



## Health and Safety Policy

<b>Person responsible</b>	<b>Director of Finance and Operations (DFO)</b>
<b>Last update</b>	<b>January 2024</b>
<b>Frequency of Review</b>	<b>Annual</b>
<b>Date of last review by Governors</b>	<b>January 2024</b>
<b>Date of next review by Governors</b>	<b>November 2024</b>

**This policy applies equally to the Foundation Stage (Reception Class), Key Stage 1 and Key Stage 2 as taught at Bute House.**

## **Introduction**

The Policy incorporates

- The Statement of Intent – a commitment to the health, safety and welfare of pupils, employees (including fixed term, part-time, temporary and voluntary staff and helpers), visitors and of other users of the premises
- Its Organisation
- Its Arrangements

It is the School's obligation to:

- provide a culture of safety, equality and safety procedures
- provide adequate control of the health and safety risks from working activities
- provide and maintain a safe place of work
- ensure all plant and equipment is safe
- address the School's duty to safeguarding
- promote health safety and welfare (including ensuring the Governing Body and Senior Leadership Team are aware of this through the School's policies and procedures).

All reasonable steps will be taken to fulfill these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 and Regulations made under this legislation.

Each and every member of staff must recognise that there is a personal and collective responsibility under the Act and under this Health and Safety Policy statement.

The school has regard to relevant guidance and advice for schools on health and safety, including but not limited to *Health & Safety: responsibilities and duties for schools* (DfE, April 2022), *KCSIE*, *Good estate management for schools* (DfE, April 2022), *School and College Security* (DfE, November 2019), *Investigating Accidents and Incidents* (HSE, HSG245 2004), *Incident reporting in schools* (accidents, diseases and dangerous occurrences): guidance for employers (HSE, EDIS1 (revision 3), October 2013), *How to report a serious accident in your charity* (The Charity Commission, updated June 2019), *School and College security* (DfE, November 2019) and *Controlling access to school premises* (DfE, November 2018).

The organisation and arrangements through which Governors of the School aim to fulfill these requirements are set out in the following pages.

**Signed.....**

**Chair of Governors**

**Dated.....**

## **Organisation of Health and Safety**

Bute House has overall responsibility for health and safety at the School but the Governing Body acting on behalf of Bute House is committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site.

It delegates responsibility to the Head and, in particular, to the:

Key Manager	DFO (Emma Bunting)
Key Local Contact	Facilities Manager (Kevin Neary)
Health and Safety Adviser	pib Risk Management (Christine Cherrington)

- A Health and Safety is a standing item on the agenda of Staff Management and Governors' meetings.
- B Full Annual Inspection is undertaken by the Health and Safety Adviser.

**Written reports, with summary and a recommended prioritisation schedule, will be submitted after all inspections and made available to all members of staff in so far as they affect their health, safety and welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996.**

## **Information on Health and Safety**

**This is available on the staffroom noticeboard, from the DFO and Deputy Head.**

Advice can be sought from the Health and Safety Adviser through the DFO. All members of staff have the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

New staff will be briefed by the DFO on Health and Safety matters, during the induction programme.

All staff must be familiar with the contents of the school's Health and Safety Policy document particularly the arrangements contained therein and especially with those safe systems which advise their daily working activities.

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

Contractors will be given a copy of the school's "Code of Practice for Contractors on Site" and will be expected to familiarise themselves with its requirements and implement them.

### **The Purpose of the Health and Safety Committee**

The aim of this committee will be the promotion of co-operation between Governors, Management and all employees at the school in achieving and maintaining a safe and healthy workplace for all users of the premises. To this end a Health & Safety Committee will meet during each half-term. (See separately held Terms of Reference).

Within that aim there will be considered certain specific matters:

- Reports of any accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence.
- Reports of any fire drills that have taken place.
- Relevant matters arising from the inspection reports.
- Progress on remedying any specific hazards which may have been identified.
- Information on new legislation that has implications for the school.
- Implementation within the school of safety advice issued by the Health and Safety Adviser.
- Governors' endorsement annually of the reviewed contents of the school's Health and Safety Policy.
- Management's monitoring of its implementation.

### **Duties and Role of the Key Manager**

The Key Manager is ultimately responsible to the Governors of the school:

- To pursue the aims of the school in respect of health, safety and welfare.
- To produce, for the school, a written Health and Safety Policy, to ensure its implementation, to ensure that all members of staff are aware of its contents and to revise it as necessary.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level.
- To take appropriate action to remove or reduce potential hazards.

- To report to the Governors those cases where their own authority does not allow them to reduce any hazard to a satisfactory level: in these circumstances to take short term measures including ceasing the activity to maintain health and safety pending rectification.
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time and to ensure that where required these are distributed and to maintain a file of all such material which is readily accessible to all employees.
- To keep an up-to-date list of all safety representatives (ie H&S Committee members) in the school, both teaching and support staff, including catering staff.
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions.
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time.
- To ensure that all areas for which they are responsible are subject to a health and safety inspection at least once in every term.
- To ensure that materials and equipment purchased for use in areas within their control are safe and without risk to health when properly used.
- To ensure that the circumstances of accidents and incidents are properly examined and recorded in an Accident Book and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
- To carry out duties of a local contact where local contacts have not been appointed.

### **The Role of the Health and Safety Adviser**

- To attend Health and Safety meetings, if required.
- To make inspections of the school and submit a full written report once a year, prioritising the issues identified.
- To carry out an audit of written procedures every two years.
- To provide in-service training when requested.
- To carry out risk assessments on request.
- To review and advise on safe systems of work.
- To help draft and advice on policy.
- To review policy.
- To arbitrate on health and safety matters.

- To provide the school with up-to-date health and safety information.
- To attend pre-contract meetings on request.
- To inspect and monitor contractors on site if requested.

### **The Duties and Role of the Key Local Contact**

- To take appropriate local action to remove or reduce potential hazards and to avoid ill-health arising from work activities.
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them.
- To report to the Key Manager cases where the local contacts' normal executive authority does not allow them to deal effectively with a hazard or where there is a doubt as to the practicality of a proposed solution and where necessary, to take appropriate short-term measures to maintain safety pending rectification.
- To ensure that accidents are reported in accordance with instructions when so directed by the Key Manager, to establish the facts of any accident.
- To inspect the area at least once in every term with a view to identifying potential and actual hazards and to assess the effectiveness of the local hazard reporting system and any other arrangements.
- To co-operate with the Key Manager in ensuring that the staff are aware of the content of the local statement and any other information necessary on health and safety issues.
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary.
- To ensure that employees new to the workplace are helped to perform their duties in a safe manner; in particular, to ensure that they have all the necessary information on health and safety matters, and the opportunity to read and discuss these issues as they wish.

### **Role of Safety Representatives**

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

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

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

- 1 To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees (s)he represents) and to examine the causes of accidents at the workplace;
- 2 To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- 3 To make representations to the employer about matters arising out of sub-paragraphs (1) and (2) above;
- 4 To make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- 5 To carry out inspections in accordance with the regulations;
- 6 To represent the employee's which they are appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- 7 To receive information from Inspectors in accordance with the Act;
- 8 To attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

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

### **Notification of Safety Representative Appointments**

Recognised Trade Unions should notify the school of the details of all safety representative appointments and a record of this will be maintained by the school. The Key Manager will be notified of appointments that concern the school.

In accordance with the **Health and Safety (Consultation with Employee) Regulations 1996**, the school management will advise all staff of their right to be consulted on health and safety matters and will enable them to elect staff Health and Safety representatives.

### **Time Off and Facilities for Safety Representatives**

The school will grant paid time off to enable Safety Representatives to carry out the duties set out above (for example 2 hours per week). It will also grant paid time off to enable Safety Representatives to receive health and safety training.

Reference the **Safety Representatives and Safety Committees Regulations 1977** and the **Health and Safety (Consultation with Employees) Regulations 1996**.

## **Duties and Responsibilities of Employees**

- Section 7 of the Health and Safety at Work Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the school management in the interests of health and safety, e.g. fire drills, first aid, etc.
- Breaches of the Act are criminal offences. In the event of prosecution, the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The school, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.
- It is important to note that the degree of care which is reasonable in any circumstances will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where pupils and employees have disabilities. Where people with disabilities use the premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.
- Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be made to translation services.
- It is the responsibility of employees to carry out their work in accordance with training and instructions and to report all health and safety concerns to an appropriate person.

## **Workplace Safety**

The school has an obligation to staff to provide a safe working space, including to ensure premises are safe and in good repair and kept free of reasonably avoidable hazards, and that the school will take all reasonable steps to ensure premises are maintained in a way to reduce risk of slips and trips and to promote effective infection control.

Site Inspections are to be carried out by the Key Manager and the Key Local Contact.

## **Vehicle Safety**

The school currently does not have any vehicles. The Head, Deputy Head and visitors are entitled to park on site and are not allowed to move their vehicles when pupils are arriving at or leaving the school.



## **Emergency Contacts**

The key holders to Bute House Preparatory School, Luxemburg Gardens, Hammersmith, London W6 7EA are listed below. In the event of an emergency resulting in either the intruder alarm or the fire alarm sounding they should be contacted in the order listed.

<i>Name</i>	<i>Address</i>	<i>Telephone No.</i>	<i>Mobile No.</i>
Kevin Neary	All; C/O; Bute House Preparatory School Luxemburg Gardens Hammersmith LONDON W6 7EA		
Emma Bunting	As above		
Derrick Elliston	As above		

## **Location of Stop Valves**

### **Incoming Mains Water Supply**

Located on rear wall, left hand side of gym store cylinder cupboard. This will isolate all mains water to the school.

### **Kitchen**

Valve marked 49 for hot water and 46 for cold water. These are located next to the Gym Storage area. The water tanks that serve the kitchen are located between the access panels above the cylinder cupboard.

### **Drinking Water Fountains**

The 3 No. fountains to the west side of the building can be isolated from the valve identified with the loft space. The 2 No. fountains to the east side are isolated from a valve under the floor, approximately 300mm away from the northwest corner of the Reception class.

### **Science Laboratory**

Cold water valve located behind panel under bench to east wall. The panel is removed by taking out 2 fixing screws with the adjacent cupboards. The hot water valve is located under the sink within the teachers' storeroom.

## **Classroom (including Design and Technology)**

Stop valves located within the sink units.

## **Ground Floor Shower**

Stop valve located behind access panel in cupboard with adjacent office.

## **Toilets**

These valves are located behind duct panels.

## **Emergency Mains Supplies Cut-Off Points**

**Only to be used by authorised personnel to avoid a disaster when a key holder cannot be found.**

## **Water**

Mains Stopcock 1 – inside cupboard in the gym store, turn left and you will see a metal topped tap a quarter of the way up the wall – you may need a torch to see.

Turn clockwise by hand to shut off.

Mains Stopcock 2 – outside front gates, turn right 8 yards in the pavement.

Turn clockwise by hand to shut off.

## **Gas**

Supply runs into the cupboard on the left of the door to the Caretakers' shed entrance.

Turn the handles clockwise to shut off the supply (there are three handles).

## **Electricity**

### **To isolate a floor:**

In the event of an emergency, you will find the isolation switches in grey boxes in the middle riser cupboard in the classroom corridors. A master key is required to open the cupboards. **PULL THE MAIN SWITCH DOWN.** The main isolation switch will cut out all power on the floor – except emergency lighting.

### **To shut off electricity for the whole school:**

In the basement electrical intake room pull switches to the left. The main isolator will shut off all electricity to the building.

## **Central Heating**

If there is a radiator leak you can ease the flow of water by shutting down the pumps in the boiler room. To do this **TURN ALL SWITCHES ON THE BOILER TO THE "OFF" POSITION.** Ignore the "Flow Fail" lights and alarm, which will come on as these can be reset later.

## Areas of Responsibility

1. Accident Reporting and Recording	DFO
2. First Aid	
Accidents involving blood	Senior First Aider
Infectious Diseases	Senior First Aider
Administering Medicines to Pupils	Senior First Aider
First Aid Training – Defibrillator	Senior First Aider
3. Emergencies	
Emergency Procedures and Drills	DFO
Evacuation Notices and Signs	DFO
4. Fire Fighting Equipment	
Checking	Premises Team
Maintenance and Servicing	DFO and Facilities Manager
5. Control of Substances Hazardous to Health (COSHH)	DFO and Facilities Manager
6. Electrical Safety	
Mains	DFO and Facilities Manager
Portable Appliances	DFO and Facilities Manager
7. Display Screen Equipment	DFO
8. Defect and Hazard Reporting	DFO and Facilities Manager
9. Health and Safety Information	DFO
10. Risk Assessments	DFO
New and Pregnant Mothers RA	HR Manager
11. Access and Egress for Buildings	DFO
12. Gas Safety	DFO and Facilities Manager
13. Security	Premises Team
14. Alarm Systems	DFO and Facilities Manager
15. Intruders	Premises Team

16. School Journeys and Outings	Educational Visits Coordinator
17. Road Safety	Deputy Head
18. Storage	Premises Team
19. Contractors on Site	DFO and Facilities Manager
20. Other Users	DFO
21. Water Quality	DFO and Facilities Manager
22. Consultation with Employees	HR Manager

## Schedule of Reviews and Record-Keeping

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person</b>	<b>Comments</b>
Review of Health and Safety Policy	Annually	DFO	New Regulations, Codes of Practice, School Policies etc. will be added in the interim as required.
H&S Inspection Reports and Audit	Annually	DFO	Carried out by external company, pib risk management
Review of COSHH assessments	Whenever changes occur; three sources in school; Kitchen, Cleaners and Science keep substances locked away and inform DFO of any changes.	DFO and Facilities Manager	Central record to be kept by DFO and Premises Manager.  All contractors to provide COSHH information in their method statements and risk assessments.
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	DFO and Facilities Manager	Training required for Site Management  Log book must be kept
<b>Electrical Safety</b>			
Certification of fixed installations	Up to every 5 years as advised.	DFO and Facilities Manager	Contractor carries this out – schedule of testing in place.
Record of Portable Appliance Testing	Annually	DFO and Facilities Manager	Contractor carries this out – schedule of testing in place
<b>Fire Safety</b>			
Record of nominated persons - Fire Marshals	As required; Premises Team are Fire Marshalls	DFO and Facilities Manager	

Record of Fire Fighting appliances check	Annually	DFO and Facilities Manager	Contractor carries out
Record of Fire Alarm testing	Weekly	Facilities Manager	Call points tested on rota basis
Record of Fire Alarm maintenance	Six-monthly	DFO and Premises Manager	Last training carried out October 2022
Record of emergency lighting testing	Monthly	Premises Manager	Once a year, external contractor carries out full drain of batteries.
Record of Fire Drills	Half-termly in autumn; termly otherwise.	Premises Manager	Log time taken, note problems, note reasons.
Record of False Alarms	As required	Premises Manager	
<b>First Aid</b>			
Record of accidents/injuries	As required	DFO	These should be tabled at Governors' meetings
Record of First Aiders and training	As required	HR Manager	Training records reviewed at Health and Safety meeting
Record of First Aid Stock	As required	Senior First Aider	
Review of Provision	As required	Senior First Aider	
Record of Manual Handling training	As required	HR Manager	
Record of Display Screen Equipment assessments	As required	HR Manager	
Record of Staff Health and Safety	As required	HR Manager	

Representatives and training			
Record of school journeys, outings, off-site activities, etc.	On all occasions	DFO and Educational Visits Coordinator	Full details to be kept Risk Assessments are made
<b>Risk Assessments</b>			
Record of Risk Assessments	As required	DFO	Central record to be kept by DFO
Risk Register	Reviewed Annually by Governors	DFO	
Review of Risk Assessments	As required	DFO	
<b>Security</b>			
Review of security arrangements	Annually	DFO	Included as part of IT and Security Policy
Record of incidents	As required	DFO	Police informed as required
Record of maintenance of equipment	Annually	DFO / Facilities Manager	Equipment serviced regularly
Record of all visitors on school premises	Every occasion	DFO, Receptionist, Premises Team	All visitors are logged on the Visitor Access System and are given a pass with their photo's which must be worn whilst they are on the school premises.

## Arrangements for Health and Safety

### Regulation Accident Reporting and Recording

See summary at **Appendix A**.

### Notifiable Accidents

In the case of a **notifiable** accident, disease etc. the Health and Safety Advisor should be notified by telephone immediately or (at the earliest possible moment in the case of accidents necessitating absence from work for more than 3 days) by the **Responsible Person or Deputy** so that (s)he can

advise. **The Health and Safety Executive (HSE) have to be notified using form F2508 or on the HSE'S website.**

**This is a legal requirement and must be done immediately for a major injury and within 10 days of the accident/incident if more than three days have been lost an accident form must be completed and this can be done on line. For accidents resulting in the incapacitation of a worker for longer than seven days, you must notify the enforcing authority within 15 days of the incident using the appropriate online form. An Accident Form must also be completed. This is kept in the DFO's Office.**

**In October 2013 changes were introduced to RIDDOR to simplify the mandatory reporting of workplace injuries and a summary of these is held in the DFO's Office and in the School Reception Office.**

### **Reporting**

Details of accidents which must be **reported to the school governors** are kept on the official form in the school office.

There may be a need to report to insurers, the Charity Commission, local protection agencies or any other regulatory body depending on the nature and severity of the accident.

No one should talk or report to the Press and/ or social media. They should refer any enquiries to the Head or, if not able to contact the Head, then the DFO. The Head may consult with our PR Advisors (Quantum PR - contact is Charlie Vavasour 07788 976838) before drafting a statement.

### **Recording other injuries treated**

All **non-reportable** accidents treated with first aid, especially those involving blood, should be entered in the Accident Record book kept in the DFO's office.

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

### **Record Keeping**

Records will be kept for a period of 6 years from the end of the academic year. See the School's Privacy Notice on how the School will use personal data.

### **First Aid**

As of the date of this document the Senior First Aiders are:

Christine Adams and Susan Neary.

See First Aid Policy for names of other current First Aiders.



First Aid supplies are held in Green First Aid Boxes in the following locations:

<u>Location</u>	<u>Owner</u>
Art and Design Room	Head of Art and Design
Hall	School Administrator
Kitchen	Chef Manager
Caretakers Office	Head Caretaker
First Aid Room	Senior First Aider
SPGS Netball Courts	Head of Sports and Activities
Playground	Lunchtime Supervisors
Reception Class Room / EYFS	Reception Class Teacher
Science Laboratory	Head of Science
Food Technology Room	Head of Art and Design

All First Aid boxes are marked with a white cross on a green background. Each First Aid box is checked termly by the owner and any deficiencies made good.

At all times there will be an adequate number of appropriately qualified first aiders on site and on school arranged trips and visits.

### **Accidents Involving Blood**

**Please refer to First Aid Policy**

Accidents involving blood, e.g. cuts, nose bleeds, etc carry the danger of Hepatitis B, Hepatitis C and HIV (AIDS). The procedures described in the School's First Aid Policy should also be followed for the cleaning up of other bodily products.

**A record must be made of the incident.**

### **Infectious Diseases**

Any suspected infectious disease should be reported to the DFO and Deputy Head. The pupil will isolate in the First Aid room and the parent asked to collect the pupil straight away. The pupil will be collected from the side gate and the First Aid Room and other rooms the pupil has been in will be sanitised by the on-site cleaning team.

## **Administering Medicines to Pupils**

Please refer to Administration of Medicines Policy.

## **Emergencies**

### **Emergency Procedures and Drills**

Please refer to Emergency Evacuation Procedures and Fire Risk (Prevention) Policy

All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm via their nearest exit route.

The fire alarms are tested weekly and fire drill evacuation practices take place at least once per term.

**A record of all fire drills is kept in the Facilities Manager's Office.**

### **Evacuation Notices and Signs**

Please refer to Emergency Evacuation Procedures.

Evacuation notices will be displayed in all rooms and common areas. These will indicate the quickest route out of the building, the nearest call point (alarm) and the assembly place.

**Emergency exit signs indicating the route out of the building are displayed in each room.**

### **Fire Fighting Equipment**

It is the responsibility of the premises team to check regularly that fire-fighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged.

The DFO and Facilities Manager are responsible for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time the DFO will undertake a review of the changing needs of fire-fighting provision and will instruct an audit of the equipment.

### **Control of Substances Hazardous to Health (COSHH)**

**See Guidelines at Appendix B**

No potentially harmful substances are used in the classroom by teachers or pupils.

Where potentially dangerous substances are used COSHH assessments must be carried out – see guidelines on COSHH.

### **Where a contractor is the responsible person, he must**

- Identify the hazard
- Identify the risk
- Assess it
- Eliminate it or substitute a safer substance
- Introduce control measures to reduce or minimise the risks
- Document them
- Implement them
- Monitor and review them
- Provide any necessary training and supervision.

### **Electrical Safety**

**See summary at Appendix C**

The school complies with the Electricity at Work Regulations 1989. **See also Guidance Note GS.23 Electrical Safety in Schools attached.**

The DFO and Facilities Manager will be responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations. The Facilities Manager will be responsible for arranging the inspection and testing (carried out annually by competent and appropriately qualified persons) and the keeping of records of:

- all portable appliances in accordance with the Regulations;
- emergency light testing;
- boilers, air conditioning & kiln;
- fire alarm and intruder alarm systems;
- fire detectors and fire extinguishers;
- safety equipment and playground/gym equipment
- lift
- lightning protection system

### **Smoking**

**Smoking or the use of e-cigarettes and vapes is not allowed in any part of the school as part of our ethos to promote the right role models for children and a clean and healthy environment.**

## **Food Allergens**

Bute House realises that a small number of pupils will be allergic or have an intolerance to certain foods. Once informed of an allergy by the parent or guardian the School will do everything reasonable to meet the duty of care it has towards a child while at school or on an organised school visit.

The School therefore will display menus on the school website with each allergen highlighted so that parents, pupils, staff and visitors can all identify them. Teaching Assistants will be assigned to help children select their choices and Lunchtime Supervisors and other staff at tables will ensure a child has not chosen food they cannot have or share another child's. All staff are given up-to-date information of which children have allergies and relevant staff will attend training where required.

Allergenic ingredients must be indicated in lists of ingredients with clear reference to name of the substance or product as listed in Annex 11 of the Food Labeling Regulations. Annex 11 of the EU Food Information for Consumers Regulation No. 1169/2011 (retained).

Annex 11 outlines the 14 allergens (and products thereof) that must be labeled or indicated as being present in foods are:

- Cereals containing gluten such as wheat, rye, barley, oats, spelt or khorasan
- Crustaceans for example prawns, crabs, lobster, crayfish
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk (including lactose)
- Nuts such as almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia (or Queensland) nuts
- Celery (including celeriac)
- Mustard
- Sesame seeds
- Sulphur dioxide (>10mg/kg or 10mg/L)
- Lupin
- Molluscs for example clams, mussels, whelks, oysters, snails and squid

Chartwells Independent are responsible for the catering function in the school and will ensure relevant certificates and training for all kitchen staff are in place and that they keep themselves up to date with legislation and advice. They will ensure that no food will be prepared with any nuts or other banned ingredients, and that all menus clearly display what is in each meal. Chartwells Independent will ensure all information relating to orders from suppliers is retained and checked.

They keep a file with all the relevant information ready for inspection and will review all procedures on a regular basis to ensure compliance with the regulations.

### **Nut Allergies**

**BUTE HOUSE ENDEAVOURS TO BE A NUT-FREE SCHOOL.** Children, staff and visitors are not allowed to bring nuts into school, pupils are not allowed to bring in cakes for birthdays.

In addition, staff must disclose full details of any allergies so that the school may agree any appropriate strategies.

### **Display Screen Equipment**

See guidelines at Appendix D

Users – as described in the criteria – are entitled to an eye/eyesight test. The school will pay an agreed amount towards the cost of corrective appliances if the optician considers they are required for the purpose of display screen work.

### **Use of Interactive Electronic Whiteboards**

Please note the following practical measures concerning the use of electronic whiteboards:

- All teachers must ensure that they stand to the side (outside the projector glare) of an electronic whiteboard whenever possible; when standing in front of the board and facing the class move away from the projector glare whenever possible
- If bulky furniture is placed in such a way that it does not allow you to stand at the side of the board it should be moved
- No furniture should be in front of an electronic whiteboard
- When a board is not being used, use the “No Show” or “Black Screen” button on the projector handset to eliminate the bright projector light
- The glare from a projector is significantly reduced if the projector is ceiling mounted; it can be further reduced if pastel colours are used for the background (rather than white) or if dark background colours are used in conjunction with white or fluorescent writing or text
- Pupils using the interactive electronic whiteboards should be supervised at all times

### **Defect and Hazard Reporting**

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

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Premises team or the DFO.

### **Risk Assessments**

Under the **Management of Health and Safety Regulations 1999** any activity identified as a risk must be assessed. Any constituting a **significant** (medium/high level) risk to the health and safety

of employees or other users (pupils, contractors, parents, and visitors) should be assessed in writing. Control measures should be devised and implemented – if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

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

A risk assessment must be completed, for each potentially harmful activity, by all persons who are responsible for areas (teaching and non-teaching) where risks can be identified.

The DFO and for external visits the Educational Visits Coordinator, are responsible for ensuring that risk assessments are carried out by the appropriate members of staff and reviewed on an annual basis or each time a re-assessment is required.

Where appropriate, staff are trained in the completion of risk assessments for their area (via Educare). During their induction of new members of staff, Health and Safety training is provided including the requirement to complete risk assessments for their areas.

The Health and Safety Adviser is consulted in risk identification and assessment and carries out departmental reviews for high-risk areas such as Drama, Computing, Art and DT, Science and PE.

### **New and Pregnant Mothers**

See summary at Appendix E. Risk Assessment forms held on HR file.

### **School Journeys and Outings**

See policy on Educational Visits.

### **Management of respiratory conditions**

In the event of an airborne infectious disease, such as COVID-19, and any other respiratory conditions, the School will perform a risk assessment and adopt risk reduction measures in line with UK Health Security Agency guidance. The School will notify all staff, pupils and visitors that they must follow the risk reduction measures in the Risk Assessment.

### **Road Safety**

Whenever children are to be taken out, they should be reminded of the need to be careful and to follow instructions when crossing roads, etc.

### **Building Access and Egress**

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

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

**This is the responsibility of all staff as well as of the Premises Team and DFO**

## **Gas Safety**

**The requirement for maintenance and servicing will be carried out by contractors and is the responsibility of the DFO and Facilities Manager.**

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

## **Security**

The premises team are responsible for ensuring that the school is securely shut up at the end of each day and the intruder alarms set. Additional security is provided at weekends by the Premises Team as required.

The three members of the Premises Team are key holders who will be called out by the Police in the event of the alarms being set off.

It is every member of staff's responsibility to ensure that they take the necessary measures to make safe the materials and equipment in their care.

Doors should be locked when rooms are not in use.

- Keys, bags, passes, etc., should not be left unattended
- Lost keys should be notified to the DFO immediately
- Any lost or stolen valuables should be reported immediately to the DFO
- The Police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the school office
- The Head, DFO, Premises Team or a senior member of staff should be notified immediately if anyone is seen acting in a suspicious way.

## **Alarm Systems**

The DFO and Premises Manager are responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

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

**Records are kept of all testing and servicing.**

All reports of Health and Safety Inspections are available in the DFO's office. They will be required to address any issues contained in the report for which they are responsible.

## **Intruders**

**All incidents have to be recorded.**

In the event of a member of staff encountering a person who has no legitimate reason for being in the school, they should politely and non-threateningly ask that person to leave the premises or come to the Reception Area where one of the Premises Team will be called. If the intruder is not co-operative help should be sought from the Premises Team, Head or DFO. In the last resort the Police should be called.

**No effort should ever be made to touch or forcibly remove an intruder from the school.**

**The DSL should be notified of the intruder and the DSL will notify all the relevant parties (i.e LADO and police).**

**It is important that a record of these incidents is kept and information passed on to other local schools if it is thought that the intruder might go there.**

## **Storage**

**See guidelines at Appendix F.**

Many accidents are caused by careless and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment.

## **Selecting & Controlling Contractors**

The school will select contractors who are competent with the sufficient skills and knowledge to do the job safely and without risks to Health & Safety. The selection procedure will be carried out with reference to the Construction (Design and Management) Regulations 2015 and the School's safer recruitment policies. The school will ensure the contractors and sub-contractors are briefed fully to ensure compliance and adherence with all health and safety arrangements. If contractors are working onsite during term time, or when children are also onsite, the School will ensure that they are briefed on the School's safeguarding policy and procedures (including the identity of the DSL) and that they know how to report and escalate any concerns about pupils through the appropriate channels.

When working with contractors and sub-contractors the school recognises that all parties will have duties under health and safety regulations. The school will do a risk assessment where appropriate that all parties agree to and will meet regularly to exchange information. The school will co-operate fully with the contractors to ensure the health and safety of everyone at the workplace.

## **Contractors on Site**

**See Contractors' Management Policy.**

The code addresses the issues of asbestos, noise, stripping of paint, etc. It must be used and a copy of it given to the contractor prior to the work being undertaken. This will normally be done at the pre-contract meeting.



## **First Aid**

The Senior First Aider is Christine Adams and the main Duty First Aiders are Emma Albrecht and Susan Neary. They are located in the School Office (beside the First Aid Room) and Reception. A list of other qualified first aiders can be found in the First Aid Policy.

The School will ensure that a risk assessment is undertaken to ensure that there will be an adequate number of qualified first aiders on all trips, visits and sporting events, as per the Educational School Visits Policy.

There is a defibrillator kept in the First Aid Room.

## **Management of Asbestos**

The use of asbestos was prohibited in 1999. As some of the school was built prior to this date, the school has to manage the possibility of a risk that there may be asbestos on site. The school will comply with the Control of Asbestos at Work Regulations (2012), and take reasonable steps to locate any asbestos on our premises. The School has an Asbestos Register kept with the DFO.

If found the school will then record the location of the material and its condition so it is not disturbed. The school will implement a plan to prevent disturbance of the material and will seek specialist advice if required.

## **Other Users**

Other users of the premises will have a copy of this policy and are required to co-operate with the arrangements contained therein insofar as they affect their Health, Safety and Welfare and that of the occupants of the school. Other users sign a service agreement which includes the requirement to comply with the schools Health and Safety policy.

## **Water Quality**

**See summary of the Approved Code of Practice – Prevention or Control of Legionellosis at Appendix G.**

The DFO and Facilities Manager are responsible for the quality control of the water. As required by the approved code of practice, risk assessments are made, and copies of these are available in the DFO's office.

## **Violence to Staff**

All members of the school community have a right to expect that their school is a safe place in which to work and learn. Violence is unacceptable and constitutes any form of abuse, physical harm or threatening behaviour. All staff are encouraged to raise any such concerns with the Head or with their line manager.

## **Slips and Trips**

The Management of Health & Safety at Work Act 1974 requires employers to ensure the Health & Safety of all employees and anyone who may be affected by their work. The school requires all its major contractors to submit their method statements and risk assessments prior to working on site.

The school will ensure that good working practices are carried out by staff and contractors to minimise any risks from possible slips or trips.

Employees must also take responsibility for not endangering themselves or others and must use equipment as directed.

## **Manual Handling**

The school has a responsibility to ensure its staff are appropriately trained for their work and given suitable protective equipment. Staff should avoid hazardous manual handling and other manual handling wherever possible. They should assess the risk of injury from such handling and reduce the likely risks as far as is practicable. Staff should also follow safe systems of work, make proper use of equipment provided for them, co-operate with the school on such matters and ensure their activities do not put others at risk.

## **Lone Working**

When working on site alone, staff are required to keep their mobile phone with them at all times and ensure doors and ground floor doors are closed. Windows should be closed if they do not have a restrictor on them. Staff should not travel in the lift and they should not work at height nor manhandle heavy objects.

## **Working at Height**

No one shall work at height without having received the proper training and qualified staff shall retrain every three years. People working at height shall comply with the terms of the Working at Heights Regulations 2005.

## **Occupational Health Services**

The school does not have a formal Occupational Health service arrangement, but if a member of staff needs medical support, they can be referred to a doctor employed at the school's expense.

## **Consultation Arrangements with Employees**

The school will consult their employees, contractors and sub-contractors on all Health & Safety matters. Where there are recognised trade unions, consultation will be made through safety representatives appointed by the union.

## **Investigation**

In the event of a serious accident(s), incident(s) or work-related causes of sickness absences the Head and DFO (as Chair of the Health & Safety Committee) will decide if the School needs to seek legal advice and will appoint a team from the SLT to investigate the causes and the lessons to be learned. The Head will notify the Health & Safety Governor (Dr Michelle Sherman), who may decide to take over the investigation or appoint a third party to take it over.

The School will not sanction an internal investigation which may prejudice the investigation of any outside agencies.

## **Work Related Stress**

Under Health & Safety legislation employers have a duty to be aware of stress related issues and undertake risk assessments where needed, and manage activities to reduce the incidence of stress and work. The seven keys to reducing stress, as outlined by the Health and Safety Executive relate to: work demands; control; support; relationships; role clarity; change and cultural issues. At each annual appraisal all staff are asked if they have any concerns or have experienced work-related stress. This is recorded and staff are asked a specific question on bullying. The School places an importance on having accurate and up-to-date job descriptions and role descriptions.

## **References**

- The Health and Safety at Work etc. Act 1974
- The Environmental Protection Act 1990
- Construction (Design and Management) Regulations 2015 and Approved Code of Practice
- The Control of Substances Hazardous to Health Regulations 2002
- Prevention or Control of Legionellosis – Approved Code of Practice (COSHH) 2002
- The Electricity at Work Regulations 1989
- Electrical Safety in Schools – Guidance Note 1991
- First Aid at Work Regulations 1981 and Code of Practice (1997)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- The Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice.
- The Manual Handling Operations Regulations 2002 and Guidance
- The Personal Protective Equipment at Work Regulations 1992 and Guidance
- The Provision and Use of Work Equipment Regulations 1998 and Guidance

- The Safety Representatives and Safety Committees Regulations 1977
- Accidents to Children on Construction Sites 1989
- Health and Safety (Consultation with Employees) Regulations 1996
- Activity Schools (Young Persons' Safety) Act 1995
- The Adventure Activities Licensing Regulations (AALA) 2004
- The Fire Precautions (Workplace) Regulations 1997 (as amended)
- Energy Performance of Buildings (England and Wales) Regulations 2012 (as amended)
- The Fluorinated Greenhouse Gases Regulations 2015
- The Gas Safety (Installation and Use) Regulations 1998
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Health Protection (Notification) Regulations 2010
- The Construction (Design and Management) Regulations 2015
- The Data Protection Act 2018 and UK General Protection Regulation (UK GDPR)

## **Appendix A**

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

These replace the 1995 Regulations of the same name and the 1989 Amendment and place a statutory duty on employers to report accidents, diseases and dangerous occurrences that arise out of the workplace and its activities. The changes which are most relevant to Education are:

#### **Regulation 2 (Interpretation)**

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

#### **Regulation 3 (Notification and Reporting)**

- 1 Accidents to non-employees, i.e. members of the public, pupils, etc, that result in the injured person being taken straight to hospital must be reported.
- 2 Any of the specified dangerous occurrences (see below) are reportable.
- 3 Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable means, i.e. telephone, online and then reported within 10 days on the approved form.
- 4 Where a person at work is incapacitated for more than 3 days, excluding the day of the accident but including any non-working days, this should be recorded in the accident book held in the DFO’s office and must be kept for at least three years.
- 5 Accidents which prevent the injured person from continuing their normal work for more than 7 days (not counting the day of the accident, but including weekends and rest days) must be reported within 15 days of the accident.

#### **Regulation 7 (Records)**

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

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

### **Schedule 1 (Specified Injuries to Workers)**

- 1 Any fracture, other than to fingers, thumbs or toes
- 2 Any amputation
- 3 Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- 4 Any crush injury to the head or torso, causing damage to the brain or internal organs
- 5 Dislocation of the shoulder, hip, knee or spine
- 6 Any burn injury (including scalding) (over 10% of body)
- 7 Any degree of scalding requiring hospital treatment
- 8 Any loss of consciousness caused by head injury or asphyxia
- 9 Any other injury arising from working in an enclosed space

There is also a statutory duty to report all deaths on the premises immediately to the HSE.

### **Schedule 2 (Occupational Diseases)**

Regulation 8 requires employers and self-employed people to report cases of certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The reportable diseases and associated hazards are set out below.

- 1 Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- 2 Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- 3 Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- 4 Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- 5 Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
- 6 Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements. There are many of these but note should be made of the following activities which might result in notifiable physical conditions.

The “enforcing authority” for Education is the Health and Safety Executive. It should be noted that an immediate response is required, in the first instance. This is the duty of the responsible person who will be advised by the Health and Safety Adviser.

### **Schedule 3 (Carcinogens, Mutagens and Biological Agents)**

Regulation 9 requires employers and self-employed workers to report cases of occupational cancer, and any disease or acute illness caused by an occupational exposure to a biological agent.

#### **Occupational cancers**

Cases of cancer must be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation.

For example, the following diagnosed occupational cancers must be reported:

- mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
- cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust

Reports are only required when the person's work significantly increases the risk of developing the cancer. In some cases, the medical practitioner may indicate the significance of any work-related factors when communicating their diagnosis.

Cases of cancer are not reportable when they are not linked with work-related exposures to carcinogens or mutagens. As with other diseases, cancers are only reportable if the person's current job involves exposure to the relevant hazard.

#### **Biological agents**

All diseases and any acute illness needing medical treatment must be reported when it is attributable to a work-related exposure to a biological agent. The term biological agent is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health. Work with hazardous biological agents is subject to specific provisions under COSHH.

Work-related exposures to biological agents may take place as a result of:

- an identifiable event, such as the accidental breakage of a laboratory flask, accidental injury with a contaminated syringe needle or an animal bite
- unidentified events, where workers are exposed to the agent without their knowledge (eg where a worker is exposed to legionella bacteria while conducting routine maintenance on a hot water service system)

A report should be made whenever there is reasonable evidence suggesting that a work-related exposure was the likely cause of the disease. The doctor may indicate the significance of any work-related factors when communicating their diagnosis.

Minor infections common in the community such as colds, bronchitis or stomach upsets cannot generally be attributed to work-related exposures to biological agents, and so are generally not reportable. However, where there is reasonable evidence of a work-related cause, such as inadvertent contact with the infectious agent during laboratory work, you should make a report.

Acute illnesses requiring medical attention must be reported when they result from a work-related exposure to a biological agent, including its toxins or any infected material.

#### **Schedule 4 (Dangerous Occurrences)**

These include:

##### **1. General (incidents occurring at any workplace)**

These dangerous occurrences apply to all workplaces and include incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.

##### **2. Incidents occurring at any place other than an offshore workplace**

These incidents do not require a report if they occur at an offshore workplace. They include structural collapses, explosions or fires, releases of flammable liquids and gases and hazardous escapes of substances.

##### **3. Incidents occurring at specific types of workplace**

Industries with specific requirements are: offshore workplaces, mines, quarries and relevant transport systems.

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



## Appendix B

### Control of Substances Hazardous to Health (COSHH) 2002

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

- How to store, handle, use it
- What protective clothing to wear
- What to do in case of accident, spillage, etc.

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

Regular monitoring and review of the arrangements are required.

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

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

Inflammable substances and compressed gas cylinders must also be correctly stored and used.

## Appendix C

### Electricity at Work Regulations 1989

These Regulations require a safe system of work which will be adopted by the school and which will include having:

- All fixed installations tested at least every 5 years or at any interval recommended by the M & E Services Consultant
- A certificate of the test of fixed installations
- An inventory of all electrical apparatus/appliances
- A record/log of termly inspections and annual tests
- All portable appliances (i.e. Those appliances which are plugged in and out of an electrical socket) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. Irons, vacuum cleaners, power tools, etc) tested every year and all other appliances tested by a “competent” person using a portable appliance tester
- A sticker displayed on tested appliances indicating pass or failed
- Stage lighting and switchgear inspected and tested after each alteration to the system, and tested every year
- Any personal equipment brought into the school inspected and tested before use.

Other points to be noted

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

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

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

## Appendix D

### Display Screen Equipment Regulations “User” Criteria

It will generally be appropriate to classify the person concerned as a user if most or all of the following criteria apply:

- The individual depends on the use of display screen equipment to do the job as alternative means are not readily available for achieving the same results
- The individual has no discretion as to use or non-use of display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequence of any error may be critical.

## Appendix E

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

Where “a) the persons working in an undertaking include women of child-bearing age; and b) the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, or physical, biological or chemical agents... the assessments by regulation 3 (1) required shall also include an assessment of such a risk”.

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

This means that particular account of risks to women of childbearing age must be considered when making risk assessments in the workplace. If the assessments reveal particular risks to an identified new or expectant mother that person should be informed that they might be at risk while pregnant or breast-feeding. They have also to be told how the risk will be further reduced.

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

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

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

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

The employer has to keep the risk assessment for new and expectant mothers under review. What are the kinds of hazards or hazardous activities most likely to be encountered in Education and Libraries that might affect new or expectant mothers?

- Manual handling of loads

- Working in very hot conditions
- Fatigue from standing
- Excessive physical or mental pressure
- Working at heights
- Working in restricted space
- Certain activities in Games or PE
- Working with very young children (chicken pox, rubella, etc)
- Lone working, home visits – especially in the dark

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

Each case is likely to be different and it is important that, when the Head is advised that an employee is pregnant, she should consider to what action, if any, may be appropriate. This can be done in consultation with the Health and Safety Adviser.

The following publication is recommended as reference:

**New and Expectant Mothers at Work – A Guide for Employers.**

**ISBN 0 7176 0826 3 (HMSO)**

## Appendix F

### Storage – Safe System of Work

- 1 Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- 2 Heavy items will be placed at a height consistent with a person's physical capacity to lift them up or down without risking injury i.e. not too high, or indeed, too low.
- 3 Storage should be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places.
- 4 There will be appropriate means of accessing any high-level storage, i.e. kick-stool or stepladders.
- 5 Large or heavy packets can be split up to make carrying easier and safer.
- 6 Stored items will be steady and firm, not precariously balanced or easily knocked over.
- 7 Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- 8 There will be ease of access, i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- 9 Stepladders used for accessing storage will be regularly inspected to ensure that they are in good condition. Step ladders must be opened to their fullest extent before use and no-one should stand on the top of a step ladder unless a guarded platform is provided. Never stretch to reach from a step ladder.
- 10 Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. the caretaker) will ask for an assessment to be made if it is thought that there is a potential for injury and will have training on the correct methods for lifting.
- 11 All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach when not in use.
- 12 Inflammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- 13 Gas cylinders will be stored according to requirements.

## Appendix G

### Legionnaires Disease – the control of Legionella Bacteria in Water Systems

#### A Summary of the Approved Code of Practice and Guidance

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

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

#### Legislation

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

The Approved Code of Practice (ACOP) and Guidance "*The Control of Legionella Bacteria in Water Systems*" sets out further statutory requirements for dealing with this risk. It applies whenever water is stored and used in a way which may create a reasonably foreseeable risk of legionellosis and in particular to the following plant and systems whenever the Health and Safety at Work etc Act 1974 applies:

- Water systems incorporating a cooling tower;
- Water systems incorporating an evaporative condenser;
- Hot and cold-water services;
- Humidifiers and air washers which create a spray of water droplets and in which the water temperature is likely to exceed 20c.
- Spa baths and pools in which warm water is deliberately agitated and recirculated.

While this is not an exhaustive list it identifies those systems most likely to cause infection. Other plant and systems containing water which is likely to exceed 20c and which can release a spray or aerosol (a cloud of water droplets and/or particles) during operation or when being maintained may also present a risk.

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

- Identify and assess sources of risk
- Prepare a scheme for preventing or controlling the risk
- Implement and manage precautions
- Keep records of the precautions implemented.

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

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



## Appendix H

### **Health and Safety (Consultation with Employees) Regulations 1996**

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

- The Health and Safety at Work Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Management of Health and Safety Regulations 1992
- The Health and Safety (Consultation with Employees) Regulations 1996

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

**The Management of Health and Safety Regulations 1992** requires employers to consult in more detail with safety representatives.

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

### **Regulation 3 – duty of the employer to consult**

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

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

#### **Regulation 4 – persons to be consulted**

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

- The names of the representatives
- The groups they represent
- When consultation with the representatives has discontinued