person through them
3. Leave immediately by the designated escape route, if safe to do so, otherwise take the alternative escape route
4. Keep in single file
5. Move quickly but do not run
6. Assemble in Grade lines on the Lower Lawn in advisor groups
7. Nobody is allowed to go back into the building for anything
8. If separated from your class, rejoin it without delay at the Assembly Point by a safe and sensible route
9. Join another class if there is a problem and report to the teacher

Note the importance of

1. **Reporting to the office when arriving late at school**
2. **Reporting to the office when having to leave school during school hours**
3. **Reporting to the office when returning to school**

Generic Emergency Evacuation Procedures and Plan for Persons with Special Needs

The Plan will be developed when any individual is identified as having needs which require special action to ensure they can evacuate the School safely in an emergency

Aim

The Plan is designed to manage the safe egress of individual staff and pupils who cannot get themselves out of a building unaided in an emergency. It is appropriate for people with various disabilities and those with temporary health problems such as a broken leg

Responsibilities

It is the responsibility of

1. the parent of a pupil to inform the Deputy Head of the School/ Head of Boarding (**Nominated Person**) if assistance with safe evacuation is needed in an emergency
2. a member of staff to inform their Line Manager (**Nominated Person**) if they need assistance to evacuate safely in an emergency
3. the **Nominated Person** to inform the Bursar (**Responsible Person**) of anyone who is disabled or needs assistance to evacuate in an emergency
4. the **Responsible Person** to make the necessary arrangements with the member of staff (**Designated Support Person**) allocated to assist or enable a person with special needs or a disability to evacuate safely in an emergency
5. the **Nominated Person** and the **Designated Support Person** to meet with the member of staff or pupil and parent and any other relevant person (e.g. Houseparent), to discuss the needs of the individual and agree a specific action plan
6. the **Nominated Person** to record the Personal Emergency Evacuation Plan
7. the **Nominated Person** to conduct a termly review of the Plan or more frequently, if necessary

Roles

1. The **Responsible Person** will ensure
 - The provision of identified equipment needed to ensure safe evacuation (e.g. evacuation chairs and wheel chairs)
 - Where it will be kept and its availability at all times
 - Routes are kept unobstructed
 - Routes and Refuge areas are clearly signed
 - The **Designated Support Persons** and back ups are competent to do what is required of them
 - They receive appropriate training, if necessary
 - The procedures are reviewed after any Emergency Action taken and each drill
2. The **Nominated Person** will
 - Co-ordinate all identified actions in relation to the implementation and smooth functioning of the Plan
 - Be familiar with the existing fire arrangements for the building
 - Identify other staff to assist in any evacuation and back up staff
 - Arrange for follow-up timetable issues, when needed (e.g. room changes, absence) or boarding issues

- Ensure other relevant staff are provided with a copy of the Plan
- Ensure the needs of ambulant disabled persons (e.g. hearing and sight impaired)

3. The Designated Support Person will

- Make him/herself familiar with the existing fire arrangements, refuge areas and routes out of the building, including the boarding arrangements
- Inform him/herself of the nature of the disability of the person in his/her charge
- Attend appropriate training (e.g. manual handling, use of evacuation chair)
- Keep all relevant documentation at hand for speed of reference (e.g. timetable)
- Report immediately if unable, whilst at work, to carry out the defined duties
- Provide a report back to the **Nominated Person** following an emergency evacuation or drill

Emergency & Disaster Plan

Please refer to the separate “Emergency & Disaster Plan”

Control of Substances Hazardous to Health (COSHH) 2002

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and

- How to store, handle, use it
- What it cannot be used or mixed with
- What protective clothing to wear
- What to do in case of accident, spillage, etc.

Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.

Regular monitoring and review of the arrangements are required.

Where hazardous substances are used, the above-mentioned safe system of work must be drawn up and made available (e.g. by display) to all who use them.

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the employer and/ or responsible person may be held liable.

Contractors are responsible for providing COSHH information and training for their employees. However, it is the duty of the School to bring it to the Contractor's notice if the COSHH arrangements are not being adhered to (e.g. cupboards containing harmful substances not being locked) as others are being put at risk.

Inflammable substances must be safely and correctly stored and used.

Hazardous substances are basically:

Chemicals

Micro-organisms which create risks to human health

Dust

Fumes

Gas

Any other substance which creates a risk to health.

Some common signs indicating hazardous substances

Very toxic

Skull and cross bones

Toxic

Skull and cross bones

Irritant

X

Harmful

X

Corrosive

Test tubes and liquid droplets

Managers hold the COSHH Assessment file for their specific areas and the Bursar has a central file

Electricity at Work Regulations 1989

These Regulations advise a safe system of work which will be adopted by the School and which will include having

- All fixed installations tested at least every 5 years or at any interval recommended by the M & E Consultant
- A certificate of the test of fixed installations
- An inventory of all electrical apparatus/appliances
- A record/log of termly visual inspections and planned portable appliance tests
- All portable appliances (i.e. those appliances which are plugged in and out of an electrical socket, including double-insulated appliances) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc) at least once a year and all other appliances tested every 2 - 4 years by a "competent" person using a portable appliance tester
- All portable appliances used by pupils inspected once per term and a brief visual inspection each time used. The latter can be done by the teacher or a pupil. (A visual inspection would involve looking at the plugs, casings and cables for damage, cracks, fraying, wire exposure, etc.)
- A sticker displayed on tested appliances indicating pass (green) or fail (red) - any failed appliance must not be used until repaired or it must be disposed of
- Stage lighting and switchgear inspected and tested after each alteration to the system and tested every year
- Any personal equipment brought into school inspected and tested before use.

Other points to be noted

- Flexible leads should not be longer than 2 metres
- Extension leads should only be used on a very temporary basis and not as fixtures
- Adapters should preferably be of the flat type
- The aggregate input into an adapter should not exceed 13 amps
- Consideration should be given to eliminate the use of adapters and the inadvisable use of extension leads as fixtures
- An assessment of the need for continuity bonding should be made by an electrical engineer

Care must be taken to check all plugs to ensure that the correct fuse is used. It is common for 13 amp fuses to be used, mistakenly, instead of 3 or 5 amp fuses, e.g., on lamps, TVs, computers. The coloured wires should not be visible from the outside of the plug.

If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, someone - Governors, Headmistress, teacher or person with a specific responsibility for electrical inspections and testing - may be held liable in law

Display Screen Equipment Regulations “User” Criteria and Procedures

The nature and requirements of schools’ work have changed considerably since these Regulations were written (1992) and came into force (1993) greatly increasing the range and numbers of users as well as the time spent in front of the computer. The definition which follows should be considered in the light of this as should categories of users coming within its scope – as potential “designated users”

As defined in the Guidance on the Regulations the “user” should be “designated” if s/he

- i. uses the display screen equipment habitually as a significant part of their normal work
- ii. depends on the use of the display screen for their job
- iii. has no discretion as to use or non-use of the equipment
- iv. needs training to use the equipment
- v. inputs at normally for 1hr+ at a time
- vi. uses the equipment in this way more or less on a daily basis
- vii. has to input quickly and with concentration

School examples of these might be categorised as:

Definite - Bursar, PA, Administrators with own workstation, Librarian

Possible - IT Manager and team, senior and middle management with own workstation

Possible but less likely – Class Teachers and Technicians with own workstation

10hrs+ per week of necessary work at the computer will be taken as a guideline

The Deputy Head and Bursar are responsible for designating users.

A “designated user” is entitled to an Eye and Eyesight test specifically for computer use before or upon starting the job and when advised by the optician, thereafter. A user may go more frequently if s/he feels their eyesight is being affected by the work (headaches, eyestrain, etc).

The employer will pay for the test. The employer will establish the cost. Employees can go to whatever optician they wish but can only reclaim the established cost.

In respect of the payment for glasses, the employer will establish the cost and has to pay for glasses only where they are prescribed for computer work. This may be incorporated into a prescription for vario- or bi- focal glasses. The optician has to provide documentary evidence for the prescription for the employer. Employees can go to whatever optician they wish but can only reclaim the established cost.

The Bursar will inform individuals of the current established costs

Display Screen Equipment Risk Factors and Guidance

The Health and Safety (Display Screen Equipment) Regulations came into force on 1st January 1993 (some minor changes were made in 2002). They seek to protect the health of workers by reducing risks from VDU work. Briefly, the Regulations require employers to:

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed.
- Provide information and training.

To ensure compliance with the regulations, staff who use VDUs for a significant part of their daily work are required to complete the following on-line self assessment and submit a copy of the Risk Assessment Report to the Facilities Manager.

<http://www.rossiterandco.com/VDU-Health-and-Safety/Index.htm>

THIS IS AN EXAMPLE ONLY

Sports Risk Assessments

General Rules and Code of Conduct

You must respect the rules and not behave in a way that will endanger yourself or put other people at risk

You must wear any clothing or kit which is provided for your safety as instructed

The Rules and Regulations for each sport as laid down by National Governing Bodies must be followed

These will be explained by your teacher

The Procedures laid down at the start of the activity by the Teacher must be followed

Warming-up, an essential part of all sport, should precede the activity

Ensure you drink sufficient water/ fluid before and after prolonged activity

You must report all injuries and incidents to the Teacher

You must be properly attired for the activity

Make sure you come equipped to take part in the activity

Long hair must be tied back during activities

Do not bring or wear valuables

You must only use equipment for the purpose it was intended and not misuse it

Changing rooms and showers can be dangerous areas; you must behave in them with due care and attention

Hazard -Activity/ Equipment	Risk Element	Risk Level	Control Measures
Athletics - track events Running	Neck strain, pulled/strained muscles falling being spiked lacerations bruises broken bones	Minimal	Participants must be informed of the rules, dangers of not following them and the need for safe practices Risks of injury must be fully explained Track etiquette must be followed The Activity must be supervised at all times These activities will not take place when the weather conditions are hazardous. All staff leading this session will be qualified as an athletic Teacher There must be a First Aider at hand
Badminton Rackets Shuttlecocks	Strain collision tripping/ slipping entanglement in netting being hit by racket/ shuttle	Minimal	Participants must be informed of the rules, dangers of not following them and the need for safe practices Risks of injury must be fully explained Court etiquette must be followed The Activity must be supervised at all times The safe use of equipment must be demonstrated The equipment must be visually checked by the instructor before each use The equipment must be stored safely and securely All staff are qualified There must be a First Aider at hand
Basketball Ball Balls Baskets Back panels	Knee injuries strained/ pulled muscles lacerations collisions facial injuries	Significant	Participants must be informed of the rules, possible dangers of not following them and the need for safe practices Risks of injury must be fully explained Court etiquette must be followed The Activity must be supervised at all times Participants understand the need for safe practices The equipment must be visually checked by the instructor before each use The baskets, back panels and fixings must be checked and serviced by a competent person at the beginning of the season and whenever else it is considered necessary The equipment must be stored safely and securely Proper footwear inflated to the right compression must be worn All staff are qualified There must be a First Aider at hand

The Management of Health and Safety at Work Regulations 1999 - New and Expectant Mothers at Work

"Regulation 16 - (1) where -

(a) The persons working in an undertaking include women of child-bearing age; and

(b) The work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, or physical, biological or chemical agents..... the assessments required by regulation 3(1)* shall also include an assessment of such a risk".

*i.e. the requirement to carry out risk assessments where hazards or hazardous activities have been identified.

This means that particular account of risks to women of **child-bearing age** must be taken when making risk assessments in the workplace. If the assessments reveal particular risks to them, they have to be informed that they might be at risk

- Of being rendered incapable of conceiving
- While being pregnant
- While breast feeding.

They have also to be told how the risk will be further reduced.

Risk Assessment entails identifying hazards and hazardous activities, identifying the risks associated with them and eliminating them if possible. If not, control measures/safety procedures must be introduced to minimise or reduce the risks where they are "significant". These must be documented, implemented and monitored. If, having done this, there is still a significant risk to the health and safety of a woman of child-bearing age, a new or expectant mother and this goes beyond the level of risk to be expected outside the workplace, the employer must, on a temporary basis

- Adjust her working conditions and/or hours **or**
- Offer her suitable alternative work, if any is available **or**
- Give her paid leave for as long as necessary to protect her/ his safety or health or that of her child.

These possible actions have to be taken only when the employer has been informed in writing that an employee is pregnant. The employer must request in writing for the pregnancy to be confirmed, i.e. certified by a registered medical practitioner or midwife.

These actions, moreover, are only necessary where, as a result of a risk assessment, there is genuine concern. If there is any doubt professional advice must be sought.

The employer has to keep the risk assessment for new and expectant mothers under review.

The kinds of hazards or hazardous activities most likely to be encountered in the School which might affect new or expectant mothers are:

- Manual handling of loads
- Working in very hot conditions
- Fatigue from standing
- Excessive physical or mental pressure
- Working at heights
- Working with very young pupils (chickenpox, rubella etc)
- Lone working, home visits - especially in the dark

Concern will be expressed about working with the word processor. The evidence is that there is no need for pregnant women to stop working. However, it is recommended that because of **the anxiety and stress associated with working with potential sources of radiation**, pregnant women should be given the opportunity to discuss their concerns with someone adequately informed about this topic.

Each case is likely to be different and it is important that, when the Headmistress is advised that an employee is pregnant, she should take advice so that consideration can be given as to what action, if any, may be appropriate.

The following publications are recommended as references:-

1. The Management of Health and Safety at Work Regulations 1999 New and Expectant Mothers at Work - A guide for employers. ISBN 0 7176 0826 3 (HMSO)
2. The Management of Health and Safety at Work Regulations - Approved Code of Practice 1999 ISBN 0 7176 0412 8
3. 5 steps to risk assessment (Free leaflet) IND(G)163(L)

Promoting the Health and Safety of Pupils on Activities Outside School

In the light of various disasters during the past years beginning with a school canoeing trip in Lyme Bay, when four young people were drowned, it seems appropriate to ask colleagues to remind themselves of the information contained in the DCSF Guidelines "Health and Safety of Pupils on Educational Visits" (HASPEV) where advice is given, in general terms, on how activities should be prepared and conducted.

The **Management of Health and Safety Regulations 1999** require that:

- "(i) Every employee shall make a suitable and sufficient assessment of;
- (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
 - (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking..." (Regulation 3)

The prime requirement is to avoid the risk if at all possible, i.e. by not taking part in a potentially dangerous activity. If it is decided that such an activity should, for whatever reason, be undertaken, then a risk assessment **must** be done. As a consequence of that assessment, procedures and a safe system of work should be devised in order to reduce the risk to a minimum.

It is clear that adventure activities (e.g. canoeing, skiing, underwater swimming, sailing, pot-holing, mountaineering etc.) involve significant risk to the participants. There is, therefore, a need to provide a written safe system of work for each separate hazardous activity undertaken. This should be included, along with a policy statement on such undertakings, in the establishment's Health and Safety Policy and Arrangements.

The following instructions will be stressed by the Headmistress to staff organising activities outside school, and should be included in the policy statement as being of fundamental importance to safety:

- centres which are not registered with a nationally recognised body should not be used
- any activity must be led by a professionally (nationally) qualified instructor

The following are points which should be addressed in the establishment of procedures and a safe system of work:

- Written permission from parents
- Written approval for the activity from the Headmistress
- Consultation with, and guidance from, the relevant Professional Body
- Appropriateness of insurances
- Ratio of pupils to staff
- Consideration of the appropriateness of the age, previous experience, physical
- Ability, intelligence and behavioural patterns of the pupils/ pupils/ young persons in relation to the activity
- Assurance of the experience of the Company in delivering the service and any professional registration deemed appropriate
- Assurance of the qualifications, training and experience of the instructors
- Assurance of the quality of equipment including protective and safety equipment etc.
- Assurance of the suitability and safety of the local conditions and environment
- Provision of first aid treatment
- Provision of all emergency posts, telephone numbers and other such information

- Provision of local procedures for emergency
- Provision of detailed schemes and programmes of work/instruction from the Company
- Pre-visit, if feasible, to the site of the activity by party leader.

There may be other matters of a more specific nature attached to a particular activity, which will have to be addressed.

“Health and Safety of Pupils on Educational Visits” and "Safety in Outdoor Education" - Department for Education publications are available from HM Stationery Office.

Activity Centres (Young Persons' Safety) Act 1995

"The Adventure Activities Licensing Regulations 1996" implementing the Activity Centres (Young Persons' Safety) Act came into force on the 16th April, but under transitional provisions (see below) a person is not required to hold a licence before 1st August 1996.

These Regulations aim to improve safety for pupils and young persons (i.e. those under 18 years of age) by introducing a regular inspection programme.

What adventure activities are covered by the Regulations

Caving, which includes:

Pot-holing
Mine exploration
Cave diving

Climbing, which includes:

Rock climbing
Ice climbing
Abseiling
Gorge walking
Ghyll scrambling
Sea level traversing

Trekking, (in remote moorland and mountain areas) which includes:

Walking
Fell running
Orienteering
Pony trekking
Mountain biking
Off-piste skiing
Off-piste snowboarding
Skating
Sledging

Water sports, which include:

Canoeing
Kayaking
Dragon boating
Wave skiing
White-water rafting
Improvised rafting
Sailing
Sailboarding

Who must hold a licence?

A person who provides such facilities in return for payment

Complaints

The Licensing Authority is obliged to consider any complaints relating to the provision of facilities for adventure activities by licence-holders. The complainant will be advised of the outcome of any investigation undertaken.

Register of Licences and provision of information

The Adventure Activities Licensing Authority (17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG, tel 01222 766712) keeps a register of licences. This includes the name and address of each licence-holder, a description of the facilities for adventure activities, where the licence is issued in respect of a particular activity centre and its address.

This register will be available for public inspection during office hours.

The position of the School

The Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999, DFE Circular 22/94 and the guidance - Safety on Outdoor Activities (April 1998) - continue to apply. An assessment of the risk to staff and pupils of any of their curricular activities must be carried out and measures must be in place to control the significant risks. The fact of an Activity Centre being licensed will not take away the responsibility of staff for pupils', pupils' and young peoples' safety and welfare, although **it should improve the** control of risk. The staff's role in relation to activities led by a licence holder will largely be a monitoring one, although, ultimately, the party leader will have the right to withdraw the group or any individual from an activity he/she considers unsafe.

The Act and the Licensing Regulations can be obtained from HMSO

Minibus Safety

This Code of Practice should be read in conjunction with the Guidance which deals with Safety on Outdoor Activities and Risk Assessment as required by the Management of Health and Safety Regulations 1999.

We are being continually reminded that transporting pupils and young people by minibus can be an extremely risky and hazardous undertaking, especially on long journeys and on motorways. In order to assist you in reducing the potential for accidents, set out below is a Code of Practice for ensuring, as far as is possible

- 1. The competence of the driver**
- 2. The safe condition of the minibus**
- 3. The driver's conduct and responsibilities**

1. Driver Competence

- The driver should
- Be at least 25 years old
- Have at least 3 full years' driving experience
- Have experience of driving abroad, if appropriate
- Have a clean licence
- Not have been refused insurance
- Have no relevant convictions
- Have an approved minibus driving permit
- Be in good health at the time of driving and not have consumed alcohol or drugs likely to cause drowsiness that day
- Have good eyesight.

All of these must be checked.

2. Minibus roadworthiness

The following checks for safety and legal documentation should be made by the driver and the management of the establishment before the minibus is used:-

- MOT
- Road tax
- Insurance
- green card and other relevant insurances (i.e. vehicle, passenger etc), if going abroad
- membership of a motoring association (with vehicle recovery)
- record/log book
- safety belts
- brakes
- tyres (condition and pressure)
- steering
- spare tyre
- warning triangle
- mirrors
- functioning of lights
- windows
- functioning of windscreen wipers and washers

- Oil levels
- Water levels
- Fuel level
- Functioning of doors
- Seat fixings
- Provision of fire extinguisher, first aid kit
- Provision of wheel jack/tool kit
- Functioning of any special arrangements for disabled persons
- Correct loading (no overloading of passengers or baggage)
- Correct balance and security of baggage (inside or on roof)
- Functioning of reversing sound warning, if fitted
- Safety belt sign.

There must be documentary proof of MOT, tax, insurance, green card, other insurances, motoring association membership, in a pack with the driver.

The record/log book must be kept up-to-date and with the other documents. Management should check this after each journey.

Minibuses should be subject to mechanical inspections at intervals as advised after expert assessment or according to the manufacturer's recommendation in the case of a new vehicle.

Safety belts should be fitted to all seats in the minibus.

Minibuses with front-facing, as opposed to longitudinal, benches have to be used.

3 Instructions to Drivers

There must be 2 drivers, on a long journey. (A long journey is open to interpretation but might be 100 miles round trip or any single journey likely to take more than 2 hours.)

Safety belts must be worn at all times by all occupants

Plan long journeys to incorporate stops

No drivers should be at the wheel for more than 2 hours without a break

Draw off the road if feeling sleepy or unwell, immediately

Telephone ahead to a pre-arranged number to inform of any delay

Do not exceed 50 mph (*a speed-restrictor could be fitted*)

Take no undue risks - remember at all times there are pupils in the minibus

Have a mobile telephone on long journeys

The minibus must be safely parked before using a mobile phone

It must not be boarded while the engine is switched on

Child safety and security must always be paramount - supervise on dismounting and boarding the vehicle by the side of the road

Stopping on motorways - clear instructions are given in the HIGHWAY CODE. Drivers must remind themselves of these before motorway travel. If in doubt, advice should be sought on the best course of action by contacting the motorway police

Make sure that any specific requirements for driving abroad are in place, e.g. re-directed headlights

Clear instructions of behaviour expectations and what to do in enforced stops must be given to the passengers by management and accompanying staff (**see Pupil Conduct on the Minibus below**)

It should be borne in mind by management that any member of staff due to drive the minibus on a long journey after working in school, must be given some time off during the day to rest. Where a journey follows an evening activity, consideration should be given to the need for alternating drivers

It is the responsibility and duty of management to ensure that the procedures for safety in minibus driving are read and understood by all drivers, that they are implemented, monitored and reviewed from time to time

It is the responsibility and duty of the driver and accompanying adults to read and put the procedures into practice

The Minibus cannot be used by a member of staff, except in an emergency situation, until a written statement has been signed by each driver and accompanying adults that they have read and understood the procedures

In the event of a minibus being hired, the same procedures should be used. It is important that there is documentary evidence to support all claims made by the hiring company

Similar procedures should be adopted for coach companies where these are used on a casual basis

Any contracted coach company should also have their credentials checked

Attached is a safety checklist/tick sheet which should be used as a record that all the necessary precautions have been taken to ensure that the minibus is as safe as is possible on a single trip basis as well as on a routine one

Minibus Maintenance Checklists

Daily Minibus checklist – before use:	Yes	No
Punctures (including spare)		
Other tyre damage		
Accident damage		
Sidelights		
Headlights		
Indicators		
Horn		
Windscreen wipers		
Water container for screen washing		
<u>Start the engine</u>		
Warning lights		
Buzzers		
Fuel level (keep it above a quarter full)		
<u>Mirrors – clean</u>		
Adjusted		
<u>Brakes</u>		
Foot-brake		
Hand-brake		
Doors		
Seat belts		
Emergency Exit		
Windows		
Comments:		
Signed: _____ Date: _____		

If any defect makes the vehicle unsafe for use, it must not be taken on the road. If in doubt seek advice and do not use the vehicle. All defects have to be reported to the keeper of the minibus or to the depot or garage which services the vehicle.

If the vehicle is going on a journey which will exceed 50 miles, then it would be advisable to check the oil, coolant, brake and clutch fluid levels before commencing the journey.

Weekly Minibus Checklist	Yes	No
Oil level (top up if necessary - with the vehicle on level ground)		
Coolant level (top up if necessary)		
Brake fluid level (report immediately if below the lower limit)		
Clutch fluid level (report immediately if below the lower limit)		
Windscreen washer level (top up if necessary)		
Tyre pressures (inflate if necessary)		
Seat Belts		
First aid kit		
Fire extinguisher		
Fan belt (condition and tension)		
Comments		
Signed: _____ Date: _____		

If any defect makes the vehicle unsafe for use, it must not be taken on the road. If in doubt seek advice and do not use the vehicle. All defects have to be reported to the keeper of the minibus or to the depot or garage which services the vehicle.

Item	6 Monthly Minibus Checklist								Comments
MOT									
Services									
Road tax									
Insurance									
Supplementary Insurance (e.g. travelling abroad)									
Driver Licences									
AA/RAC membership									
Record/log book									
Safety belts									
Steering									
Spare tyre									
Warning triangle									
Door locks									
Opening/closing									
Seat fixings									
Fire extinguisher									
First Aid kit									
Wheel jack									
Tool kit									
Disabled access									
Reversing Sound warning									
Other:									
Signature and Date									

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Seat Belts fitted in Minibuses, Buses and Coaches

The following has been written to provide guidance for any member of staff who may be considering hiring a minibus or coach with or without a driver for a purpose in connection with a School activity. It is advised that the guidance and recommendations contained therein are adhered to. This document should be read in conjunction with "The Minibus Safety" Code of Practice.

1. MOT test requirements applying to seat belts on coaches, buses and minibuses (including those used for the transport of pupils, e.g. on organised trips) came into force on the 1st August 1998. The purpose of the test is to help ensure that seat belts have been safely fitted. Where an organisation operates, uses or hires coaches, buses or minibuses with seat belts, it is strongly recommended that steps are taken to ensure that the seat belts fitted will pass the MOT test. Particular attention should be paid to seat belts fitted in older vehicles.
2. Regulations were introduced in 1996 requiring seat belts to be fitted for each child when a minibus or coach is used to carry three or more pupils on an organised trip. Minibuses and coaches first used on or after 1st October 1988 had to comply with this requirement by 10th February 1997, and older minibuses and coaches had to comply by 10th February 1998. In addition, some buses - but also minibuses and coaches - had been fitted with seat belts on a voluntary basis.
3. Seat belts have been installed retrospectively into existing vehicles, which were not designed to accommodate belts. This means that any belts would need to have been installed with care and with an understanding of the significant additional forces which are likely to be transmitted to the seats and structure of the vehicle through the belt anchorage points. In many minibuses, for example, special seat strengthening would also have been needed if the seat belts were to be safe.
4. The MOT seat belt installation standards do not guarantee that the belts will perform adequately in the case of an accident because it is not possible to examine all aspects of an installation in an MOT test. But the standards will ensure that the installation is not clearly inadequate. New vehicles with approved belts fitted during manufacture will still be the safest option followed by existing vehicles where the installer has fitted belts on the basis of results from destructive tests similar to those used for testing installations in new vehicles.
5. Where a minibus, bus or coach is hired, it is recommended that, as a minimum, compliance with the MOT seat belt standards is stipulated in the contract with the vehicle operator. It is suggested that some form of written confirmation is sought from any contractor operating under an existing contract to the effect that any seat belts fitted as a consequence of the 1996 Regulations, or fitted voluntarily, meet the MOT standard.

Seat Belts for Minibuses and Coaches carrying Pupils

The following has been written to provide guidance for any member of staff who may be considering hiring a minibus or coach with or without a driver for a purpose in connection with a School activity. It is advised that the guidance and recommendations contained therein are adhered to. This document should be read in conjunction with "The Minibus Safety" Code of Practice.

Legislation (which took effect on 10th February 1997 for **all minibuses and coaches** first used from 1st October 1988 and on 10th February 1998 for coaches first used before 1st October 1988)) requires a forward facing seat with a belt for each child carried in a minibus or coach (whether or not privately owned or used for hire or reward) where a group of three or more pupils are on an organised trip.

Some definitions

An organised trip is difficult to fully define but the **key element is whether the journey is undertaken to transport pupils**. School outings, trips by youth organisations and voluntary organisations are all subject to this legislation - even when accompanied or driven by parents. Also included is a public vehicle, while it is not being used by the general public. However, the use of public transport while it is being used by the general public, would not be included.

A child is a person who is 3 to 15 years old, inclusive

A minibus is a motor vehicle constructed or adapted to carry more than 8 but less than 16 passengers in addition to the driver

A seat belt is a minimum of a lap belt

A seat has a minimum width of 400mm

Details

The driver and his or her/ his employer will normally be legally liable for operating a vehicle that does not comply with the requirements of the legislation. They should therefore establish prior to the journey if the trip is wholly or mainly for pupils. The person responsible for arranging the journey should, also, inform the operator in advance that the vehicle is required to transport pupils.

It is essential that the seat belts or child restraints, which have been fitted, are worn - for the child's safety and for that of the others in the vehicle. Adults in the vehicle should ensure that they do so.

A single seat belt must not be used by more than one child, nor should a belt be placed about a child on an adult's lap.

The Legislation requires that:

1. In the front seats of minibuses and seats in coaches which are in line with, or forward of, the driver, it is the driver's responsibility to ensure that pupils under 3 years use an appropriate child restraint pupils aged 3 - 11 and under 1.5metres in height wear an appropriate child restraint if available, or if not available, an adult seat belt pupils aged 12 - 13 and younger pupils over 1.5metres in height wear a seat belt. **In addition, pupils over 14 years must wear a seat belt and are responsible for doing so.**
2. In the rear seats of most minibuses (those with an unladen weight of 2,540 kilos or less), it is the driver's responsibility to ensure that pupils under 3 years use an appropriate child restraint, if one is available pupils aged 3 - 11 and under 1.5metres in height wear an appropriate child restraint if available, or if not available, an adult seat belt pupils aged 12 - 13 and younger pupils over 1.5metres in height wear a seat belt. In addition, pupils over 14 years must wear a seat belt and are responsible for doing so.
3. In the rear seats of coaches and larger minibuses, there is no statutory requirement for pupils to wear a seat belt or child restraint, but they should actively be encouraged to do so.

The School applies a higher standard of care and requires no young person aged under 14 to sit in the front seat of a minibus or coach. Moreover all persons must wear a seat belt in any part of a minibus or coach.

4. Rear or side facing seats cannot and must not be used.
5. A disabled person's belt can be used as an alternative to a seat belt - but for that person only.
6. The legislation does not apply to pupils in wheelchairs. The Code of Practice "The Safety of Passengers in Wheelchairs on Buses" (VSE 87/1) is available free from the Department of Transport (address as above).
7. There is no requirement to have seat belts on buses (as opposed to minibuses and coaches), even on organised trips. However, if they are fitted they should be installed correctly, ie to comply with the European standards for seat belts and their anchorages.
8. The minimum requirement is for each child to have a lap belt.
9. A three point seat belt (lap and diagonal straps) is generally recognised as offering greater protection.
10. An approved seat belt will display one of the following approval marks:
An "e" or "E" (European standard) the British Standard "Kite mark" (BS3254 or BS3254: part1:1988) an individual approval number and markings to show the different features of the belt.
11. An appropriate child restraint can be a baby carrier, child seat or harness displaying a BS "Kite mark" or an "E" mark. A weight range label should be displayed.
12. The seat belt anchorage should meet the European standard. The European standards refers to M1, M2 and M3 categories - cars, minibuses and coaches respectively.
13. Users may wish three-point seat belts to be fitted. This is not always possible, for technical reasons, where suitable upper anchorage cannot be provided.
14. Periodic checks for cuts, deterioration of stitching, excessive fluffing or fraying and the proper operation of the mechanism should be made. Where the seat belt is integral with a seat, the seat mountings should be checked. Where there is damage or faulty working, the seat belt should be replaced.
15. The seat belt requirements for pupils are contained in The Road Vehicles (Construction and Use) (Amendment) (No.2) Regulations 1996, Statutory Instrument No. 163.
16. Useful publications by the Department of Transport:
Seat Belts and the Law (T/INF251)
Passenger Transport provided by Voluntary Groups (PSV 360)
Taking a Minibus Abroad (
The Safety of Passengers in Wheelchairs (VSE87/1)
Drivers' Hours Rules for Road Passenger Vehicles (PSV375 rev 6/95).

Minibus Driving Licensing

This document should be read in conjunction with "The Minibus Safety" Code of Practice.

Drivers of the School Minibuses (staff and volunteers) need to hold a D1 licence and must have passed the MiDAS Minibus Driving test.

Storage - Safe System of Work

- (i) Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- (ii) Heavy items will be placed at a height consistent with a person's physical capacity to lift them up and down without risking injury i.e. not too high, or indeed, too low.
- (iii) Storage will be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places.
- (iv) There will be appropriate means of accessing any high level storage, i.e. kick-stool or stepladders.
- (v) Large or heavy packets can be split up to make carrying easier and safer.
- (vi) Stored items will be steady and firm, not precariously balanced or easily knocked over.
- (vii) Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- (viii) There will be ease of access i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- (ix) Rotation of stock is a factor which will be considered.
- (x) Stepladders used for storing will be inspected before being used, by the user, to ensure that they are in good condition (especially wooden ones). Help should be sought from a member of the Site Staff if there is any doubt.
- (xi) Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. Maintenance) will ask for an assessment to be made if it is thought that there is a potential for injury and will have training on correct methods of lifting.
- (xii) All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of pupils when not in use.
- (xiii) Inflammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- (xiv) Gas cylinders will be stored according to requirements.

Prevention or Control of Legionellosis

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc. and may be fatal. Legionellae can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people.

Infection is attributed to inhaling legionellae, either in those water droplets, which are small enough to penetrate deeply into the lung, or in droplet nuclei (the particles left after the water has evaporated). Legionellae are widespread in natural sources of water. They may enter man-made systems or water services, where they can multiply under certain conditions, and if there is a means of creating and transmitting water droplets, people in the vicinity may be at risk. Most cases and outbreaks of legionellosis have been attributed to water services in buildings, cooling towers and whirlpool spas. Other sources have been identified in foreign outbreaks including a humidification system, industrial coolants and respiratory therapy equipment.

Legislation

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) relate to the risks from hazardous micro-organisms, including legionella and chemicals such as biocides and chlorine. Under these Regulations risk assessments and the adoption of appropriate precautions are required to be made.

The Approved Code of Practice *The prevention or control of legionellosis (including Legionnaires 'disease)* sets out further statutory requirements for dealing with this risk. It applies in all workplaces whenever water is stored and used in a way which may create a reasonably foreseeable risk of legionellosis.

The Approved Code of Practice (ACOP) places responsibility on employers and others to:

- (a) Identify and assess sources of risk;
- (b) Prepare a scheme for preventing or controlling the risk;
- (c) Implement and manage precautions;
- (d) Keep records of the precautions implemented.

The ACOP also sets out the responsibilities of manufacturers, importers, suppliers and installers of products and services. It is enforced by Health and Safety Executive inspectors in factories, hospitals, laboratories, education establishments, docks and construction sites. In shops, offices, warehouses, hotels and catering establishments it is enforced by local authorities who also have responsibilities for public health. Recent outbreaks of Legionnaires 'disease in the UK have demonstrated the implications for public health.

Duties under the ACOP are qualified by the condition that they must be 'reasonably practicable'. This means that both the degree of risk and the cost and difficulty of applying control measures should be accounted for in determining what measures should be taken.

Health and Safety (Consultation with Employees) Regulations 1996

Specific provisions requiring employers to consult with employees on health and safety matters are contained in

- The Health and Safety at Work Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety (Consultation with Employees) Regulations 1996

The Health and Safety at Work Act 1974 - Section 2(4) provided for Regulations to be made which allowed the appointment of Safety Representatives from **recognised Trade Union** members. **The Safety Representatives and Safety Committees Regulations 1977** implemented this particular provision - detailing the appointment, functions and rights of Trade Union safety representatives.

The Management of Health and Safety at Work Regulations 1999 requires employers to consult in more detail with safety representatives.

The Health and Safety (Consultation with Employees) Regulations 1996 closed the gap created by the 1977 Regulations whereby non-unionised workers had no rights of consultation with their employers on health and safety matters. Employers must now consult directly with employees directly or through elected "representatives of employee safety". This does not affect the roles and functions of union safety representatives.

Regulation 3 - duty of employer to consult

Employers must consult in good time on health and safety matters particularly, with regard to

- any new measures which may affect health and safety of employees
- the arrangements for appointing/ nominating persons to assist the employer in complying with relevant legislation and to assist in emergency procedures
- the provision of relevant health and safety information
- the planning and organisation of relevant health and safety training
- the health and safety consequences of the introduction of new technologies into the workplace.

Regulation 4 - persons to be consulted

Employers may consult directly with their employees or through "employee representatives" elected by a group of employees to represent them. Where consultation is through employee representatives, the employers must inform all employees of

- the names of the representatives
- the groups they represent
- when consultation with the representatives has discontinued
- if they change from consulting with the representatives to consulting directly with employees.

Regulation 5 - provision of information

Employers must provide all employees or their representatives with all such health and safety information as will permit them to participate fully in the consultation process and health and safety information associated with the records kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Regulation 7 - training, time off and facilities

Employers must provide representatives with appropriate and reasonable (negotiable) training and other relevant facilities to enable them to perform their functions, reasonable costs in connection with training, including travel and subsistence costs, time off to perform their functions and to attend relevant training courses.

It should be noted that certain Trades Unions have accepted the notion of representing non-members on health and safety matters in the workplace, if non-unionised staff wish this arrangement.

The Management of Health and Safety at Work Regulations 1999 - Young Persons

These Regulations apply to pupils (i.e. not over compulsory school age) and to young persons (under 18 years) who are employed and to those who are on work experience. They also apply to all pupils and young persons who have part-time or casual work.

An employer is required to carry out a suitable and sufficient risk assessment before employing a young person. The assessment should take into account

- The young person's inexperience, lack of awareness of risks and immaturity
- The fitting-out and layout of the workplace and the workstation
- Any exposure to physical, biological and chemical agents
- The type of work equipment and the way it is handled
- The organisation of processes and activities
- The health and safety training provided
- The risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(b) on the protection of young people at work.

The employer and any school placing **pupils** in work experience have to ensure that the place of work is safe for them and provide the parent with comprehensible and relevant information on

- The risks to the young person's health and safety identified by the assessment
- The preventive and protective measures in place
- The risks from other users of the premises.

Any part of Marymount International School in which a young person is employed or is on work experience will carry out risk assessments specific to them. If the young person is of compulsory school age, a parent will be informed of the risks and the control measures.

An employer **shall not employ** a young person for work which

- Is beyond the physical or psychological capacity of the young person
- Involves exposure to harmful agents or substances
- Involves exposure to radiation
- Involves the risk of accidents owing to insufficient attention to safety or lack of experience or training
- Exposes the young person to extreme cold or heat, noise or vibration.

An employer **may employ** a young person who is no longer a child, in such environments where

- It is necessary for her training
- There is supervision by a competent person
- The risks have been reduced to the lowest level reasonably practicable.

The Provision and Use of Work Equipment Regulations 1998 (PUWER '98)

This document provides guidance on the key features of these Regulations.

Detailed information can be obtained from the Regulations, Approved Code of Practice and Guidance published by the Health and Safety Executive (ISBN 0 7176 1626 6).

Complying with PUWER '98

These Regulations contain additional and updated requirements from the initial legislation, introduced in 1992. They contain broad general duties for all types of equipment along with specific requirements for mobile equipment, inspection and examination of power presses.

The Regulations are supported by an Approved Code of Practice (ACoP) and Guidance. They include definition of terms and the duties of responsible people including employers, self-employed, those who control work equipment, those who use work equipment and those who supervise people using work equipment.

A non-exhaustive list of work equipment includes

- Hand tools such as hammers, knives, handsaws, etc.
- Machines such as drilling machines, circular saws, photocopiers, etc.
- Apparatus such as laboratory equipment, Bunsen burners, etc.
- Lifting equipment such as hoists, lifts, etc.
- Other equipment such as ladders, pressure water cleaners, etc.

Items that would **not** be classified as work equipment are

- Livestock
- Substances (e.g. acids, alkalis, water, cement)
- Structural items (e.g. walls, floors stairs, roofs)
- Private car.

The Regulations require that work equipment is suitable for the purpose of its use and that it is selected with regards to the risk to health and safety of anyone who will use or come into contact with it. Before purchasing any equipment, the initial integrity of the equipment, the place it is to be used, the purpose for which it is to be used and how the associated risks to health and safety will be controlled, have to be considered.

The ergonomic design should also be considered at this point, e.g. where mobile equipment with a combustion engine is used, there must be sufficient air of good quality. Equipment should only be used for operations for, and under conditions, which it is suitable with regard to the risks to health and safety of persons. The onus is on selecting the correct equipment.

The equipment has to be maintained in good condition - efficient working order and state of repair. Where equipment has a log for maintenance, it must be kept up-to-date. The rate of inspection and maintenance is dependant on the frequency of use, who is using it, the environment it is used in, the variety of options it is used for and the risks associated with malfunction or failure. Records of all maintenance work carried out.

A competent person, that is someone with the necessary knowledge and experience of the equipment, must carry out any inspections and maintenance. *(The user should carry out visual inspections before each use or on a frequent basis, e.g. each week, depending on the level of risk involved, the nature of the work, the susceptibility to damage, etc. Any faults or damage should be reported immediately and the use of the equipment discontinued until it is repaired.)*

An inspection, if there is a significant risk of injury when it is first used after installation, should be considered.

Where there are specific risks associated with equipment then only authorized, trained people should be allowed to use, maintain or service the equipment, e.g. only a trained individual is allowed to change a grinding wheel.

Employees must be given adequate information and instruction pertaining to their use of the equipment. The information and instruction should include

- How and in what conditions the work equipment can be used
- The foreseeable abnormal situations
- The actions to be taken as a consequence
- Any conclusions drawn from using the equipment.

All the information should be understandable.

When arranging training the following should be considered

- The level of competence of the individual
- Their age and experience
- Environment
- What information they need to use the equipment safely.

Where an employee does not use the equipment regularly, refresher training should be made available. All training should take place during working hours (Regulation 11, Management of Health and Safety at Work Regulations 1992).

All new equipment must comply with these Regulations. In the Approved Code of Practice there is detailed advice and guidance that covers hardware requirements relating to guarding controls, control systems, stability, lighting, isolation facilities and suitable warning markings or devices.

There are separate regulations dealing with mobile work equipment where the operator or worker should be protected against falling out of the equipment and from unexpected movement.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

This document provides guidance on the key features of the recent Regulations. Detailed information can be obtained from the Regulations, Approved Code of Practice and Guidance published by the Health and Safety Executive (ISBN 0 7176 1628 2).

LOLER is designed to apply specifically to work equipment that is used for lifting. It adds further requirements to those imposed by PUWER '98. These Regulations standardise, and are a major change to, existing UK law on lifting equipment.

A non exhaustive list of lifting equipment and types of equipment include

- Passenger lift, dumb waiter, scissors lift
- Rope and pulley used to raise parts of machinery
- Fork lift truck, mobile cranes, tower cranes
- Ropes used for climbing at work, hoist for lifting people

The following have to be considered

- The strength and stability of the equipment
- The measures to prevent it from falling or trapping a person
- The position and installation

In order to reduce the risk to the lowest level practicable.

The equipment should be clearly marked with the following

- The safe working load
- Whether or not it is safe for lifting persons

All lifting operations have to be managed by a competent person in such a way that they are carried out safely by a trained person who is appropriately supervised.

Where lifting equipment is installed, it must be thoroughly examined for any defect unless it has an EC declaration of conformity, which is less than 12 months old. Where lifting equipment carries persons, it must be examined at least every six months. For other forms of lifting equipment there is either a 12-month examination period or a period laid down in the written scheme of examination. A competent person must carry out all examinations.

Where an EC declaration of conformity is received, it must be kept as long as the equipment is in use. Detailed examination reports must be kept for a minimum of two years.

Control of Asbestos Regulations 2006

The duty requires the employer to manage the risk from asbestos by:

- **Finding out** if there is asbestos in the premises, the amount and what condition it is in;
- **Presuming** materials contain asbestos, unless there is strong evidence that they do not;
- **Making and keeping up to date a record** of the location and condition of the asbestos containing materials or presumed asbestos containing materials on the premises;
- **Keeping** a check on the condition of asbestos and presumed asbestos materials;
- **Assessing** the risk from the material;
- **Preparing a plan** that sets out in detail how the risk from this material is going to be managed;
- **Taking steps** needed to put the plan into action;
- **Reviewing and monitoring** the plan and the arrangements made to put it in place;
- **Providing information** on the location and condition of the material to anyone who is liable to work on or disturb it.

The new Regulations do not nullify the existing obligations under the Health and Safety at Work etc Act 1974.

Marymount International School

Noise Assessment

<u>Operative:</u>	<u>Date:</u>	<u>Job:</u>	
Are you suffering hearing loss?			Yes
			No
If Yes , please describe:			
Tool/ equipment/ machine/ item	Noise level	Exposure time	Fractional exposure "f" value
Assessed L_{EP1d} =			
Tick if L_{EP1d} is above 80dB (1st Level Action)	<input type="checkbox"/>	Ear Defenders/ Plugs will be given to the operative if requested	
<u>Other action (to be) taken:</u>			
Tick if L_{EP1d} is above 85dB (2nd Level Action)	<input type="checkbox"/>	Ear Defenders/ Plugs will be worn at all times by the operative using this equipment	
<u>Other action (to be) taken:</u>			
Tick if L_{EP1d} is at or above Peak Level Action	<input type="checkbox"/>	Ear Defenders must be worn by the operative using this equipment	
<u>Other action (to be) taken:</u>			
Signed: (Operative) Print name:		Date:	
Signed: (Assessor) Print name:		Date:	
Review outcome: Signed: (Assessor)		Date:	
Next review Date:			

Vibration Assessment

<u>Operative:</u>	<u>Date:</u>	<u>Job:</u>	
Do you suffer from possible effects of vibration (white finger, circulation problems, etc)?			Yes
			No
If Yes , please describe:			
Tool/ equipment/ machine/ item	Vibration magnitude (m/s²)	Exposure time	Partial exposure (m/s²)
Assessed daily vibration exposure (m/s²) A(8) =			
<u>Action (to be) taken:</u>			
<u>Information/ Advice:</u>			
Signed: ... (Operative) Print name:			Date:
Signed: (Assessor) Print name:			Date:
Review outcome:			Date:
Signed: (Assessor)			
Next review Date:			

Health and Safety Workplace Checklist

Name of Assessor: _____ Position: _____
Department/ Area: _____

Item	Yes	No	N/A	Comments
Fire:				
Are evacuation signs and notices clearly displayed?				
Do the fire exits open easily?				
Are the routes to them clear?				
Are the extinguishers accessible?				
Are extinguishers and call points clearly signed?				
Have the extinguishers been serviced in the last year?				
Do you hear the alarm being tested weekly?				
Does everyone know the location of the fire assembly point?				
Hazardous Substances:				
Do you know about COSHH assessments?				
Are there warning notices about dangerous chemicals?				
Are they stored safely?				
If there is a spillage or an accident involving a hazardous substance, do all staff know what to do?				
Electricity:				
Is the portable appliance testing up-to-date?				
First Aid:				
Are the names of first aiders and the whereabouts of the boxes clearly displayed?				
Workplace:				
Is it warm enough?				
Is it clean?				
Are passageways kept clear?				
Is the lighting adequate?				
Is the ventilation adequate?				
Are the storage arrangements safe?				
Is there provision of hot water, soap and towels?				

References

- (i) The Health and Safety at Work etc Act 1974
- (ii) The Environmental Protection Act 1990
- (iii) Construction (Design and Management) Regulations 1994 and Approved Code of Practice
- (iv) The Control of Substances Hazardous to Health Regulations 2002
- (v) Prevention or Control of Legionellosis - Approved Code of Practice (COSHH)
- (vi) The Electricity at Work Regulations 1989
- (vii) Electrical Safety in Schools - Guidance Note 1991
- (viii) The Noise at Work Regulations 2005
- (ix) The Work at Height Regulations 2005
- (x) First Aid at Work Regulations 1981 and Code of Practice (1997)
- (xi) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- (xii) The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- (xiii) The Workplace (Health, Safety and Welfare) Regulations (as amended) 2002) and Approved Code of Practice
- (xiv) The Manual Handling Operations Regulations (as amended) 2002 and Guidance
- (xv) The Display Screen Equipment Regulations (as amended) 2002 and Guidance
- (xvi) The Personal Protective Equipment at Work Regulations (as amended) 2002 and Guidance
- (xvii) The Provision and Use of Work Equipment Regulations 1998 and Approved Code of Practice
- (xviii) The Safety Representatives and Safety Committees Regulations 1977
- (xix) The Education (school premises) Regulations 1999
- (xx) Accidents to pupils on construction sites 1989
- (xxi) Health and Safety (Consultation with Employees) Regulations 1996
- (xxii) Health and Safety (Young Persons) Regulations 1997
- (xxiii) Activity Centres (Young Persons' Safety) Act 1995
- (xxiv) The Adventure Activities Licensing Regulations 1996
- (xxv) Safety Signs and Symbols Regulations 1996
- (xxvi) The Regulatory Reform (Fire Safety) Order 2005
- (xxvii) The Corporate Manslaughter and Homicide Act 2007
- (xxviii) Health and Safety of Pupils on Educational Visits 1998 (DfEE)