



Wolfdale School

Health and Safety

Policy documentation

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## Wolfdale School

### 1.1 HEALTH & SAFETY POLICY STATEMENT

The directors, head teacher and members of staff of Wolfdale School acknowledge that health and safety plays an important part of our everyday business.

To this end we will commit to;

- Providing adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure so far as is reasonably practicable that all employees and are competent to do their tasks, and where appropriate to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Accept legal compliance as our minimum standard.
- Maintain safe and healthy working conditions, and to review and revise this policy at regular intervals.

Signed

G. Thompson

T. Blanchard

Date November 2019

Review Date December 2020

### 1.2 AMENDMENT AND REVIEW REGISTER

Date	Section/safe system of work	Description of amendment	Issue no
November 2019	All-initial draft		1

Date of Review

Date	By who	Signature

## 2.0 HEALTH AND SAFETY ORGANISATION

### 2.1 Introduction

This document describes the organisation, organisational framework and general arrangements through which the Company intends to ensure that health and safety is incorporated in all its activities. All other company policies and procedures must be compatible with the principles laid down within this document.

An organisational diagram specific for health & safety purposes is attached at Appendix 1.

### Responsibilities & Accountability

### 2.2 The Schools' Directors

Overall and final responsibility for health, safety and welfare at this site is that of the Schools Directors.

They are jointly responsible for complying with the law and ensuring the health, safety and welfare of the schools employees, and the health and safety of persons affected by the business & other activities under their control.

The School's Directors will ensure that:

- They set a good personal example and encourage and enforce health and safety throughout the school.
- Risk assessments are carried out for all appropriate activities & their findings are communicated to relevant persons.
- Make provision to ensure that funds are available and allocated for the continual improvement of the communities' health, safety performance.
- Suitable measures are taken to comply with the law.
- The responsibility for health & safety issues are delegated appropriately and maintained during all work activities.
- Where required health and safety reports are available at management meetings.
- Ensure that where subcontractors are employed that they are conversant with the standards expected when working on behalf of Woldale School.
- Ensure that necessary training is organised so that all employees are able to carry out their jobs safely.

## 2.3 The Head Teacher

The day to day health & safety responsibility is delegated to the Head Teacher.

The Head Teacher is responsible for;

- Complying with the law & to work & manage workers (& where used subcontractors) safely to minimise the risk of injury & ill health.
- Communicate relevant hazards & risk to all persons who may be affected by health & safety risks presented while at our premises.
- Manage and maintain all relevant site-specific information (such as fire detection & warning systems, water treatment, etc).
- Ensure that items requiring statutory test and inspection receive their test and inspection within the statutory timescales.
- Ensure that items which require statutory & routine test and inspection are organised in good time. Where remedial work is identified that these are communicated to the schools directors.
- Identifying areas or work or work activities which require risk assessment.
- Ensure that access to areas is controlled where the risk of injury is higher i.e. roof, gas & electrical cupboards, etc.
- Organise & direct investigations as necessary & inform the schools directors of any such occurrence.
- Where large scale works' or projects are undertaken at the school, the head teacher is to confirm the need to notify the works' or project to the schools directors.

## 2.4 The Health & Safety Coordinator

The Health and Safety coordinator is to assist the Head Teacher in fulfilling their obligations and responsibilities.

The Health and Safety coordinator is responsible for;

- Maintaining all relevant site-specific information (such as fire detection & warning systems, water treatment, etc).
- Ensure that first aid equipment & stock levels remain appropriate.
- Ensure that all management checks are conducted & recorded at the beginning & end of the working day.
- Assisting with workplace assessments, audits, investigations and risk assessments as necessary.
- Liaising with the school's provider of health and safety assistance.

## 2.5 Employees

As a member of our school staff we expect you to play your part in ensuring a safe working environment by;

- Complying with the law & to work safely to minimise the risk of injury and ill health.
- Know and understand the health and safety risks that affect you.
- Know and understand the precautions that must be taken to eliminate or minimise any risk of injury or ill health to you or others.
- Know and understand the actions must be taken in event of an emergency.
- Take the precautions to minimise any risk of injury or ill health to you or others.
- Where relevant, operate any machinery and equipment in accordance with your training.
- Be aware of all possible dangers to yourself, colleagues and others who may be affected by your actions.
- Report all accidents, damage to property and vehicles and equipment to either the H&S Coordinator or the Head Teacher.

## 3.0 General Arrangements

### 3.1 HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

#### RISK ASSESSMENTS

- The school maintains a comprehensive set of the risk assessments which, cover curriculum-based activities in school, school visits and the day to day running of the schools premises.
- The schools risk assessments are available to all relevant persons and are located in Admin/WDS Risk Assessments and WoldaleStaff/Risk Assessments.
- Risk assessments will be undertaken by appropriately qualified personnel in conjunction with relevant members of staff as required.
- The findings of the assessments will be reported to all relevant personnel.
- Any actions required to further reduce risk will be organised by the Health & safety Coordinator to ensure the actions are implemented and will check that the implemented actions have removed/reduced the perceived risk. Such actions will be communicated to the Head Teacher as necessary.
- Assessments will be reviewed in line with the review carried out on this policy document, when the work activity changes, or should an accident or incident occur. Risk assessments for activities such as off site trips are to be reviewed each time the trip takes place.
- General guidance on risks presented during the course of our work is detailed below this is specifically included to inform all staff of the general risks associated with work within our school.

### 3.2 PREGNANT AND YOUNG WORKERS

An independent risk assessment shall be carried out when;

Workers become pregnant.

Are deemed to be at risk due to their inexperience i.e. 16-18 years old (i.e. should the school be part of a work experience program).

### 3.3 GENERAL RISKS PRESENTED WHEN WORKING ON BEHALF OF WOLFDALE SCHOOL

General risk	Control measures
Vehicle movement.	Vehicle movement within our own car parks shall be kept to a minimum speed necessary to carry out the task.
Slips, trips and falls.	<p>Where any slip, trip or fall risk is identified the area is to be made safe &amp; directional signage displayed until the area is safe to use.</p> <p>Where the risk is temporary i.e. during house-keeping /cleaning activities, appropriate signage is to be positioned &amp; the activity undertaken during less busy periods.</p>
Work at height.	Access to the roof of any property/premises is to be managed by the H&S coordinator or the Head Teacher.
Fire.	<p>All employees are to be informed of the necessary actions in the event of a fire on their entry/recruitment into the organisation.</p> <p>Due to the nature of the schools work evacuation routines are to be practised at least termly at each site.</p> <p>Hot working or any nature is to be controlled by the H&amp;S Coordinator/Head Teacher.</p>
Visitors and contractor's activities.	All visitors & contractors are to be controlled during their time within the schools' premises by the H&S Coordinator/Head Teacher.
Members of staff using Display Screen Equipment/Visual Display Units	All members of staff are to complete a DSE self-assessment questionnaire. Items identified during the self-assessment are to be reported to the H&S Coordinator in the first instance.

### 3.4 SAFE PLANT AND EQUIPMENT

#### 3.4.1 ELECTRICAL

Each sites electrical system shall be maintained by qualified persons/contractors as required.

As and when remedial action is required all recommendations made will be passed, in the first instance to the H&S Coordinator (or in their absence the Head Teacher.

Once in possession of any recommendations the Head Teacher will be responsible for informing the School's Director's & ensuring the action points are completed.

Portable appliance testing is to be carried out on all relevant equipment by appropriately qualified persons.

Staff are not to alter, tamper with or carry out "in house" repairs to any electrical equipment.

#### 3.4.2 FIRE

All members of staff are to be provided with fire safety information at the commencement of their employment.

The Head Teacher shall ensure that a fire risk assessment for each of the premises is carried out, maintained & actions identified are progressed appropriately.

Each premises shall conduct an evacuation drill annually or more frequently if it is believed that the current frequency is not suitable or there has been a significant change to our premises or work activities i.e. significant contractual works.

The Head Teacher is to ensure that a suitable & appropriate evacuation procedure is in place and effective.

### 3.5.1 SAFE USE AND HANDLING OF SUBSTANCES

The school's general work activities does not require the transportation, handling or storage of hazardous substances however if the situation alters a risk assessment shall be completed & all relevant staff shall be informed of the significant findings.

The H&S coordinator shall be responsible for;

Registering all hazardous substances

The collating of material safety data sheets for all substances used.

Carrying out the initial risk assessment of the substance in use.

Determining when an additional risk assessment is necessary.

We will ensure that our general cleaning materials used within at our sites present zero harm to ourselves or the environment.

### 3.5.2 ASBESTOS

To be populated following a review of the Anstey road site ACM survey/management plan (additional info & entry to/for staff, maintenance & contractors).

### 3.6 FIRST AID

First Aid equipment is located within:

Anstey: The main office, the main classroom, kitchen and offsite kits where needed.

Victoria Road: The first aid room, the kitchen, the art room.

The onsite first aiders listed within the main office at Anstey and Reception at Victoria Road.

The H&S Coordinator is to;

Maintain stock levels within the first equipment.

Ensure that all accidents/incidents or near miss situations are recorded & investigated where necessary.

Inform the Head Teacher of any investigations.

### 3.7 MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

Carry out routine before & after work checks. These will be recorded & the H&S Coordinator shall maintain the record.

Ensure all staff are aware of this policy and are acting upon it.

This policy will be brought to the attention of all staff on induction and then whenever there is a significant change.

The H&S Coordinator is to;

Make regular checks of all working areas & carry out remedial actions as necessary & as appropriate.

Where contractors are working, carry out regular checks of their activities while working within our sites.

We will review this policy document annually or more frequently as necessary.

### 3.8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Our general work activities do not necessitate the use of personal protective equipment.

Where a work activity identifies that additional PPE is required a task/activity risk assessment is to be completed.

### 3.9 MANUAL HANDLING

Our general day to day activities do not necessitate manual handling activities which involve a risk to members of staff.

- Where handling tasks take place, members of staff must in the first instance use some form of mechanical lifting/handling aide.
- Where the use of lifting/handling aides are not possible the lift is to be assessed (by the H&S Coordinator) and where possible the lift is to be conducted by two or more persons (team lifting) where this is practicable. The lift is to be supervised & controlled throughout.

### 3.10 WORKING AT HEIGHT

Access to the roof at any or of our premises is prohibited.

Where work on the roof (or at height) is necessary, it is to be controlled by the H&S Coordinator of the Head Teacher.

Where the use of step ladders is deemed as necessary, the guidance below is to be followed;

When using step ladders;

- They should be spread to their fullest extent.
- Ensure they are properly levelled for stability and should be placed at right angles to the work whenever possible.
- Ensure they are set on a level surface.
- Work should never be carried out from the top platform nor should overhead work entail over-reaching.
- The top tread of a pair of steps, buckets or tool shelf should not be use for foot support unless there is an extension above the top to provide a handhold.
- Rear sections of steps should not be used for foot support.
- Only one person should use a step ladder at any one time.
- If steps are used in a doorway the door should be wedged open securely.
- Position the step ladders legs as far apart as the bracing bar allows.
- Check the step ladder is level before ascending.

### 3.11 DISPLAY SCREEN EQUIPMENT

All personnel who have been identified as users of display screen equipment must have their workstations subject to analysis to ensure that potential harm can be identified at an early stage with control measures implemented to ensure no adverse effects to the user.

- The H&S Coordinator is responsible for ensuring that all relevant existing staff and all new starters within the office environment carry out a self-assessment questionnaire.
- It is the responsibility of each member of staff to report all instances of discomfort which could be attribute to DSE/VDU work to the H&S Coordinator or the Head Teacher.
- An on-going review will be carried out in addition for new starters commencing employment.
- Each completed analysis is to be held and recorded on either hard copy within the health and safety paper system or held electronically on the companies' network.
- We will reimburse DSE users the cost of their eye tests at frequencies decided upon by each individual's optician or medical practitioner.
- Should corrective eye wear be required following the diagnosis of an optician we will contribute to the cost of a basic set of frames, the amount of reimbursement will be decided upon as each situation is identified.

### 3.12 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR) ENCOMPASSING ACCIDENT INVESTIGATION

#### 3.12.1 Introduction

We understand that we have a duty to maintain a safe place of work and that this includes taking all necessary steps to prevent accidents and ill health to this end all injuries, illnesses or dangerous occurrences which take place at work, no matter how minor they may appear to be at the time, must be reported and recorded.

#### 3.12.2 Additional information

The Management of Health and Safety Regulations 1999

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

#### 3.12.3 Responsibilities

##### Head Teacher

Responsible for liaison between the school, the directors and insurance broker where required.

##### H&S Coordinator

Responsible for recording the accident, completing the initial accident investigations & where necessary obtaining any witness statements.

##### Members of staff

Must report any incident, accident or case of ill health, which may have been caused by a work activity in the first instance to a member of the H&S Coordinator.

#### 3.12.4 Procedure

The H&S Coordinator is to investigate any accident/incident in which harm did actually occur or had the potential to occur.

The accident must be recorded.

The initial incident/accident form must be completed.

All documentation must be collated relative to the incident this may include but not be limited to;

Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.

Photographs of the incident/accident site.

Dimensions/sizes of any relevant distances i.e. fall, drop or trip heights, distances/sizes of guarding failures, etc.

Details of any Police, HSE/EHO officers involved.

Where appropriate any previous maintenance records of plant and machinery.

Details of any relevant training.

Copies of any previously carried out risk assessment.

Copies of any method statements, safe systems of work or safe working procedures being followed.

Copies of any safety data sheets for any substances involved in the incident/accident.

3.12.5 Following the occurrence of an incident/accident the companies' management team must meet to discuss the requirement of involving the companies' broker/insurer.

3.12.6 Reporting under RIDDOR

A full listing of circumstances requiring a report to be made under the present RIDDOR requirements is available from [www.riddor.gov.uk](http://www.riddor.gov.uk).

3.12.7 Record Keeping

Once all investigations are complete all relevant records are to be held within the employee's personal folder.

All records generated as a consequence of the incident/accident must be retained indefinitely.



### 3.16 SAFETY SIGNS AND NOTICES

Various signs and notices may be displayed throughout our sites either permanently or on a temporary basis during contacted works. A brief explanation is made for each below, where each is displayed you must act appropriately in each case.

#### **Prohibition (Must not)**



A sign prohibiting behaviour likely to increase or cause danger.

*A round sign with a white back ground and a red border/diagonal cross bar.*

#### **Warning**



A sign giving a warning of a hazard or danger.

*Triangular with a yellow background, black border and black symbols.*

#### **Mandatory (Must be done/worn)**



A sign prescribing specific behaviour.

*Round with a blue background and white symbol.*

#### **Emergency Escape or First Aid Sign**



Is a sign giving information on emergency exits, first aid or rescue facilities (escape routes, etc).

*Square or oblong with white symbols on a green background.*

### 3.17 HOUSEKEEPING

We recognise that poor housekeeping is one of the most common causes of accidents in the workplace.

The risk of accidents and injuries can be reduced if you adopt the following precautions:

- Check that your workplace is free from hazards at the beginning of each day & following work by contractors.
- Put articles away immediately after use.
- Clear up any spillages, etc immediately.
- Do not place objects in or allow them to protrude into corridors/lobbies/walkways.
- Do not obstruct access to fire alarms, fire extinguishers or any other emergency equipment.
- Do not obstruct access to electrical switches or panels.
- Ensure that waste materials are deposited in the containers & areas provided & designated.
- Do not store articles or substances anywhere other than in designated storage areas.
- Ensure the workplace is tidy and that articles and substances have been put away at the end of each working day.

### 3.18 CONTROL OF CONTRACTORS

Due to the size and nature of our premises we will control all contractors and their work activity while they are with us.

All contractors will report to and be under the control of the H&S Coordinator (& Head Teacher) while undertaking work at our premises.

All contractors will report to the H&S Coordinator prior to commencing work & at the completion of their work. The H&S Coordinator shall provide the contractor with;

- Their responsibilities & actions should there be a need to evacuate the premises.

- Inform them of any additional works which may affect their working area.

- Any restrictions placed on them or their work areas.

Where contractors are likely to bring (or create) additional hazards onto our premises the H&S Coordinator shall control the contractor's activities through either direct supervision (or where necessary via a permit to work).

Where the contractor's activities are routine the H&S Coordinator shall obtain and manage the following;

- The contractors general risk assessment/method statement for their work activity.

- A record of the contractor's insurance-appropriate to the work activity.

- Appropriate training and competency records.

Where a contractor is required to assist with an emergency break down or repair the work is to be controlled dynamically by the H&S Coordinator or the Head Teacher.

### 3.19 CONSTRUCTION, DESIGN & MANAGEMENT

Due to the size and nature of our premises, some works' and projects may require additional consideration under the present Construction, Design & Management Regulations.

The general criteria for these considerations & notifications are;

A construction project is notifiable if the construction work is expected to:

Last longer than 30 working days and have more than 20 workers working at the same time at any point on the project.

or

Exceed 500 person days.

Prior to large scale works' or projects the H&S Coordinator/Head of School is to confirm to the Directors of the School that the requirement to notify the project is to be made (or not) so that appropriate action can be taken.

Additional information can be found at;

<http://www.hse.gov.uk/construction/cdm/faq/notifications.htm>

### 3.20 NOISE

Our general routine work does not breach either action level as defined by the present noise at work regulations.

If hired in or contractors' equipment is likely to breach the lower action level the Maintenance Manager is to ensure suitable control measures are made.

### 3.21 WATER SERVICES

The Head Teacher/ H&S Coordinator is to maintain a record of the risk assessment, test & inspection of all water services at our premises.

### 3.22 GAS SERVICES

Boiler found at Victoria Road in the upstairs office.

The gas services to the premises are serviced annually.

The Head teacher/ H&S Coordinator is to ensure that the gas system is serviced annually by an appropriately qualified person.

### 3.23 VIOLENCE AT WORK

A separate policy is in existence for the management of violence and aggression toward members of staff.

Refer to Behaviour Policy, currently under review.

## Appendices

Appendix 1	Organisational structure for Health & Safety purposes
Appendix 2	General Permit to Work
Appendix 3	DSE self-assessment questionnaire
Appendix 4	Accident investigation form