

Health & Safety Policy

**The Froebelian School (Horsforth) Limited
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1. POLICY STATEMENT

1.1 General Statement of Intent

The Froebelian School (Horsforth) Limited recognises its health & safety duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the DfE guidance 'Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies 2013' and other protective legislation.

Members of staff are responsible for health & safety within the school and we shall keep workplace health, safety and welfare under review. Any reference to the 'workplace' is within the meaning of the Workplace (Health, Safety & Welfare) Regulations 1992.

We will liaise also with the relevant enforcement authority i.e. the Health and Safety Executive (HSE) at Leeds and Acton Jennings LLP, whenever necessary, to keep the school up dated on new health & safety laws, British Standards, Codes of Practice, Guidance notes and Government publications, in order to ensure compliance.

In recognition of our duties under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 ('RIDDOR'), we have instituted a system for reporting accidents, diseases and dangerous occurrences, via a 'Responsible Person'.

The school shall always undertake, so far as is reasonably practicable, to:

- provide and maintain a safe place of work,
- safe systems of work,
- safe work equipment and
- a safe / healthy working environment.

Further, the school shall:

- provide such information as may be needed to ensure the health & safety at work of employees and pupils;
- comply with the requirements of a broad range of health & safety laws which are relevant and important to an educational establishment.

We shall use our best endeavours to promote awareness and understanding of health & safety throughout the school.

The school will also:

- ensure safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances;
- undertake risk assessments of employees and pupils arising from work activities and the workplace / school environment;
- implement the appropriate preventive / protective measures;
- provide employees with health surveillance if appropriate;
- appoint 'competent persons' to secure compliance with all statutory duties.

It is a term within our contracts of employment that all employees comply with their individual duties under section 7 of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. They must co-operate with their employer to enable the school to achieve compliance with statutory their obligations towards them. Failure by any employee to observe a health & safety regulation, safe working rule or procedure can lead to his / her dismissal. In the case of serious health & safety breaches, including gross negligence, which endangers the lives of employees / pupils, or any other person, an employee will be liable to summary dismissal.

It is clear to us that health & safety matters are a management responsibility which rank equally with responsibilities in other areas of the school. Prime responsibility, therefore, will lie with the School Council and the Headteacher.

In recognition of its duties towards employees and pupils under the Health and Safety at Work etc. Act 1974, the school will always supply plant, machinery and work equipment, whether for use by staff, contractors or pupils, which are, so far as is reasonably practicable, safe for normal operational use, free from foreseeable health and hygiene risks.

In recognition of its duties towards the general public and all lawful visitors to our premises, we undertake to discharge our duties under ss2 and 5 of the Health and Safety at Work etc. Act 1974 and the Occupiers' Liability Act 1984.

This Policy will be periodically revised in line with current conditions and the School's development and is signed and dated by the Headteacher.



Signed by: _____
Mrs Catherine Dodds, Headteacher

Date: March 2018

For and on behalf of:
The Froebelian School (Horsforth) Limited

2. MANAGEMENT AND ORGANISATION

2.1 Managing Health & Safety at Work

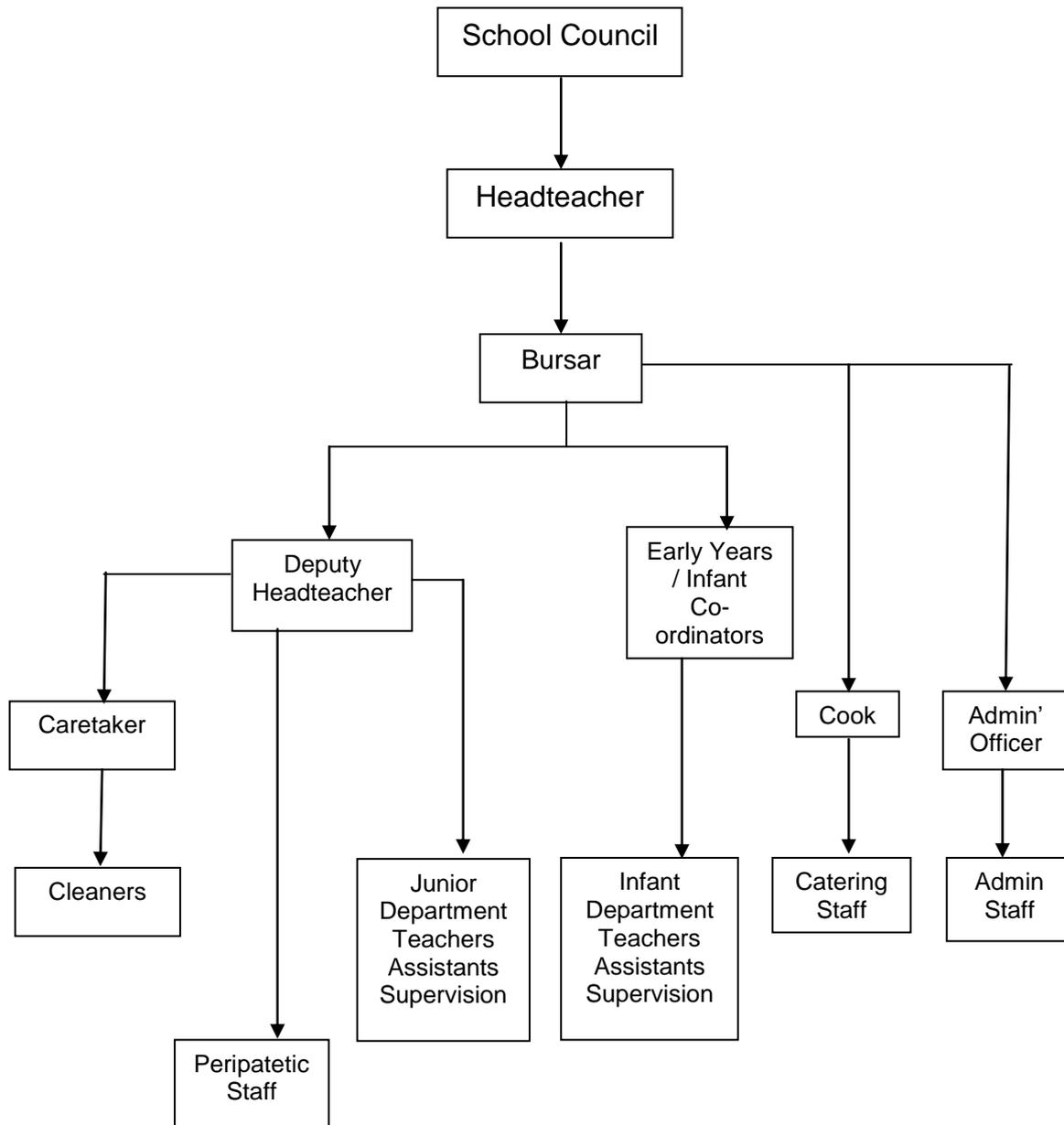
Managing health and safety is an integral part of managing our business. We are aware that we need to carry out risk assessments to find out about the risks in this workplace, and then put sensible control measures in place to control those identified hazards, and maintain these.

Note. See the section 'Health and Safety Risks arising from Work Activities' below.

Further, senior managers in the Company shall take effective measures to assess periodically our health and safety management system, and make any necessary improvements, so as to ensure continued commitment to maintaining high standards of health and safety at work.

Note. See also the section 'Managing Health and Safety' below.

2.2 Chain of Command for Health and Safety Management



2.3 Health & Safety Management

Health & safety Management

We are committed to improving our health & safety performance. To this end we will strive to achieve the successful management of health & safety by controlling risks. We view the key elements of health & safety management to be:

Health & Safety Policy

Our Health & Safety Policy will influence all that we do, including the selection of equipment and other physical resources for use by our staff or pupils, the operation of safe systems of work, the delivery of services and the control and disposal of waste.

Organisation

Our organisation will be structured to implement the health & safety policy. We will endeavour to promote an organisational culture which has regard for the health & safety of all people who might be affected by our activities. We will do this by effectively communicating to all staff and thereby pupils, what is expected of them and by developing health & safety awareness and competence. We will encourage our senior members of staff to set a positive example and to encourage the maintenance of good standards and practices.

Planning

We will implement our Policy in a systematic way. Risk assessments will be carried out. Wherever possible, we will eliminate risks by whatever practical means. Where this is not possible, we will ensure that risk is minimised by work systems and, where necessary, by personal protective equipment.

Measuring Performance

We will actively monitor the action taken to reduce risk. Any accident or occurrence of (potentially work related) ill health or any reportable incident will be thoroughly investigated to determine whether a failure of control measures is responsible. Where human failure is found to be responsible this will be dealt with by corrective and / or punitive discipline as is considered appropriate.

Reviewing Performance

By analysing internal data, we will monitor our progress towards a healthier and safer working environment. External audits will be undertaken where we deem it necessary.

2.4 Responsibilities for Health & safety

While everybody working within the school should ensure that every possible consideration is paid to the health & safety of all who live or work at The Froebelian School (Horsforth) Limited, the law requires that the ultimate responsibility for health & safety in each workplace rests with the highest level of management. Therefore, overall and ultimate responsibility for health & safety within the school rests with the School Council, senior members of the academic staff; other managers and supervisors.

However, in practice certain duties have to be delegated. Therefore, we aim to have an unbroken and logical delegation of duties through senior management. The most senior managers in the school are the Headteacher and his Deputy. The Deputy Headteacher will have special responsibilities in this regard, in particular to deputise for the Headteacher in the event of her absence. They are responsible for implementing our Health & Safety Policy within the chain of command through all those employees having a supervisory role within the School.

A summary of the particular responsibilities of those shown in the management structure to implement the Health and Safety Policy is given below.

HEALTH & SAFETY RESPONSIBILITIES THE SCHOOL COUNCIL

ORGANISATION

The School Council will ensure that:

- The School's Health & Safety Policy is approved and maintained.
- The Headteacher makes the staff fully aware of what the School Council expects of them; checks that they are competent to meet those expectations and arranges that the school train staff as necessary, to be competent to carry out those functions.
- The School Council and the Headteacher acknowledge that co-operation from all staff in health & safety matters are essential for controlling risks and complying with legal requirements.
- The School Council and Headteacher recognise the role of specialist's e.g. external contractors, Fire Officers, Consultants and a proper, effective means of liaison with them.
- The School Council and Headteacher are communicating effectively with each other; with staff, parents and pupils.

ARRANGEMENTS

The School Council will:

- Expect individual members of staff to meet the objectives and performance standards for the School.
- Want to know that members of the school management team have considered key areas and set down performance standards, to include:

- * accident reporting and investigation
- * first aid provision
- * general fire safety arrangements and procedures
- * waste disposal (laboratory material, clinical and controlled waste)
- * housekeeping (cleaning, frequency, standards)
- * monitoring arrangements
- * provision of advice and consultant's services
- * safety training (needs, arrangements, records)
- * maintenance (planned and reactive).

More specific matters for consideration where appropriate, e.g.

- * dealing with asbestos
- * playground safety
- * school trips and safety at places of adventure
- * safety on school transport
- * contractors working in the school
- * vehicle movements within school grounds
- * departmental health & safety local rules
- * work experience arrangements
- * letting of school premises to outside hirers
- * dealing with violent or aggressive behaviour.

MEASURING PERFORMANCE

The School Council and the Headteacher will monitor the School health & safety performance to see that:

- * physical safeguards / controls are in place and are effective
- * staff is carrying out their allocated functions
- * audit and review procedures are in operation.

Methods for dealing with the above include:

- * evaluation of accident and injury reports
- * carrying out health & safety inspections and risk assessments
- * checking over maintenance reports
- * analysing complaints and hazard reports from staff and pupils.

The School Council will also want to know about:

- * reports stemming from any health & safety audit/risk assessments
- * reports following a visit from an enforcement officer
- * details of any new legislation, guidance notes, codes of practice
- * Department for Education guidance, bulletins, circulars etc.
- * reports by HM Inspectorate (DfE) drawing attention to safety matters and considerations.

The School Council will make reports on health & safety matters, when appropriate, to parents through Council Minutes; the Annual Parents' Report and Meeting; on occasions in response to specific concerns.

The School Council will want to see that:

- * certain functions are allocated to individuals
- * realistic time scales are established for improvement action
- * remedial action a problem and address the causes, are identified.

HEALTH & SAFETY RESPONSIBILITIES THE HEADTEACHER

ORGANISATION

The Headteacher will:

- * ensure members of staff are fully aware of what is expected of them from a health & safety perspective.
- * check that senior teachers are competent to meet those expectations.
- * ensure staff have had the necessary training to carry out their delegated functions.
- * require co-operation from all staff, as this is essential to control risks and ensure legal compliance.
- * recognise the role of specialists, such as the Fire Prevention Officer, certain contractors and various consultants.
- * liaise with the School Council on policy issues.
- * communicate with staff, pupils and parents.
- * assume day-to-day responsibility for all health & safety matters and will delegate as necessary.
- * communicate health & safety matters via the School's management structure.

ARRANGEMENTS

As senior member of the School's management team, the Headteacher will:

- * consider key areas and set performance standards, to include matters such as accident reports, or more specific matters such as local safety rules for particular departments.

MEASURING PERFORMANCE

The Headteacher will:

- * monitor the School's health & safety performance to see that:
 - physical controls are in place
 - staff are carrying out the functions allocated to them
 - audit and review procedures are effective
- * ensure that the recognised methods for monitoring and evaluating health & safety performance are undertaken. These include:
 - analysis of accident and injury reports
 - health & safety inspections with assessment of risks
 - checking maintenance reports
 - assessing complaints and reports of hazards
- * consider how school funds are to be allocated in relation to health & safety matters, ranging from urgent to those matters that can be delayed and to whether temporary arrangements can be made.

HEALTH & SAFETY RESPONSIBILITIES THE SCHOOL BURSAR

The School Bursar will:

- * liaise with the Headteacher on all health, safety and welfare matters.
- * liaise also with the School's Cook and part-time Assistants.
- * monitor the arrival of visitors and the operation of the School's security control system.
- * record all accidents in the School's accident book and request an investigation for any incident that is more than trivial.
- * assist to communicate information on health & safety matters within the School but also to Parents.
- * liaise with the Health & Safety Executive and Acton Jennings LLP on behalf of the Headteacher.
- * act as the 'Responsible Person' on behalf of the Headteacher to ensure that all notifiable accidents are properly reported on the statutory form.
- * have a good working knowledge of the School's health & safety arrangements.

HEALTH & SAFETY RESPONSIBILITIES DEPUTY HEADTEACHER

The Deputy Headteacher will:

- * ensure that the aims and objectives of the School's Health & Safety Policy are implemented via the management team.
- * assist the Headteacher to determine what training is needed, to ensure staff are competent to carry out their functions and responsibilities.
- * require the Infant Co-ordinator, the Caretaker and all teaching staff, to assist and co-operate with all aspects of health & safety at work.
- * deputise for the Headteacher in her absence and assume temporary, overall responsibility for health & safety within the School.
- * act upon reports received from teachers, assistants, Caretaker, supervisors, cleaners and inform the Headteacher.
- * report to the Headteacher any problems relating to health & safety standards or procedures.
- * assist the Headteacher to monitor the School's health & safety performance.
- * assist to evaluate how school funds ought to be allocated in relation to health & safety priorities.
- * ensure that all laid down health & safety rules and procedures are always followed, to include fire safety arrangements and other emergency contingencies.

HEALTH & SAFETY RESPONSIBILITIES INFANT CO-ORDINATOR

The Infant Co-ordinator will:

- * be aware of the School's health & safety arrangements.
- * co-operate in health & safety matters.
- * communicate in an effective way with the Headteacher or the Deputy Headteacher and other members of the Teaching Staff under her control.
- * assist with drawing up departmental health & safety procedures / arrangements as requested and to review these on an annual basis.
- * consult any member of staff under control who has been allocated a specific health & safety function.
- * consider the key areas such as safe working practices and emergency planning.
- * arrange for teaching staff under her direct managerial control to receive the necessary training, to include refresher training.
- * act upon reports received from teachers and their assistants and inform the Head or Deputy Headteacher.
- * evaluate the health & safety performance of the Infant Department and establish priority action.
- * follow the requirements of the safety documents relating to games and pastimes and follow all good practices.

**HEALTH & SAFETY RESPONSIBILITIES
TEACHING STAFF: JUNIOR AND INFANT DEPARTMENTS**

All Teaching Staff will:

- * be aware of the School's health & safety arrangements.
- * co-operate in all matters concerning health, safety and welfare.
- * always report any hazards, defects or shortcomings concerning health & safety.
- * communicate with the Infant Co-ordinator/ Deputy Headteacher about health & safety matters.
- * follow the guidance, safety procedures and rules as these relate to the teaching and supervision of pupils.
- * communicate the details of any safety hazard reports received from Assistants or Playground Supervisors to a member of the School's management.
- * check to ensure that classroom areas are safe and without risks to health.
- * check that equipment is safe to use before it is put into service.
- * ensure that any control measures introduced are in place and remain effective.
- * carry out any special functions that have been allocated e.g. role of first aider.

HEALTH & SAFETY RESPONSIBILITIES CHEF

The School's Chef will:

- * maintain a good understanding and practical working knowledge of all legislation relating to food safety and hygiene.
- * ensure that all Kitchen Staff exercise all necessary food safety and hygiene practices, including correct temperature controls i.e. to show "due diligence".
- * ensure that all equipment designed to regulate the temperature of food is correctly set and functions correctly.
- * ensure that daily temperature readings are taken at all freezers and refrigerators, to ensure that all optimum storage temperatures are being achieved-all readings to be recorded.
- * ensure that all kitchen equipment provided for use by employees operates correctly, is properly maintained and is used by trained persons in the correct manner.
- * ensure that all machinery provided with guards to protect persons from a danger zone, remains so guarded, at all material times.
- * require Kitchen Staff to exercise high standards of housekeeping and to clear up spillages, to prevent slipping incidents.
- * demand that all food items are stored, handled and prepared in the correct and safest manner.
- * implement a planned approach to kitchen hygiene by means of a properly developed cleaning schedule.
- * ensure that the no smoking rules are obeyed.
- * require all Kitchen Staff to maintain high standards of personal hygiene; to wear sensible work clothes and to make proper use of the personal protective equipment provided.
- * instruct all food handlers to report if they are aware that they are suffering from any of the following: diarrhoea; vomiting; gastro-enteritis; any other enteric illness such as typhoid or dysentery; any septic conditions and any skin conditions.
- * ensure that fixtures and fittings for food hygiene / safety purposes, remain in-situ, e.g. fly screens.
- * make periodic inspections of all kitchen areas, to determine that hazards are not present and risks are being controlled.
- * ensure that the first aid box is kept fully stocked and that blue, waterproof plasters are available.
- * ensure that all fire check: smoke stop doors remain closed.
- * ensure that all staff dispose of waste foods in the correct manner.
- * record all accidents to kitchen staff in the accident book.

HEALTH & SAFETY RESPONSIBILITIES CARETAKER

The School's Caretaker will:

- * always implement systems of work that are safe and without risks to the health & safety of employees, contractors, visitors and pupils.
- * use all work equipment provided in the correct manner, in strict accordance with the manufacturer's instructions.
- * ensure that all work activities undertaken are done so in a controlled manner, to reduce safety hazards.
- * provide for use all the necessary plant and equipment of the correct type- there must be no make shift apparatus.
- * ensure that all personal protective equipment provided for use is suitable, worn, properly maintained, correctly stored and replaced as needed.
- * always exercise high standards of housekeeping in terms of systems of work and cleaning down/clearing away, as the job proceeds. This will apply whether working within the School or externally.
- * ensure that electrical power tools are visually inspected on a regular basis; that they are free from any obvious defect; that protective devices such as residual current circuit breakers are used.
- * ensure that electrical supply cables do not trail across floor areas to present a tripping hazard or be vulnerable to mechanical damage.
- * take all necessary precautions when working at heights i.e. when using a tower scaffold, trestles, ladders etc.
- * always ensure that all access equipment is of a suitable type and free from defect.
- * take all necessary precautions when working at heights to prevent the fall of persons and materials / equipment.
- * use all hazardous substances in a controlled manner, so as not to give rise to health risks.
- * report all accidents, however trivial to ensure these are recorded in the accident book.
- * ensure that any injuries sustained are treated by a first aider.
- * take sensible and reasonable precautions when having to work in very cold, inclement or very hot weather.
- * always attempt to use mechanical lifting aids to reduce the risk of injury, when handling operation have to be undertaken.
- * store, handle and use flammable substances in a safe manner.
- * always ensure that any guards or other protective safety features, are used and remain in-situ e.g. woodworking machinery guards or local exhaust extraction equipment.

SUMMARY OF RESPONSIBILITIES FIRE SAFETY

The Caretaker will:

- * take instructions from **Mrs Catherine Dodds** who has overall responsibility for fire safety within the School.
- * ensure that fire prevention / fire-fighting equipment such as extinguishers, blankets, procedural notices, are readily accessible and visible.
- * assist with the carrying out of fire drills, evacuation and assembly.
- * carry out tests to ensure that the School's fire alarm system is operational.
- * ensure that the necessary records are being kept, to cover tests, drills, faults, maintenance.
- * carry out audits of the school premises report with recommendations for improvement action. This report will be for the attention of the Headteacher.
- * provide advice to all members of staff on matters relating to fire safety.
- * liaise with visiting contractors and from time to time will monitor their working practices to determine that these are safe and without risks to health.

HEALTH & SAFETY RESPONSIBILITIES IN RELATION TO SCHOOL PUPILS

Each pupil must be instructed:

- * to take any action appropriate to avoid risks to health & safety, of themselves, fellow pupils and others, who may be affected.
- * to observe standards of dress consistent with health, safety and hygiene requirements e.g. wearing suitable footwear.
- * to observe all health & safety rules of the school and in particular, instructions issued by staff.
- * not to recklessly or intentionally misuse, neglect or interfere with, any item provided in the interests of health, safety and welfare.

All pupils and parents will be made aware of these obligations.

2.5 Duties of Employees

All employees have responsibilities and duties under health and safety laws.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

'It shall be the duty of every employee while at work-

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and***
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with'.***

Section 8 states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions'.

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him'

Regulation 14 (2) states:

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

- (a) of any work situation which a person with...training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and***
- (b) of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety...'***

2.6 Health and Safety Rules: All Employees

Accidents and Occupational Health

All employees must:

- Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- Report to their supervisor any medical condition that could affect their wellbeing as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

Fire Precautions and Emergency Situations

All employees must:

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- Obey Company and site rules on smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way, which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

Personal Protective Equipment (PPE) and Clothing

All employees must:

- Use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment.
- Store and maintain the PPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE provider.
- Always wear safety footwear at work and eye protection when required.

Signs and Notices

All employees must:

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Eye Protection'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

Systems of Safe Working

All employees must:

- Report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided, and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.

Employees must not:

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment, which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Transport

Employees must not:

- Drive or operate vehicles whilst unfit or unwell.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.
- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.

All employees must:

- Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.

Work Environment

All employees must:

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and watercourses.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.

2.7 Unsatisfactory Health & Safety Conduct and Gross Misconduct

All employees of The Froebelian School (Horsforth) Limited as a term of their Contract of Employment, must comply with the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Failure to comply with health and safety duties, legal requirements, and safe systems of work and work rules, on the part of any employee, and an attitude of non-co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major ('specified') injury will be classified as gross misconduct making the employee liable to dismissal.

Gross Misconduct

Note. An employee will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective / protection device;
- unauthorised operation of any item of plant or work equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning sign, notice or other signage provided by their employer in the interest of health and safety at work;
- the misuse of chemicals, inflammables or toxic substances;
- the misuse of any item of safety equipment, fittings, fixtures, components, or mechanical plant;

This list is not exhaustive

3. GENERAL ARRANGEMENTS

3.1 General Arrangements

We believe it is vital to establish systems of work that are safe, healthy and without risk to our employees or any other persons who might be affected by our activities.

The following aspects will form part of our arrangements for health & safety at work.

- Where necessary, the involvement of a health & safety advisor to assist the relevant line / functional management at the planning and design stage.
- The provision of health & safety performance criteria for articles, and product safety data for hazardous substances, prior to purchase.
- The provision of specific instructions for using machines, for maintaining safe systems of work, and for the control of health hazards.
- The development of specific health & safety training for all our employees.
- The selection and provision for use of suitable items of personal protective and work / educational equipment.
- The provision of suitable and sufficient first aid/emergency procedures, including aspects of fire safety and prevention.
- The development of proper procedures in respect of contractors, visitors and pupils.
- Only where assessed as necessary, the undertaking of health surveillance for employees.
- The formulation of safe systems of work for use by all levels of the School's management, teaching staff, workforce and pupils.

Satisfactory arrangements to cover activities that extend beyond the School premises such as educational outings.

3.2 Monitoring of Policy

Individual managers and supervisors within our management structure have been allocated responsibilities for health & safety.

To be able to demonstrate the effectiveness of our policy, a monitoring system will be adopted. The following aspects are essential to this procedure.

- The management system/s in place to control health & safety aspects within the School.
- The performance of all members of staff in relation to their health & safety duties and responsibilities.
- Communications and consultative procedures within the School to include the School Council.
- The accident data and ill-health record of the School, for all persons.
- Systems for reporting hazards and defects.
- Our standards of compliance with legal requirements relating to health & safety within the School as a whole.
- The implementation of and evaluation of systems of work, developed to meet our own needs.
- The Health & Safety Policy itself and the need for revision and promulgation.

These areas of evaluation are not exhaustive and will be reviewed, revised and modified as necessary, in the light of our monitoring procedures. Monitoring of this Policy is to be a continuous process, recognised as a normal function of management.

Where the results of monitoring indicate areas of weakness or deficiency in terms of our stated Policy objectives and our work operations, this will give rise to corrective action and revisions being made.

Monitoring checklists are shown below.

Health & Safety Policy: Monitoring Checklists

The Statement of Health & safety Policy

- * Is it authoritative? Is it signed and dated by the Headteacher?
- * Is the policy regularly reviewed? By whom and how often?
- * Are there effective arrangements in place to bring the policy to the notice of all employees?

Organisation

- * Health & safety responsibilities are included in the master policy document. However, have these been properly understood and accepted?
- * Are there adequate arrangements in place for liaison with contractors and outside maintenance personnel?
- * Are there adequate arrangements for consultation with employees?

Machinery and plant

- * Is new machinery and plant assessed for suitability and safety prior to being brought onto site?
- * Is there a system of inspections to identify and safeguard dangerous machinery?
- * Is there a system for checking machinery and plant following modifications?
- * Are there routine checks on interlocking devices/emergency isolation points?
- * Is pressurised plant subject to inspection, testing and have written schemes for examination and testing been drawn up by competent persons?
- * Are monitoring systems and alarms tested at regular intervals?

Noise and vibration

- * Have the risks been assessed and danger areas identified?
- * Have suitable noise assessments been made by competent persons?
- * Is there a programme of noise reduction and control?
- * Is personal hearing protection provided and worn?
- * Is there a risk from vibration?
- * Do employees complain of noise or vibration problems?

Dust

- * Did the COSHH assessment evaluate as to whether there are dust problems within the school?
- * Are all dust control measures effective?
- * Are any local exhaust ventilation equipment subjected to efficiency testing every 14 months?
- * Are suitable nuisance dust masks provided?

Toxic materials

- * Are there adequate arrangements in place for the identification of toxic chemicals and the necessary precautions?
- * Are storage areas adequately protected?
- * Are all emergency procedures in place e.g. spillages?
- * Are there proper procedures for handling, transport and disposal of toxic materials?
- * Are there proper instructions as to labelling?
- * Are arrangements in place for the issue, use and maintenance of respiratory protection when assessed as necessary?

Arrangements

Training

- * Have Method Statements been drawn up for more complex systems of work with greater risk?
- * Are systems of work properly monitored?
- * Is there a system in place for the identification of training needs?
- * Are responsibilities for training within the school properly allocated?
- * Does training cover all levels from senior school managers to new entrants?
- * Have the risk assessments identified special risk situations requiring specific training needs?
- * Are refresher courses undertaken as necessary?

Safe systems of work

- * Are work tasks requiring a laid down system of work, properly identified?
- * Are there adequate systems of work for maintenance staff, particularly when working at heights or within restricted/confined spaces?

Safe place to work

- * Are there arrangements to keep workplaces in a clean, orderly and safe condition?
- * Are all walkways, gangways, paths and roadways, clearly marked?
- * Are there arrangements for removing hazards e.g. items likely to cause slipping and tripping incidents such as dead leaves, moss, loose debris, spilled substances like oils and lubricants?
- * Is a safe means of access and egress provided for each working area within the school?
- * Are all staircases, landings and openings, properly protected?
- * Are storage areas orderly, safe and provided with safe and easy access?
- * Are flammable, toxic and corrosive substances used in a safe manner and without risks to the health of employees/pupils?
- * Have permit-to-work systems been introduced? Are these monitored?

Environmental control

- * Is the school working environment made as comfortable as is reasonably practicable? Does it meet statutory requirements?
- * Is there sufficient expertise to identify problem areas and reach sensible solutions?
- * Are there arrangements in place to monitor ventilation systems, heating, lighting, noise and humidity?
- * Is adequate lighting provided both externally and internally? Are maintenance arrangements satisfactory?

Field trips, expeditions and visits

- * Have the hazards of the activity and the respective abilities of the pupils been assessed and is one matched with the other?
- * Have pupils been provided with sufficient information e.g. about suitable footwear and clothing?
- * Has adequate equipment been provided and is there sufficient competence amongst members of the expedition in the use of this equipment?
- * Is first aid cover adequate?
- * Has sufficient attention been given to emergency procedures and contingency planning?
- * Has the insurance and legal position been attended to?
- * Do any pupils need medication or do they have special needs or require special assistance?

Internal communications

- * Is the role of the safety representative/ representative of employee safety properly understood?
- * Is there a properly constituted health & safety committee?
- * Is the level of management participation appropriate?
- * Is there some way of stimulating and maintaining an interest in health & safety matters?
- * Are arrangements in place to advise employees about the standard of the School's health & safety performance?
- * Are there proper arrangements of communicating health & safety matters e.g. a hazard, from employees to management?
- * Is there scope for joint management/employee inspections?
- * Are there effective arrangements to implement requirements of the enforcing authorities?

Fire

- * Has a responsible person been nominated to co-ordinate fire prevention activities and do they have sufficient authority?
- * Has the school suitable and sufficient fire-fighting equipment?
- * Is the fire alarm warning system subjected to regular testing and maintenance?
- * Are fire drills held and monitored for effectiveness?
- * Are arrangements in place to check compliance with all statutory requirements?
- * Are means of escape regularly checked, properly maintained and clearly marked?
- * Are all flammable and explosive materials stored and used in compliance with statutory requirements?
- * Have all of the recommendations made by North Yorkshire Fire & Rescue Service following a routine fire safety inspection been implemented?

Medical facilities and welfare

- * Are there suitable and sufficient arrangements for first aid treatments?
- * Have sufficient persons been trained in first aid and are their certificates current?
- * Can the school receive proper medical advice? Is there medical supervision as necessary?
- * Are medical records properly kept?
- * Are washing and sanitary facilities adequate?

Records

- * Are there effective arrangements for record keeping?
- * Do records cover fire safety, accidents and injuries, training etc.?
- * Are copies of statutory requirements, codes of practice etc. readily available?

Emergency procedures

- * Have all hazard areas been subjected to a risk assessment and been properly identified?
- * Are procedures set down to deal with the worst foreseeable contingency?
- * Are there arrangements for liaison with other parties who may be affected or whose help may be needed?
- * Are there arrangements to protect sensitive installations from malicious damage or hoax threats?
- * Do the above arrangements cover the use of the school premises outside normal working hours?

Monitoring the workplace

- * Do employees know that the school workplaces will be subject to monitoring arrangements?
- * Have the relevant members of staff been allocated a monitoring function?
- * Is there a system for introducing the identified improvement action within a given time scale?
- * Is the monitoring system flexible enough to meet with changing conditions?
- * Are all near miss incidents i.e. "close shaves" investigated?
- * Is the performance of individuals or groups measured against their compliance with objectives of the Health & safety Policy?

3.3 Inspections of Workplaces and School Premises and The Identification of Hazards

The objectives of our workplaces and school premises inspections are:

- to identify hazardous conditions and start the corrective process;
- to improve operations and conditions.

The following types of inspections will likely occur in our organisation:

- Statutory: for compliance with health & safety legislation;
- External: by enforcement officials, consultants etc.;
- Executive: senior management tours;
- Scheduled: planned at appropriate intervals;
- Introductory: to check over new or reconditioned equipment;
- Continuous: by supervisors, employees on a formal and informal basis.

We will determine:

- What needs to be inspected;
- What aspects of the items need checking;
- What conditions need inspection
- How often the inspection should be carried out
- Who will carry out the inspection.

Normally, Mrs Catherine Dodds, Headteacher, shall escort a visiting health & safety official or the School's advisors. She may, however, be assisted by the School's Caretaker, Mr Paul Trafford, or indeed a senior member of the teaching staff.

3.4 Risk Assessments

We are aware of our obligations under the Health and Safety at work etc. Act 1974 to take 'reasonably practicable' precautions to safeguard our employees, pupils and visitors.

We are also aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and those we must record the significant findings of those assessments. The information based on those significant findings will be brought to the notice of employees.

We will undertake, or have be assisted by external consultants, risk assessments, to enable control measures to be devised which are both appropriate and cost effective.

Our record of significant findings will show the:

- hazards identified;
- control measures in place and the extent to which they control risk;
- population exposed to the risk/s.

Our assessments will be reviewed over time as appropriate.

We will undertake, or arrange to have undertaken, a systematic identification of hazards within our workplace and premises and evaluate the risks associated with those hazards. We will rank our hazards to produce a priority list of hazards to be controlled. This will take account of the consequences (likely severity) and the probability of any event occurring.

3.5 Health & Safety Training Policy: The Froebelian School

Statement of Intent

It is our policy to provide training to our employees not only to comply with statutory requirements but to secure a safe and healthy working environment for employees, pupils and any others who may be affected by our activities. We will continuously assess the health & safety training needs of employees and record the training provided and received.

Training of Employees

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on The Froebelian School Limited as an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health & safety at work of our employees.

To fulfil this duty under section 2 we will:

- Introduce comprehensive and relevant safety rules and procedures as well as induction and refresher training for all our employees.
- Provide the stated refresher training at intervals assessed as being suitable and appropriate.
- Ensure that no employee transferred or promoted from one job or activity to another is permitted to start work in their new job, until and unless they have received training and instruction, sufficient to enable him or her to perform their tasks without risk to their health & safety.
- Where applicable, ensure safety representatives have been adequately trained.
- Provide appropriate training for our managers.
- Pay attention to the needs of existing employees in relation to their inherent capabilities, and in relation to the introduction of new work equipment, new technology and new systems of work into our undertaking.
- Record details of the training provided in a document created for this purpose.

3.6 Employee Induction and Refresher Training

Induction training will be carried out as soon as possible after an employee commences employment - ideally, on the first morning of the first day. The objective of this is to ensure that new employees are familiar with all aspects of health, safety and welfare, which relate to their employment and work tasks.

3.7 Fire Safety Policy and Arrangements

Procedures and arrangements for controlling and preventing the outbreak of fire are of crucial importance, for the protection of human life and to safe-guard property, plant and equipment.

All employees and pupils will receive sufficient training and instructions, to ensure that they understand our fire precautions and the action they must take in the event of a fire. This will extend to any persons who work outside of normal School / working hours.

Persons having particular or special responsibilities within the School will receive sufficient training and instructions, to enable them to carry out their duties, effectively.

Fire Routine Training

It is essential that all staff is fully trained in the procedures to be followed in the event of fire or upon the alarm being raised. To be effective, all employees and pupils must be familiar with the means of escape from the respective premises and all arrangements in place, to ensure their safe evacuation.

Practice fire drills with evacuation and assembly will be carried out at least **twice per year** but more frequently if otherwise stipulated. A record of training provided will be recorded on a health & safety training record form. All practice drills are timed.

We will ensure that arrangements and procedures are in force for serious and imminent danger and for danger areas. Fire wardens will be appointed and fire risks will be covered by these arrangements. The nature of the fire risk (e.g. substances which might be involved) will be shown in the detail of the procedures.

Fire Wardens

Each member of staff will act as a Fire Marshall for their own classroom area. Senior teachers within the School are responsible for the respective Departments.

Certain members of staff have been appointed as named Fire Wardens. They have been allocated specific responsibilities in case of fire.

Notices

Fire Procedure Notices will be displayed in all our premises in the correct locations and in a conspicuous position. These will show:

- * action to be taken upon discovering or being notified of a fire
- * leaving the building
- * movement to the assembly point and roll calls
- * the rules to follow before re- entering the premises.

Calling The Fire Brigade

Mrs Threapleton and Mrs Potts are responsible for calling the fire brigade.

Mrs Dodds shall liaise with the Fire Officer before allowing staff and pupils to re-enter the building

Mrs Dodds shall also:

- * Ensure that fire safety equipment is regularly examined, tested and serviced;
- * Ensure that employees and pupils are instructed on the fire procedures and on the location and operation of fire-fighting equipment;
- * require the Caretaker to conduct regular inspections to ensure that fire safety provisions are maintained at a pre-determined satisfactory condition.

Responsible Persons: Fire Safety Planning and Fire Precautions

The responsible person is the **Headteacher**.

Means of Escape and Fire Safety Signs

In the event of a fire situation developing all persons within the premises must be able to evacuate quickly and safely, by routes which are free from obstructions, or anything else which could create a fire hazard.

We will therefore undertake regular monitoring of all means of escape within the premises to ensure that they are free from obstruction. Should a problem be detected immediate corrective action will be taken and enquiries made as to how the situation developed?

Inspections of the workplaces and educational premises will also include a visual check to ensure that all fire safety signs provided are in place, in tact and are clearly visible.

Staff having a supervisory or fire safety position will be responsible for ensuring that all means of escape and escape paths, remain unobstructed and that all fire safety signs are in place.

Fire Extinguishers

There are five basic types of fire extinguisher. It is important that all staff know which one is appropriate for each application. It would be very dangerous if, for example, a water extinguisher was used to attack a fire involving live electricity. For this reason, all extinguishers should be marked and colour labelled. Staff should be aware of which extinguisher is to be used in which area.

Water based extinguishers are marked with the words 'not to be used on fires involving live electricity'. They are suitable for use on class A fires such as wood, paper, textiles and fabric.

Dry powder extinguishers are suitable for use on every classification of fire risk including flammable liquid fires and low voltage electrical fires. The extinguisher must be of an adequate size to deal effectively with the size of fire which may occur.

Foam extinguishers are suitable for use on class B fires such as small liquid spill fires and small oil tank fires where the foam is capable of forming a blanket cover over the surface of the liquid. They should not be used on electrical fires.

Carbon Dioxide is suitable for use on flammable liquids, flammable gases and electrical hazards.

BCF extinguishers are suitable for use on every classification of fire risk also, including vehicle protection. BCF extinguishers can also be used on fires where electrical or electronic equipment is involved. They should not, however, be used on very hot or deep fat fires, especially if they occur in confined spaces.

A Note On the Colour Coding System for Extinguishing Equipment

Because of the requirements of a European Directive and the need to harmonise certain standards across the Community, the colour coding of fire extinguishing equipment will begin to change. Basically, all extinguishers shall have a **red** coloured cylinder with small panels indicating the nature of their use. The school need do nothing in particular, as this aspect will be attended to by your supplier / service engineers, 'Peace of Mind'.

Fire-Fighting Equipment in The School's Premises

Where firefighting equipment has been provided it is essential that employees likely to be on the premises, are trained in its operation and that it is properly maintained and readily accessible for use.

All employees will be made aware that the extinguishing equipment is provided only for first aid fire-fighting. If they have any doubt about ability to douse the fire safely, then they should evacuate the area immediately, via the nearest escape route.

Extinguishers will be serviced on an annual basis (September) by a competent person of a reputable company. At this point in time we engage: **Lightning Fire Services**. Appropriate records will be maintained.

Fire Doors

Fire doors play a vital part in preventing the spread of smoke and flames within a building, in the event of a fire situation developing. They can only achieve this level of protection if they remain closed. In practice, however, doors are wedged, propped, hooked, or held open with an extinguisher. **We will prohibit such practices.**

Any fire doors in situ will be checked by the Caretaker to ensure they are not being abused and that the door hinges, glazing and panelling are in good condition and that the door shows no sign of distortion and close effectively. Any smoke detectors provided will be tested and maintained.

It will be the responsibility of **each employee** to ensure that all fire doors are not wedged, propped, hooked, tied, or otherwise held open. Any defects observed should be reported to management or the Caretaker.

The Fire Alarm System

The provision of a suitable fire warning system is a legal requirement.

The warning sound in the school is by means of a **continuous bell**.

It is tested on a **weekly basis** from call points in rotation and records are kept.

The fire alarm alert system is linked to the intruder alarm and serviced by **ADT** (intruder alarm). The fire alarm system is serviced by **Simplex Electrical Solutions Limited**. A brand new system was installed in 2016.

The Emergency Lighting System

The prime function of emergency lighting is to provide adequate illumination in the event of a failure of the normal lighting system. These cover:

- * the principal escape routes
- * exits and emergency exit routes
- * fire alarm call points and fire-fighting equipment.

Our emergency lighting systems are subjected to periodic testing and maintenance, i.e. by Simplex Electrical Solutions Limited (external contractor), and by the Caretaker, internally. Records are kept.

Gas Safety

The central heating boilers are inspected by HSB Haughton Limited and are serviced annually.

3.8 Occupational Health

Health Surveillance

As an employer, we will ensure that our employees are provide with such health surveillance, **if this is assessed as being appropriate**, as is necessary to safeguard their health & safety.

The risk assessment required by Regulation 3 of the Management of Health and Safety Regulations 1999 will identify circumstances in which health surveillance is required by specific regulations (e.g. COSHH and Asbestos Regulations).

If our assessment has shown health surveillance to be required, this will be maintained during the employee's employment with us unless the risks to the employee are shown to be short term.

3.9 Control of Substances Hazardous to Health Regulations 2002

We will ensure the collection of up to date information on the toxicity and potential hazards of all substances used within the school. This information will be made available to those of our employees using hazardous substances at work, i.e. only those that have the potential for causing harm to people's health. These will include therefore, gases, vapours, liquids, fumes, dusts and solids and can be components of a mixture of materials. They can also be micro-organisms.

Our approach towards achieving compliance with the requirements of the COSHH Regulations has been to:

- * familiarise ourselves with the legal requirements
- * make an assessment of substances hazardous to health which is suitable and sufficient, in relation to: evaluating the risks to health arising from work involving substances hazardous to health, and then establishing what has to be done to meet the requirements of the Regulations. Where necessary we will introduce control measures.

Employees will be allocated responsibilities to ensure that our COSHH policy is properly carried out. Systems of work will be in place to ensure the safe storage, handling and application of hazardous substances. A key component of our policy for controlling substances hazardous to health will be to provide all necessary training, information, instruction and supervision to employees. Product data sheets for all substances used are kept and will be made available to all employees upon request.

3.10 Accidents and Injuries

This part of our Policy is concerned with the School's accident and injuries reporting and prevention arrangements. It is appropriate to include details of our first aid arrangements here.

3.11 The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

The Regulations apply to events which arise out of or in connection work activities covered by the Health and Safety at Work etc, Act 1974. The terms 'work' and 'at work' are defined in this Act, as modified by the Health and Safety (Training for Employment) Regulations 1990 and include work as an employee or self-employed person, work experience provided in connection with a training course or programme (except 'simulated' work experience provided directly by an educational establishment on its premises as part of a course) and training for employment.

The duty to notify and report these events rests with the **'responsible person'** The 'responsible person' is defined in regulation 2 of the Regulations.

Reporting and Prevention Policy

Internal Notification Procedure

All accidents must be reported to the Mrs Potts who is also a **qualified first aider** and then entered in the accident book. Any accident which is more than trivial must be recorded using the School's internal accident form.

The accident shall then be investigated.

The report of accident should then be brought to the attention of the Responsible Person i.e. **Mrs C Dodds.**

Reporting Procedures: The Responsible Person

On receipt of the internal accident report form, the Responsible Person will decide whether or not the accident is reportable to the appropriate enforcing authority, which in our case is the **Health and Safety Executive.**

Reporting Procedures: Notification

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), transferred to a predominantly online system. Revised online forms are now available for reporting purposes. Employers no longer report incidents by email, post or by fax.

However, 'specified injuries' and fatal events can still be reported to HSE by telephone. The HSE recognise that major or fatal incidents are traumatic and have retained a telephone service for those persons having to make these reports (but see also below).

Incident Reporting

The HSE Incident Contact Centre (ICC - see also below) will take reports of fatal and major incidents by telephone, but persons reporting all other incidents must now submit an online form, available on the HSE's website.

Online Forms

The online forms are:

- F2508 Report of an Injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

The '*Responsible Person*' (under 'RIDDOR'), for incident reporting of 'specified injury' accidents, fatalities, cases of incapacity, occupationally based diseases and specific 'dangerous occurrences' is Mrs C Dodds.

Note: From 06 April 2012 the over 3-day injury was extended to an over 7-day injury, whilst the reporting period was extended from 10 days to 15 days.

The HSE Incident Contact Centre (ICC)

The telephone number of the above establishment is **0345 300 9923**.

Accident Prevention

Our accident prevention strategy will be to concentrate primarily on the nature of accident phenomenon. We are aware that the primary causes of an accident are not necessarily the most important feature; thus we will analyse all possible secondary causes.

We aim to achieve success in accident prevention by planning rather than by chance. The school, therefore, will adopt the following principles:

- * accidents do not happen: they are caused
- * steps will be taken to prevent accidents, in order to satisfy the legal and moral duties placed upon us
- * accidents will continue to happen if we do not always ensure these steps are taken.

3.12 First Aid Arrangements

The School recognises the importance of having suitable and sufficient first aid arrangements within the workplace. First aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

We will therefore:

- * provide suitable and sufficient first aid facilities and equipment
- * provide the appropriate number of trained persons, whether it be to the level of qualified in first aid or an appointed person
- * inform our employees of the first aid arrangements in place
- * treat the relevant Regulations as a minimum standard to achieve.

First aid information notices are displayed in our premises showing the:

- * name/s and location of first aider/s (where trained) –
Mrs R Potts: Administrative Officer
Miss J Suggitt: Teacher
Mrs A Lee: Administrator

- * name/s and location of the appointed person/s - **all members of the Teaching Staff.**

- * location of our first aid boxes/kits
 - The School Office
 - The Science Room
 - The School Vehicle
 - Entrance Lobby of Main Building
 - Entrance to the Mount Building
 - The School Kitchen
 - Mobile Kits for the playgrounds

- * location of first aid treatment/ accident records – **The School Office with Mrs R Potts**

We are aware of the Health and Safety (First Aid) Regulations 1981. Employees but not pupils are covered by these Regulations. Never-the-less, we are aware that staff in charge of a group of pupils are in '*loco parentis*' in terms of common law and will, therefore, take the same care as would a reasonable and responsible parent.

3.13 Arrangements for Contractors and Visitors

All contractors are required to report to the School's reception on their arrival. With the new security measures now in place, they have no option but to signal their arrival. Contractors shall have to state who they are, from which Company and the nature of their business. Mr P Trafford will escort the visiting contractor to their place of work. They must also report and related hazards, defects, accidents and inform a responsible person of their departure or need for a return visit.

We will attempt to ensure that visitors and contractors abide by our internal rules and any other procedures. In this respect we will inform such persons of the rules we have for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with the work task, that we are aware of. It will also be necessary to discuss how any potential risks to our employees and pupils from their work activities, can be avoided.

Contractors' Declaration of Intent

As an employer of contractors on premises we control, it is our intention to secure high standards of health & safety in all working areas. To maintain the necessary standards, the contractor shall conduct his work activities in such a manner that these are safe and without risk to health to:

- * his own employees and employees of other employers,
- * visitors/ pupils/ staff at this school

It shall be a condition of the terms of this contract that the contractor shall:

- * comply with any specific health & safety rules
- * exchange information and summaries of risk assessments
- * provide a copy of his Health & Safety Policy or other related documents e.g. risk assessments/ method statements/ accident prevention records
- * employ in turn, skilled, experienced and capable workers demonstrably competent in their work tasks
- * maintain laid down, safe systems of work and will provide such information, training and supervision as is required
- * provide close supervision and care to inexperienced or young persons.

The above clauses are designed to control basic health & safety at work of the contractors' and the School's employees, pupils and members of the public. The contractor should ensure that his employees conduct their activities in a safe manner, without risk to themselves or others undertaking work on his behalf.

3.14 Electricity and Electrical Equipment

All electrical equipment to be used in work activities by our employees and pupils is selected and operated, bearing in mind the following considerations:

- Substitution - replacement of electrical tools and equipment with other types of equipment, where reasonably practicable;
- Switching off circuits and apparatus - to be readily and safely achievable
- Reducing the voltage - use of lowest practicable voltage
- Cable and socket protection - to be provided
- Plugs and sockets - of the correct type and specification
- Visual inspections, maintenance and testing - to be implemented.

Inspections, Maintenance and Testing

Arrangements are in place for the on-going visual inspections of electrical equipment and where necessary, electrical testing by a competent person will be undertaken. In this way we believe we will be fulfilling our obligation to maintain electrical equipment. For purposes of reassurance, electrical equipment used in cleaning operations, such as floor scrubbers, will be examined at periodic intervals, to ensure viable earth continuity. Also the electrical installation serving our premises will be examined and tested by a competent person, i.e. a qualified electrician at the prescribed intervals (5 years) in accordance with the latest Edition of the IEE Wiring Regulations (17th).

3.15 Consultation with Employees

We are aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. It is our intention to carry out these requirements, implementing them in the most effective, sensible and practical manner in relation to the circumstances of our employees and places of work.

Our duty as an employer to consult

In accordance with the demands of this legislation, we shall consult our employees who are not represented by safety representatives, in good time on matters relating to their health & safety at work. Such matters shall cover:

- * the introduction of measures which may substantially affect the health & safety of our employees
- * our arrangements for nominating / appointing competent persons
- * health & safety information we are obliged to provide
- * the planning and organisation of any health & safety training required to be provided, and
- * the health & safety consequences concerning the introduction of new technologies into this workplace.

Persons to be consulted

The school shall consult with either its employees directly or those persons who have been elected by a group of employees, i.e. representatives of employee safety. It is for The Froebelian School (Horsforth) Limited to determine the most effective manner of consulting employees on health & safety matters.

3.16 Communications within The School: Defects & Hazards Reporting/Records

The Management of Health and Safety at Work Regulations 1999 state:

Regulation 14: Employees' Duties.

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

(a) of any work situation (which would reasonably be perceived as representing) a serious and immediate danger to health and safety; and

(b) of any matter (which would reasonably be perceived as representing) a shortcoming in the employer's protection arrangements for health and safety;

insofar as that situation or matter either affects the health and safety of that first-mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or (to any other employee with specific responsibility for employee health and safety).

It is clear, therefore, that all employees are obliged to report hazardous and defective situations and co-operate with their employer regarding this hazard records and defects reporting and recording system in operation.

Hazards and Defects Reporting & Records

Hazards and defects reports and records are provided to achieve a dual purpose.

- To stimulate a greater involvement and active interest of our employees regarding health, safety and welfare within their working environment.
- To provide a viable method of communicating hazards and potentially unsafe workplace conditions, together with a method for recording such details and of any remedial action taken.

A written Hazards / Defects Record log book provides evidence of the effectiveness of the communication channels within The Froebelian School (Horsforth) Limited.

3.17 Communications

1. EMPLOYEES who are:

- 1.1 suffering from any medical condition or have sustained an accident at work;
- 1.2 aware of any work situation representing a serious and immediate danger to health & safety;
- 1.3 are aware of any shortcomings in their employers' protection arrangements for health & safety; or who
- 1.4 require information regarding any health & safety topic, must use the following channel of communication:
 - a) Report in confidence, immediately, to the **Headteacher**.
 - b) In the absence of the Headteacher, report immediately to the **Bursar / the Deputy Headteacher**.

2. THE HEADTEACHER shall:

- a) Ensure that suitable and sufficient action is taken in relation to points **1.1 to 1.4** above. Any faults or defects should be recorded on the Hazards / Defects recording form.
- b) Ensure that all **Supervisory Teaching staff / Teaching Staff** and all other **employees** are informed of any information or proposed changes that may affect their health & safety at work.
- c) Make available to **employees** and bring to their notice any relevant and legitimate information of which they should aware.
- d) Consult with **employees** on health & safety matters.
- e) Raise issues of serious concern with the **School Council**.