

# Health and Safety Policy



Prepared on behalf of: –  
TCES Group

By  
Citation Ltd

Expires September 2019

TCES Group

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Greater London  
England

Dear Sirs,

Following the completion of the inspection visit undertaken at your premises, I am pleased to submit your Health and Safety Policy to assist the organisation achieve health and safety compliance.

Should you have any questions following the visit regarding your health and safety management system or your inspection report, please remember that Citation Ltd is here to assist you and advice can be obtained 24 hours a day by telephoning the number shown on your helpline card. If changes in legislation are made which affect your undertaking, your Health and Safety Policy will be updated. If however, any changes occur within your undertaking, such as new or additional premises, procedures, etc. please notify Citation Ltd and all the necessary amendments to the Policy will be made.

Please also contact your health and safety consultant or the health and safety helpline if there has been an accident or an Enforcement Authority has contacted you for any reason, in order that you can be advised on the correct course of action to take.

You will now need to ensure that the procedures contained in your health and safety policy are implemented using recommendations contained in the Citation visit report as a priority guide. You will also need to regularly monitor and review your health and safety management system, including risk assessments, safe methods of working, employee competence, etc. in order to remain legally compliant and particularly following business changes or accident/incidents or near misses.

If at any time throughout your contract you or your company are not satisfied with the service that is being provided by Citation Ltd, please contact the office immediately so that the problem can be rectified.

Assuring you of our best attention at all times.

Yours faithfully,



Shauna Thornton Bsc (Hons), Grad IOSH  
Health and Safety Consultant

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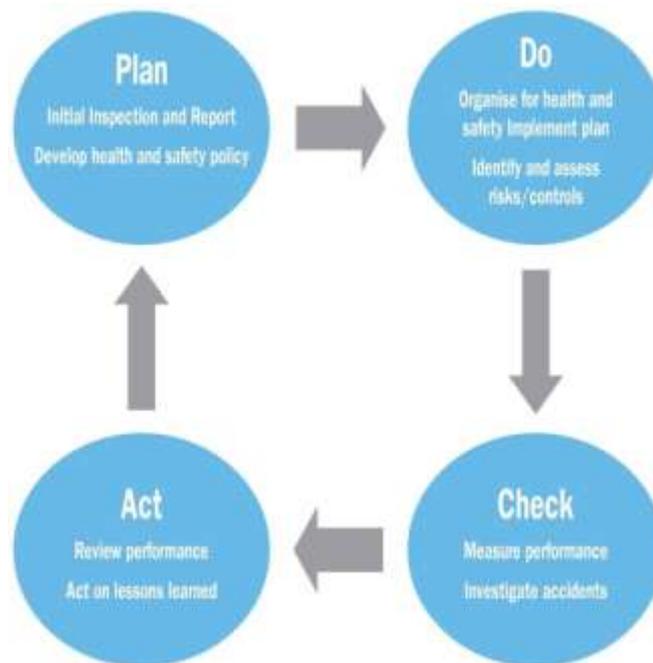
# **Health And Safety Management System**

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE’s normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The organisations 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. **Do** - *Organise for health and safety and implement plan.*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the company. Management leading by example is essential to fostering a positive health and safety culture.

TCES Group commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, Train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance.*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required. Monitoring can include:

- routine inspections of premises, plant and equipment by staff
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents

- monitoring cases of ill health and sickness absence records.

4. **Act** – *Review Performance, Act on lessons learned.*

- Health surveillance to prevent harm to health
- Conducting accident investigations and reviewing statistics
- Monitoring cases of ill health and sickness absence
- Compliance with regulations.

TCES Group will carry out an internal review of health and safety systems to establish if they require updating or improving.

To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

## **Introduction**

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, TCES Group are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at TCES Group's main place of business.

TCES Group are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by TCES Group's management and reviewed particularly following changes to the business and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for TCES Group to discharge its statutory duties, Employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. TCES Group encourages all Employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

## **Health and Safety Policy Statement**

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of TCES Group to ensure so far as is reasonably practicable, the health, safety and welfare of all Employees working for the company and other persons who may be affected by our undertakings.

TCES Group acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Head Teachers and Team Managers will implement the company's health and safety policy and recommend any changes to meet new circumstances. TCES Group recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of TCES Group looks upon the promotion of health and safety measures as a mutual objective for themselves and Employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All Employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. TCES Group will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing Employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature: -		Date: -	14/09/2016
Position: -	CEO and School's Proprietor	Review: -	01/09/2018

## **Environmental Statement**

TCES Group is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

Signature: -		Date: -	14/09/2016
Position: -	CEO and School's Proprietor	Review: -	01/09/2018

## **Food Safety Statement**

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is TCES Group intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

### As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to employees
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all employees is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded.

### It is the duty of all relevant staff:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and operate with us in fulfilling our statutory duties
- Not to interfere with or misuse anything provided in the interest of health and safety.

Signature:		Date:	14/09/2016
Position:	CEO and School's Proprietor	Review:	01/09/2018

## **Health & Safety Organisation Chart.**



# **Health & Safety Responsibilities**

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

## Tier 1

The CEO and School Proprietor will ensure that :-

### General

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the company's management systems.
- Undertake regular health and safety audits and inspections in accordance with the organisations health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided to address potential hazards within the organisation.

- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Health and safety and food safety issues raised by employees are recorded and investigated.

- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

- Health and safety is a key topic on the agenda of each board meeting.
- All employees fully understand the arrangements for the implementation of the health and safety policy.
- The policy is reviewed for compliance with the objectives for health and safety.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Sufficient knowledge is developed in order to fulfil the role of “competent person” as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- Random safety audits and consultation with safety representatives is undertaken.
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation’s activities.
- The organisation’s health and safety policy, organisation and arrangements are reviewed.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- The location of any asbestos containing materials is identified and appropriately managed.

- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation's activities.



## Tier 2

The Head Teachers and Team Managers will ensure that :-

### General

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy
- Sufficient funds are made available for the requirements of health, safety and welfare provisions
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept
- The organisational structure is appropriate in order to manage health and safety
- The same management standards are applied to health and safety as to other management functions
- Health and safety is integrated into the company's managementsystems
- Undertake regular health and safety audits and inspections in accordance with the organisations health and safety monitoring procedures
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks
- Qualified first aid personnel and facilities are provided to address potential hazards within the organisation
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence
- Arrangements for fire safety are implemented and that all relevant checks are carried out
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments

- Suitable and sufficient personal protective equipment is provided for employees at no cost
- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy
- All health and safety issues raised by employees are recorded and investigated
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate
- Safe access and egress are provided and maintained in all areas within the organisation
- Relevant statutory signs and notices are provided and displayed in prominent positions
- All food hygiene procedures are carried out in accordance with statutory legislation
- Health and safety and food safety issues raised by employees are recorded and investigated
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

- Health and safety is a key topic on the agenda of each board meeting
- All employees fully understand the arrangements for the implementation of the health and safety policy
- The policy is reviewed for compliance with the objectives for health and safety
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately
- Sufficient knowledge is developed in order to fulfil the role of “competent person” as required under Regulation 7 of the Management of Health and Safety at Work Regulations
- Random safety audits and consultation with safety representatives is undertaken
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties
- The training needs of all employees are identified
- Suitable training is provided and full written records are maintained
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation’s activities
- The organisation’s health and safety policy, organisation and arrangements are reviewed
- Risk assessments are compiled within the workplace
- The organisation's fire safety arrangements are implemented
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Records and statistics of all accidents and incidents that occur within the organisation are compiled
- The location of any asbestos containing materials is identified and appropriately managed
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date

- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation's activities
- Written cleaning schedules are drawn up and are completed on a daily basis.

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- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger
- Temperatures are taken for all fridges and freezers a minimum of three times per day
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature
- All stored food is suitably date marked with the appropriate use by date
- Stock rotation of all food produce
- All food produce is stored correctly in sealed containers where appropriate
- All staff are dressed correctly and have all hair tied or covered as appropriate
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

Tier 3

The Health & Safety Co-ordinator will ensure that :-

- Health and safety is a key topic on the agenda of each board meeting
- All employees fully understand the arrangements for the implementation of the health and safety policy
- The policy is reviewed for compliance with the objectives for health and safety
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately
- Sufficient knowledge is developed in order to fulfil the role of “competent person” as required under Regulation 7 of the Management of Health and Safety at Work Regulations
- Random safety audits and consultation with safety representatives is undertaken
- Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties
- The training needs of all employees are identified
- Suitable training is provided and full written records are maintained
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation’s activities
- The organisation’s health and safety policy, organisation and arrangements are reviewed
- Risk assessments are compiled within the workplace
- The organisation's fire safety arrangements are implemented
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Records and statistics of all accidents and incidents that occur within the organisation are compiled
- The location of any asbestos containing materials is identified and appropriately managed

- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date
- Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation's activities
- Written cleaning schedules are drawn up and are completed on a daily basis.

- Temperatures are taken for all fridges and freezers a minimum of three times per day
- Safer Food Better Business records are completed on a daily basis
- Selection of prepared food is probed at regular intervals to demonstrate food is being cooked to the correct temperature
- All stored food is suitably date marked with the appropriate use by date
- Stock rotation of all food produce
- All food produce is stored correctly in sealed containers where appropriate
- All staff are dressed correctly and have all hair tied or covered as appropriate
- All staff follow good hygiene procedures and wash hands thoroughly prior to handling food.

## **Fire Responsibilities**

The Health & Safety Co-ordinator will ensure that:

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.



## **Employer's Responsibilities**

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As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

## **Employee's Responsibilities**

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees also have a duty to assist and co-operate with TCES Group and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

#### Sub-Contractors/Self Employed Personnel Responsibilities.

Will be made aware of the organisation's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with our Organisation to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

#### Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'

- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is completed with address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

### Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports produced by Citation Ltd
- Completion of corrective actions
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

### **The Working Time Regulations.**

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

## **Access and Egress**

### Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the organisation.

### Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and parking areas, where applicable
- Obstructed floor, e.g. furniture, equipment. trailing cables, loose flooring coverings
- Opening in the floor/ground
- Unsuitable/insufficient lighting
- Breaches of security.

### organisation's Responsibilities

TCES Group will ensure that:-

- A risk assessment is carried out for safe access, egress and movement within and around the premises and grounds
- Suitable control measures are implemented to minimise harm, and Employees and visitors are informed of the applicable procedures
- Suitable security measures are provided to prevent unauthorised access to the premises
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- External public areas, paths and car parks are maintained in a safe condition
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards
- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc

- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are met
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately
- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Employees wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of employees and other personnel when working at the premises.

All Employees and {{company.others residing at the business}} should:-

- Remain vigilant and immediately report any suspected breaches of security
- Report to management, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Follow advice and information given by the employer in relation to safe access and egress
- Keep areas clean and tidy
- Not leave trailing cables, rubbish or any other trip hazard that arises from work activities
- Wear appropriate footwear
- Take care when walking around the organisation premises.

## **Accident Reporting**

### Description

There are many hazards present in all organisations. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of employees together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

### organisation's Responsibilities

TCES Group will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Where necessary, they notify the relevant authority, e.g. OFSTED, of any accident, dangerous occurrences and work related ill-health incidents
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All members of employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the organisation
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm), of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- A member of employees, or a self-employed person, working for or on behalf of the organisation is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public, e.g. a pupil, or other person not at work is killed.

RIDDOR reportable instances include the following. This list is not exhaustive and TCES Group will contact Citation Ltd's advice line for further guidance, support and clarification.

### Death

- Workers and non workers who have died of a work related accident.

### Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - covers more than 10% of the body, or
  - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness, or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

### Occupational Disease

- Severe cramp of the hand or forearm
- Occupational dermatitis
- Occupational asthma
- Any occupational cancer.

### Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifting equipment

- Electrical short circuit or overload causing fire or explosion.

#### People Not at Work

- A member of the public or person who is not at work has died
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

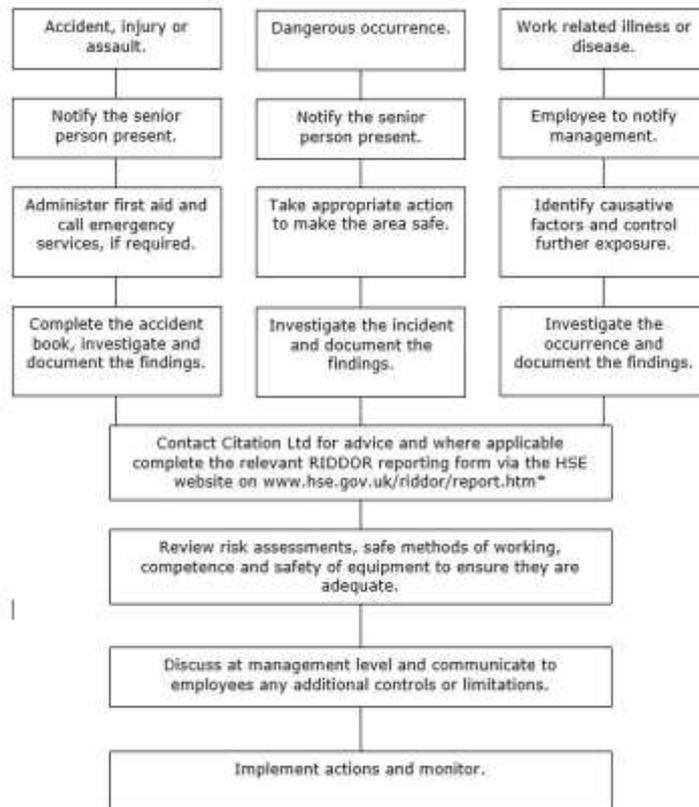
In addition TCES Group will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

#### Employees Responsibilities

Any members of employees who are involved in, or aware of, an accident must follow the accident reporting procedure and inform the organisation, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

## Accident and Incident Reporting Flowchart



## **Administration of Medicines Including the Use of EpiPens®**

### Description

Many **{{company.others\_residing\_at\_the\_business}}** will need to take medication, or be given it at organisation at some time in their organisation life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for **{{company.others\_residing\_at\_the\_business}}** to take medication. To allow **{{company.others\_residing\_at\_the\_business}}** to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

### Associated Hazards

- Unauthorised access to medicines
- Mal administration of medicines
- Medicines allergies.

### organisation's Responsibilities

The organisation Governing Body will work in partnership with parents, **{{company.others\_residing\_at\_the\_business}}** and professionals to ensure that children who require medication during school time are able to receive it in a safe and secure environment that enables them to continue to make progress at organisation.

The organisation governing body will develop and implement a local policy for administration of prescribed medicines and will ensure that:

- Appropriate training is delivered to enable Employees to support **{{company.others\_residing\_at\_the\_business}}** with medical needs that involve the administration of prescribed medication
- The content of training will include all health and safety measures required as a result of a health and safety risk assessment
- Where prescribed medication is required that could involve a hazard to the administering member of Employees, or to other **{{company.others\_residing\_at\_the\_business}}** (e.g. use of hypodermic syringe), a specific risk assessment will be completed
- Information about a pupil's medical condition and related needs are only be disseminated to those Employees who require to know in order to ensure the pupil's wellbeing. Such information will only be passed on with the consent of parents
- **{{company.others\_residing\_at\_the\_business}}** who need to take prescribed medicines when at organisation are involved, as far as is possible, in the arrangements made for them
- Parents are encouraged to contact the head teacher if they feel that procedures need to be adapted to suit their child's specific needs

- The policy and guidelines are reviewed in line with local and national developments and relevant legislation.

### Teachers' responsibilities

The Head Teacher will ensure that:

- Medicines brought into the organisation are suitably labelled with the name of the pupil; name of the drug; dosage; frequency of administration
- A record card is completed for each pupil receiving medication. The card should include the following information:
  - the medicines required by the pupil
  - details of dosage and times for administration
  - the types of medicines being carried
  - appropriate risk assessment undertaken
  - The Employees involved in administration or supervision of medication
- Employees do not compel a pupil to take medication
- In an emergency, {{company.others\_residing\_at\_the\_business}} have prompt access to their medicine through a recognised procedure
- All Employees are familiar with the emergency procedure
- These procedures are followed when on organisation outings.

Teachers -who participate in administering medication to {{company.others\_residing\_at\_the\_business}} will comply with the organisation's policy.

There is no legal duty that requires organisation Employees to administer medication - this is a voluntary role.

### EpiPens®

EpiPen® Auto-injectors are intended for immediate self administration in the emergency treatment of anaphylactic shock.

In the event of a pupil being prescribed an EpiPen® the organisation will ensure that:

- All Employees are trained in recognizing anaphylaxis and in the administration of an EpiPen®
- The pupil is encouraged to carry his/her emergency medication on their person at all times

- Either the parent/guardian or pupil has granted permission for the medication to be administered in an emergency situation
- An emergency box is provided, the box to be stored in a safe, accessible, unlocked area that is clearly labelled
- The box will contain two 'in date' EpiPen® for use in an emergency and will be labelled with the name of each pupil prescribed EpiPen®
- In the event of a pupil having had an anaphylactic reaction they will be sent by ambulance to hospital whether full recovery is noted or not
- The pupil will be accompanied throughout by Employees and the empty EpiPen® that has been administered, will be taken with them to hospital
- The pupil's parents will be informed immediately after alerting the ambulance.

Note:

Since there is no way to predict the severity of a reaction, and because anaphylaxis can progress so rapidly, waiting for the ambulance or the Medical Centre employees to administer adrenaline may greatly increase the risk of death.

Therefore, it is essential that anyone with a history of anaphylaxis keep adrenaline auto-injectors, such as EpiPen® adrenaline auto-injectors, on hand at all times and be prepared to use them whenever a reaction occurs.

## **Alcohol and Drugs Misuse**

### Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In all jobs safety is paramount, and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

### Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger.

### organisation's Responsibilities

TCES Group will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of Employees, {{company.others\_residing\_at\_the\_business}} and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

### Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

### Employees Responsibilities

Members of Employees should:

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem

- Advise the school if they are aware that a colleague has an alcohol or drug related problem that is affecting their work.

## **Asbestos - for Those in Control of Premises**

### Description

Numerous school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials. Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining.

### Associated Diseases

- Asbestosis
- Mesothelioma
- Lung cancer
- Plural thickening/plaques.

These diseases can take between 15 to 60 years to develop and can prove fatal.

Work undertaken on asbestos containing materials is categorised as either:-

**Licensable work:** this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensed work they plan to undertake.

**Non-Licensable work:** this normally involves work with asbestos containing materials which is sporadic and of low intensity and will not, if determined by risk assessment, expose employees to asbestos fibres above the legal control limit. Anyone undertaking non-licensed work must be suitably trained and competent.

**Notifiable Non-Licensable Work (NNLW):** Certain non-licensable works is also **notifiable** to the HSE. However, the following activities are exempt from notification: 1. short, non-continuous maintenance task whilst working only with non-friable asbestos containing materials, 2. removal, without deterioration of non degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic, 3. where the asbestos containing materials are in good condition and are being sealed or encapsulated 4. air monitoring and control or collection and analysis of asbestos samples.

### Responsibilities of Those in Control of Premises

In it's management and reduction of the likelihood of anyone being exposed to asbestos or asbestos containing materials TCES Group will:

- Take reasonable steps to locate and check the condition of materials containing asbestos in non-domestic premises under their control.

- Presume materials contain asbestos unless there is strong evidence that they do not.
- If confirmed that asbestos is present by an asbestos survey being undertaken, including the taking and analysis of samples, make and keep up-to-date, a record or register of the location, amount, type and condition of the asbestos containing materials and the materials presumed to contain asbestos.
- Assess the risk of exposure to Employees, {{company.others\_residing\_at\_the\_business}}, contractors and others to asbestos fibres from any materials identified.
- Prepare a plan setting out in detail how the risks from these materials will be managed to prevent exposure to asbestos and record the roles and responsibilities for managing asbestos.
- Plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released.
- Take necessary steps to put the plan into action and inform those who may be affected.
- At least annually, review and monitor the plan and the arrangements to keep them relevant and up-to-date.
- Regularly check the condition of these materials and search for deterioration, damage or disturbance.
- Make safe or, if necessary, remove or make arrangements to have removed any material that contains asbestos where there is a risk.
- Keep any material known or presumed to contain asbestos in a good state of repair.
- Identify the location, type and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk.
- Promote awareness of the risks of asbestos through training and induction of Employees.
- Ensure that anyone, including contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary.
- Check that the HSE have been notified of any licensed work or relevant non-licensed work planned to be undertaken.
- Ensure that sub-contractors have suitable arrangements, including supervision, to control exposure to asbestos in place prior to commencing work. No work with asbestos to be carried out until a written plan, detailing how the work is to be undertaken, has been prepared.
- Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

## E Responsibilities

Employees members will:-

- Report immediately to TCES Group any damage to the building or building materials.
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by TCES Group and are suitably trained.
- Follow all information, instruction and training given to prevent injury or ill health.



## **Body and Fashion Jewellery**

### Description

The wearing of body jewellery and fashion jewellery at work could lead to injury or ill health.

Body jewellery includes navel rings, lip studs, tongue studs and eyebrow studs, amongst others.

### Associated hazards

- Infection/cross infection
- Injury to the wearer (i.e. rips or tears) or to others
- Entanglement in equipment or clothing.

**Note:** the list of hazards associated with the wearing of jewellery is not exhaustive.

### School's responsibilities and duties

TCES Group will comply with statutory duties in respect of health, safety and welfare and in particular, fulfil obligations to take effective measures to control and monitor the wearing of jewellery, in particular body piercing practices.

We will ensure that a risk assessment identifies:

- Persons at risk (members of employees and others)
- Significant risks arising from the wearing of jewellery
- The appropriate controls to be implemented.

Where significant risks are identified, TCES Group will eliminate these by implementing a no-jewellery policy with an exception being made in the case of wedding bands. Where this policy conflicts with the cultural beliefs of the wearer, the risks arising from the wearing of jewellery will be effectively controlled, to reduce them to the lowest practicable level.

In addition, the school will manage risks further by:

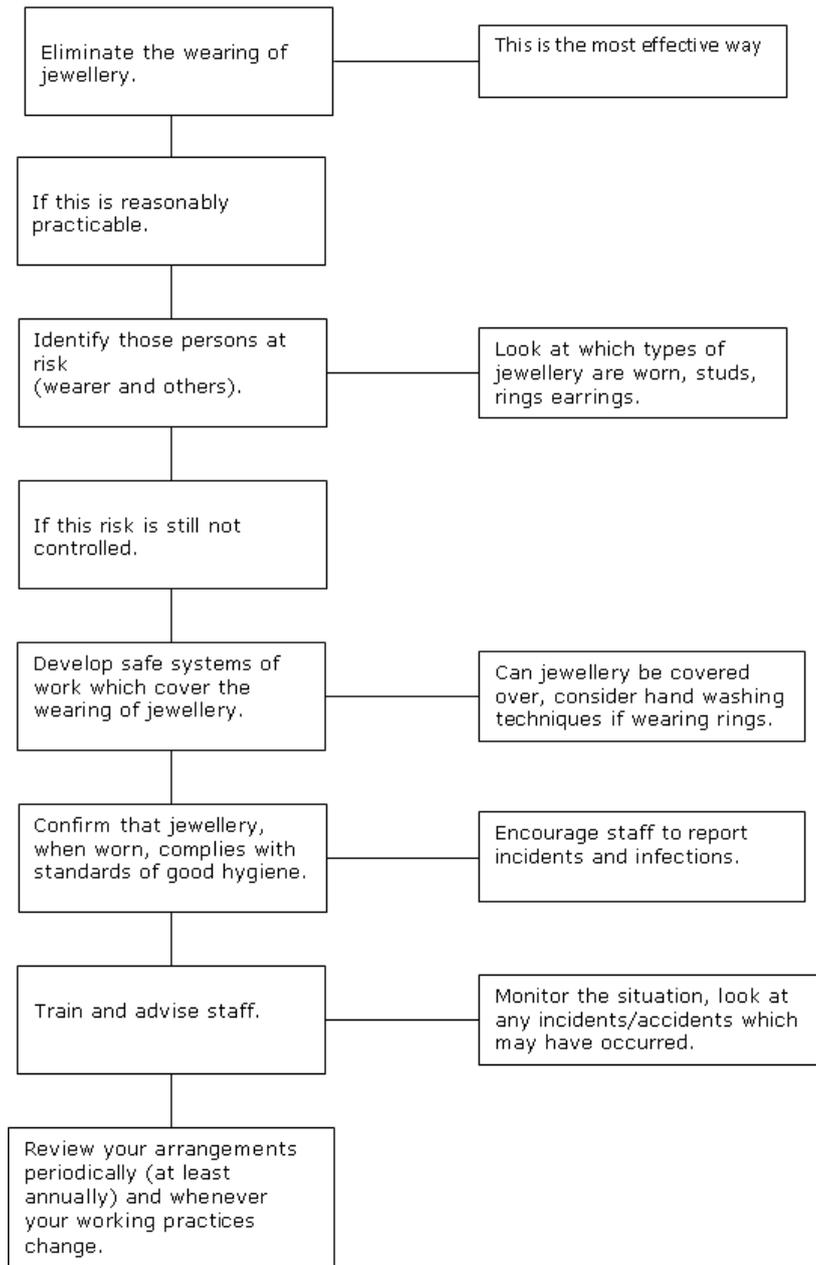
- Providing advice and guidance on the wearing of both fashion and body jewellery in the school
- Developing safe systems to cover the wearing of both fashion and body jewellery
- Ensuring that employees members and others follow instructions at all times, in accordance with the guidance provided

- Regularly monitoring and reviewing the effectiveness of these working arrangements
- Confirming that jewellery, when worn, complies with standards of good hygiene
- Ensuring that teachers and {{company.others\_residing\_at\_the\_business}} report any instances of infection arising from piercing(s).

#### Employees member's responsibilities

All employees are required to take care of themselves and others and ensure that the only jewellery that is worn complies with school policies.

### **Body and Fashion Jewellery Flow Diagram**



## **Blood Borne Viruses (BBV)**

### Description

We recognise that there is a potential risk of employees coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

### Associated hazards

- Direct contact with infected blood or saliva
- Contact with clinical dressings
- Needlestick injuries.

### School's responsibilities

- Completing a risk assessment to identify the potential for contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids
- Ensuring that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc
- Providing First aider's with information about dealing with spillages and discarded needles
- Ensure that first aid kits contain disposable gloves to protect against possible contamination when handling an injured person
- Allowing the use of syringes within the workplace only for medical reasons (employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action)
- Making suitable arrangements for the storage and disposal of syringes that are permitted for use within the workplace
- Taking all suitable precautions to secure the safety of employees who have been diagnosed with a BBV and those employees working in close contact with the affected person
- Treat any information that has been given by an employee in respect of a BBV condition in complete confidence.

### Employees responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training
- Report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.

## **Bomb Threats**

### Description

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises.

The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises.

### Associated hazards

- Fire and explosion
- Fatalities/major injuries.

### School's responsibilities

TCES Group will take appropriate measures it feels adequate to control the threat posed, by:

- Carrying out a risk assessment for bomb threats
- Implementing precautions and procedures when dealing with bomb threats
- Ensuring that all employees receive the necessary training and clearly understand the procedures for a bomb threat
- Co-ordinating and directing members of employees and others, including visitors, in the event of a bomb threat
- Reporting all bomb threat incidents to the police
- Identifying all employees that could conceivably receive a bomb threat and ensure that they are trained in handling procedures or at least have ready access to instructions – and know where these are kept
- Drawing up a clear and accessible list of actions to take on receipt of a call, ensuring that it can be printed off and fixed to walls or desks, so that employees can see it instantly
- Ensuring that all employees are aware of their roles
- Rehearsing bomb threat procedures as part of evacuation procedures.

### All employees member's responsibilities

- All employees must know what to do in the event of a bomb threat and take appropriate action
- All employees must participate in bomb alert training and evacuation
- All employees must never compromise the security of the building in any way.



## **Child Protection**

### Description

Child abuse is a global phenomenon. It occurs in all countries and within all societies and involves the physical, sexual, emotional abuse and neglect of children. It is nearly always preventable.

Statutory definitions for child abuse for entry into the child protection register are:

- Neglect:- the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development
- Physical injury:- actual or likely physical injury to a child or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's by proxy
- Sexual abuse: actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature
- Emotional abuse:- actual or likely severe adverse effect upon the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection.

### Associated signs of abuse

Beyond the obvious signs of physical abuse, such as bruising, employees are instructed to look for signs of emotional or sexual abuse, such as:

- Sudden changes in behaviour and/or deterioration of performance
- Difficulty in trusting or defiance of others, excessive anxiety or low self-esteem
- Knowledge of sexual matters beyond what would be expected
- A strong need for affection, sometimes expressed in physical terms
- Frequent aches and pains possibly arising from psychosomatic illnesses.

There are, of course, many other signs of abuse, but it must be understood that the presence of such symptoms does not necessarily denote the presence of abuse – they can be due to many other causes.

### School's responsibilities

TCES Group will seek to inform and raise awareness of child protection issues and will ensure that employees are trained in the requirements of reporting any suspicion of abuse and how to initiate the correct procedure, including any investigation and reporting to the relevant authority.

In all suspected cases of child abuse, when such a matter is reported, a nominated person will talk to the child concerned and on the basis of the conversation and any other evidence presented, will decide on what further action should be taken.

If a child speaks to a member of employees and makes accusations of abuse, these shall be believed at the time until a proper investigation can be made.

All employees will:

- Report any suspicions or conversations that indicate abuse has taken place
- Alert the school if they think that someone is acting in an unsafe manner, or in ways that may be misconstrued
- Do not question or approach parents, guardians or other children in the family.

## **Cleaning and Disinfection**

### Description

Everyone involved in the school must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between management and employees and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

### Associated hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slips, trips and falls
- Dermatitis.

### School's responsibilities

TCES Group has responsibility for formalising cleaning within the school, therefore cleaning schedules have been compiled which outline:

- What needs to be cleaned e.g. floors, facilities, work surfaces, equipment etc
- Who is to undertake the cleaning processes e.g. kitchen employees, cleaners etc
- The frequency of cleaning procedures to be undertaken e.g. daily/weekly
- How the cleaning process is to be undertaken e.g. whether equipment needs to be moved in order to undertake the cleaning procedure
- What chemicals/disinfectants and cleaning implements are to be used e.g. brushes, shovels, hoses etc.

In addition, the school will:

- Train and supervise inexperienced employees until they are competent to undertake the activity safely on their own
- Undertake suitable and sufficient risk assessments for the relevant work activities
- Develop a safe system of work and train employees
- Ensure chemical data sheets are available at all times.

### Employees members will:

- Co-operate with the school in relation to maintaining a clean and tidy environment
- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the school any hazardous or dangerous situation
- Co-operate with management arrangements for health and safety
- Ensure suitable signs are displayed where necessary.

## **Compressed Gas Cylinders**

### Description

Accidents involving gas cylinders can be very serious and may result in major injuries or death.

The term 'gas cylinder' includes varying types of pressure vessel used to transport and store gas under pressure. They are used for different purposes, e.g. in heating appliances and in fire fighting appliances.

### Associated hazards

- Fire and explosion
- Manual handling
- Unsecure or unstable gas cylinders
- Accidental release or leaks of hazardous substances
- Cold surfaces.

### School's responsibilities

TCES Group will:

- Carry out a risk assessment to identify the significant hazards associated with using and handling compressed gas cylinders and implement suitable control measures to minimise harm
- Check that cylinders are labelled or marked indicating their content and hazards associated with their contents
- Ensure that affected employees are fully trained in the safe operating and handling of cylinders
- Follow manufacturer's instructions on how to store, handle and use compressed gas cylinders correctly and safely
- Store cylinders in their designated location in a secure, suitably restrained, upright position
- Ensure that storage areas are dry, well ventilated, preferably outdoors, and positioned away from any source of heat, naked flame or direct sunlight. Risk assessments must take into account compatibility of the gases stored
- Ensure that limited numbers of gas cylinders are stored at any time
- Ensure that gas cylinders and valves are regularly maintained, tested and examined in accordance with the manufacturer's recommendations and statutory requirements
- Undertake and record regular visual inspections of gas cylinders and their associated holders, clamps, couplers, regulators and hoses

- Provide personal protective equipment (PPE), as identified by risk assessment.

All members of employees will:

- Undertake training in the safe use of compressed gas and follow information and instruction provided
- Wear any personal protective equipment (PPE) issued
- Report any damage to cylinders or attachments
- Do not drop, roll or drag gas cylinders
- Use equipment provided by the school to handle cylinders.

# **Construction, Design And Management Regulations (CDM) 2015 Client Responsibilities**

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## Description

- The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures
- Under the CDM Regulations, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one contractor working on the project at any time. CDM applies to both non-domestic and domestic premises
- For those projects that are likely to take more than 30 days and have more than 20 workers working simultaneously or involve more than 500 person days of construction work, then the projects are notifiable in writing to the Health and Safety Executive, HSE
- Each duty holder must beware of the CDM Regulations and the responsibilities of other duty holders under these Regulations. Organisations or individuals are permitted to undertake more than one duty holder role but they will need to demonstrate they have sufficient skills, experience, knowledge, training and organisational skills (if they are an organisation) and the ability to adequately fulfil each of the duties and maintain health and safety
- Anyone working on projects under the control of others must report to them any situation likely to endanger their own health and safety or that of others
- Designers, contractors, the Principal Designer and the Principal Contractor must consider the 'principles of prevention' to as far as reasonable practicable to eliminate foreseeable risks and if this is not possible, reduce risks or control of them
- This arrangement is applicable to organisations who may have construction work undertaken on the premises / structures they are responsible for.

## Client's responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out.

For all projects, Clients will:

- Appoint designers and contractors with appropriate skills, knowledge, skills, experience and who are adequately resourced. If they are an organisation, they should have suitable organisational capabilities
- Take reasonable steps to ensure duty holders carry out their relevant duties before and during the construction phase
- Ensure so far as reasonably practicable that the construction work is carried out without risks to health and safety
- Ensure the HSE are notified of the project for 'notifiable' projects
- Make suitable arrangements for managing, maintaining and reviewing the project for its duration with regular liaison with all duty holders. This should include allocating sufficient time to assess risks, creating the project team, ensuring roles and responsibilities are clear, stipulating that regular meetings are held or regular progress reports are issued, and requiring co-operation, communication and co-ordination between parties
- Appoint competent / specialist persons to advise on managing health and safety risks for the project, where needed
- Ensure that adequate welfare facilities are in place before the commencement of a project and are available throughout the construction phase
- Provide information ('Pre-Construction Information') about e.g. the site's hazards, site rules, Client's brief as soon as possible, to duty holders who are designing, bidding and planning for the work. If information is not available, the Client must take reasonable steps to acquire such information
- If there is only one contractor involved with the project, ensure a Construction Phase Plan is drawn up by the contractor.

For projects which involve more than one contractor working on the project at any one time Clients will additionally:

Appoint as soon as possible in the design process, a **Principal Designer** to control the pre-construction phase and appoint a **Principal Contractor** as soon as practicable before the construction phase begins to control the work. Clients should regularly liaise with these duty holders throughout the duration of the project and take reasonable steps to ensure they comply with their duties.

Provide information ('Pre-Construction Information') as early as possible to the Principal Designer and Principal Contractor.

Ensure that work does not start before the Construction Phase Plan has been prepared by the Principal Contractor.

Ensure the Principal Designer prepares, regularly reviews and revises a Health and Safety File whilst they are employed (this duty passes to the Principal Contractor if the Principal Designer's contract has ended).

Retain and revise the Health and Safety File as new information becomes available, including after project completion, and provide access to others e.g. new owners and those who undertake further works on the site.

*Notes: If the Client does not appoint a Principal Contractor or Principal Designer, the Client will have to assume these duty holders' roles and liabilities.*

*Where a project has more than one Client, then it is recommended that one of the parties accepts, by contract, to fulfill the role of the Client as defined by CDM.*

Where CDM related activities are undertaken, TCES Group will ensure: -

- That it's duty as a Client under the CDM Regulations is complied with.
- That where relevant, it is aware of the responsibilities of other CDM duty holders\* (i.e. Principal Designers, Designers, Principal Contractors and Contractors) and CDM workers.
- That it is competent to perform, where required, other CDM duty holder roles, in order to comply with the requirements set out in the CDM Regulations.

*\* Note: Where construction work is undertaken on behalf of the Client, the Client should be aware of the CDM regulations and responsibilities of other duty holders. Further information on CDM can be found in the Fact sheet 'CDM 2015' and related CDM Fact sheets.*

## **Contractors**

### Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors, including self employed workers, may be employed to undertake a variety of jobs on our behalf including maintenance, repairs, installation, construction, window cleaning, engineering. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractor's activities may put the school's employees and {{company.others\_residing\_at\_the\_business}} at risk.

### Associated hazards

- Movement of site traffic
- Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

### School's responsibilities

TCES Group will ensure that competent contractors are selected and appointed having regard to:

- Hazards on site
- Site rules and safety procedures
- The need for and selection of protective clothing
- Any special equipment required
- Information, instruction and training
- Time when the contractors will undertake the work on the school premises.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed and suitable controls are in place.
- Manage, supervise, co-operate with and co-ordinate contractors when on site.

- Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE.
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress.
- Inform employees whenever, and where, contractors are working in their particular area.
- Ensure contractors are segregated from {{company.others\_residing\_at\_the\_business}}, wherever possible, and where this is not possible ensure that {{company.others\_residing\_at\_the\_business}} remain under the direct supervision of employees.
- Ensure compliance with current legislation regarding any requirements to check criminal records/barring of contractors undertaking work during any time that the school is open and where contractors could be alone with children.
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

#### Contractor's/sub-contractor's responsibilities

All sub-contractors undertaking work on behalf of the school:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the school before work commences
- Must inform the school of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the school immediately so that they can record the incident in the accident book.

### Employees responsibilities

Employees members will:

- Immediately report any unsafe practices or concerns to the school management.

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

### Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, the school is required to control exposure to hazardous substances to prevent ill health. The aim is to protect both members of employees, {{company.others\_residing\_at\_the\_business}} and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include:

- Substances used directly in school and work activities (e.g. chemicals, paints, adhesives, cleaning agents)
- Substances generated during work activities
- Naturally occurring substances (e.g. dust)
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

### Associated hazards

- Skin irritation
- Asthma
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms.

***N.B. This list of hazards is not exhaustive.***

### School's responsibilities

TCES Group recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored within school premises
- Identify all activities likely to produce or generate hazardous substances
- Obtain hazard data sheets from suppliers
- Identify who may be affected (e.g. employees, {{company.others\_residing\_at\_the\_business}}, contractors, public)

- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.

Where reasonably practical, the school will prevent exposure by:

- Changing the process so that a hazardous substance is not required or generated
- Replacement with a suitable alternative
- Using the substance in a safer form
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

If prevention is not practicable, the school will control exposure by:

- Total enclosure of the process
- Partial enclosure and extraction
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance
- Determining the need to monitor exposure or if health or medical surveillance is required
- Provide employees with suitable personal protective equipment (PPE) and or Respirable Protective Equipment (RPE) as required by risk assessment and ensure that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring that control measures (e.g. ventilation and extraction) remain effective by inspection, testing and maintenance of plant and equipment
- Recording the findings in a COSHH assessment and review the assessment regularly or if is deemed no longer valid
- Providing a copy of each relevant COSHH assessment to those persons considered at risk.

#### Employees member's responsibilities

All employees have responsibilities under COSHH Regulations, and are expected to:

- Take part in training programmes
- Observe container hazard symbols

- Practice safe working with hazardous substances
- Report any concerns immediately
- Wear, use correctly and maintain any personal protective equipment provided
- Return all hazardous substances to their secure location after use
- Use the control measures provided properly.

## **Craft, Design and Technology Classes**

### Description of activity

The purpose of craft design and technology (CDT) teaching is to encourage {{company.others\_residing\_at\_the\_business}} to apply their knowledge and understanding to develop ideas, plan, produce products and evaluate them. {{company.others\_residing\_at\_the\_business}} design and make products using a range of materials including electronics, graphics and resistant materials (wood, metal, plastics, etc).

Due to the nature of these activities the school utilises a variety of equipment ranging from small hand tools through to larger items of equipment and machinery.

It is our policy to ensure that teachers have a safe place in which to work and that {{company.others\_residing\_at\_the\_business}} have a safe place in which to develop their skills.

### Associated hazards

- Contact with moving parts
- Entanglement
- Ejection of materials
- Kickback and snatching
- Dust and other hazardous substances
- Slips trips and falls
- Fire.

***Note: CDT arrangements are complementary to, and should be read in conjunction with, those arrangements that relate to specific items of equipment and machinery.***

### School's responsibilities

- Suitable storage is provided for hand held tools
- Machinery and work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains machinery and work equipment on a regular basis
- Suitably qualified teaching staff are appointed
- Suitable and sufficient risk assessments for the classroom activities are undertaken
- Safe working procedures are developed and implemented

- Suitable personal protective equipment (PPE) is provided for issue to teachers and {{company.others\_residing\_at\_the\_business}}
- A suitable standard of supervision of {{company.others\_residing\_at\_the\_business}} is maintained, in accordance with the findings of risk assessments
- Arrangements are monitored and reviewed regularly.

Teachers will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Carry out, at least on a weekly basis, inspection of the equipment including guarding, attachments, stability of equipment etc. Keep records of all inspections and any resulting action necessary
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Provide adequate supervision in class, proportionate to the age and ability of individual {{company.others\_residing\_at\_the\_business}} and the task being undertaken
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear, and ensure that {{company.others\_residing\_at\_the\_business}} wear, any personal protective equipment (PPE) provided
- Maintain the working area immediately around machines in a good condition and free from obstruction or build up of waste materials including shard, wood shavings, dust etc
- Remove from use, and report any faulty equipment
- Isolate machinery prior to accessing any moving parts or blades
- Isolate machinery at end of use.

***Note: Teachers are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must:***

- Stop the work safely
- Isolate the equipment
- Report the defect.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.



## **Dermatitis**

### Description

The word 'Dermatitis' derives from the Greek words for skin, "**derma**" and inflammation, "**itis**". Dermatitis is a skin condition usually caused by contact with something that irritates the skin or causes an allergic reaction. Contact Dermatitis affects mainly the hands but other parts of the body can also be affected. Dermatitis can be caused by:

- Wet work due to repeated and prolonged contact with water, e.g. by hand washing more than 20 times or having wet hands for more than 2 hours during a shift
- Chemical agents, e.g. through contact with chemicals, including by direct contact, splashes, contaminated work surfaces and tools, airborne particles settling on the skin
- Biological agents, e.g. through contact with plants, bacteria, spores, moulds, fungi
- Physical agents, e.g. by vibration, radiation or low humidity from air conditioning
- Mechanical agents, e.g. by abrasion.

### Associated hazards

The main categories relating to work-related Contact Dermatitis are classified as:

- Irritant Contact Dermatitis: mainly caused by chemical and physical irritants and is the most common form of Contact Dermatitis. Common chemical irritants include solvents, soaps, detergents, latex, cosmetics, metalworking fluids, oils and alkalis
- Allergic Contact Dermatitis: common allergens include, UV cured printing inks, adhesives, wet cement, some plants, nickel and chromium which can cause an allergic reaction, hours or days after contact. In rare cases a severe reaction can occur, known as an 'anaphylactic shock'
- Photo Contact Dermatitis: is a reaction that develops where chemicals are applied to the skin, e.g. sunscreens, fragrances, creams, insecticides, disinfectants

Symptoms of dermatitis generally include a localised rash and/or irritation of the skin and can develop into flaking, scaling, cracking, bleeding, swelling and blistering which can take days or even weeks to heal.

### Employer's responsibilities

TCES Group will:

- As part of the risk assessments process, in accordance with the Control of Substances Hazardous to Health Regulations (COSHH), identify all substances likely to generate the risk of dermatitis and those persons who are at risk of work-related developing dermatitis
- Where reasonably practicable, eliminate the use of substances that are likely to cause dermatitis
- Where relevant, replace substances likely to cause dermatitis with less harmful substances
- Establish control measures and safe systems of work to prevent and/or minimise skin contact with hazardous substances
- Provide suitable personal protective equipment (PPE), skin care products and adequate washing facilities
- Provide suitable personal protective equipment storage and disposal facilities
- Encourage employees to carry out regular skin checks to identify signs of dermatitis
- Introduce health surveillance for all employees likely to be at risk of developing dermatitis
- Provide employees with information, instruction and training in relation to hazardous substances, use of PPE and skin care products
- Consult with employees and their representatives in relation to skin care, skin care products and personal protective equipment
- Record and investigate any diagnosed cases of dermatitis and follow RIDDOR reporting procedures, where appropriate.

#### Employee's responsibilities

- Observe hazard symbols and instructions displayed on product containers
- Co-operate with the employer and follow the safe working procedures to minimise contracting dermatitis
- Wear suitable PPE and use skin care products according to the control measures identified in the risk assessments
- Use work equipment and methods of work that prevents the skin coming into contact with hazardous substances
- Regularly check skin condition and report any symptoms of dermatitis to the employer and seek medical advice, if necessary
- Ensure that hands are washed and dried regularly, including before and after the wearing of protective gloves

- Use 'before and after' work creams to ensure that the skin is kept in good condition – ***remember that barrier creams are not a substitute for protective gloves.***

# **Diabetes**

## Description

In the UK, 1.4 million people are diagnosed with diabetes mellitus. It is likely that more people have the condition, but have yet to be formally diagnosed. Diabetes is the leading cause of blindness in the country and can lead to serious complications such as heart disease, kidney failure and stroke.

For each affected member of staff, the level of treatment will vary greatly from individual to individual and within each individual from day to day. It may therefore be necessary to seek specialist advice.

## Symptoms associated with diabetes

- Weakness, faintness or hunger
- Palpitations and muscle tremors
- Strange actions or behaviour where the casualty may seem confused or drunk, belligerent or may even be violent
- Sweating
- Pallor
- Cold clammy skin
- A strong pulse
- Deteriorating level of response
- Shallow breathing.

Staff and pupils suffering from diabetes may have a warning card (medic – alert) or bracelet, sugar lumps, tablets or an insulin syringe (which may look like a pen) among their possessions.

## School's Responsibilities

TCES Group is aware that people who are diabetic may not wish to reveal their health problem. However, adjustments can only be made if the individual is willing to let the school know about the condition.

Disclosure should help the individual and facilitate help and support from members of staff, in this regard the school will, upon being advised of the condition: -

- Carry out a risk assessment for the individual to determine whether there are any significant health and safety risks, taking into account individual circumstances.
- Introduce the appropriate control measures to remove the risk or manage it.

- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment.
- Allow staff and pupils affected by diabetes to maintain a check on blood sugar levels throughout the day and to take regular breaks.
- Give access to a fridge or cold flask for storing insulin, if required.
- Give the staff and pupils a private area in which to check blood sugar levels.
- Support a diabetic member of staff or pupil by allowing them to access his or her G.P. or diabetic nurse during the working day.
- Establish procedures for dealing with a hypoglycaemic attack in conjunction with the affected individuals.
- Make provision for diabetic person within the arrangements for first aid, fire and emergency evacuation.

#### Teacher's Responsibilities

- To co-operate with the school in relation to health and safety arrangements
- Follow any training, guidance and instruction
- Report any accident or incident.

#### **Furthermore, diabetic person's responsibilities include :-**

- Alerting the school if their condition is having an adverse effect on their ability to work or increase the likelihood of an accident.
- Notifying the employer and the DVLA if:
  - receiving treatment with insulin where the job entails driving any type of vehicle or
  - receiving any type of medication for diabetes where the job entails driving Group 2 vehicles (bus, coach or lorry).

If the condition is managed by diet or non-insulin medication (or both) there is no obligation to inform the DVLA provided the employee is free from certain diabetes related complications, listed on the DVLA website, or has not been advised to do so by their GP, specialist or optician.

- Co-operation with the school arrangements for health and safety
- Following any training, guidance and instruction provided by the school.

## **Disciplinary Rules**

### Description

TCES Group believes that health and safety is a critical factor that needs to be taken into account when running the school. To enable the school to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

### School's responsibilities

All employees members may be dismissed for gross misconduct if, after investigation the school believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the school (or its agents) for the protection and safety of employees, {{company.others\_residing\_at\_the\_business}} and any other person affected by the school
- Used a naked flame in a non-designated area.

### Failed to follow established procedures for the use of:

- Flammable or hazardous substances
- Toxic materials
- Items of lifting equipment
- Plant or machinery
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
- Undertook any action that could interfere with an accident investigation.

TCES Group will ensure that contact is made with the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

### Employees Member's responsibilities

- To take care of the health and safety of themselves and others
- To co-operate with the school
- To not misuse or interfere with anything provided for health, safety and welfare
- To report any identified hazards to the school
- To comply with clearly indicated and specific safety rules

- To wear safety clothing or equipment provided
- Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anyone else.

## **Display Screen Equipment (DSE)**

### Description

Display Screen Equipment (DSE) based work can have potentially serious effects on health.

DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed tasks, equipment and work environment. However, most of the conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

### Associated hazards

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

### School's responsibilities

TCES Group is committed to ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy. For the purpose of this policy, a user is defined as someone who has to use DSE equipment for a significant part of his/her working day and has little freedom to organise his/her workload.

In consultation with members of employees TCES Group will fulfil its obligations by:

- Identifying all DSE users in line with the regulations
- Reducing the risk associated with DSE use to the lowest practicable level
- Ensuring the risk assessment process is systematic, appropriate, comprehensive and carried out with the involvement of members of employees and supported by trained assessors
- Providing suitable work equipment and arrangements for regular breaks
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided
- Incorporating task changes within the working day in order to prevent intensive periods of on-screen activity

- Reviewing software to ensure suitability for the task and providing additional training as necessary
- Arranging eyesight tests on request
- Contributing towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

TCES Group will ensure that, where required all new teachers will complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, the school will:

- Take all necessary steps to investigate the circumstances
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

TCES Group will undertake a general risk assessment for all computer rooms to identify any safety issues. All cables will be secured under desks in cable management solutions in order to reduce any trip hazards.

All windows will be protected from excessive glare by either installing blinds on the windows or by placing tinting film on the windows.

The {{company.others\_residing\_at\_the\_business}} will be advised at the beginning of all lessons to adjust their workstation so that they are sitting comfortably when operating the computer equipment.

#### All Employees have a responsibility

- To inform the school in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the school
- To familiarise themselves with the contents of the relevant risk assessments.

## **Doors**

### Description

All doors within the school will be designed, installed and maintained, so that members of employees, {{company.others\_residing\_at\_the\_business}} and visitors can utilise them without risk of injury.

### Associated hazards

- Fire/Products of combustion
- Slips, trips and falls
- Object movement
- Struck by moving object
- Entrapment.

### School's responsibilities

TCES Group will ensure that:

- All doors are designed so that employees, {{company.others\_residing\_at\_the\_business}} and visitors can utilise them safely
- A general workplace risk assessment is undertaken which considers safe access/egress within the premises
- Automatic door closers are fitted where required
- Wherever possible, fire doors are hung so that they open outwards as this improves egress in emergencies and for moving and handling
- Where necessary vision panels are provided
- Where necessary, fire doors are fitted with electromagnetic door catches that ensure the doors close automatically on activation of the fire alarm
- Fire doors are marked with suitable signs e.g., "Fire door – keep closed" or "Fire door – keep locked shut" as appropriate
- Fire exit doors are marked with suitable signs e.g. "Fire Exit" and "Push bar to open" as appropriate
- Anti finger trapping devices are installed where necessary and completely cover the gap that is created on the hinge side of a door when it is in the open position
- Where necessary, cupboard doors are fitted with safety catches.

### Teacher's will

- Not chock or wedge fire doors open
- Report any damage to doors, fixings or signs to the maintenance department
- Report any accidents or near misses.

## **Driving at Work**

### Description

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time, making work-related road crashes the biggest single safety issue for most UK businesses. Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, and could reduce the chances of employees being injured in a crash whilst away from work.

### Associated hazards

- The driver: competency, training, fitness and health
- The vehicle: suitability, condition, safety equipment (seat belts), and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions.

### School's responsibilities

TCES Group will ensure that:

- Where possible, TCES Group will give consideration to the avoidance of driving or use an alternative mode of travel, where these are reasonably practicable alternatives. If driving is absolutely necessary, risk assessments will be undertaken for all work-related driving activities in consultation with the relevant members of employees
- The necessary control measures will be implemented and communicated to the relevant members of employees
- Drivers are fit and competent to drive: that he/she holds a valid driving licence, is suitably insured, is familiar with the vehicle and the task, understands the risk assessment findings and control measures and has received appropriate training, as necessary
- Drivers are properly trained, induction training will be given to new members of employees and further training may be provided for those members of employees at highest risk
- Drivers will be trained to carry out basic safety checks, and what to do in the case of breakdown, accidents or emergencies
- Vehicles are appropriate for the task and maintained in a clean and roadworthy condition.

### Teacher's responsibilities

- Teachers must follow any advice, information, instruction and training given by the school

- All teachers who are expected to drive on school business must have a valid drivers' licence for the class of vehicle they are driving
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles
- Drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving
- It is expected that any person driving vehicles on school business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- All relevant employees must provide a copy of their driving licence on request and declare any driving convictions
- All relevant employees must inform the school office if they become aware of any medical condition or take medication that might affect their ability to drive.

For further information, please see school transport.

# **Electricity**

## Description

The safe management of electrical installations and equipment is essential within the school. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care.

## Associated Hazards

- Contact with live parts, causing shock and burns
- Faults that could cause fires
- Fire or explosion where electricity could be the source of ignition.

## School's Responsibilities

With regard to fixed installations TCES Group will:

- Ensure that electrical installations and equipment are installed and maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended)
- Identify all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency
- Have regard to the design, construction and selection of electrical equipment when purchasing such equipment for use in the workplace
- Promote and implement a safe system of work for maintenance, inspection and testing
- Ensure that employees and contractors who carry out electrical work are trained and competent to do so
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the school's health and safety arrangements.

## Portable Equipment & Testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

TCES Group is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be

marked to identify when tested and next test due date. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period of time, together with information on faults found, will be used to review the frequency of inspection. It will also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All Employees have a responsibility to:

- Co-operate with management arrangements for electrical safety in the workplace
- Use the protective and safety equipment provided
- Not endanger themselves or others.
- Report hazardous or dangerous operations.
- Follow the training and guidance provided to prevent injury to themselves and others.
- Comply with safety rules and use work permits/lock out procedures as applicable.
- Not bring private electrical equipment onto school premises without prior authorisation from management. Any such equipment must be tested in accordance with school procedures.

# **Epilepsy**

## Description

Epilepsy is defined as having repeated seizures, which start in the brain. A brief disturbance to the brain's normal electrical activity causes the nerve cells to fire off random signals. The result is like an electrical storm that causes a temporary overload in the brain.

There are many different kinds of seizure. Some end in seconds while others may last several minutes. People affected might lose awareness of what is happening or where they are during a seizure and they may lose consciousness altogether. Each person's experience of epilepsy is unique.

## Recognition of Minor Epilepsy

- Sudden 'switching off'; the casualty may be staring blankly ahead
- Slight and localised twitching or jerking of the lips, eyelids, head or limbs
- Odd 'automatic' movements such as lip smacking, chewing, or making noises.

## organisation's Responsibilities

TCES Group is aware that people who are epileptic may not wish to reveal their health condition. However, adjustments can only be made if the individual is willing to let the organisation know about the disability. Disclosure should help the individual and will facilitate help and support from the organisation and colleagues.

TCES Group will:

- Carry out a risk assessment to determine whether there are any significant health and safety risks, taking into account individual circumstances such as epilepsy
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Permit Employees and `{{company.others_residing_at_the_business}}` with epilepsy to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Establish procedures for dealing with a seizure in conjunction with the affected person
- Identify any specific training needs of the individual
- Make provision for individuals with epilepsy within the arrangements for first aid, fire and emergency evacuation.

### Employees's responsibilities

- Co-operate with the organisation in relation to health and safety arrangements
- Follow any training, guidance and instruction
- Report any accident or incident.

Individuals suffering from Epilepsy have an additional duty to:

- Alert the organisation if his/her epilepsy is having an adverse effect on his/her tasks
- Inform the school if the condition could increase the risk of an accident
- Notify the school and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement
- Follow any training, guidance and instruction provided by the organisation.

## **Emergency Plan**

### Description

As part of our overall Health & Safety Management Plan we will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

### Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat
- Spillage.

### organisation's Responsibilities

- Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences
- Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role
- Where applicable, liaise with Principal Contractors, Client Representatives, Safety Representatives, external emergency services, and local authorities, regarding the emergency plans
- Provide clear systems for contacting the emergency services
- Provide information, instruction and training to employees and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc.
- Make arrangements to recover and treat injured people
- Undertake emergency practice drills
- Ensure that any equipment used as part of the emergency plan such as first aid, fire fighting, fire detection, alarms, gas release detection, communication

systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment

- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services
- Investigate all emergency situations
- Develop a strategy for dealing with the media.

#### Employees Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if you have been trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

## **Events Safety**

### Description

All events, irrespective of their size and complexity, are covered by legal requirement. The arrangements for each event therefore, may need to vary accordingly. Robust planning and management are fundamental to the success of the event.

**Note:** These arrangements cover small events taking place either wholly or partially in the open air or in marquees or other temporary structures. The general safety advice is however also pertinent for small events taking place indoors in fixed buildings.

### Associated Hazards

- Poor 'Build Up' - venue design, worker competence, stages, marquees, fencing etc.
- 'Load In' - delivery and installation of equipment and services
- Crowd Management
- Transport Management
- Medical emergencies and Major Incidents
- Load Out -removal of equipment and services
- Waste Management

### organisation's Responsibilities

The organisation Governing Body will ensure that:-

- A Safety Policy Statement is produced that describes how the events organiser intends to manage safety, who has specific responsibilities and how these will be carried out
- A safety management team is formed the number of team members to be appropriate to the size of the event
- Suitable and sufficient risk assessments are completed
- A list of safety rules is created and distributed to all workers or helpers who will be associated with the event
- Contractors or sub contractors are competent in managing their own safety on the site
- Helpers are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding
- Arrangements are in place for the supervision support and monitoring of helpers
- Suitable and sufficient site services and welfare arrangements are in place

- There is liaison with the relevant local authority and emergency services representatives and that they are provided with sufficient information to enable their understanding of the nature of the event.

#### Employees's Responsibilities

- Comply with the arrangements put in place for the event
- Report any unsafe situations or acts to the person in charge at the event
- Maintain responsibility for all individuals in their care.

## **Fire**

### Description

Fire prevention is an important obligation for all organisation. TCES Group has a responsibility for ensuring the health, safety and welfare of all employees and {{company.others\_residing\_at\_the\_business}} who may have access to the premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety.

It is the policy of TCES Group to ensure that all employees, {{company.others\_residing\_at\_the\_business}}, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards.

### Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

### organisation's Responsibilities

TCES Group will ensure that:

- All Employees receive comprehensive training at all inset days to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- A fire risk assessment for the relevant premises\* is undertaken (and regularly reviewed) which clearly sets out identified control measures
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

**\* Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment.**

- A register of Employees and {{company.others\_residing\_at\_the\_business}} is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control

- Training in fire safety are adhered to
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out each Term and details recorded in the fire logbook
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors will be unlocked and available for use at all times when persons are in the building. All fire doors will be closed at all times and not wedged open.

#### Employees Member's Responsibilities

All employees are required to:

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

TCES Group does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

## **First Aid**

### Description

Employees and {{company.others\_residing\_at\_the\_business}} can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

### Associated hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Illnesses: asthma, diabetes, epilepsy etc.

### School's responsibilities

TCES Group will:

Carry out a first aid risk assessment for each area/building to identify:

- The level of First Aid cover required, e.g. 'First Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc
- First aid equipment and facilities
- Emergency procedures
- Ensure employees are aware and kept aware of the first aid arrangements for each area
- Provide the minimum numbers of first aid personnel at all times
- Display the names in school of trained First Aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly
- Communication of above to all new and existing employees
- Ensure suitable grab bags are available to take out onto sports fields during events and in case of an accident.

### First aid kits in vehicles

Where employees and {{company.others\_residing\_at\_the\_business}} travel in vehicles, the school will ensure that a first aid kit is allocated to the vehicle (where it must

remain) rather than an individual. The contents of these first aid kits will be monitored to ensure that they are fully stocked and all dates on dressings are current.

#### First-Aiders are responsible for

- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required and within their capabilities. Where there is any doubt, manage the situation while waiting for medical assistance to arrive.

#### Appointed persons are responsible for

- Calling for the appropriate medical assistance
- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date
- Notifying the designated person if there are any entries in the accident book.

#### Teacher's responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees must:

- Co-operate with the school arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations.

## **Food Technology And Textiles Classes**

### Description

One of the main purposes of effective teaching and learning in home economics is to develop {{company.others\_residing\_at\_the\_business}} abilities in handling craft processes, particularly in fabric and food.

To achieve this, the school utilises a variety of equipment ranging from small hand tools through to larger items necessary for the preparation, storage and distribution of food.

It is our policy to ensure that teachers have a safe place in which to work and that {{company.others\_residing\_at\_the\_business}} have a safe place in which to develop their skills.

### Associated hazards

- Machinery safety
- Slips and trips
- Cuts
- Burns and scalds
- Manual handling
- Food poisoning.

### School's responsibilities

TCES Group will ensure that:

- All walls, ceilings, doors and floors are of a suitable construction and finish to be easily maintained
- Suitable storage is provided for hand craft tools
- Kitchen work equipment meets regulatory requirements for safety and is positioned securely
- Machinery used in handcraft classes is suitably guarded, and is positioned securely
- A competent person maintains work equipment on a regular basis
- Suitably qualified teaching employees are appointed
- Suitable and sufficient risk assessments for the classroom activities are undertaken
- Safe working procedures are developed and implemented
- Suitable personal protective equipment (PPE) is provided for issue to teachers and {{company.others\_residing\_at\_the\_business}}

- A suitable standard of supervision of {{company.others\_residing\_at\_the\_business}} is maintained, in accordance with the findings of risk assessments
- Arrangements are monitored and reviewed regularly
- All food that is cooked correctly for the correct period of time.

#### Teachers will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Provide adequate supervision in class, proportionate to the age and ability of individual {{company.others\_residing\_at\_the\_business}}
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Remove from use, and report any faulty equipment
- Ensure that any food or drink that is accidentally spilt will be cleaned up immediately and where appropriate, display suitable warning signs in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear and ensure that {{company.others\_residing\_at\_the\_business}} wear, any personal protective equipment (PPE) provided
- Carry out and promote good personal hygiene.

#### Reporting Illness/Exclusion

Home Economics teachers and {{company.others\_residing\_at\_the\_business}} are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. In keeping with good practice, food handlers suffering from any of the complaints listed above will be excluded from food handling activities until they have fully recovered.

## **Gas Safety**

### Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

### Associated hazards

- Tiredness
- Drowsiness
- Headache
- Stomach pains
- Nausea
- Chest pains

### School's responsibilities

TCES Group will ensure that:

- All reasonable steps will be taken to secure the health and safety of all members of employees, `{{company.others_residing_at_the_business}}` and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquified natural gas and liquified petroleum gases, ie propane and butane
- That suitable and sufficient risk assessments are undertaken in respect of gas safety
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance
- That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
- Safe systems of work for maintenance, inspection or testing are promoted and implemented
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons
- Contractors and persons who carry out work on gas installations and appliances are competent to do so

- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the school's health and safety arrangements
- Detailed records required by the regulations and in relation to the above are maintained.

Teacher's must:

- Co-operate with management arrangements for gas safety
- Not carry out repair work to gas appliances unless competent to do so
- Follow any training, guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situation.

## **Glazing**

### Description

The Health and Safety at Work etc Act does not specifically mention glazing, but the introduction of the Workplace (Health, Safety and Welfare) Regulations included requirements for glazing, for which the duty to comply will fall to the school.

### Associated hazards

- Cuts and lacerations from exposed edges or broken glass panels
- Eye injuries from small flying glass particles.

### School's responsibilities

- A risk assessment will be undertaken in respect of all window or other translucent surface in a wall, partition, gate or door to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or it breaks
- Ensuring that where there is potential for an individual to fall through the window at height, measures are implemented to prevent people or objects coming into contact with the glazing
- Ensuring that glass for windows and patio doors be constructed of safety glass to a recognised standard or alternatively be fitted with suitable safety film that prevents the glass from shattering. Windows will also be clearly marked in a prominent position to prevent people colliding with them when they are closed
- Any windows that are accessible to pedestrians above ground level, and could result in personal injury due to a fall from height, will be fitted with suitable restrictors to prevent the window being opened. In order that adequate natural ventilation is allowed into the room the opening gap will be restricted to approximately 100mm
- Where necessary, traffic routes will be reorganised (either for people or vehicles) to avoid the risk of glazing being broken.

### Teacher's responsibilities

- Report all damaged or broken glazing to the maintenance department
- All accidents and incidents must be reported to the School management team.

## **Hazard Reporting**

### Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

### Associated hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

Near misses are hazardous incidents with the potential to cause an injury, e.g. a member of employees tripped over a trailing cable but no injury occurred.

### School's responsibilities

TCES Group accepts that some of its activities could, unless properly controlled, create hazards to employees and {{company.others\_residing\_at\_the\_business}}. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, TCES Group will inform employees of likely hazards by means of risk assessments, information, instruction, training and documentation in order that control measures are implemented in order to protect all {{company.others\_residing\_at\_the\_business}}.

To aid the recording of hazardous situations TCES Group have implemented a hazard reporting procedure for employees, this will encourage safety awareness in the school. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

### Teacher's responsibilities

All employees should use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the school, this is to be done verbally and in writing using the forms provided.

When a hazard has been identified it must be reported immediately to the maintenance department. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

## **Health Surveillance**

### Description

Health surveillance is conducted by observation, communication and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health which could affect a member of employees or a pupil.

It requires the implementation of certain procedures to achieve this, including simple methods (i.e. looking for skin damage on hands), technical checks (i.e. audiology tests) or more involved medical examinations.

Some hazardous substances, as referred to in the HSE's EH40 and other guidance, will specify health surveillance.

Health surveillance records should be kept for forty years and include:

- Surname and forename
- Permanent address
- Sex
- Date of birth
- National Insurance Number
- Date of commencement of present employment
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

### School's responsibilities

TCES Group will:

- Carry out a risk assessment to identify any health hazards within the school and communicate the findings to all relevant members of employees
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that new employees are included in health surveillance programmes
- Provide employees with relevant information and training
- Communicate the results of health surveillance to relevant members of employees
- Ensure that all employees and their representatives are consulted on the need and procedures for health surveillance
- Ensure that personal files are kept up-to-date
- Ensure that employees attend the health surveillance programme
- Ensure that sickness absence is monitored and employees are referred to management if the reason for absence is thought to be work-related

- Provide personal protective equipment where required
- Monitor and review the effectiveness of the arrangements.

#### Teacher's responsibilities

- Teacher's must co-operate with their school on matters of health and safety. This extends to health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement
- If a member of employees has a concern about their health and safety, and that of others affected by their work or encounters symptoms of ill health, they must inform the school immediately.

# **Housekeeping**

## Description

Often poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

## Associated hazards

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirty equipment
- Cluttered pedestrian gangways.

## School's responsibilities

TCES Group will:

- Carry out a risk assessment in relation to housekeeping within the school and introduce control measures as appropriate
- Take any necessary measures to remedy any risks found as a result of the assessment
- Implement steps for the maintenance, cleaning and repair of the premises
- Train all members of employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment
- Inform every member of employees of the risks which exist
- Re-assess housekeeping as necessary if work processes change.

## Teacher's responsibilities

Teacher's must:

- Co-operate with management arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report to the school management team any hazardous or dangerous situations.

## **Information, Instruction and Training**

### Description

Preventing accidents and ill health caused by work is a key priority for TCES Group. Health and safety information, instruction and training helps the organisation to ensure all Employees and {{company.others\_residing\_at\_the\_business}} are not injured or made ill by any activities that they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the organisation to meet its legal duty.

### organisation's Responsibilities.

- Consult with relevant persons to identify the information, instruction and training required for the organisation taking into account the level of skills required, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a risk assessment to identify any further specific training needs
- Provide the necessary training, taking into account the capabilities, previous training, knowledge and experience of Employees
- Prioritise information, instruction and training to ensure that any high risk needs are met first
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the training and its effect on members of employees to enable changes, modifications or additions to be made if required.

Relevant information, instruction and training will also be provided:-

- On recruitment
- When moving persons to another task or promotion
- When the process, equipment or system of work is changed
- If a review determines a refresher program is required.

TCES Group will document and maintain records of all information, instruction and training provided.

### All Employees will:-

- Co-operate with the organisation in relation to all training aspects
- Attend any training courses that are identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Use protective and safety equipment provided

- Report to their line manager any hazardous or dangerous situations
- Co-operate with management arrangements for health and safety.

# **Kitchen Safety**

## Description

Due to the nature of the school we utilise a variety of equipment for the preparation, storage and distribution of food. It is our policy to ensure that these areas are safe and without risks to the health and safety of members of employees and {{company.others\_residing\_at\_the\_business}}, those accessing the kitchen and those we are providing food for.

## Associated hazards

- Machinery safety
- Slips and trips
- Cuts
- Manual handling
- Occupational dermatitis and asthma
- Burns and scalds.

## School's responsibilities

TCES Group will ensure that:

- Suitable and sufficient risk assessments for the associated work activities are undertaken
- Safe systems of work are developed, implemented and employees trained
- Work equipment meets regulatory requirements for safety and is positioned securely
- A competent person maintains work equipment on a regular basis
- There is enough room in the kitchen for persons to move around safely
- All walls, ceilings and doors are of a suitable construction and finish to be easily maintained
- To prevent the entry of insects and dust into the room, cleanable fly screens are fitted to external windows and doors
- Where necessary mechanical local exhaust ventilation is provided to remove excessive heat from the kitchen
- Slip resistant floors are provided that are made of durable non-absorbent material and do not have any crevices, so that effective cleaning is possible
- Suitable personal protective equipment (PPE) is provided, as specified in the risk assessments, free of charge

- Employees are trained in the safe use of equipment
- Arrangements are monitored and reviewed regularly.

All relevant employees will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Report any faulty equipment or missing guards to management
- Any food or drink that is accidentally spilt will be cleaned up immediately and the appropriate warning signs displayed in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear any personal protective equipment (PPE) provided
- Carry out good personal hygiene.

## **Ladders And Stepladders**

### Description

A third of all reported falls from height incidents involve ladders or stepladders, and many injuries are caused by inappropriate or incorrect use of the equipment.

By conducting a risk assessment it may be determined that ladder use is acceptable for work of short duration (between 15 and 30 minutes), providing three points of contact can be maintained whilst working from the ladder or steps.

### Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or stretching from the ladder
- Overloading of the ladder
- The ladder slipping and falling due to not being correctly secured
- Faulty equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

### School's Responsibilities

All reasonable actions will be taken by TCES Group to ensure the safety of members of employees who work with ladders.

TCES Group will, in consultation with all members of employees and their representatives:-

- Carry out a risk assessment of work activities involving the use of ladders
- Take all necessary measures to reduce any risks found as a result of the assessment
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed
- Ensure that all ladders used are clearly identified, regularly inspected and maintained
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
- Provide appropriate information and training to members of employees who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way, which increases the risks involved

- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken.

#### All Relevant employees Will:-

- Follow instruction, training and information provided by the school on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material
- Report any defective ladders immediately
- Make use of any personal protective equipment provided by the school
- Advise the school of any health issues, which may affect the ability to work at height.

#### Safe Use Of Ladders

- Ladders should be appropriate for the job and not exceed 9 metres in length
- Ladders should comply with British/European Standards. Domestic equipment should not be used
- Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Ladder stiles must be undamaged and unbent
- Wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion
- Footpads must be in good condition
- Ladders should have slip-resistant rubber or plastic feet
- Ladders must be free of missing/loose rungs
- Ladders should be regularly inspected and defective ladders removed from use

- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest
- Ladders should be positioned one metre out at the base for every four metres in height
- Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping
- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs
- There should only be one person on the ladder at any one time
- Relevant members of employees will be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- Relevant members of employees will be fully trained in ladder use
- Never use ladders near power lines or in strong winds.

#### Safe Use Of Stepladders

- Stepladders should be of robust construction and in good condition
- Any retaining cords or straps must be of equal length and in good condition
- Any metal braces between the legs must be locked into place
- Legs of stepladders must be opened fully when in use
- All legs need to be firmly and squarely placed on a solid level surface
- The stepladder should be positioned close to the work to prevent over-stretching
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- The top tread should not be used unless it has been designed as a platform with a secure handhold
- When in use, the knees should be kept below the top of the steps for support and stability
- Only one person should use the stepladder at any one time
- The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

## **Legionella**

### Description

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities:-

### Duty Holder

A Duty Holder may be:-

- The employer, where the risk from their undertaking is to their employees or others
- A self-employed person, where there is a risk from their work activities to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

### The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

### The Risk Of Someone Contracting Legionellosis Depends On:-

- **The presence of Legionella bacteria:** the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C.
- **The means of creating and disseminating breathable aerosols,** e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc.
- **The person:** The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

### The Duty Holder's Responsibilities

TCES Group will ensure that:-

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- A Responsible Person (Competent person) is appointed to carry out the risk assessment, develop the Written Scheme and provide advice on prevention and control procedures
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the:-
  - Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
  - Significant findings of the risk assessment
  - Written Scheme and its implementation
  - State of operation of the water system (working or not)
  - Results of any monitoring, inspections, tests or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

#### Employees Responsibilities

Employees must:-

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the school to prevent ill health
- Report to TCES Group any disease diagnosed as Legionnaires' Disease
- Report to the school management any hazardous or dangerous situations.

## **Lighting**

### Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees and {{company.others\_residing\_at\_the\_business}} will create an environment that is welcoming, energising and productive.

### Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards
- Poor housekeeping.

### School's Responsibilities

To safeguard employees members, {{company.others\_residing\_at\_the\_business}} and visitors from the potential hazards presented by inadequate lighting, TCES Group will: -

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account employees and {{company.others\_residing\_at\_the\_business}} with visual limitations
- Take any necessary measures to remedy any risks found as a result of the assessment
- Train employees on how to adjust lighting levels in order to prevent visual fatigue
- Ensure that work is carried out in natural light wherever possible
- Take precautions against excessive glare
- Ensure that lights are positioned to avoid risks to health and safety (fire etc)
- Ensure that supplementary lighting is provided, as necessary
- Ensure that safe access is provided in order to clean or replace the lights or windows
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards will be adopted by TCES Group:-

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained
- Work requiring limited perception of detail - 100 lux

- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- Storerooms - 300 lux
- Crossing points on traffic routes - 300 lux, constantly maintained.

### Emergency Lighting

Emergency lighting will be provided to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to:-

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

### All employees Members Will:-

- Report any defective lighting
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

## **Lone Working**

### Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Example is:- a caretaker working on his/her own in a school.

### Associated Hazards

- Accidents
- Fire
- Inadequate provision of rest, hygiene and welfare
- Violence whilst at work
- Manual handling activities
- Injury received whilst entering unsafe premises
- Lack of adequate visibility, due to poor lighting.

### School's Responsibilities

TCES Group realise that there may be concerns surrounding lone working, to allay these fears we will:-

- Identify all members of staff who are lone workers
- Make a suitable and sufficient assessment of the risk to the health and safety of lone workers and others who may be affected
- Identify the preventative and protective measures needed, so far as is reasonably practicable
- Ensure that mechanisms are in place to account for and trace the whereabouts of lone workers who work alone and that these systems are regularly checked
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to lone workers
- Check that lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided and which will be based upon the findings of the risk assessment
- Establish emergency procedures in consultation with lone workers
- Ensure that appropriate support is given to staff following an incident.

### Staff Member's Responsibilities

Staff who are recognised as lone workers, must:-

- Co-operate with the school by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as necessary
- Provide information on their whereabouts during working hours to the school management team
- Report all incidents relating to lone working using TCES Group's reporting procedure.

## **Maintenance**

### Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained employees, accidents and associated financial costs can be reduced or prevented. Maintenance also includes cleaning and adjusting.

### Associated Hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- Human error or incompetence of maintenance employees
- Poor communication between maintenance employees and other members of employees
- Lack of knowledge by maintenance employees of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures)
- Unauthorised employees performing maintenance functions
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

### School's Responsibilities

TCES Group will:-

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety
- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date
- Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so
- Establish safety rules for how maintenance tasks are performed
- Ensure that all employees are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action

- Seek assurance of exclusivity of control if the machinery must be energised during adjustment, unjamming or other maintenance
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags
- Ensure that maintenance employees are trained and qualified to use the lockout procedure.

Relevant Members Of employees Will:-

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance
- Notify the maintenance department of any problems or hazards on a machine, such as an unguarded part
- Not carry out any maintenance activities on machinery unless trained to do so
- Co-operate with the school arrangements for maintenance of machinery
- Make full and proper use of all PPE that has been issued to them.

## **Manual Handling**

### Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

### Associated Hazards

- Sprains, strains
- Hernias
- Damage to the joints, ligaments, muscles and vertebrae
- Slips, trips and falls.

### School's Responsibilities

TCES Group will ensure that:-

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents that result in musculoskeletal injury to employees are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Employees recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part

of requirement of the post, and that employees in post continue to be suitable for the work

- Suitable information, training and supervision is provided for all relevant employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other employees who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- Premises outside the regular school at which employees members may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

All employees members involved with manual handling activity should:-

- Follow the safe system of work designed and introduced by the school and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately
- Assist and co-operate with the process of the assessment of risk
- Assist the school with the implementation of training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the school if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work.

## **Missing Pupil**

### Description

{{company.others\_residing\_at\_the\_business}} may go missing when in school or when on school trips.

This could be for a number of reasons and it is essential that appropriate action is undertaken that identifies and minimises the risks to the pupil.

All incidents will be monitored to help address any causes and potential problems. It is essential that each incident is fully investigated to establish cause, and that issues are addressed in such a way as to minimise the likelihood of recurrence.

### Associated hazards:-

- Physical attacks
- Verbal abuse
- Injury to the pupil
- Abduction.

### School's Responsibilities:-

The School Governing Body will ensure that:-

- A robust policy is developed and implemented in respect of missing {{company.others\_residing\_at\_the\_business}}
- The policy will include arrangements for both in-school and for school outings
- The policy will detail the action to be taken, when and by whom and will include:-

The policy will detail the action to be taken, when and by whom and will include:-

### In School:-

- The member of employees who has noticed the missing child will inform the nearest member of the school management team (SMT)
- Employees will promptly but calmly round up all {{company.others\_residing\_at\_the\_business}} to a pre-arranged area
- Employees will count and name check all the {{company.others\_residing\_at\_the\_business}} present against the register
- At the same time, all other available employees will conduct a thorough search of the premises and immediately notify the SMT member if the child is found
- A thorough check of all exits will be made to make sure all gates/doors were locked/bolted

- Boundary checks will be made by the Caretaker and most senior employees
- employees will begin a search of the area immediately
- A sufficed number of employees will remain to supervise the other {{company.others\_residing\_at\_the\_business}}
- The parents should be notified if the child has not been found within 10 minutes of the initial missing report
- The Head Teacher or next most senior member of employees on site will decide at which point the police need to be contacted
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

#### School Outings:-

- The visit leader must ensure the safety of remaining {{company.others\_residing\_at\_the\_business}}
- One or more adults should immediately start searching for the child
- The visit leader should contact school to alert them
- If the child is not found within 5 minutes the visit leader must contact police by phoning 999
- The visit leader should then alert school that the police have been contacted and the school will make arrangements to notify parents
- Parents are requested to bring with them a recent photograph of their child
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

#### Employees Responsibilities:

The Head Teacher will ensure that:-

- Registers of pupil attendance are maintained for both school and school outings
- All employees are familiar with the arrangements in the event of a missing pupil.

The class teacher or visit leader will enact the school policy in the event of a missing pupil.

All employees will comply with the policy arrangements for missing pupil.

# **Monitoring, Inspection And Review**

## Description

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

## Monitoring includes:-

- Checking compliance in following the Health and Safety Policy, control measures stated in risk assessments and safe systems of work
- Inspecting and testing of work equipment
- Inspecting workplace locations and activities
- Checking competence of workers
- Checking the wellbeing and health of workers.

## Employer's Responsibilities Are To:-

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements
- Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken
- Monitor employees health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements
- Regularly inspect the workplace and activities to ensure a safe working environment
- Regularly check progress in complying with health and safety plans
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel

- Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence
- Take any necessary remedial actions to safeguard the health and safety of employees, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
- Prioritise when, how and who implements any actions required
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

### Employees Responsibilities

Employees must:–

- Check equipment, including any personal protective equipment supplied, is safe before use
- Co-operate with management arrangements in respect of workplace inspections
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices
- Report any hazards or defects to the employer immediately.

## **New And Expectant Mothers**

### Description

Pregnancy is not an illness and whilst it is important to realise that there is a natural incidence of problems for the new and expectant mother and for her child, it is known that their health may be affected by external workplace factors.

We are committed to protecting the health and safety of all new and expectant mothers. The phrase "new or expectant mother" means a worker/pupil who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined in the regulations as delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

### Associated Hazards

- Physical
- Biological
- Chemical
- Psychological.

### School's Responsibilities

To safeguard the health and safety of new and expecting mothers, TCES Group will:-

- Carry out a risk assessment to identify any actions that need to be addressed or implemented to ensure a safe environment for new or expectant mothers. The risk assessments will be ongoing in order to take into account the possible risks that may occur at different stages of the pregnancy
- Ensure that all practical measures will be taken to minimise exposure to chemicals and any other harmful agents
- Provide information to employees members as part of their induction and ongoing safety training of any recognised reproductive problems associated with school activities
- Consider the possible or adverse effects to the new or expectant mother and her unborn child during the assessment of risks posed by school conditions. These assessments will be made available to the relevant members of employees
- Request that all members of employees report to the school office as soon as pregnancy is suspected so that any necessary advice can be given
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. first aid room equipped with a comfortable chair.

TCES Group supports a woman's right to breastfeed her baby for as long as she wants to. Under the EC Directive on Pregnant Workers and subsequent Health and Safety at Work Regulations we have a responsibility to protect the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding.

The school will also:-

- Take positive and supportive attitudes to members of employees and {{company.others\_residing\_at\_the\_business}} returning to school and breastfeeding
- Assess risks to all employees and {{company.others\_residing\_at\_the\_business}}, including new and expectant mothers, and do what is reasonably practicable to control those risks
- Make available information about breastfeeding for pregnant employees and {{company.others\_residing\_at\_the\_business}}
- Ensure there is a clean, private area available with a dedicated refrigerator, for the use of breastfeeding mothers.

Employees will:-

- Report their pregnancy as soon as it is confirmed
- Follow advice and information given by the school in relation to safe working practices
- Report any hazardous situation so that arrangements for the appropriate remedial action can be taken.
- Co-operate with management arrangements for health and safety.

## **Permit To Work**

### Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist:-

- High risk activities
- Required precautions are complicated
- Where the activities of different groups of workers need to be co-ordinated to ensure safety of ALL concerned
- The work areas normally requiring a permit to work system are Confined space entry, excavations, hot works and high voltage electrical works.

### Associated Hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes:-

- Fire resulting from hot works
- Asphyxiation, drowning, burns, etc., from confined space working
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water
- Electrocution, shock, burns from inadvertent contact with electricity
- Falls through fragile roofs
- Any other situation that standard systems or risk assessment do not adequately control.

### School's Responsibilities

TCES Group will:-

- Provide written safe systems of work for all members of employees where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains
- Identify all such processes and ensure that suitable written systems are produced, employees members trained and records kept
- Instruct all employees in the safe system of work and keep records of training
- Monitor and review the systems that have been introduced.

### Maintenance Employees Responsibilities

Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. employees members are encouraged to make suggestions during the formulation of written systems or suggest any improvements.

## **Personal Hygiene – Food Areas**

### Description

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

### School's Responsibilities

All food handlers will be supervised and instructed and/or trained in food hygiene matters to an appropriate level. The aim is to ensure that people have the practical skills and knowledge needed for their particular job. To enable TCES Group to prove due diligence we will:-

- Only allow adequately trained employees to prepare food
- Ensure all employees working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly
- Provide sinks or other washing facilities that are suitable and sufficient for any necessary washing of food and equipment used in the business
- Provide a separate wash hand basin together with adequate supplies of hot and cold water, soap, nailbrush and adequate hand drying facilities, in or adjacent to the food preparation area
- Make available suitable facilities for storage and disposal of refuse
- Fit screens to windows, doors and other openings used for ventilation purposes to prevent entry by insects where they overlook or are close to refuse storage areas, or where there is a particular risk of ingress by pests
- Install suitable and sufficient lighting and ventilation.

### Reporting Illness/Exclusion

Employees are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

### Food Handlers' Responsibilities

All members of employees must comply with the following:-

- Hands must be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair must be tied back and preferably covered
- Food handlers must not spit, sneeze or cough over food
- Food handlers must not smoke in a food preparation area

- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing
- Jewellery must be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

## **Personal Protective Equipment**

### Description

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

### Associated Hazards

- Bodily injuries:- blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Health hazards:- dust, fumes, vapours, gases, bacteria, viruses, fungi
- Noise
- Vibration
- Slipping/falling over
- Electrical hazards
- Non-ionising radiation.

### School's Responsibilities

TCES Group will provide protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of members of employees and {{company.others\_residing\_at\_the\_business}} who use PPE.

It is the intention of the school to ensure, through the proper use of PPE, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some members of employees may have genuine reservations and concerns. TCES Group will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and employees.

In addition, TCES Group will:-

- Carry out an assessment of proposed PPE to determine whether it is suitable
- Train members of employees and {{company.others\_residing\_at\_the\_business}} in the safe use of PPE and inform them of any residual risks
- Take any necessary measures to remedy any risks found as a result of the assessment

- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Arrange for adequate accommodation for correct storage of the PPE
- Implement steps for the maintenance, cleaning and repair of PPE
- Maintain and replace PPE that has been provided to meet a statutory obligation.

All employees must:-

- Ensure all {{company.others\_residing\_at\_the\_business}} are trained to use any necessary PPE correctly
- Make full and proper use of all PPE that has been provided
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Ensure all PPE is sterilised when worn by multiple individuals
- Report any defective PPE to the School management team
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any activities or work unless the correct equipment is being worn
- Store PPE securely at all times.

## **Pest Control**

### Description

Pests can be divided into three groups:- rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

### Associated Hazards

- Bacterial contamination (bacteria on the pest or in droppings)
- Physical contamination (droppings, eggs, hair and dead bodies)
- Cross contamination (bacteria left on surfaces and utensils)
- Chemical contamination (poor and uncontrolled use of insecticides)
- Damage to premises.

### School's Responsibilities

TCES Group will ensure that:-

- Pests cannot gain entry to premises by ensuring that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and are kept shut when not being used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled
- Where flying pests become a problem, that fly screens are fitted over windows
- Premises are kept clean and in a good state of repair, including pipes and drains
- The exterior of the premises is kept clear of overgrowing vegetation
- Good storage procedures are followed and regular stock rotation will be employed to identify any pest activity that may be present
- All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use
- Provision of adequate waste receptacles are regularly washed and disinfected.

All employees will:-

- Ensure windows and doors are kept closed when not in use
- Ensure cleaning schedules are followed and premises are kept clean and tidy
- Ensure all spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Not allow waste receptacles to overflow, especially those in external areas
- Follow good storage procedures and will follow regular stock rotation to identify any pest activity
- Inform the school management team of any evidence of infestation
- Not interfere with any measures taken by the school management team to control pest infestation.

## **Physical Education Classes**

### Description

Physical Education (PE) includes a wide variety of indoor and outdoor activities, each having an inherent element of risk. Experienced in a safe and supportive environment, PE contributes to a pupil's physical development and well-being.

Teachers, and others in positions of responsibility should ensure that planning and implementation of PE activities includes recognition of safety as an important element. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

### Associated Hazards

- Slips trips and falls
- Falls from height
- Missiles
- Moving and handling apparatus
- Defective equipment
- Inappropriate clothing / footwear.

### School's Responsibilities

- The school governing body will develop and implement a code of safe practice to reduce the risks associated with PE activities. The code will reflect the school's specific needs in respect of its programmes and premises.

In addition the school governing body will ensure that:-

- PE teachers have the skills, knowledge, understanding and expertise necessary to effectively and safely plan, deliver and evaluate a programme of activities to a class or group of young people in methods approved through regular and accepted good practice
- Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are certificated as appropriate. Examples of such activities include swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventure activities
- Where adults other than teachers (AOTTs) are used to support the delivery of physical education, ensure stringent checks are made in compliance with current legislation regarding any requirements to check criminal records/barring of AOTTs

- PE Equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- PE equipment is subject to proper maintenance, carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use
- All facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment are regularly maintained and inspected and records maintained. Competent contractors inspect PE equipment at least annually
- Suitable storage facilities are provided for PE equipment
- Arrangements are in place to enable {{company.others\_residing\_at\_the\_business}} to learn how to move and handle equipment safely, according to their age and strength
- Activity specific risk assessments are completed that prescribe the level of training required and the teacher: pupil ratio
- Suitable first aid arrangements are in place to include as a minimum a travelling first aid kit and clear, effective procedures for contacting the emergency services
- For activities away from school premises, procedures to address the needs of injured {{company.others\_residing\_at\_the\_business}}, those that may have fallen ill and the remainder of the group are anticipated and included in PE risk assessments.

#### PE Teachers Will:-

- Comply with this policy and follow the associated protocols/procedures/safe systems
- Ensure that {{company.others\_residing\_at\_the\_business}} clothing and footwear is appropriate to the activity and the environment in which the activity is taking place
- Provide adequate supervision in class, proportionate to the age and ability of individual {{company.others\_residing\_at\_the\_business}}, the activity being undertaken, location travel distance and weather conditions
- Carry out pre-use visual checks of equipment to identify obvious defects - this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed
- Carry out at least on a weekly basis, a general inspection of the PE equipment and keep records of all inspections and any resulting action necessary
- Immediately remove from use, and report any faulty equipment.

## **Portable Electrical Appliances**

### Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

### Associated Hazards

- Shock or burns
- Uncontrolled start up of equipment
- Fire or explosion
- Trips and falls.

### School's Responsibilities

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks
- Ensure that trained and competent persons undertake the work
- For equipment connected to power sources either use "double insulated" or earthed cables and ensure cables are protected against damage
- Ensure that equipment is regularly maintained by following the manufacturer's instructions
- Ensure users visually check equipment before and during use
- Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc
- Ensure that the power supply is within the operating range of the appliance
- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

### Employees Responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- Immediately stop work if faults are found and report any defects to the supervisor
- Do not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Disconnect the equipment from the supply before making any adjustments
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

## **Risk Assessment**

### Description

In many premises there are risks, which may affect the health and safety individuals within the building. A properly conducted risk assessment is an important step in protecting members of employees, {{company.others\_residing\_at\_the\_business}} and the school, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect schools to eliminate all risks, they are required to protect people so far as is reasonably practicable.

### Associated Hazards

- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

### School's Responsibilities

TCES Group will ensure that:-

- Any person undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process
- All hazards with the potential to cause harm are identified
- The probability and severity of potential injury or damage is evaluated
- Members of employees are provided with any additional training identified within the risk assessment process as being a necessary control measure
- Risk assessments are reviewed annually, where they are no longer valid, or where there has been a significant change in work activities or processes
- Records are kept of all the significant findings of the risk assessments and identify anyone who may be at risk
- Appropriate health surveillance is provided where there is an identifiable disease or potential adverse health condition related to the work activity
- Anyone undertaking work activities on the school are provided with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

All employees must:-

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the school
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the school management team immediately
- Make full and proper use of any PPE provided.

## Safety Signs

### Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms). Traditional signs such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

TCES Group will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** for example, no smoking
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment
- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

### School's Responsibilities

The school acknowledge that signs must comply with the regulations, however where necessary we may design specific signs to maintain a safe environment.

It is the school policy to ensure that any signs that are provided for safety reasons are: -

- Maintained in a good condition
- Positioned in the correct location
- Explained to all members of employees and {{company.others\_residing\_at\_the\_business}} to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Employees will: -

- Familiarise themselves and comply with any signs and notices that are displayed
- Bring any defects to the attention of the school management team
- Follow safe operating procedures.

## **School Outings**

### Description

School outings form an important part of the school curriculum and are designed to stimulate the mental spiritual and physical development of the {{company.others\_residing\_at\_the\_business}}.

School outings, which may include short visits to premises close to the school, visits further afield to outdoor centres or other schools, evening trips and charitable events or sponsored walks.

Preparation and planning are the key to a successful and safe school trip.

### Associated Hazards:-

- Unsuitable outings and activities
- Unsuitable transport arrangements
- Poor discipline
- Medical emergencies.

### School's Responsibilities:-

The School Governing Body will ensure that there is a local policy in place that includes:-

- A statement of acceptable outings and to which {{company.others\_residing\_at\_the\_business}} they should and should not be accessible
- Stated aims and objectives for outings that meet with the school's curricular aims
- The code of conduct expected of employees and {{company.others\_residing\_at\_the\_business}} while off the school premises
- Requirements to consult and communicate with e.g. the LEA, school personnel, parents, {{company.others\_residing\_at\_the\_business}}, etc
- Planning and organisation procedures, including missing children and medical emergency procedures
- Insurance requirements
- Safety and discipline codes
- In the event of an emergency
- Evaluation procedures and follow-up work.

### The Head Teacher Will Ensure That:-

- LEA and governors' policy is implemented
- All school trips comply with LEA and school regulations and if this responsibility is delegated, it must be to a "competent" person
- Written risk assessments are prepared for outings and activities included in the outings
- Activities are properly planned and supervised and that the {{company.others\_residing\_at\_the\_business}} safety is paramount.
- Adequate supervision is provided that takes account of:
  - The age, sex and ability of the {{company.others\_residing\_at\_the\_business}}
  - The number of {{company.others\_residing\_at\_the\_business}} involved
  - {{company.others\_residing\_at\_the\_business}} with medical needs
  - {{company.others\_residing\_at\_the\_business}} with special dietary needs
  - Their previous experiences of being away from school/home and of the activities involved
  - The degree of responsibility and discipline shown by the group
  - The type of visit and the nature of the activities involved
  - The amount of risk
  - The location and travel arrangements
  - The time of year
  - The experience and quality of the supervisory employees available
  - Requirements of the organisation or location to be visited
  - First aid cover.
- Adults other than teachers (AOTTs) accept the normal common law duty of care
- To act as a "responsible parent" towards the children
- AOTTs are not held as accountable as teachers.

Teachers Will:

- Comply with this policy and follow the associated protocols and procedures
- Plan and Prepare each and risk assess all associated activities

- Exercise their common law duty to act as a "reasonable parent"
- Maintain responsibility for all {{company.others\_residing\_at\_the\_business}} in their care throughout the entire trip
- Maintain good order and discipline at all times.

## **School Transport**

### Description

The provision of school transport includes a diverse range of vehicles. 18% of children killed or seriously injured on the roads were traveling to or from school. However, casualty statistics indicate that fewer casualties occur to children traveling to and from school in PSV vehicles than amongst those who walk or are driven in cars.

There are two categories of school transport drivers, professional drivers and non-professional drivers.

### Associated Hazards

- The driver: - competency, training, fitness and health.
- The vehicle: - suitability, condition, safety equipment (seat belts), and ergonomic considerations.
- The journey: - routes, scheduling, time, distance, weather conditions.
- The `{{company.others_residing_at_the_business}}`:- behaviour and discipline.

### School's Responsibilities

The School Governing Body will ensure that:-

- Drivers are fit and competent to drive: that he/she holds a valid driving licence appropriate to the vehicle to be driven, is familiar with the vehicle and the task, understands the risk assessment findings and control measures and has received appropriate training, as necessary
- Vehicles are appropriate for the task, insured, regularly serviced and maintained in a clean and roadworthy condition
- Drivers carry out basic safety checks, and are familiar with arrangements in the case of breakdown, accidents or emergencies
- Journeys are planned and scheduling takes into account routes, time, distance and weather conditions
- A risk assessment is completed for each school journey and a decision made about escorts. Any volunteer driver, including a teacher, who is not prepared to drive without an escort will not be required to do so
- There is a code of conduct for `{{company.others_residing_at_the_business}}` travelling on school transport
- The school bus is provided with an emergency provisions pack including a means to make contact in an emergency situation, a first aid kit and an up-to-date list of emergency contact numbers

- There are systems in place to ensure that contract drivers and volunteers are providing a safe service.

Teachers engaged in driving the school bus will:

- Follow any advice, information, instruction and training given by the school governing body
- Hold a valid drivers' licence for the class of vehicle they are driving
- Ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition
- Comply with traffic legislation, be conscious of road safety and demonstrate safe driving
- Not be under the influence of drink or drugs and must not drive whilst disqualified
- Stop after a crash or similar incident with which they are involved
- Provide to the school governing body a copy of their driving licence, on request, and declare any driving convictions
- Inform the school if they become aware of any medical condition or take medication that might affect their ability to drive
- Implement the school's code of conduct for {{company.others\_residing\_at\_the\_business}}.

## **Stress**

### Description

It is TCES Group's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the school. We recognise that our personnel are the school's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the school aim to address.

Through the risk assessment process, TCES Group will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload.

Some examples are:-

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include:-

- Under challenged
- Promotion prospects
- Racial or sexist remarks
- Personal relationships with other members of employees
- Travelling
- Job satisfaction
- Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all members of employees can approach management to raise concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

## **Violence And Aggression**

### Description

TCES Group recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support members of employees and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. All employees whose job requires them to deal with the public can be at risk from violence.

### Associated Hazards:-

- Physical attacks
- Verbal abuse
- Low morale
- Stress.

### School's Responsibilities

TCES Group will:-

- Carry out a risk assessment in respect of the potential for violence and aggression in the school. This will be undertaken in consultation with employeesmembers and their representatives, where appropriate
- Provide instruction and training regarding violence at work to employees on induction and during other workplace training sessions
- Record all physical and verbal threats to employees
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The school will investigate all complaints, which relate to violence at work
- Ensure risk assessment is undertaken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded
- Report any violence and aggression to the Police at the employees member's request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

### Employees Members Will:-

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the school management team
- Complete an incident report form after any violent incidents. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work.

## **Visit By An Enforcement Officer**

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for:-

- Failure to comply with an Improvement or Prohibition Notice
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- Reckless disregard for the health and safety of workers or others
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

### **School's Responsibilities**

TCES Group recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with the school is maintained and kept up-to-date. Such documentation includes:-

- Health and safety policy and procedures
- All relevant risk assessments
- Induction and training records
- Maintenance, test and inspection records
- Health records
- Emergency plans etc.

Employees members should:-

- Not obstructing any reasonable request made by an Enforcement Officer
- Complying and co-operating with requests by the officer
- Follow instruction and guidance given by the school.



## **Waste Disposal**

### Description

This arrangement covers the general waste generated by the school in carrying out its activities but not those related to the disposal of waste food.

### Associated Hazards

- Build up of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

### School's Responsibilities

TCES Group will:-

- Identify all waste that has the potential to be removed from the premises
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the school premises
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference
- Instruct all members of employees in the correct disposal of waste and maintain records of instruction and training on file.

### Employees Member's Responsibilities

- To dispose of waste as instructed
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal
- Not to climb onto skips or other waste receptacles
- To inform management if waste receptacles are full and need emptying

- Not to remove items from waste receptacles and take or use for personal use.

## **Welfare**

### Description

The provision of welfare in the school should be taken seriously.

Welfare provisions will be provided for those people who are not members of employees but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the school accessible for their use e.g. toilets, washbasins, doors, passageways etc.

### School's Responsibilities

We have responsibility to assess and provide, adequate welfare facilities for employees, {{company.others\_residing\_at\_the\_business}} and other persons using the premises and take account of the general working environment to include:-

- Ventilation
- Indoor temperature and the impact of working in hot and cold environments
- Lighting
- The provision of adequate room and space in which to complete activities
- The safe and frequent removal of waste and the cleaning of the premises
- The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the school with regard to:-

- The floors and traffic routes providing suitable standing for vehicles and persons
- The position, integrity and visibility of transparent windows, doors, gates etc
- The safe use and maintenance of lifts and equipment to move persons
- Sanitary conveniences and washing facilities
- The provision of potable drinking water
- Accommodation for clothing and changing facilities
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

### Employees Member's And Pupil's Responsibilities

The welfare facilities provided and maintained by TCES Group are for the benefit of all members of employees, {{company.others\_residing\_at\_the\_business}} and visitors.

Employees and {{company.others\_residing\_at\_the\_business}} have a responsibility to

use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

## **Work Equipment**

### Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore items as diverse as mini-buses, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc are also considered to be work equipment.

### Associated Hazards

- Dangerous/rotating parts of machinery
- Ejection of materials
- Rupture or disintegration
- Fire, overheating or explosion
- Unintended discharge of gas, liquid, vapour or other substance
- Excessively hot or cold surfaces
- Failure of safety controls on powered equipment
- Dangers from instability, poor lighting or poor maintenance.

### School's Responsibilities

TCES Group appreciate that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, maintained properly or stored in a correct manner. To control exposure to the hazards presented by work equipment we will:-

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment
- Ensure that all relevant members of employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employees personnel file. Training will be provided where necessary for all {{company.others\_residing\_at\_the\_business}} using equipment
- Ensure that all necessary safety controls are in place such as guards and isolation switches etc
- Ensure that all equipment is maintained and inspected as required by the manufacturer's instructions. Records will be kept of all inspections
- Ensure that equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use

- Ensure that work equipment is subject to proper maintenance carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions.

Where a risk assessment has identified a potential significant risk of injury from the installation or use of work equipment we will arrange for a suitable inspection (which may include test) to be carried out by a competent person.

All employees And Pupil's Will:-

- Use work equipment safely and in accordance with the information, instruction and training provided by the school
- Only use the equipment that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the school in the management arrangements for the provision and use of work equipment
- Seek the permission of the school before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities
- Make full and proper use of any personal protective equipment provided by the school.

## **Work Experience**

### Description

Work experience may be defined as giving a pupil the opportunity to undertake a task or range of tasks on an employer's premises, much as would an employee, but with the emphasis on learning. As such it is an important part of a young person's education, helping to develop their understanding of the workplace, their personal and social skills and their employability.

### Associated hazards:-

- Unsuitable work placements
- Lack of supervision
- Use of work equipment.

### Where The Education Employer Is The Local Education Authority (LEA)

The school governing body will develop an internal policy for work experience that underpins the general policy laid down by the LEA.

Specifically, the school will ensure that the internal policy:-

- Has clear aims and objectives
- Defines roles and responsibilities
- Includes arrangements for health and safety management
- Is linked to the school's curriculum plan for raising pupil achievement
- Takes cognisance of the demands on employees time, resources etc
- Takes account of the views of teachers, {{company.others\_residing\_at\_the\_business}}, employers and parents
- Includes arrangements for evaluation and review of work placements
- Appoint a work placement co-ordinator.

### Take Account Of The Training Needs Of The Co-Ordinator To Include, As A Minimum:-

- An introduction to legal liability, child protection and insurance issues
- Basic health and safety training preferably on an accredited course
- Practical experience alongside an experienced coordinator
- Specialist advice resources
- Report to the relevant authorities, any accident or assault to {{company.others\_residing\_at\_the\_business}} undertaking work experience.

Teacher's Responsibilities:-

- To cooperate and comply with the school's arrangements for {{company.others\_residing\_at\_the\_business}} undertaking work placement experience
- To report any adverse feedback or concerns, in relation to work placements.

## **Working At Height**

### Description

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work.

### Associated Hazards

- Falls from equipment and structures
- Falling objects.

### School's (Duty Holder) Responsibilities

To prevent exposure to the hazards associated with work at height, TCES Group will: -

- Avoid work at height where possible
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner
- Do all that is reasonably practicable to prevent anyone falling
- Ensure that all work at height is properly planned and organised
- Ensure that all work at height takes account of weather conditions that could endanger health and safety
- Ensure that those involved in work at height are trained and competent
- Ensure that the place where work at height is done is safe
- Ensure equipment for work at height is properly inspected
- Ensure the risks from fragile surfaces are properly controlled
- Ensure the risks from falling objects are properly controlled.

All Employees will:-

- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided by the school
- Follow safe systems of work devised by the school
- Report any accidents, incidents and near misses to the school.

## Work at height flowchart

