HEALTH & SAFETY | TRAINING | HR & EMPLOYMENT LAW | COMPLIANCE

Health & Safety Booklet

Bricknell Primary School

August 2023

StallardKane
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one of the team

Contents

Health & Safety Policy – Statement of Intent

1. Bricknell Primary School (The School) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Chief Executive Officer, Dr. Cathy Taylor, recognise that she has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

2. The School, so far as is reasonably practicable, proposes to pay particular attention to:

    1. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
    2. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
    3. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
    4. Making regular assessments of risks to employees
    5. Taking appropriate preventative/protective measures as identified by risk assessment.
    6. Appointing Stallard Kane Ltd to advise on statutory duties.

3. In order that the School can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the School or anyone else concerned, to ensure that their obligations are performed or complied with.

4. The School will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the School and all legislation quoted is up to date, where necessary the policy will be developed and expanded.

5. The School is also committed to the continuous development and improvement of the School's health and safety management system. The School will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.

6. All employees of the School agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the School so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Dr. Cathy Taylor
Chief Executive Officer responsible for Health & Safety
01/08/2023

Health and Safety Responsibilities

The School

Our policy is to provide and maintain safe and healthy working conditions for all personnel employed by the School.

In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. our clients, contractors, visitors and members of the public.

The Chief Executive Officer of the School recognise/s and accept/s their responsibilities under the Health and Safety at Work Act 1974, for ensuring that all aspects of the health and safety policy are complied with.

It is the responsibility of the Head of School, to ensure that health and safety arrangements are implemented on a day to day basis. Employees are free to contact the Head of School regarding any health and safety matter.

Employees

It is the responsibility of all employees to co-operate in the implementation of this health and safety policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example a duty of care to themselves, their fellow workmates, clients and visitors) under the Health and Safety at Work Act 1974.

Employees must therefore:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger them or other persons
- Co-operate with the management team with regards to agreed health and safety arrangements and procedures
- If involved in an accident resulting in, or which may have resulted in, injury, report the details to your line manager as soon as possible
- Arrange for any spillage of liquid to be dealt with immediately, having due regard to the nature of such spillage
- Use equipment only when authorised and properly trained to do so
- Report any defects in equipment to your line manager or the Caretaker
- Develop a personal concern, a duty of care for themselves and for others, particularly new starters, young people, visitors and contractors
- Avoid improvisation which entails unnecessary risks
- Warn new employees/visitors of known hazards

Health and Safety Policy Communication

Employees, contractors and visitors will be made aware of the School Health & Safety Policy by the following means:

- A copy of the Health & Safety Policy will be available in the SharePoint
- When appropriate, instructions will be posted on noticeboards - these instructions will alert all employees to new legislation and the procedures to follow to avoid risks
- All employees will be provided with a copy of the School Health & Safety Booklet on an annual basis

Safe Working Procedures

Housekeeping

Remember at all times that a tidy workplace is generally a safe workplace. You should:

- Help keep the workplace clean and tidy
- See that walkways are kept clear of materials and rubbish that may trip you or your workmates
- Stack materials in a tidy manner
- Help keep toilets, kitchens etc. clean and tidy

Safety Tips

- Don't ignore risks such as spillages, by assuming they are someone else's responsibility
- Don't just think of your own safety – consider the wellbeing of others
- Never assume accidents only happen to others
- Short cuts can change safe situations into dangerous ones
- Consider the consequences before taking the action
- Just because you've done it before without incident doesn't mean it's safe
- Always point out potential risks to others before they learn the hard way

And finally, nothing is so important that we can't take the time to do it safely

Visiting other Locations

School employees are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. You are required to observe the safety procedures of the host organisation, and to avoid any hazardous situations. Ensure you sign the visitors' book when you arrive and leave, as this is normally how School's keep a record of visitors on site, for use in the event of an emergency.

Procedure for Reporting Accidents

All accidents must be reported as soon as is safe to do so to your line manager. If they are not available, then ensure you inform a member of the Senior Leadership Team. An initial investigation into the accident will be carried out on the appropriate form. This must be filled in for every accident, near miss or damage incident, in order that a proper investigation can take place. This is not to apportion blame but to aid in identifying and preventing a re-occurrence.

Every reported accident will be recorded in the accident book. This includes pupil, contractors and visitors.

Following an accident where the person is absent from work for 7 consecutive days, the School will complete the relevant documentation and pass the information on to Stallard Kane Ltd.

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the School can look for trends appearing such as unsuitable working conditions or areas of play equipment being used with sharp edges etc.

Safety Information and Training

The School recognises the value of training as an essential and effective means of helping to create a safe working environment. We will provide in house training to all new employees at the induction stage which will relate to the Schools H&S arrangements. Any specific, further training e.g. Manual Handling will be carried out at later stages when the Senior Leadership Team feel that it is required. Other training is dependent on the scope of work to be undertaken. We will undertake periodic reviews of all training requirements to ensure all our employees are provided with the necessary instruction, information and training to allow them to undertake their work safely without risk to themselves and others who may be affected by their work activities. In addition, safety information is provided in the form of this periodically updated Health & Safety Booklet, which is circulated to all employees.

Periodic refresher training will also be provided for employees where necessary.

Smoking

The School operates a strict 'No Smoking' policy and smoking is prohibited throughout the entire workplace, with no exceptions. This includes School vehicles. This policy applies to all employees, contractors and visitors.

Employees are reminded that smoking in School vehicles is illegal, as directed in the Smoke-Free (Premises and Enforcement) Regulations 2006. If you don't comply with the smoke-free law, you will be committing a criminal offence.

Drugs and Alcohol

The School's policy on alcohol and drugs recognises that it is a health hazard with implications for safety, by impairing the ability of an individual to make decisions and to work effectively. Alcohol or drug abuse by an employee can adversely affect the safety and health of not only themselves, but the safety of all other personnel who work with them.

Employees must not consume alcohol or illegal non-prescription drugs on the premises or attend work whilst under the influence of them. If you are taking prescription or legal non-prescription medication that may affect your ability to undertake your work safely, you must inform a member of the Senior Leadership Team, who will make alternative work arrangements until the course of medication is complete and you can resume your normal role.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy may result in immediate dismissal.

Fire Prevention

Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of a fire. Any acts or omissions that you believe may constitute a fire risk should be reported to a member of the Senior Leadership Team.

All employees should:

- Obey ‘No Smoking’ signs
- Know the location of fire exits, fire-fighting equipment and break glass points
- Keep fire-fighting equipment, fire exits and passageways clear and ready for immediate use
- Report all fire hazards
- Not put clothes on or near heating appliances

If you discover a fire:

- Immediately raise the alarm
- Only tackle the fire if it is necessary to aid your means of escape – do not take any unnecessary risks
- Proceed to the designated fire assembly point
- Report to a fire warden or to a member of the Senior Leadership Team

If you hear the fire alarm:

- Leave the premises by the nearest available exit
- Proceed to the designated fire assembly point
- Ensure that there is clear access for the emergency services
- Report to a fire warden or to a member of the Senior Leadership Team
- Do not re-enter the building until you have been told that it is safe to do so

How to Use a Fire Extinguisher

Make yourself aware of the location of the fire extinguisher nearest to your working area. Know how to operate each kind and know the type of fire on which each kind should be used - **use of improper types of extinguishers can cause fire to spread and endanger the operator.**

RED labelled Water Fire Extinguishers are good for tackling fires involving burning paper, wood and soft furnishing, as the water soaks into the materials and cools them, while extinguishing the fire. However, water is an electrolyte and conducts electricity. Care must be taken with regards to accidental use on exposed power cables. Water fire extinguishers are slowly being replaced by either a foam or E series water mist fire extinguisher, to prevent accidental electrocution.

RED Lettering ON WHITE BACKGROUND labelled Water Mist Extinguisher *Note: This is an E Series Water Mist Fire Extinguisher.* These extinguishers can tackle almost all common fires including class A, B, C and F type fires as well as fires involving live electrical equipment of up to 1000V. As with all fire extinguishers, when using them on electrical fires keep at least 1 metre distance. The water mist extinguisher sprays droplets as small as 25 microns in diameter which creates an ultra-fine mist. Any droplets that encounter the heat of flame convert to steam which removes the oxygen, any droplets further away have a cooling effect. The fire extinguishers are good for the environment as they only contain de-ionised water.

BLUE labelled Powder Fire Extinguishers are good for tackling fires involving burning paper, wood and soft furnishings, petrol, diesel, thinners, oils, paints, wax, plastics that melt and flammable gasses. As visibility is seriously reduced when using a powder extinguisher, the regulations now state that unless there is a specified risk they are only to be used outside. Care must be taken that you do not inhale the powder.

CREAM labelled Foam Fire Extinguishers (also called AFFF FOAM) are good for tackling fires involving flammable solids, liquids (including petrol), diesel, thinners, oils, paints, wax and plastics that melt. Foam extinguishers can conduct electricity: care must be taken in regard to accidental use on exposed power cables.

BLACK labelled CO2 (Carbon Dioxide) Fire Extinguishers are suitable for use on fires involving burning liquids but are also an excellent solution for quenching fires involving computer equipment, and other electrical appliances. It is important to remember that when using CO2 extinguishers there is a possibility that once the smothering CO2 gas has floated away, the fire may re-ignite if the source of the fire is not removed (e.g. switching off the power supply) or if the materials are still very hot.

CANARY YELLOW labelled Wet Chemical Extinguishers are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter. The number and size of the wet chemical fire extinguishers is dependent on the size of the aperture of the deep fat fryer and/or the size of the frying pan.

Manual Handling

Manual handling includes any transporting or supporting of a load, including lifting; putting down; pushing; pulling or carrying by hand or bodily force.

Manual handling injuries can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles. Employees should be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Where provided, employees must make full and proper use of mechanical lifting equipment, e.g. forklift trucks, pallet trucks etc.

Under the Manual Handling Operations Regulations 1992, the School has to carry out assessments on activities that pose a risk due to manual handling. We have identified such activities and carried out subsequent assessments. As a result of these assessments we have implemented control measures to reduce the risk of injury, including the provision of lifting aids and training.

Remember the following rules:

- **Plan the lift.** Think: where is the load to be placed; can handling aids be used; do I need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.

- **Adopt a stable position.** The feet should be apart, with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible, the load should be hugged as close to the body as possible. This may be better than gripping it tightly with hands only.

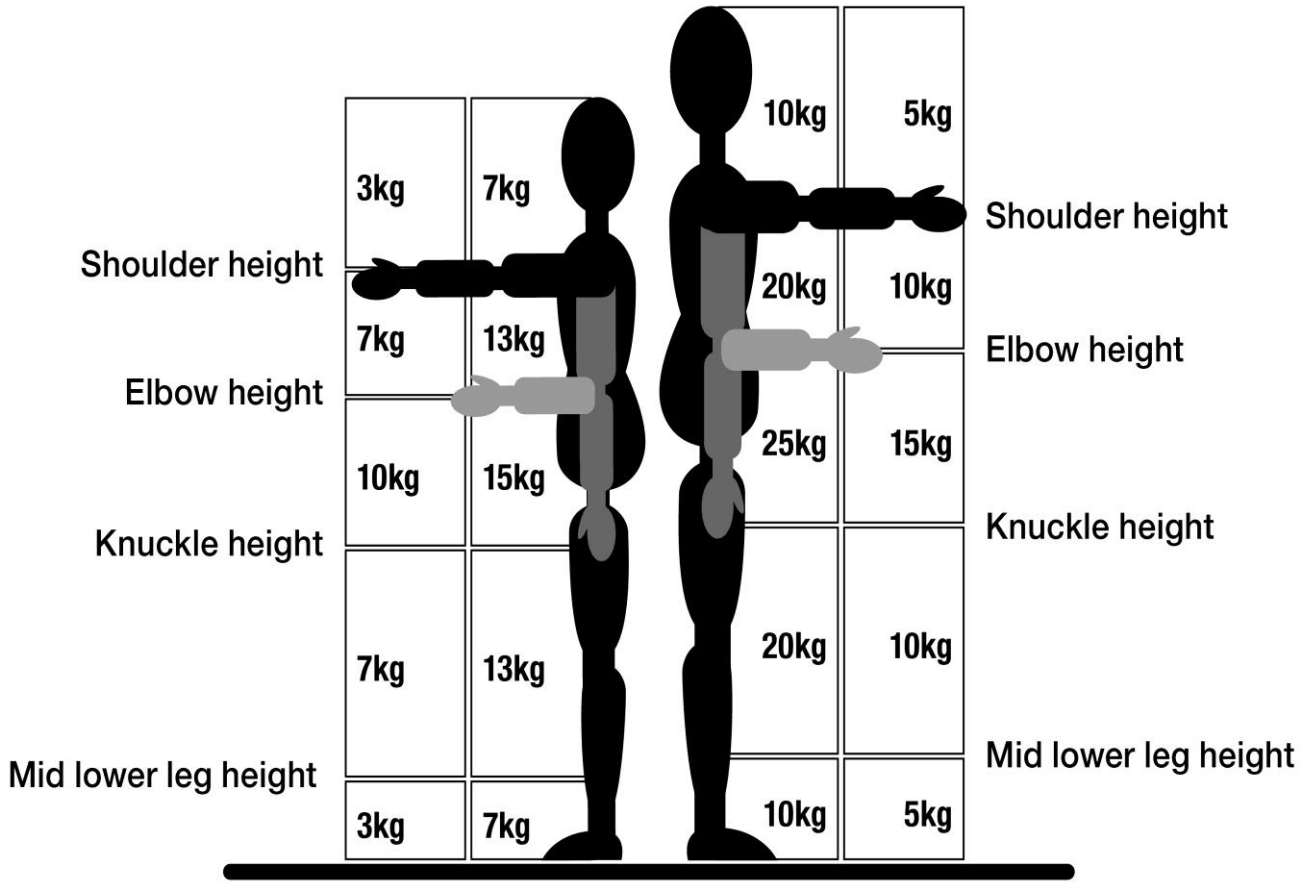
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Avoid twisting the back or leaning sideways**, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly**. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

- **Don't lift or handle more than can be easily managed**. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust**. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

The table below shows the HSE lifting guidelines. Use your own judgement when assessing whether you can lift more or less than indicated in the table. It is important to recognise your personal limitations, as well as any restrictions imposed by the environment in which the lift is to take place.



Slips, Trips and Falls

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident, such as a fall from height.

Slips and trips are responsible for, on average:

- Over a third of all reported specified injuries, including two fatalities per year
- 50% of all reported accidents to members of the public that happen in workplaces

Common hazards

- Poor floor conditions, damaged or uneven surfaces and/or poor lighting levels in the area
- Poor cleaning practices, e.g. floors left wet, spillages not cleaned up immediately or incorrect cleaning products used for the job
- Obstacles, e.g. trailing cables, boxes, equipment, rubbish bags and other waste left in walkways and in work areas
- Wearing unsuitable footwear for the task being carried out
- Poor ground conditions due to bad weather, such as standing water, ice and snow, wet and decaying leaves

If you identify any of the above, please report it to a member of the Senior Leadership Team immediately. Where possible, put up warning signs until the hazard has been eliminated.

Safe Use of Equipment

It is the responsibility of employees to use all work equipment in the correct manner. You must report any damages or defects to the Caretaker or your line manager.

- Employees must not operate any machinery that they are not trained or authorised to use.
- Employees should switch off machinery when not in use and remove keys (where possible).
- Employees must not interfere with any guards or other safety devices fitted to work equipment.
- Checks should be carried out prior to using any machinery to ensure the work equipment is in good order and safety devices are working.
- Any defects or missing guards must be reported to the Caretaker or your line manager without delay so the equipment can be removed from the Classroom/area until it is repaired.
- Where statutory inspection is required for any tools or equipment used by the Caretaker then the School will ensure that this is carried out.
- Pupils must not be left unattended when operating equipment during lessons.

Prior to allowing pupils to use or play on any equipment within the School you should follow the below points:

- Visually inspect the equipment to ensure that it appears safe to use.
- Ensure that any signage, notes are advice from the Senior Leadership Team or Caretaker warning of broken or out of action equipment are adhered to.
- Make a judgement on the weather and conditions before allowing such activities to take place. Should there be any issues you should immediately contact a member of the Senior Leadership Team.
- Ensure that any defects found on the equipment are reported immediately to the Caretaker and that the use of the equipment is prohibited until it is declared safe to use.

Portable and Transportable Tooling

Portable tools are those which can be carried in the hands. Transportable tools are those that can be manually moved around on wheels, sleds or other similar means.

- Wherever possible, portable and transportable tooling must operate on 110v supply. In the event that 240v tooling is required, this MUST be protected with a RCD device
- We will ensure portable appliance testing (PAT) is undertaken in line with industry best practice/HSE guidance
- Employees are reminded to check all portable and transportable tooling before use, checking for damage to cables, plugs and the main body of the tooling
- Electrically powered tooling must not be tampered with. Any repairs required must be undertaken by competent electricians only
- Hand tools must be maintained in good order and checked before use

Display Screen Equipment

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors. The following may help:

Getting comfortable

- Forearms should be approximately horizontal and your eyes should be in line with the top of the screen
- Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights
- Adjust curtains or blinds to prevent intrusive light
- Make sure there is space under the desk to move your legs
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users

Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying
- Try to keep wrists straight when keying
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers

Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist
- Sit upright and close to the desk to reduce working with the mouse arm stretched
- Move the keyboard out of the way if it is not being used
- Support the forearm on the desk, and don’t grip the mouse too tightly
- Rest fingers lightly on the buttons and do not press them hard

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room
- Make sure the screen surface is clean
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position
- Select colours that are easy on the eye (e.g. avoid red text on a blue background, or vice versa)

Stress

- Take regular breaks (at least five minutes every hour) away from your screen, ideally with exercise or movement
- Try not to have lunch at your desk
- Do some different types of work during the day
- Take control of the order in which you do tasks
- Limit pressure to meet deadlines – do what is realistic
- Try to limit sudden changes in workload
- Communicate effectively with people who affect your work
- If stress becomes a problem, consult your Manager
- If there is distracting noise, get it seen to

Office Safety

Working in an office may present fewer risks than working elsewhere within the School but that's not to say there are no risks. You must act sensibly and responsibly to keep yourself safe whilst at work.

General safety: You are provided with a clean, comfortable, place in which to work. You can help by keeping your personal workspace clean and tidy and treat other areas considerately. Report any hazards to a member of the Senior Leadership Team so action can be taken to address them.

Computer workstations: A display screen assessment will be undertaken for your workstation – please let a member of the Senior Leadership Team know if you experience discomfort which you feel may be attributed to using your computer whilst at work, or if you have any issues with any part of your workstation or working environment.

Work equipment: You should not use work equipment unless you are competent to do so. Some equipment may require training. Before using any equipment, check for any obvious faults and that any safety devices are present and working.

Electrical safety: All electrical equipment will be PAT tested in line with HSE guidance for office environments. For portable electrical equipment, check the cable, plug and body of the equipment for any obvious signs of damage. Report any defects to a member of the Senior Leadership Team without delay and do not use the equipment.

Slips, trips and falls: Ensure you maintain a neat and tidy workstation at all times. Avoid trailing cables across walkways and ensure boxes etc. are stored safely and do not pose a risk to others or obstruct emergency exits and signage. Ensure you wear suitable footwear for the office environment.

Accidents and fire: Make yourself familiar with the location of your nearest first aider, the location of the fire alarm call points or other means of raising the alarm in the event of a fire, and finally, the location and type of fire extinguishers available in your office. Report any fire hazards or missing extinguishers to a member of the Senior Leadership Team immediately.

Personal Protective Equipment (PPE)

PPE stands for Personal Protective Equipment - it is defined in the Personal Protective Equipment at Work Regulations as:

'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'.

Typical examples of PPE you may be required to wear/use during your working day may be;

- Overalls to protect against contamination of clothing from substances such as paints, oils etc. depending on lessons being carried out.
- Safety glasses or goggles to protect against flying particles and debris.
- Dust masks which offer protection to protect against dust, fumes and vapours.
- Various gloves to protect against contact with substances, hot/cold or sharp objects etc.
- The Caretaker may require further PPE depending on the works that they are carrying out including hearing protection, safety boots, hard hats etc.

Ensure that when on School trips all PPE requirements are adhered to throughout the visit.

Key Points

- Wear safety boots/shoes that provide protection to your toes and to the soles of your feet.
- Wear gloves where there is any risk to your hands.
- Wear hi-visibility clothing/vest when required.
- Keep clothing reasonably clean to protect against dermatitis, fire etc.
- Avoid loose ends that can get trapped.

During Lessons

Ensure that both you and the pupils are wearing the correct PPE throughout relevant lessons. Items of protective clothing such as aprons, goggles and gloves should be worn where required.

Also ensure that sufficient information and instruction is given to pupils on how to wear the PPE correctly before they are allowed to undertake any work which has the need for personal protective equipment.

Occupational Health and Health Surveillance

Responsibility

The School will ensure that employees shall be asked about their general health in relation to the work tasks they will undertake. Where necessary, reasonable adjustments will be made for employees who have any existing health conditions that may be aggravated or made worse by any work activities undertaken.

Procedure

If you have a health problem which could affect your safety while at work, inform a member of the Senior Leadership Team.

The School will, where work activities could cause health problems, regularly check on the welfare of personnel with regard to conditions such as dermatitis from oils, greases and fluids, audiometry checks from noise at work and respiratory tests for employees working with solvents, paints or chemicals.

Medical practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks. Where necessary, a health surveillance programme will be introduced and suitable records maintained.

First Aid

A first aid box, or boxes, of sufficient size to cater for the number of persons employed, is provided throughout the School and signs displayed around the premises indicate where they are located.

Information about who the nominated first aiders are and how they can be contacted is also displayed.

Control of Substances Hazardous to Health (COSHH)

Many of the substances used or created could be harmful to your health if not properly managed.

For example, the following everyday substances have the potential to harm you:

- Cement/concrete
- Cleaning substances
- Adhesives
- Solvents/thinners
- Oil based paints
- Timber dust
- Dust from the cutting of bricks, blocks, stone, tiles
- Discarded sharps (needles/syringes)
- Oils

The School will apply the hierarchy of control measurers outlined below before any substances are introduced:

1. Avoid using the substance altogether
2. Replace it with a less hazardous substance
3. Introduce control measures/training on how it is used, handled and stored
4. Limit the time employees work with the substance
5. Provide PPE if other control measures are not reasonably practicable

You should comply with any instructions given to you on how to work safely with hazardous materials. COSHH assessments will be undertaken for all hazardous substances used by the School to identify the necessary control measures required to ensure your health is not affected. If you have an adverse reaction to any substance used, such as dizziness, headaches, reddening, broken or itchy skin, you must inform your Manager without delay. Where necessary, health surveillance will be provided for employees and records maintained in line with data protection legislation.

Risk Assessments

Risk assessments are highly important documents which are created to help identify and control hazards in the work that we are carrying out.

Risk Assessments

Generally speaking, a risk assessment will identify hazards in the operations, tasks and processes that we are carrying out. It will then look at the possibility of this hazard being realised and the potential causes that might then occur - this is the risk.

Once the risk has been calculated it will then look at ways at which the risk can be controlled. This will be done following the same method all the time, this method being called “the hierarchy of controls”.

This being;

- **Elimination** - this is definitely the most effective control, you are removing the risk totally e.g. “*if the work doesn’t have to be done off ladders, don’t do it off ladders.”*
- **Substitution -** the next most effective control is to substitute the risk for something far safer e.g. “*if the work does need to be done at height then instead of working off a ladder you could work off a mobile tower as this is safer.”*
- **Engineering Controls -** the next most effective method does not eliminate the hazard but rather reduce the risk of the hazard occurring e.g. “*if you need to work at height then you could look at building or installing a permanent working platform in that area rather than having to work off ladders all the time*.”
- **Administrative Controls -** this control helps change the way people work. This is done perhaps done at management level e.g. “*the work at height cannot be avoided so work at height training will be delivered to all operatives to ensure that they are given clear information and instruction on how to do it safely.”*
- **PPE** - this is the least effective method of controlling the hazards and should always be a last resort. This is not to say that PPE cannot be very effective when used correctly e.g. “*working off a mobile tower is not avoidable so we will use a harness and people working off the ground will wear hard hats”.*

Asbestos

What is Asbestos?

Asbestos is a term used for a number of naturally occurring silicate minerals that form bundles of crystallised fibres. These fibres have the qualities of high tensile strength combined with a resistance to chemicals, electricity and heat and were used throughout industry for these purposes.

There are three more common types of asbestos, these being Chrysotile, Amosite and Crocidolite (often referred to as white, brown and blue).

Why is Asbestos dangerous?

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases. These diseases will not affect you immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything. This is why it is important that you protect yourself now.

Procedures

If any School was built before the year 2000 then there is a duty imposed on the responsible person to ensure that all potential asbestos containing materials are risk assessed. If the risk of asbestos exposure cannot be eliminated through the risk assessment process then there should be an asbestos survey carried out which will inform the School of the location, condition and type of asbestos. With this information in mind the School will be in a better position to then manage any asbestos containing materials.

Under no circumstances must you attempt to disturb any area known to contain asbestos unless you have received the relevant training and authorisation. The uncontrolled release of asbestos fibres is a reportable “Dangerous Occurrence” under RIDDOR.

If any contractor is on the School premises and is carrying out intrusive work in an area known to contain asbestos then you must immediately contact Name to ensure that they have been given the correct information and instruction by the School.

Lone Working

Lone working will be avoided where possible at all times. In the event that lone working has to be undertaken, a site-specific risk assessment will be conducted before work commences. A suitable means of communication will be provided to make contact with the lone worker on a regular basis, and on completion of the task.

Certain tasks should be avoided by lone workers, for example:

- Working at height
- Live electrical work/testing
- Working in confined spaces
- Working above water
- Working in extreme heat or cold
- Working on/with hazardous machinery or substances
- Any other activity deemed too dangerous by the site specific risk assessment

Only competent employees will be allowed to undertake lone working. New starters and apprentices are not permitted to undertake any lone working. Any additional training or equipment required for lone workers will be provided by the School.

Ladder Safety

Not every job can be done with just a ladder or by you on your own. So always check:

Are you up to the job?

Don't kid yourself by overestimating your abilities. If you're not completely certain that you can manage everything involved in doing the job properly, get help.

Is the ladder up to the job?

Think ahead to what you'll have to do at every stage. If you will need to move around while you're up there, or carry lots of materials, or use heavy equipment, a ladder may not be sufficient. You might be better off using a mobile tower or scaffolding.

Checking ladders

Before using a ladder, carry out the following checks:

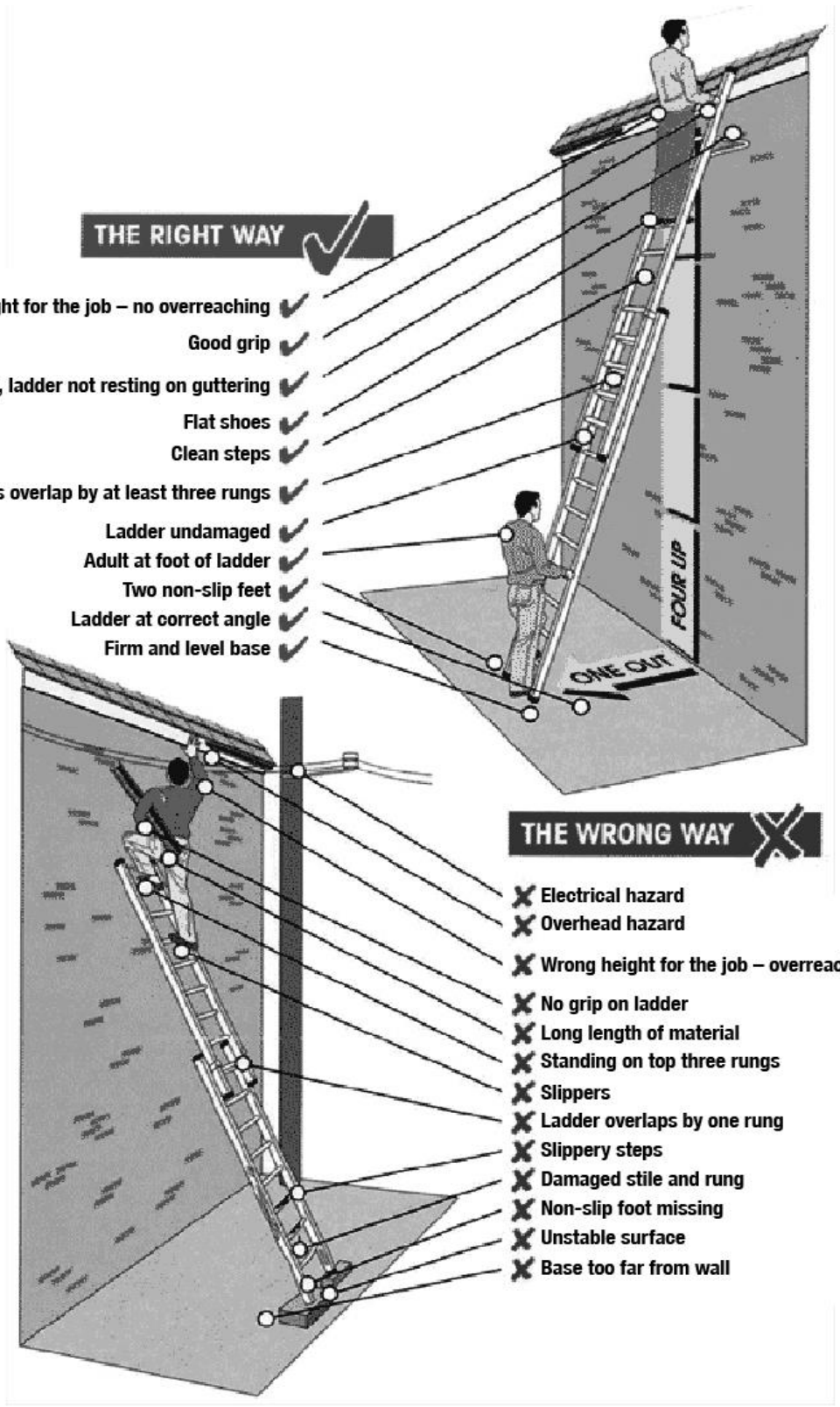
- Is it in good general condition?
- Are there any cracks in the metalwork?
- Are there any rungs missing or loose?
- Are the stiles damaged or bent?
- Are there signs of warping or splitting?
- Is there any sign of corrosion?
- Are there any sharp edges or dents?
- Are the footpads in good condition?

Using ladders safely:

- Place the ladder on a firm, level, dry surface. If this isn't possible e.g. on grass, tie the feet of the ladder to stakes in the ground and place a large flat wooden board underneath
- Position the ladder so that the base won't slip. Leaning ladders are designed so that their safest angle is with every 1 measure out from the wall, there are 4 measures up the wall. **Remember the rule: "*ONE OUT FOR FOUR UP"***
- Secure the bottom and the upper part of the ladder by tying the stiles with rope to a fixed and stable object
- Rest the top of the ladder against a solid surface, never against guttering. If a surface is too brittle, use a stay or stand-off on a firm surface nearby
- Always have at least three rungs extending beyond a roof's edge if you're using a ladder to get yourself up on to the roof

Other ladder safety tips:

- Keep your body facing the ladder at all times
- Don't over stretch in any direction
- Try to keep both hands holding the ladder when climbing and descending
- Don't carry heavy items or long lengths up a ladder!
- Always have one hand on the ladder while working
- If you're on a ladder in front of a door, make sure the door is locked
- Don't use a ladder in strong wind
- Don't use a ladder near any power lines
- Don't be tempted to use a ladder if you're not fit enough or aren't confident at heights


THE RIGHT WAY
Right height for the job – no overreaching
Good grip
Stand-off used, ladder not resting on guttering
Flat shoes
Clean steps
Ladders overlap by at least three rungs
Ladder undamaged
Adult at foot of ladder
Two non-slip feet
Ladder at correct angle
Firm and level base
FOUR UP
ONE OUT
THE WRONG WAY
Electrical hazard
Overhead hazard
Wrong height for the job – overreaching
No grip on ladder
Long length of material
Standing on top three rungs
Slippers
Ladder overlaps by one rung
Slippery steps
Damaged stile and rung
Non-slip foot missing
Unstable surface
Base too far from wall

Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of the regulations is to prevent death and injury from a fall from height. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. A risk assessment must be completed for every task that needs to be done at height and appropriate control measures put in place.

Before working at height, you must follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be avoided, prevent falls by either using an existing place of work that is already safe, or the right type of equipment, e.g. scaffolding or mobile access working platform (MEWP)
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

You should also:

- Do as much work as possible from the ground
- Ensure you can get safely to and from where you work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Ensure you do not overload or overreach when working at height
- Take precautions when working on or near fragile surfaces
- Ensure there is protection from falling objects
- Know what the emergency evacuation and rescue procedures are

Any work at height should be:

- Properly planned
- Appropriately supervised
- Not carried out in dangerous weather conditions

If you're going to work at height you should be competent enough to:

- Complete the task safely
- Use or erect/dismantle the selected access equipment

If you are still being trained you should be supervised by a competent person.

Noise at Work

Noise is part of everyday life, but loud noise can permanently damage hearing. Conversation becomes difficult or impossible; your family complains about the television being too loud and you have trouble using the telephone.

Is there a noise problem where you work?

Probably, if you can answer 'yes' to any of the questions below:

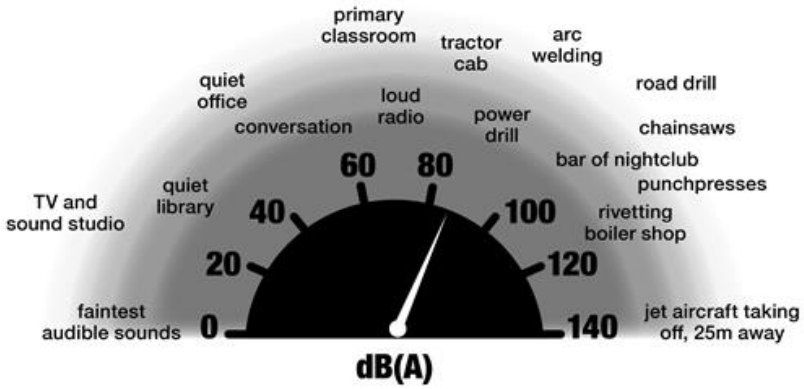
- Is the noise intrusive – like a busy street, vacuum cleaner or a crowded restaurant – for most of the working day?
- Do you have to raise your voice to have a normal conversation when about 2m apart, for at least part of the day?
- Do you use noisy powered tools or machinery for over half an hour a day?
- Do you work in a noisy industry, e.g. construction, demolition, road repair or woodworking?

You are also at risk if you have muffled hearing at the end of the day, even if it is better by the next morning.

Noise levels greater than 80dB(A) are potentially harmful and we will provide information, training and hearing protection to all employees and contractors exposed to this level of noise. Where noise levels reach 85dB(A) the wearing of hearing protection will become mandatory, and we will establish hearing protection zones and inform you of these at induction. Where noise has been identified as a potential hazard, we will aim to reduce the level of noise generated by engineering controls and issue hearing protection to employees.

How to protect yourself:

- Make sure you use any noise control devices (e.g. noise enclosures) properly, and follow the working methods that are in place – you need to take some responsibility for your hearing
- **Wear any hearing protection you are given.** Wear it properly – you should be trained how to do this – and make sure you wear it all of the time when you are doing noisy work, and when you are in hearing protection areas. Taking it off even for a short while means that your hearing could still be damaged. Remember that there is no cure for deafness
- **Look after your hearing protection.** If you don't know how to look after it or where to get replacements – ask! Make sure you understand what you need to do
- **Report any problems** with your hearing protection or noise control devices straight away. If you have any ear trouble, let your immediate Manager know



Vibration Control

Under the Control of Vibration Regulations 2005 the School will look to eliminate or control the exposure to vibration in the workplace to the lowest level that is reasonably practicable (Regulation 6). Hand arm vibration can be a significant health risk wherever powered hand tools are used for significant lengths of time.

The School will look to eliminate vibration risk, where possible, at the planning stage by engineering out the risk at source. Where this is not possible the risk will be reduced to as low as is reasonably practicable. Health surveillance will be carried out on employees where regular and frequent exposure to vibration risk is evident using the Tier System Questionnaires.

The aim will always be to be PROACTIVE rather than REACTIVE when addressing vibration risk.

The School will follow good practice controls, currently promoted by the HSE, to help to eliminate or reduce vibration risk in our industry which are:

- A sound procurement policy for power tools and hand-guided machines
- Restricting exposure time ("finger-on-trigger" time) to ensure exposure remains below the Exposure Limit Value (ELV), even after all reasonably practicable measures to reduce vibration levels are in place
- Determining the maximum usage times using the exposure points system or supplier's "traffic lights" tool category
- The use of ergonomic aids, such as supporting the weight of the tool which reduce forces applied by operator
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves
- Regular breaks from work involving vibration and encourage operators to exercise fingers
- Providing suitable information, instruction and training which will include:
- The risks from HAV and how to help reduce them (see above)
- Arrangements for health surveillance and their duty to cooperate

Members of the Senior Leadership Team will look for evidence that tools are being used correctly, as recommended by the manufacturer. This may require operators to receive specified training which will be provided.

Health Surveillance

The School will provide health surveillance where the Exposure Action Value (EAV) is likely to be exceeded. As a minimum we shall:

- Use of a periodic health screening questionnaire, both annually and for new employees (TIER system)
- Have arrangements in place for referral of relevant cases to an occupational health provider with HAVS expertise for diagnosis and ongoing monitoring
- Have arrangements in place to receive medical advice on management of affected employees
- Have arrangements in place for RIDDOR reporting of HAVS cases

Personal Protective Equipment

Where the need for PPE is identified as a result of any vibration survey or risk assessment, it will be issued as soon as possible.

Using a Hop-Up Platform

A hop up platform is very simple to use, however you should also read any manufacturer's instructions that came with the equipment to become familiar with its operation and if you are not sure, then you should seek advice from your line manager.

Points to consider:

- A hop up platform should not be used if the rubber on the bottom is damaged as this increases the risk that the equipment could move when in use.
- If the rubber is damaged to the extent where it might compromise this facility then it should be removed. They are designed not to move when you apply weight to it.
- You should ensure that you wear shoes that will not slip on the stools surfaces
- Avoid clothes that you could catch your heel on when mounting the step.
- You should to move the step into a new position rather than risk overreaching for access to an item, and subsequently losing your balance.
- Don't carry items in both hands when mounting

Isolation and Lock-off Procedures

Where maintenance requires that normal guarding is removed, or access is required inside existing guarding, the School will implement additional measures to protect the health and safety of our employees (and other in the vicinity), from dangers of the mechanical, electrical and other hazards that may be exposed. We control this by:

- Identifying what isolation / lock off procedures are required, and in what circumstances – such as cleaning or maintenance
- Implementing and developing the isolation / lock-off procedure including, risk assessment and safe systems of work / permit to work.
- Ensuring isolation / lock-off procedures are formally communicated to the necessary personnel to ensure they are fully understood
- Only authorising competent / trained persons to carry out this work.
- Ensuring that the effectiveness of the isolation / lock-off is verified by a suitably competent person, before working on the equipment / machine
- Ensuring isolation / locking-off of equipment is carried out under supervision to ensure the procedures are followed
- Monitoring and reviewing the Isolation / lock-off procedure and control measures to ensure that it is still working effectively

Mobile Elevated Work Platform (MEWP)

Where ladders, steps and mobile towers fail to give the desired access to a work area then a MEWP may be required.

What is a MEWP?

A MEWP is a mobile elevated work platform. This is a machine which consists of a work platform, controls, an extending structure and a chassis which allows operatives to access areas which may otherwise be difficult, unsafe or impossible to reach. MEWP's at times are called "powered access". This term aims to differentiate between "non-powered access", such as ladders or scaffolding for example.

If used correctly, a MEWP can be one of the safest and most efficient ways to undertake any temporary work or tasks at height.

What you need to do

You should only ever attempt to operate a MEWP if you are both fully trained and it has been authorised by your Manager. All MEWP operators should have attended a fully recognised course and received a certificate, card or licence. If you have done this but your licence has expired then you are no longer able to operate any MEWP until your training has been refreshed, if this is the case contact your Manager and appropriate refresher training will be arranged.

Before using a MEWP (or any other mechanical plant) you must ensure that the relevant checks have been carried out and that there are no obvious defects. If there are any visual defects then these should be brought to the Managers attention immediately.

Mobile Towers

Mobile towers can provide an easier and safer working platform for tasks that are difficult to access and carry out off a ladder. This said, towers should only ever be erected and maintained by trained and competent personnel and should always be erected in accordance with the manufacturer's instructions. You should also not be working off a tower unless you have been given the correct information, instruction and training relating to this work.

Towers must only be used on firm surfaces. Where ground is soft or sloping, adequate support must be provided in the form of outriggers or stabilisers.

Manufacturer's instructions must be followed at all times with regard to the safe loading levels. Heavy items must never be pulled up the side of the tower, use lifting devices. You must also take care not to exert strong pulling or pushing actions when working from the tower as you will run the risk of overturning.

You must never use ladders from the platform of the tower.

Environmental Protection

ENVIRONMENTAL POLICY STATEMENT

1. Bricknell Primary School (the School) recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The Chief Executive Officer responsible for Health, Safety and Environmental issues, Dr. Cathy Taylor, recognises that she has a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.

2. The School, so far as is reasonably practicable, proposes to pay particular attention to:

1. Minimise disturbance to the local and global environment, and to the local communities and wildlife.
2. Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The School will follow the hierarchy outlined below:
    a. Prevention
    b. Preparing for re-use
    c. Recycling
    d. Recovery
    e. Disposal
3. Minimise use of energy and raw materials and to adhere to the principles of sustainability.
4. Consider the environment in the design of processes and products and the maintenance of equipment.
5. Provide information on the use and final disposal of products.
6. Ensure that all employees and suppliers are adequately informed about the School's environmental policy.
7. Minimise the use of product related materials and services such as packaging or transport.

3. In order that the School can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the School or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

CEO
01/08/2023

Chair of Governors
01/08/2023