



The Froebelian School

Health, Safety and Welfare Policy

The Froebelian School (Horsforth) Limited

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Health, Safety & Welfare Policy

Introduction

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives.

The Froebelian School recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, pupils and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

1 Policy Statement

This is a statement of organisation and arrangements for The Froebelian School (Horsforth) Ltd

In accordance with the Health and Safety at Work Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

The School will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) monitor health and safety performance to verify that The School's Health, Safety and Welfare Policy is being implemented and health and safety standards are being maintained and progressively improved;
- l) develop and maintain a positive and proactive health and safety culture.

The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The School recognises health and safety as an integral element of its organisation, and it will be given equal status alongside other management functions.

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The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Finance and Operations Manager in conjunction with the Headteacher and the Governing Body.

All contractors and consultants working for The School are required to comply with this Policy.

The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this Policy Statement at least annually.

The School will ensure that this Policy is effectively communicated to all staff.

The Governors are committed to playing an active role in the implementation of this Health, Safety and Welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Failure on the part of any School employee, irrespective of their position, to comply with this policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Although the prime responsibility for health and safety under the Health and Safety at Work Act 1974 lies with the establishment, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.



(Headteacher)

27/09/2021



(Chair of Governors)

27/09/2021

1.1 Professional Advice

The Froebelian School has contracted the services of RSA Environmental Health Ltd t/a In House Safety to assist The Froebelian School in the operation of its responsibilities by providing competent advice and guidance on matters of health and safety.

In addition, there are other companies used who can provide advice within their specialist areas (e.g. fire safety, asbestos, legionella).

1.2 Organisation

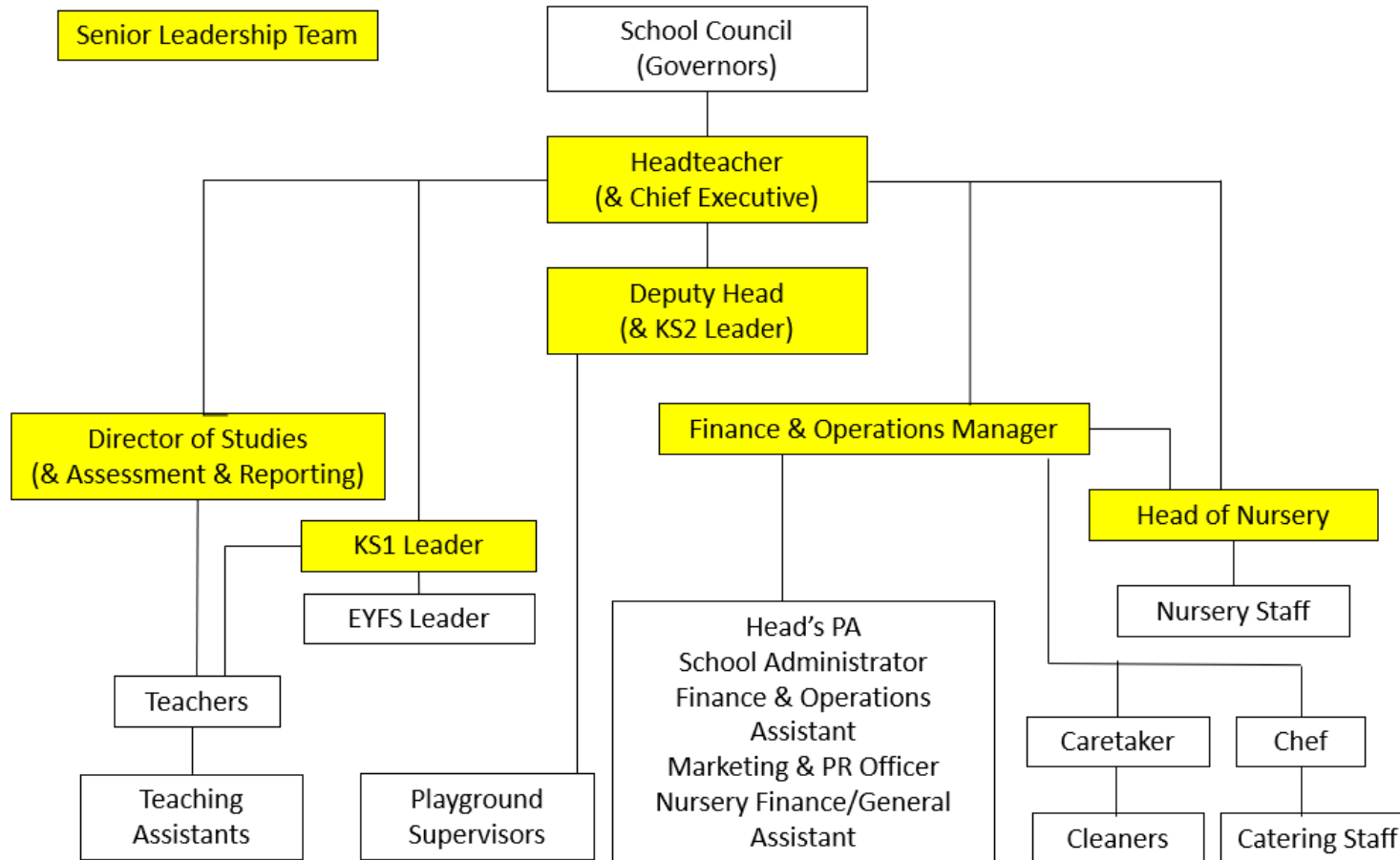
Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart.

Teaching Staff	Role	H & S Responsibilities
Catherine Dodds	Headteacher	H&S Leader
Sharon Stratford	Deputy Headteacher	Designated Safeguarding Lead
Joanna Miller	Key Stage 1 Leader	Educational Visits Coordinator
Michael Finan	Science, Maths & Innovation Faculty Leader	Science, ICT, Design Technology
Gemma Zincke	Director of Studies	Specialist teaching areas
Mike Heseltine	PE Subject Leader	Physical Education
Louise Handley	SENCo	Special Needs & Disability

Support Staff	Role	H & S Responsibilities
Tineke Roth	Finance & Operations Manager	Health and Safety Co-Ordinator (School) Asbestos Duty Holder
TBC	Head of Nursery	Health and Safety Co-Ordinator (Nursery)
Paul Trafford	Caretaker	Premises Safety
Kimberley Sibson Judith Giles	EYFS Teachers	Paediatric First Aid
Jane Gilliland Rabb-IT	ICT Technician (onsite) ICT offsite support	Disposal of ICT Equipment
Hannah Borkala Catherine Heffron Emma Smith	Head's P.A. Administration Assistants	First Aid/Managing medicines/Pupil care plans/Accident forms

1.3 Organisational Chart

The Froebelian School GOVERNANCE, LEADERSHIP & MANAGEMENT



2.0 Responsibilities

2.1 The Role of the School Council

At, The Froebelian School, the School Council works in conjunction with the Headteacher and the Senior Leadership Team to ensure the effective management of health and safety within the school.

Specifically, the School Council should ensure:

- There are satisfactory arrangements in place to implement the School's Health, Safety and Welfare Policy;
- There are adequate arrangements for managing activities where there is no school procedure;
- That it considers the health and safety implications of its decisions;
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standards of health & safety are achieved and maintained within the school by monitoring the school's health and safety performance on an annual basis.
- That the school's Health, Safety & Welfare Policy and procedures are annually reviewed to ensure their suitability.

2.2 The Role of the Headteacher

The Headteacher is responsible for:

- Complying with the health & safety decisions of the School Council;
- Producing the School's Health Safety & Welfare Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Co-Ordinator for the School – a senior member of staff;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Health, Safety and Welfare Policy and subservient policies are brought to the attention of all staff;
- A copy of the Health Safety & Welfare Policy and subservient policies are kept in the administrative office of the School, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;
- The provisions set out in the above policies are implemented;
- Other health and safety information is communicated to relevant staff;
- Accidents are investigated and reported using the established procedures;
- Ensure that staff with health and safety responsibilities can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them;
- Ensure adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Training needs are identified and met;

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- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, Health & Safety Manual, fire and other safety procedures; and
- Fire precautions and procedures are implemented (including fire drills).

2.3 The Finance & Operations Manager (Health and Safety Co-Ordinator)

The Finance & Operations Manager is responsible for:

- Complying with the health & safety decisions of the School Council and Headteacher;
- Establishing arrangements for dealing with health and safety matters such as:
 - 1) Dissemination of health and safety information to all staff;
 - 2) First aid;
 - 3) Accident reporting;
 - 4) Emergency evacuation procedures;
 - 5) Ensuring accidents are investigated;
 - 6) Ensuring health and safety matters raised by staff are dealt with; and
 - 7) Maintaining a central file of health & safety information relevant to the establishment.
- Liaising with the school's professional advisers with respect to health and safety and any statutory compliance matters;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;
- Ensuring 'reportable' accidents are reported under RIDDOR requirements;
- Ensuring that accidents, incidents and first aid treatment are appropriately recorded and analysed to ensure any trends are identified so that appropriate management controls can be implemented;
- Liaison is carried out with contractors, so that they are appropriately appointed and managed with respect to health and safety;
- Appropriate arrangements are made with regard to lettings, where appropriate;
- Health and safety performance is monitored via an appropriate method so a report can be made back to the Headteacher and School Council;
- Termly health and safety inspections of the school are carried out;
- Appropriate health & safety information is held within the school;
- The appropriate safety signs or notices are displayed within the main school;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to their staff;
- All accidents occurring in the department are reported; the causes are investigated, and an accident report form is completed;
- Health and safety training needs of staff within the department/section are identified and met, or reported to the Headteacher;
- Staff are aware of the fire procedures;

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- New employees receive appropriate health and safety information, instruction and training, including any school safety procedures;
- A record is maintained of all premises related maintenance and inspection reports;
- Copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old;
- The Finance and Operations manager will carry out periodic spot checks of risk assessments and review all written risk assessments annually.

2.4 Head of Nursery

The Head of Nursery is responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular, they will need to ensure that:

- Appropriate health & safety information is held within the department/section;
- The appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the department/section are reported; the causes are investigated, and an accident report form is completed;
- Reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the department/section are identified and met, or reported to Headteacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including departmental safety procedures; and
- Matters with respect to the premises or contractors are reported to the Finance and Operations Manager.

2.5 Deputy Head - Key Stage 2 Leader

The Deputy Head is responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular, they will need to ensure that:

- Appropriate health & safety information is held within the school;
- The health & safety appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out for the area of their control, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in their area of control are reported; the causes are investigated, and an accident report form is completed;
- Health and safety training needs of staff within the department/section are identified and met, or reported to Headteacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including school safety procedures;

Deputise for the Headteacher in her absence and assume temporary, overall responsibility for health & safety within the School.

2.6 Director of Studies/Faculty Leaders

The Director of Studies/Faculty Leaders are responsible for implementing the Health, Safety and Welfare Policy within the curriculum.

In particular, they will need to ensure that:

- Equipment is maintained in a safe condition. To achieve this, they will ensure that the equipment is subject to regular checks by competent staff and an annual maintenance programme where appropriate;
- Termly inspections are undertaken to identify hazards and unsafe acts with equipment, classroom or activity areas, and that an action plan is produced to ensure that any issues identified are resolved;
- Ensuring all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS);
- Ensuring all hazardous equipment and machinery are used, handled, transported and stored in accordance with the information outlined in risk assessments and other information sources (e.g. CLEAPSS / D&TA);
- New employees receive appropriate health and safety information, instruction and training, including subject related safety procedures; and
- This will be undertaken by subject leaders through a combination of written and dynamic risk assessment.

2.7 Class Teachers

The health, safety and welfare of pupils in classrooms is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that pupils' coats, bags, cases etc., are safely stored away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary, give special lessons on health, safety and welfare;
- Follow safe working procedures personally;

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- Ensure protective clothing, special safe working procedures etc. are used when necessary; and
- Make recommendations on health, safety and welfare matters to the head of subject or team leader.

2.8 Kitchen Manager (Chef)

The Kitchen Manager is responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular, they will need to ensure that:

- Appropriate health & safety information is held within the kitchen;
- The appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out for the area of their control, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in their area of control are reported; the causes are investigated, and an accident report form is completed;
- Health and safety training needs of staff within the department/section are identified and met, or reported to the Headteacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including departmental safety procedures;
- Operate the school's Food Safety Management System;
- Liaise with relevant Enforcement Officers on matters of food hygiene/safety;
- Report any safety matters to the Health and Safety Co-Ordinator.

2.9 Caretaker

The Caretaker is responsible for ensuring the health and safety of the site; in particular:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the monthly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book (list in staff room/ held by Finance & Operations Manager) at least daily, rectifying those issues within their authority and notifying the Finance and Operations Manager of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure they undertake their work safely in accordance with the school's Health, Safety and Welfare Policy, Emergency Procedures and Asbestos management Plan;
- Liaise with the Finance and Operations Manager as appropriate and be directed to undertake other safety matters which are appropriate to their experience and training.

2.10 Asbestos Duty Holder (The Finance & Operations Manager)

The Asbestos Duty Holder must ensure that they have documented asbestos management plan in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works, will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises; and
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks.

It is recommended that the duty holder **always** obtains a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

2.11 Educational Visits Co-Ordinator (EVC)

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the School's Policy and that the Visit Leader completes a suitable and sufficient risk assessment.

2.12 COSHH Co-Ordinator (Finance & Operations Manager)

The COSHH Co-ordinator is responsible for ensuring that:

- Managers consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the School's employees or pupils until a suitable & sufficient COSHH assessment has been completed;

2.13 Fire Wardens (or Fire Marshalls)

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm, they are responsible for:
 - Ensuring the safe evacuation of everyone in their area(s) of responsibility;
 - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building;
 - Where possible, closing windows and doors as each room is checked;
 - Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
 - Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information; and
- Monitoring to ensure that fire routes and exits are kept clear at all times.

2.14 First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend renewal training prior to the expiry of their first aid certificate.

2.15 All Employees

Although prime responsibility for health and safety rests with the School and Senior Managers, all employees also have responsibilities. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training; and
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The Froebelian School has a formal hazard reporting system, details of which are contained in Section 3.42.

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

3.0 General Arrangements for Implementing the Health, Safety and Welfare Policy

3.1 Accident/Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the appropriate manager and where required, the school's accident report form completed.

Due to potential additional reporting requirements, please ensure that these forms are completed as soon as possible.

Blank copies of the Accident/Incident Report Forms for pupils are located on SchoolPod Management System.

Blank copies of the Accident/Incident Report Forms for adults are located in the Finance and Operations Office

Please note the report form has a section 'action taken to prevent a recurrence'. All accidents are required to be investigated appropriately, and this section should be completed to reflect any action taken. Where no further action is required this should be entered onto the form to demonstrate that management have considered this.

Where appropriate, accidents may also be investigated by In House Safety, School's Insurance Company or the Health and Safety Executive.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 e.g. major injuries, accidents resulting in employees being absent from normal work activities for more than 7 days, or members of the public or pupils going to hospital from the scene of the accident etc. will be reported to the Health and Safety Executive by the Finance and Operations Manager in their capacity as the Health and Safety Co-Ordinator.

Further information on accident reporting and investigation can be obtained from the SafetyMARK Resource Library.

3.2 Asbestos

The Control of Asbestos Regulations 2006 places a duty on the "Asbestos Duty Holder" to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has (or persons who have) clear responsibility for the maintenance or repair of the premises.

The Asbestos Duty Holder(s) is the Finance and Operations Manager

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The School has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises, the location, the type of asbestos and its condition.

The Asbestos Register is located in the Finance and Operations Office.

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone**, contractors or staff, who intend to work on the fabric of the building consult the Asbestos Register prior to commencing work in order to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

The school shall consult their Asbestos Management Plan and their Asbestos Advisors before approving any works to go ahead.

If, during the course of the task, further work needs to be carried out at a different location, the Asbestos Register and Asbestos management Plan must be consulted again and be resigned and dated.

Relevant staff at the school shall be provided with appropriate asbestos awareness training at the required intervals to allow them to discharge their duties effectively.

Please note that the Asbestos Register was compiled following an Asbestos Survey. Any major intrusive work will require a Renovation or Refurbishment Asbestos Survey to be carried out prior to the work commencing.

3.3 Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

The Public Health Agency has produced guidance in the form of a poster titled "Guidance on Infection Control in Schools and other Childcare Settings".

This document provides guidance on the prevention and spread of communicable diseases and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

A copy of the above chart is in the **School Office**

3.4 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk; and
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology.

This establishment will consult with staff in the following ways:

Weekly staff briefings (written notes in minute's folder) and Caretaker's Log book

3.5 Control of Contractors

The Froebelian School recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

The client in these circumstances is the School Council of The Froebelian School.

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The Froebelian School will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The **Finance and Operations Manager** is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

The **Finance and Operations Manager** should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Finance and Operations Manager of any hazards arising from their activities, which may affect the occupants of the establishment.

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All contractors should report to the front office on arrival, be signed in and abide by the school's site rules.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368. A copy is present in the SafetyMARK Resource Library.

3.6 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The Froebelian School will ensure that COSHH assessments will be carried out on all hazardous substances prior to use where significant hazards exist. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc., will be reviewed as appropriate, or every five years, whichever is the sooner.

A COSHH assessment can be obtained by contacting the school's COSHH Co-ordinator.

The COSHH Co-ordinator is Finance and Operations Manager.

A copy of the 'COSHH Do's and Don'ts' poster should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

The COSHH Do's and Don'ts Poster is displayed in the **cleaning cupboards**.

Further information on COSHH can be obtained from the COSHH Manual, which is located **electronically (with hard copies of the relevant sections in the office, kitchen and cellar)**.

3.7 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work. Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User Questionnaire.

Where users are identified, the following must be ensured:

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- Workstations are assessed using the In House Safety / SafetyMARK workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; See separate policy; and
- Health and safety training and information is provided.

Staff identified as responsible for carrying out DSE assessments will undertake a DSE assessors training course.

The DSE Assessor for this Establishment is **Finance and Operations Manager**.

Completed User forms and DSE assessment checklists are located in **Finance and Operations Office**.

When a DSE User requests an eye test, a completed copy of the Eye and Eyesight Test form should be completed and taken along to the appointment.

Further information can be found in the SafetyMARK Resource Library.

3.8 Driving

Under the Health and Safety at Work etc. 1974, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties.

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and insurance are valid and that the undertaking is conducted in accordance with other school policies.

Staff using personal vehicles to transport children complete a voluntary vehicle use which is uploaded to Evolve. Their car insurance must include 'business use'.

3.9 Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

All portable electrical equipment such as drills, irons, kettles etc. should be subject to a detailed inspection and test by a competent person at least on a 24-month rolling program or in accordance with HSE guidance. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Portable Appliance Testing will be carried out by a qualified contractor and the records are maintained by the Finance and Operations Manager **and** held in **the Health and Safety files**.

Fixed electrical installations should be inspected by a competent person at least every five years.

Mains Electrical Testing was carried out in April 2021 by Simplex Electrical Solutions and the records are maintained **by the Finance and Operations Manager** and held in Health and Safety **files**.

Staff and pupils may not bring their own personal electrical appliances into the school unless they have had their earth-bond and insulation checked by a competent person.

3.10 Educational Visits

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits, The Froebelian School follows the guidance issued by the DfEE titled "Health and safety of Pupils on Educational Visits"

In accordance with this guidance The Froebelian School has appointed an Educational Visits Co-ordinator and developed a school Educational Visits Policy based on the Guidance.

The Educational Visits Co-ordinator (EVC) is Joanna Miller

The school Educational Visits Policy is located on the website

No educational visit (including adventurous activities, residential visits and international visits) will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Headteacher.

3.11 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each establishment should have a 'Responsible Person' who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a fire risk assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility.

The Responsible Person for The Froebelian School is Finance and Operations Manager.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of the Head's PA.
- Liaising with the fire brigade is the responsibility the Head's PA.
- Collecting class registers, staff book and visitors' book is the responsibility of the Head's PA.

Fire wardens at School are: Hannah Borkala, Emma Smith, Catherine Heffron, Tineke Roth, Nicki Towers, Vicky Lloyd, Jill Mulligan, Michael Finan, Paul Trafford, Mark Schofield and Sharon Stratford.

- Organising fire drills is the responsibility of the Finance and Operations Manager.
- Organising fire safety training is the responsibility of the Finance and Operations Manager.
- Monthly inspections of the fire alarm, emergency lighting and fire door magnetic holders are carried out by the Caretaker.
- Weekly checks of the fire alarm call points and fire door magnetic holders are carried out by the Caretaker.
- Monthly checks of the emergency lighting are carried out by the Caretaker
- Annual inspection of the fire extinguisher and fire- fighting equipment is carried out by an appropriately qualified external contractor, arranged by Finance and Operations manager.

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located in the **Finance and Operations Office**.

It is the responsibility of the Finance and Operations Manager to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary, and keeping the contents of the fire safety folder up to date.

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Blue Dot 'Fire instruction notices' are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

The Caretaker is responsible for ensuring the 'Blue Dot Fire Instruction' notices are appropriately display.

Fire Instruction Notice PS 1234 is displayed near all fire alarm call points.

Fire Instruction Notice PS 0699 is displayed in all communal areas and offices.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the School Council.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged firefighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Headteacher using the appropriate method.

3.12 First Aid

The Health and Safety (First-Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First-Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However, The Froebelian School has decided that because they provide a service for others, including the public, pupils and others on their premises they will consider them when making their assessment of first aid needs. Advice and guidance is provided in the HSE document L74 'First Aid at Work'.

A first aid assessment of needs is completed on joining School and is updated annually. A copy of the completed form is located in the personnel files in the Headteacher's office.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: First Aid at Work, Emergency First Aid, and Paediatric First Aid. (Whichever is deemed most appropriate).

The nominated persons with first aid responsibilities for The Froebelian School are:

Staff Name	Current Qualification	Expiry Date
Teachers		
Mrs Judith Giles	Paediatric First Aid Level 3	January 2022

Miss Janey Suggitt	Paediatric First Aid and First Aid at Work	October 2023
Teaching Assistants		
Mrs Susan Hanson	Paediatric First Aid	May 2022
Mrs Claire Jackson	Paediatric First Aid	March 2023
Mrs Jill Mulligan	Paediatric First Aid	November 2023
Miss Angela Morley	Paediatric First Aid	February 2024
Mrs Sam Mould	Paediatric First Aid	May 2024
Miss Clare McCaig	Paediatric First Aid	March 2023
Mrs Claire Bell	Paediatric First Aid	September 2024

The First Aid Boxes for this Establishment are sited in the following locations:

Central:

The School Office is the central focus for FIRST AID within school and the staff there have day-to-day responsibility for FIRST AID issues, but (as noted below) all staff have a responsibility for their own safety and for the welfare of pupils or visitors in their care. First aid supplies are stored in the Resources Room and all requests for additional resources should be directed to the Office. Staff are responsible for maintaining their own First Aid Kits.

Fire Evacuation and Evacuation first aid 'Grab Bags' are also located in the office.

Playgrounds:

Main Playground: The FIRST AID box for this playground (marked 'Juniors') is kept under the main staircase in the Lost Property Cabinet. This can be accessed easily from the playground.

Pre-Prep Playground: The FIRST AID box for this playground (marked 'Pre-Prep') is kept on the top shelf on the left-hand side in the Pre-Prep pavilion.

Other First Aid Kits:

FIRST AID kits (and in some cases, specialist kits such as eye-flushing kits) are kept in the following areas:

- The Kitchen
- HAC
- School Office
- Library
- All Classrooms
- The DT Room

- Art/Science
- Music Room
- ICT Room
- Studio

Sports First Aid:

Three First Aid kits for PE and Games are kept in the ICT Room and are collected by Staff before taking pupils to any sports activity or matches outside school.

A mobile phone is always taken when pupils are taken offsite for sporting activities or matches.

First Aid kits are checked on a monthly or termly basis by the appointed person to ensure they have the required contents. Typically, a kit will contain:

- Assorted plasters/larger adhesive dressings
- Blue plasters (kitchen only)
- Non-Adhesive Dressing & Microporous Tape
- Antiseptic Wipes
- Disposable Gloves
- Waste Bags (nappy bags)
- Large Dressing
- Medium Dressing
- Eye Pad
- Finger dressing
- Eye wash
- Burn Dressing & Burn Gel (ICT, Kitchen & Fire Kit only)
- Heat Blanket
- Triangular Bandage
- Scissors & Safety Pins
- Ice Packs

The person responsible for overseeing the maintenance of the First Aid boxes is: Catherine Heffron/Emma Smith

There are other members of staff who are First Aid qualified and are able to administer emergency first aid as required.

Notices are displayed throughout the premises advising of the locations of first aid boxes and the first aiders.

Any accidents requiring first aid must be reported using the accident reporting procedure.

3.13 Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances could only be carried out by persons registered on the Gas Safe Register.

The Froebelian School also ensures that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances within the school and properties namely Commercial Boilers, Domestic Boilers and Catering appliances.

The Finance and Operations Manager is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by AMS Limited or a suitably qualified alternative contractor. Records are maintained by the Finance and Operations Manager and held in Health and Safety files.

If you smell gas:

- Do not use any naked flames/other ignition sources;
- Open doors and windows;
- Contact the gas board;
- Do not switch on or off the lights or any portable switch appliance switch;
- Shut off the gas; and
- Evacuate the premises, if appropriate.

3.14 Health & Wellbeing (Including Employee Assistance Programme)

The Health and Safety at Work Act 1974 establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

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The HSE defines stress as ‘the adverse effect people have to excessive pressure or other types of demand placed on them’.

The Froebelian School recognises that stress per se is not an illness but can result in stress related illness such as anxiety or depression. Accordingly, a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

3.15 Information, Instruction and Training

The Health & Safety at Work Act 1974 establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

The Froebelian School is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety Training records are recorded on an appropriate training matrix and copies of certificates maintained in personnel files.

3.16 Legionella

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Legionella risk assessment has been undertaken by **Aquatrust and** is located in the **Finance and Operations Office**.

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by Aquatrust. Records will be maintained by **the Finance and Operations Manager** and held in **Finance and Operations Office**.

Any queries regarding Legionella risk management should be referred to the Finance and Operations Manager, who will consult with **Aquatrust**.

Further information can be found on HSE website www.hse.gov.uk
Legionnaires' disease - a guide for employers.

3.17 Letting of the School Premises

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

The Froebelian School will ensure that the appropriate health and safety information is passed to the hirer, using the Letting of Educational Premises Checklist.

The Finance and Operations Manager is responsible for providing the hirer with appropriate health and safety information and ensuring they sign a copy of the lettings checklist / Agreement. Completed checklists / documentation are in the **Finance and Operations Office**.

Where the hirer is undertaking activities that require personal qualification or proficiency (for example martial arts), the school will check to ensure competence of the instructor prior to the letting being agreed.

Lettings are organised by the **Finance and Operations Manager**.

Letting documents are in the **Finance and Operations Office**.

3.18 Lone Working. For further information see the Lone Working Policy.

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

The Froebelian School will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

It is the responsibility of the **Finance and Operations Manager** to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with the **Finance and Operations Manager**.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of the **Finance and Operations Manager** to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance is available in the HSE document 'Working alone in Safety (INDG73)' contained within the SafetyMARK Resource Library.

3.19 Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

- **Avoid** the need for manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The Finance and Operations Manager will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary.

The risk assessment will be recorded using the Manual Handling Assessment Form, completed copies of which are located in the **H&S Files in the Finance and Operations Office**.

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Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities; and
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

Training records will be maintained by the **Finance and Operations Manager** and held in **Head's Office**.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found in the SafetyMARK Resource Library:INDG 143- Getting to grips with Manual Handling.

3.20 Medicines

In general, medicines must not be brought into school. However, if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between The Froebelian School and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A list of pupils with medical conditions and their care plans can be found on SchoolPod.

Prescribed medicines are stored in The School Office or with Teachers as appropriate.

Protocols for pupils with serious medical conditions should be displayed in the prominent locations around the Establishment, e.g. staffroom, medical room and relevant classrooms. The protocols and care plans should be clearly marked with the pupil's name and an up to date photograph.

Registers should be clearly marked to alert supply teachers of any pupils with medical needs. All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A Medication Administration Permission Form must be completed and signed by the parent or guardian, and note is made each time medicines are administered.

More detailed information can be found in the Department for Education and Skills / Department for Health document Managing Medicines in Schools and Early Years Settings (DFES 2005) and in the Schools Administration of Medicines Policy.

3.21 Monitoring – Audits & Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

The Froebelian School will carry out the following monitoring:

- Daily checks by the Caretaker in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of The Froebelian School or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc.;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Reviewing accident statistics by the School Council to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the School's health & safety management system.

The Froebelian School will also carry out a formal inspection at least twice a year using an appropriate Workplace Inspection Checklist.

RSA Environmental health Ltd t/a In House Safety will carry out a formal audit at The Froebelian School on a periodic basis.

Records of maintenance checks, inspections etc. are located in:

Record Type	Location	Responsible Dept/Person
Accident records	Finance and Operations Office	Finance and Operations Manager
Termly and 6 monthly site checks	Finance and Operations Office	Finance and Operations Manager
Weekly and Monthly site inspection records	Caretaker's office	Caretaker
Contractors records	Finance and Operations Office	Finance and Operations Manager

3.22 New & Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

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In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies The Froebelian School in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice and Guidance is available in the SafetyMARK Resource Area ‘New and Expectant Mothers’:

HSE 122 – New and Expectant Mothers at Work – An Employers Guide

INDG 373 – A Guide for New and Expectant Mothers who Work

3.23 Noise at Work

The Control of Noise at Work Regulations 2005 are in place to ensure that worker’s hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in The Froebelian School noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day;
- Staff use noisy powered tools or machinery for more than half an hour each day; or
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff The Froebelian School will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded; and
- Provide employees with information, instruction, training and health surveillance.

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise can be provided by SafetyMARK

3.24 Personal Protective Equipment

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

3.25 Playground / Play Equipment

The Health and Safety at Work Act 1974 requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations 1998 requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment are visually checked on a daily basis and a termly inspection is also undertaken. These checks will be recorded and signed by the person responsible for undertaking them.

The responsible person for maintaining the playground and fixed playground equipment is **the Caretaker**.

Appropriate records are maintained and held in the Finance and Operations Office.

3.26 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Blank Risk Assessment Proforma is available to record risk assessments.

The Headteacher will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment.

The responsibility for carrying out risk assessments lies with the trained risk assessor (Finance and Operations Manager) in conjunction with the following staff:

Educational visits coordinator	Educational visits	
Caretaker	Site	
PE Leader	PE	
Director of Studies	Specialist teaching areas	
Admin	First Aid / DSE	

Copies of current risk assessments are located in **Risk Assessments Folder saved electronically.**

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: The Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, and Personal Protective Equipment & Manual Handling.

3.27 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

The Froebelian School will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the **Caretaker** to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the **Caretaker.**

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Further information on safety signs and signals can be found in the SafetyMARK Resource Library and:

HSE leaflet 'Signpost to The Health and Safety (Safety Signs and Signals) Regulations 1996 Why do we need these Regulations?'

HSE leaflet 'Read the Label – How to find out if chemicals are dangerous'

3.28 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The Health and Safety co-ordinator within the school may assume the responsibilities for school security.

The Caretaker has delegated responsibility for school security issues, overseen by Finance and Operations Manager

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures in place are:

- Controlled entry system at gates and main entrance;
- Fencing around perimeter;
- Intruder alarm system;
- Visitors signing book and badge system;
- Procedures for dealing with trespassers; and
- Appropriate recording procedures for incidents relating to security.

Internal/ External Agencies:

- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

3.29 Smoking

On July 1st 2007, The Smoke free Regulations 2006 were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result, The Froebelian School (Horsforth) Ltd premises are a strictly no smoking establishment.

The Regulations require the displaying of no-smoking signs in all smoke free premises and vehicles.

Further information can be found on the Smoke free England website.

3.30 Slips and Trips

The Health & Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition and a means of access and egress that is safe and without risk.

The Froebelian School (Horsforth) Ltd recognises that good housekeeping is essential to preventing slip and trip accidents on their premises. Accordingly, the following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken on a termly basis.

All staff are responsible for undertaking informal daily checks of their own work areas.

Informal daily checks of the communal areas of the premises will be undertaken by the **Caretaker**.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept by **Finance and Operations Manager** in the **Health and Safety files**.

3.31 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations 1992 require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues were considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;

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- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

A copy of the traffic management risk assessment is located in **Finance and Operations Office**.

Further information on workplace transport is available in the SafetyMARK Resource Library.

3.32 Violence/Personal Safety of Staff

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations 1999 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated. Consequently, the risk of violence is considered in all relevant risk assessments to identify and minimise the risk to staff from potentially violent persons or situations.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of The Froebelian School to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. See the relevant section of this policy for further information.

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As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

3.33 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by The Froebelian School will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by Veolia.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005 using a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include fluorescent tubes, chemicals or insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licenses) must be kept by the Establishment.

Waste disposal from The Froebelian School will be organised by the **Finance and Operations Manager**.

Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Waste Contractor	Contact details
Clinical Waste	When needed		
Controlled Waste	Monthly	PHS	029 2085 1000
Commercial Waste (paper/kitchen)	Weekly	Veolia	0345 606 0360

Members of staff must not take waste in their own private vehicles unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

Further information on the implication of the WEEE Regulations can be found in the Environment Agency document 'New rules for the disposal of electrical and electronic equipment'.

3.34 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Inspected;
- Used only by people who have received adequate information instruction and training; and
- Accompanied by suitable safety measures, e.g. guards, markings, warnings.

In addition to PUWER 1998, the Management of Health and Safety at Work Regulations 1999 require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The Froebelian School will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

The Froebelian School requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to the Caretaker via the Safeguarding forms available from the School Office.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Pupils using work equipment must be supervised at all times.

It is the responsibility of the Finance and Operations Manager to arrange staff training, and to ensure that records of staff training are maintained in the **Head's Office**.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organisation. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance should be maintained and be available for examination.

Annual inspection and maintenance will be carried out by appropriate contractors and records are maintained by the Finance and Operations Manager and held in **Finance & Operations Office**.

The Health & Safety Co-ordinator can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely.

3.35 Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/ placements are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The **Deputy Head** will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The Froebelian School will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

The **Deputy Head** will be responsible for carrying out health, safety and welfare arrangements pre-placement checks (including risk assessments) and ongoing monitoring during placement period.

Completed checklists are located in the **Deputy Head's office**.

3.36 Working at Height

The Work at Height Regulations 2005 requires that, “every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury’.

Under the Management of Health and Safety at Work Regulations 1999 the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

The Froebelian School will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The Finance and Operations Manager will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by the **Caretaker**.

The Froebelian School has a Ladder Checklist and a register to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in the **H&S Files held in the Finance and Operations Office** and will be maintained by **the Caretaker**.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the Caretaker should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found in the SafetyMARK Resource Library or/on HSE website www.hse.gov.uk

Advice for teachers and classroom assistants is available in the HSE document ‘Keeping Safe When Working at Height’.

The HSE document ‘Practical guidance for schools on working at height’.

3.37 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary; and
- Facilities for rest and to eat meals.

The Froebelian School will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable. In order to monitor this, a regular workplace inspection will be undertaken using the Workplace H&S Inspection Proforma.

Workplace inspections will be undertaken by **Finance and Operations Manager & Caretaker** on a termly and six-monthly basis

Workplace inspection records will be kept by Finance and Operations Manager **in the H&S Files** held in the **Finance and Operations Office**

The responsibility for building and equipment maintenance lies with **the Caretaker**
Any building or equipment defects or hazards should be reported by recording in the **Caretaker's log book** or if urgent reported to the Finance and Operations Manager.

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4 Access to Policy Statement

A copy of this statement is to be made available to all employees.

5 The Froebelian Schools' Key Staff

Designation	The Froebelian School	Extension No.
Headteacher	Catherine Dodds	203
Deputy Headteacher	Sharon Stratford	213
Health & Safety Co-ordinator	Tineke Roth	204
COSHH Co-ordinator	Tineke Roth	204
Educational Visits Co-ordinator	Joanna Miller	Transition classroom
Finance and Operations Manager	Tineke Roth	204
Caretaker	Paul Trafford	07551 901 303
First Aid Co-ordinator	Office Assistant	201