



Emanuel School

HEALTH AND SAFETY POLICY MANUAL



HEALTH AND SAFETY POLICY

This statement of Health and Safety Policy is produced in respect of Emanuel School and forms the basis of future planning and implementation of health and safety matters within the school.

Contents

Governors' policy for health and safety	4
Organisation.....	5
The governors	5
The headmaster	6
Health and safety officer	6
Heads of department.....	7
Academic Staff.....	8
Facilities manager	9
Catering management	9
Support staff line managers	10
Employees	10
Areas and responsibilities.....	11
Specific policies.....	12
Training.....	12
Consultation arrangements with employees	12
Recording and reporting accidents, incidents and near misses	12
Off site visits.....	13
Dealing with health and safety emergencies	13
First aid and supporting medical needs	13
Occupational health services and managing work-related stress.....	13
Workplace safety for teachers, pupils and visitors.....	14
School (site) security)	15
Violence to staff.....	16
Manual handling	16
Slips and trips	16
On-site vehicle movements	16
Management of asbestos.....	16



Emanuel School

Control of hazardous substances	17
Working at height	17
Selecting and managing contractors	18
Noise.....	19
Maintenance of plant and equipment.....	20
Electrical safety	20
Fire safety policy	20
Fire risk (prevention) policy	21
Fire procedures and staff training.....	22
Legionella Policy.....	23
Management of health and safety	25
Related documents.....	25



Governors' policy for health and safety

The governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above act.

The governors accept these duties and it is their policy to promote standards of health and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and approved Codes of Practice. It is considered by the governors that health and safety is a responsibility at least equal in importance to that of any other function of the school.

The governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:

- The creation of an **organisational structure** and a positive **health and safety culture** which supports risk control at all levels within the school, particularly at **senior management** level;
- To systematically identify and control **risk** as an effective approach to injury, ill health and loss prevention (see also Risk Assessment Policy);
- To maintain **safe and healthy working places** and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
- To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently
- To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
- To provide a safe environment for all visitors to the school's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the school's environment;
- To control effectively the activity of all outside contractors when on the school's premises. It is the intention of the governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' safety policies at the tender stage;
- To encourage full and effective two-way **consultation** on health and safety matters by utilising the management structure of the school and the committee already existing;
- To use health and safety to preserve and **develop human and physical resources** and hence contribute to the school's performance;
- To ensure that this policy is used as a **practical working document** and that the relevant sections of its contents are published to those to whom it relates;



Emanuel School

- To constantly scrutinise and **review** performance and the details of this policy so that the school learns from experience and keeps in line with changes in current legislation.
- The governors are committed to providing adequate resources to ensure that its health and safety objectives as outlined in this policy are met.
- The school is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- The governors and school are aware of, and will ensure compliance with, the Regulatory Reform (Fire Safety) Order 2005.
- The governors and school recognise the guidance provided by on the Health and Safety Executive website and intends to follow the good practice recommendations they make.
- The governors and school recognise the guidance contained in 'Health and Safety: advice on legal duties and powers (February 2014) prepared by the DfE and intends to follow the recommendations it makes.
- This policy document will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Organisation

The governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows.

The governors

The governors accept full responsibility for health and safety within the school.

The governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.

The governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the school.

The governors are committed to ensure that the school operates in accordance with current legislation. They are not, however, merely content to conform to minimum acceptable standards but are determined to ensure the best possible standards are met.

To this end the governors will:

- appoint a health and safety governor to provide oversight of health safety matters
- monitor the effectiveness of the implementation of this policy and will revise it where necessary;
- ensure that any significant changes in this policy will be brought to the attention of the employees;



Emanuel School

- establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and is current.

The headmaster

The headmaster is responsible and accountable to the governors for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment.

The day-to-day management of health and safety matters (NB: duties, not responsibility) will be delegated to the health and safety officer, which in this case is the director of finance and administration (DFA).

The governors require the headmaster to ensure the school's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The headmaster will appoint the chairman of the school health and safety committee, who will arrange meetings as necessary to resolve uncertain areas of responsibility, consider problems or recommendations and referrals to the governing body. In this case the chairman will be the DFA.

The headmaster has the right to stop what are considered unsafe practices, or the use of any plant tools equipment, machinery etc which equally he considers to be unsafe.

Health and safety officer

The health and safety officer at Emanuel is the estates director and will:

- Be responsible for co-ordinating all contractual work and maintenance carried out on school premises.
- Ensure good communication exists within the school with regard to the health and safety manual.
- Be responsible for health and safety matters regarding grounds/maintenance service contracts.
- Be responsible for compiling a school buildings register, identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).
- Be responsible for emergency procedures involving the evacuation of the school premises.
- Be responsible for ensuring compliance with procedures in respect of managing legionella risk.
- Be responsible for appropriate repairs and general maintenance of the school swimming pool. To ensure that procedures are adhered to by users of the pool.
- Be responsible for advising the headmaster on all aspects of Health and Safety at Work Act and related legislation.
- Work with the deputy heads, to ensure that the heads of departments and heads of section are carrying out their responsibilities.
- Monitor the effectiveness of the policy and report back to the headmaster as appropriate.



Emanuel School

- Be responsible for obtaining, interpreting and disseminating all relevant health and safety information to the school via the normal line management structure.
- In a line management function, be responsible for the safe operation for all the administrative, maintenance, grounds, gardens, catering and domestic staff.
- Establish a system for the reporting back of all accidents, incidents, near misses and damage to school property and investigate accordingly. The result of these investigations, as well as being dealt with by the line management function, should then be discussed by the school's health and safety committee.
- Where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given.
- Following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances is through the relevant department so that decisions may be taken for additional assessments.
- Be responsible for liaising with outside bodies that may from time to time use the facilities of the school, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the school procedures and that the school itself is appropriately indemnified.
- Be responsible for co-ordinating the school's preparation of statutorily required risk assessments, manual handling assessments, personal protective equipment assessments and display screen equipment workstation assessments.

Heads of department

Heads of department are responsible and accountable to the headmaster for all matters relating to health and safety and welfare within their department.

In the exercise of this responsibility heads of department must ensure that:

- All staff under their control receive instruction in their duties regarding health and safety matters;
- All staff under their control are adequately trained to carry out their duties efficiently and effectively;
- They are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas;
- They are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants and supply teachers;
- They are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and log books;
- They are responsible for ensuring that the teachers working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility;



Emanuel School

- They are responsible for ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- They are responsible for ensuring adequate supervision for pupils both inside the school, during normal teaching activities, and also on external trips as detailed in the arrangements within this Policy.
- Heads of department are responsible for ensuring that everything received from suppliers - machinery, equipment and substances etc. - is accompanied by adequate information and instruction prior to use.
- Heads of department must report to the health and safety officer all problems, defects and hazards.
- Heads of department must ensure that a copy of the fire drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- Heads of department must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- Heads of department must contact the health and safety officer if there are any problems with the location and allocation of fire extinguishers.

Academic Staff

Teaching staff and technicians are responsible and accountable to their head of department for the implementation of the school's Health and Safety Policy in the performance of their duties.

- They must be familiar with the school's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
- They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- They must report to their head of department all problems, defects and hazards that are brought to their notice.
- Supply teachers must be made aware of the school's Health and Safety Policy and any special arrangements, procedures, relating to their work before commencing work.



Emanuel School

Laboratory assistants are responsible to the head of department as appropriate for the following:

- Isolating gas supplies to laboratories at the end of each teaching day;
- The constant security of all toxic and highly flammable substances which may be used in their department;
- Ensure that all stores are kept securely locked when not actually being supervised;
- Be responsible for ensuring that all experiments and services are rendered safe, so far as it is practicable to do so, on hearing the fire alarm;
- Be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

Facilities manager (in the absence of a facilities manager, responsibilities are undertaken by the Estates director)

- The facilities manager is responsible and accountable to the estates director for all matters relating to health, safety and welfare within the sphere of his/her activity.
- The facilities manager must ensure they are familiar with the school's Health and Safety Policy and that estates staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc).
- The facilities manager must report to the health and safety officer using the school's procedure when reporting defects, hazards that are brought to his/her notice.
- The facilities manager is responsible for ensuring that everything received from supplies (for direct school use) i.e. machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use.
- In the case of direct labour, facilities manager is responsible for ensuring that staff under his/her control are adequately informed, instructed and trained in using all such items before actual use.
- The facilities manager must inform the estates director whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

Catering management

- Must familiarise themselves with the school's Health and Safety Policy as it relates to their departmental activities.
- Must work in conjunction with any policy statement, health and safety rules and guidance issued by the health and safety officer.
- Should ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- Should be familiar with the Food Safety Act 1990 and the implications as far as the School is concerned.
- Must inform the health and safety officer of any potential hazard or defects.
- It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.



Emanuel School

Support staff line managers

- These managers are responsible to the health and safety officer for the safe running of their activities. They are responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this policy.
- They are responsible for ensuring that staff have appropriate training according to the needs of their work.
- They will undertake the necessary training to ensure compliance with the COSHH Regulations.
- They will be responsible for ensuring that all agreed systems of work are followed.
- Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the health and safety officer.
- They should be responsible for investigating any accident or incident and report accordingly.

Employees

- All employees of the school must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under sections 7 and 8 of the Health and Safety at Work etc Act 1974 and also under the specific Codes of Practice.
- They must wear and use all personal protective equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- They must observe all safety rules and regulations both statutory and school and conform to any safe systems of work that may be developed.
- They must report all accidents, incidents and damage to their line manager.



Emanuel School

Areas and responsibilities

Area	Responsible Officer
Main school building	Estates Director
Swimming pool	Deputy Facilities Manager
Exeter building/Design and Technology	Head of department
Staff common room	Chairman of common room
Boiler houses	Estates director
Science laboratories	Heads of departments
Sports hall and fitness suite	Director of Sport and sports hall attendant
Theatre	Head of Drama
Fives courts	Head groundsman
Security hut	Security officer
Maintenance workshops and stores	Estates director
Sixth form centre	Head of sixth form
Dacre building	Heads of department
Art department	Head of department
Tractor sheds	Head groundsman
Agricultural machinery	Head groundsman
Pavilion	Catering manageress
Driveway and footpaths	Schoolkeeping staff
Music department	Director of Music
Chapel	Chaplain
Medical room	School nurse
Gardens and grass areas	Head groundsman
Transport	Estates Director
Refectory and kitchen	Chef/Catering management
Hill and junior classrooms	Head of lower school
Hampden Hall	Head of drama / technical manager
Stage and lighting	Head of drama / technical manager



Specific policies

Training

The school will comply with the Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

Before entrusting any task to an employee the school will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

The school will provide employees with health and safety training:

- On recruitment: this induction training will give general health and safety training on the risks associated with the school's undertaking, including arrangements for first aid, fire and evacuation;
- On their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
- Periodically as refresher training, as appropriate.

Records will be maintained of all training that has been given. The persons responsible for co-ordination of training on the school's behalf are the deputy head: pastoral and the health and safety officer.

Consultation arrangements with employees

1. Health and safety committee

- The health and safety committee will meet once per term although members will have recourse to call for an emergency meeting should circumstances so dictate.
- The health and safety committee should address the school's overall health and safety policy, accident/near miss trends, fault development trends, emerging issues and future strategy. The minutiae of day to day health and safety issues are not normally for consideration.
- The headmaster's nominee (in this case the DFA) will chair the committee with standard attendance by staff representatives: deputy head: pastoral, estates director, director of Sport, school nurse, compliance officer and a member of staff from the DT Department. Other staff representatives such as the head of Science, Drama and Art, or their representatives will be co-opted onto the committee dependent upon matters for consideration on the agenda.

2. Consultation committee

- This meets once a term and provides an additional forum for employee representatives to raise health and safety concerns or issues, which can then be actioned or escalated as necessary to the health and safety or personnel committees of the governing board.

Recording and reporting accidents, incidents and near misses

Accidents/Incidents (defined as any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment)



Emanuel School

Near miss (defined as an unplanned event that had the potential to cause, but did not actually result in human injury, environmental or equipment damage, or an interruption to normal operation)

Any accident/incident leading to injury will be recorded in the accident book (BI 510: Second edition) which is kept in the nurse's office (all such books to be kept for at least three years after the date of last entry).

All accidents, incidents and near misses will be recorded on the Accident/Incident/Near Miss report form (referring to supporting guidance). The form will record the investigation, findings and recommendations to avoid reoccurrence. The form will be completed by a competent member of staff and submitted to the HOD for approval. The HOD is responsible for completing any actions following investigation. The Health & Safety Committee will receive a copy of the completed form within one week of the incident occurring.

Reportable events under RIDDOR guidelines are as per the HSE website but would not include (for example) sporting injuries unless the injury arose out of or in connection with the work of the school (eg faulty equipment or inadequate supervision).

Off site visits

Please refer to the Educational Visits Policy.

Dealing with health and safety emergencies

The headmaster or DFA should be informed and appropriate action taken depending on the nature of the emergency. Refer to the Emergency Procedures (Evacuation, Lockdown, Run Hide and Tell), and Fire Evacuation Policy.

First aid and supporting medical needs

Please refer to the Medical and First Aid Policy and Medical Room handbook.

Occupational health services and managing work-related stress

It is the school's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.



Emanuel School

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

Workplace safety for teachers, pupils and visitors

Display Screen Equipment

The school will meet its obligation within the Health and Safety (Display Screen Equipment) Regulations (DSE) by assessing health and safety risks, providing employees with suitable working conditions for working on display screen equipment (all alpha-numeric and graphic display screens, laptops, microfiche, process control screens and screens used to display line drawings, graphs, charts or computer generated graphics, but not television or film pictures) and to provide appropriate information and training.

Operator/Computer Interface

In designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment, the school will ensure that the software is suitable for the tasks, the systems display information is in a format and at a pace which is adapted to operators, and that the principles of software ergonomics are applied.

Prevention of fatigue

Whenever possible, jobs at display screens will be designed to consist of a mix of screen-based and non-screen based work to prevent fatigue and to vary visual and mental demands. Where spells of intensive display screen work are undertaken without being integrated with non-screen work, such as data or text entry tasks, employees will ensure that this work is occasionally broken with non-screen work before the onset of fatigue. Short frequent breaks prove more beneficial than long, less frequent ones.

Display screen and workstation assessments

DSE assessments will be undertaken for all “users” on an annual basis. The assessment will include posture, seating, training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, homeworking, use of laptops and telephones. The assessment will also take account of health issues such as WRULD’s, headaches, eyestrain and other health issues. Any required remedial actions will be taken to reduce all hazards to lowest reasonably practicable level.

Display screen user definition

A ‘user’ is an employee who uses DSE for a significant part of their normal work. An employee would fit this definition if they:

- depend on the use of the equipment as no alternative is available
- normally use the equipment for continuous spells of one hour or more at a time
- use the equipment in this way on most days that they work

Also, if the performance requirements of the system demand high levels of attention and concentration where the consequences of error may be critical

User's eyesight

If an employee feels that their eyesight is deteriorating as a result of their working at the display screen, then the health and safety officer should be contacted with a view to arranging an eye test. Where tests indicate that vision is defective for the distance at which screens are



Emanuel School

viewed (normally 50-70cm) the employee will be informed and referred to an ophthalmic optician for examination.

The cost of this examination and, if necessary, the supply of corrective appliances prescribed to correct vision defects at the normal display screen viewing distance, will be borne by the school. These additional spectacles for display screen work will be to the design and cost agreed in advance to the school. If employees choose spectacles or lenses to correct distances other than display screen viewing distance the school will only contribute a cost attributable to the requirements of the display screen work involved. If, however, users are prescribed, as results of test, spectacles or lenses to correct eye defects or vision defects at distances other than at which the screen is viewed, the school will not be responsible for the cost.

Personal Protective Equipment

It is the policy of the school to comply with Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25.

- The school recognises that personal protective equipment is a last resort and that wherever possible, risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk, then suitable personal protective equipment will be provided to employees.
- Where it is determined that personal protective equipment is required then an assessment will be made to assess the risks, define the characteristics required of the equipment and compare these with the characteristics of available equipment to ensure the equipment provided is suitable. The assessment will be recorded unless it can be easily repeated and explained.
- All personal protective equipment will be maintained and accommodation provided for it when it is not in use.
- Employees will be informed, instructed and trained on the risks which the personal protective equipment will avoid, or limit; the purpose and manner in which the equipment is used and action they need to take to ensure it remains in good repair and efficient working order.
- A record will be kept of all personal protective equipment which is issued.
- The person nominated to co-ordinate the above on behalf of the school is the DFA.

School (site) security

The main entrance to the school is across the Memorial bridge from Spencer Park. The security kiosk is manned (with a security barrier) when the main school gates are unlocked. The Battersea Rise gate is only open for pedestrians at certain hours and is monitored by the estates department. The pedestrian access gate to Wandsworth Common should be kept locked at all times. Opening up and locking up procedures are the responsibility of the estates department.

Staff are required to sign in/out at the security gate if leaving the school site between 8am-4pm. This allows the school to account for staff during an emergency evacuation.

Visitors to the school are required to sign in/out at the security gate except for special functions (open days, concerts etc) when large numbers of visitors are present and management of visitors is by the event organiser. Refer to the Child Protection and Safeguarding Policy for further details.



Emanuel School

A close circuit television network is also operated at the school (please refer to CCTV Policy).

Violence to staff

Please refer to the Staff Code for Conduct. Violence to staff will not be tolerated in any circumstances and any proven case would represent gross misconduct.

Manual handling

It is the policy of the school to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given in HSE publication L23.

In particular, the school will:

- avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury.
- where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out by a person with appropriate manual handling and risk assessment training.
- Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees with general indications on the weights of loads.

The estates director is responsible for co-ordinating the above on the school's behalf.

Slips and trips

Adherence to best practice guidance is applied (yellow sign where cleaning has been performed, safety flooring where appropriate, etc).

On-site vehicle movements

Access is controlled at the main entrance by gatemen. Signs exist to manage and inform drivers of vehicles and security guards verbally remind drivers of the 5mph speed limit.

Commercial vehicles should avoid entering the school site at the beginning and end of the school day or during break times. Security staff will act as banksman to vehicles coming to the General Office entrance during peak times. Heavy goods vehicles must have a banksman at all times when travelling through the school site (from either catering or estates staff).

Where contractors are on site the guidance for the management of site vehicles is specific and appropriate to the project in question

Management of asbestos

Introduction

Asbestos is the collective name for a group of fibrous minerals which are mechanically strong and resistant to heat and chemicals. Asbestos has been used in a wide range of applications in the past because of its excellent thermal insulation, fireproofing and other physical and chemical properties.

Inhaling asbestos fibres can lead to asbestos related diseases - these are mainly cancers of the lungs and chest. Asbestos does no harm provided it is in good condition and remains undisturbed. However, when it is disturbed or damaged it can release fibres into the air, which when inhaled can become a danger to human health.



Emanuel School

The Control of Asbestos at Work Regulations (CAW) requires the school to carry out a risk assessment on work with or near asbestos materials or any material suspected as, or likely to contain, asbestos.

Responsibilities/Duties

The regulations impose duties on the owner, landlord and/or the tenant. The circumstances will decide how and whether these responsibilities are shared. In accordance with the CAW Regulations, the school will:

- Determine the location of materials likely to contain asbestos;
- Presume that materials contain asbestos unless there is evidence that they do not;
- Make a written record (the register) of the location of asbestos and suspected asbestos material and keep it up-to-date;
- Keep a check on the condition of asbestos and suspected asbestos materials to ensure that they are not deteriorating;
- Assess the risk of exposure from asbestos and suspected asbestos materials and record the action necessary to ensure that:
- any material known or suspected to contain asbestos that may create a risk of exposure (because of its state and location) is repaired or, if necessary, removed. This can only be conducted by approved and licensed contractors who will be monitored by the enforcing authority.
- any material known or suspected to contain asbestos is maintained in a good state of repair;
- information about the location and condition of material containing asbestos, or suspected to contain asbestos, is known and is given to anyone likely to disturb it.
- prepare and implement a written management plan to control these risks and ensure that information about the location and condition of any asbestos is provided to any person who is liable to disturb it.

Control of hazardous substances

The school will take all necessary steps to comply with relevant Regulations.

- It is recognised that substances to which the Regulations apply will be used in the teaching of Science, the teaching of Art, DT, the offices, maintenance, domestic cleaning and by the grounds staff.
- The school will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

Working at height

The school will take all necessary steps to comply with relevant Regulations.

- Working at height is restricted where practicable. Working at height is primarily undertaken by Drama and Estates. Training is provided to those staff who are required to work at height with suitable equipment provided.



Emanuel School

- Access equipment is inspected and certified annually. Ladders are checked monthly and secured when not in use

Selecting and managing contractors

The following rules for contractors are issued to all contractors working within the school and for work which is not covered by the construction (Design and Management) Regulations 2001. The school has a policy for compliance with these Regulations and these instructions are not considered to represent any health and safety plan under the Regulations.

- The school liaison manager for contractors is the project manager (for most this is the estates director and for larger one-off contracts, with a value in excess of £1 million, will be the DFA). He must be contacted before any work is commenced. The school requires contractors to book in and out of site daily, and this is to be arranged with the project manager.
- Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the school, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the school and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the contractor up to £5m unless otherwise specified.
- Unless specifically agreed in writing with the contractor, orders are placed on the basis that the contractor will provide all equipment including ladders, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of school equipment such as lifting equipment, electrical supplies, tools and access equipment is prohibited unless specifically authorised by the project manager.
- Contractors are not permitted to engage the assistance of school personnel without specific authorisation from the project manager.
- When a contractor uses scaffolding or other access equipment on site he must ensure that it complies with the Construction (Design and Management) regulations 2007. Scaffolding inspections, in accordance with these Regulations are the responsibility of the contractor.
- The contractor is responsible for seeing that any sump, pit or other excavation caused or worked on is securely fenced as required by the Construction Regulations.
- The contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the school or other persons' property adjoining the site.
- No contractor's employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the project manager.
- Contractors are reminded that, under the Electricity at Work Regulations 1989, Regulation 14, no work activity should be carried out on, or near, any 'live' conductor unless it is unreasonable, having regard to all relevant factors, for the equipment to be 'dead' while work proceeds; and that it is reasonable for the work to be carried out on or near it while it is 'live'; and suitable precautions are taken to prevent injury.



Emanuel School

- When portable electrical equipment is brought on to the site, this is expected to be of 110 volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.
- All gas welding or flame-cutting equipment brought on to site is expected to be fitted with flashback arrestors, and proper arrangements are to be made by the contractors for securing of cylinders while on site. This applies both to gas cylinders which are in use, and spares. Cylinders which are not secured to a trolley should be tied back to a frame or other support to avoid damage to valves.
- The school site includes areas of high fire risk which are identified by appropriate signs. The ban on smoking and naked lights in these areas is rigidly enforced and contractors must be vigilant in observing these conditions.
- Any accidents that occur on site must be reported to the project manager. We expect the co-operation of contractors in the investigation of any accidents which may occur.
- Contractors are required to advise the project manager where they will be working on site and should not go into other areas without prior authorisation.
- Contractors are required to provide the project manager with names of all staff before they come on site and confirm that appropriate DBS checks have been carried out.
- The contractor shall inform the estates director of the health hazards of any substances he brings on to the site, the likely exposure risks of our employees or pupils, and any precautions that need to be followed.
- Any queries or problems on site should be referred to the project manager. In his absence a nominated deputy should be contacted who will be pleased to assist the contractor in their endeavour to ensure safety on our premises.

Noise

The school is aware of the Control of Noise at Work Regulations 2005 and where it believes that employees are exposed to noise levels that would designate the area as either action level 1 or action level 2, appropriate hearing protection will be provided and worn.

It is believed that these controls will be necessary in the following operations:

- Grass cutting operations;
- Use of chain saws;
- Use of all woodworking machinery;
- Strimmers.

A copy of the noise assessment, where necessary and appropriate, will be held by the health and safety officer.

The school is also aware of and seeks to ensure contractors on site comply at all times with the Code of Practice issued by Wandsworth Council dated May 2008 (“Control of Pollution and Noise from Demolition and Construction Sites”).



Emanuel School

Maintenance of plant and equipment

It is the intention of the school that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, in accordance with the regulations of the Provision and Use of Work Equipment Regulations 1998 utilising guidance given in Booklet L22. The standards that have been established and laid down for many years under Sections 12,13 and 14 of the Factories Act 1961 and associated legislation will be utilised, even though, for the most part, that legislation did not apply to the School.

More specifically the matter of guarding will be those detailed in BS5304:1988 and other relevant standards with interpretation of the Standards being provided by the School's Health and Safety Consultants.

Electrical safety

- The school has a formalised system of maintenance for all electrical systems.
- The school will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- The school prepares an inventory of all electrical apparatus used in the school and is routinely inspected and tested and an appropriate register kept. All such apparatus is visually inspected at the start of each year and any defects rectified. Where pupils bring electrical equipment into the school premises, the school requires all items be accompanied by an up to date PAT certificate, or the school will test each item.
- The school will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person every 3 months. In addition, the school will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.
- The school recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks.
- The school will ensure that electrically competent teachers and technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

Fire safety policy

Introduction

The fire safety policy, procedures and risk assessments are designed to help all those at Emanuel School to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the School Fire Safety Officer

The estates director is the designated school fire safety officer, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by governors and the SMT.
- The fire safety policy is promulgated to the entire school community.



Emanuel School

- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire safety training given to staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed (the duty manager (usually deputy head: pastoral) acts as the fire evacuation manager responsible for evacuation procedures, training and testing).
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Fire Risk Assessment (“FRA”)

An FRA is conducted on a regular basis by a reputable third party consultant who acts as the schools competent advisor and appropriate action is taken further to the FRA performed.

Fire risk (prevention) policy

Appropriate fire prevention measures are in place. For example:

Electrical safety

- The school has current electrical test certificates for all new and refurbished buildings.
- Regular portable appliance testing takes place. A member of the technical staff has been trained in this role.
- Records of all tests are kept by the estates department
- All projectors and electronic whiteboards are switched off every evening and during holidays and weekends. Computers and printers are left switched on for IT network upgrade purposes.

Lightning protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records of all tests are kept in the maintenance department

Gas safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by gas safe registered engineers. Records of all tests are kept in the maintenance department
- Landlord’s gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Rubbish and combustible materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in secure cupboards



Emanuel School

Non-smoking policy

Smoking is not allowed anywhere on the school's premises except the common room garden.

Fire procedures and staff training

All new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures on their first day at school. The school shows them where the emergency exits, escape routes and outside assembly points are located and we make certain that everyone knows what the evacuation notice looks like. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the fire evacuation duty manager. The same procedure is followed for support staff by a designated fire coordinator. It is the responsibility of fire evacuation duty manager to ensure that this information is passed to the fire and emergency service as soon as they arrive.

Fire marshals are generally members of the non-teaching staff, such as technicians, maintenance and security staff who have specific duties in the event of fire or other emergency in searching and clearing the designated buildings and giving instructions to staff and pupils. All fire marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire marshals receive regular refresher training.

The school provides special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

Safety of staff or anyone else legally on the school premises

All visitors and contractors are required to sign in at the security gate where they are issued with a visitor's badge or sticker, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

The school's standard contractual terms that are used for letting and hiring the school covers fire safety and requires the hirer to understand and comply with the school's fire safety policy and procedures. A school caretaker is always on duty when the school is let or hired for an outside function or event.

Fire drills

These are held termly and results / actions occurring noted in writing by the estates director.

Competent persons

Capita are currently retained as a competent advisor to advise on the FRA and related issues. The deputy head: pastoral, DFA and estates director are adequately trained and experienced to perform their responsibilities with regard to fire safety.

Emergency routes and exits, maintenance contracts and record keeping

- There are at least two escape routes from every part of the buildings except the MFL block.



Emanuel School

- Fire notices and evacuation signs are displayed in every room.
- Fires extinguishers (of the appropriate type), smoke/heat detectors and fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes in recently refurbished areas
- The master panel for the alarm system is located in reception and shows the location of a fire.
- Alarms sound in all parts of the building. They are supplemented by visual alarms (red flashing lights) in the sound-proofed music practice rooms.
- Keeping fire routes and exits clear at all time: The school keeper is responsible for unlocking the buildings in the morning, when he removes security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects) is the responsibility of the estates director, who also arranges for a certified approved contractor to carry out:
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, fire extinguishers and hoses.
- Records of all tests are kept by the estates director
- Theatre scenery and stage curtains are treated with fire retardant spray.

Fire safety information for staff and any other legally on the school site

This is displayed around the school as appropriate, including at reception and visitors are made aware of procedures when they sign in.

Legionella Policy

Emanuel School is committed to have in place, control measures that adhere to the risk assessment and to comply with the Health and Safety Executive (HSE) Approved Code of Practice (ACOP L8). The school will ensure control measures are implemented, are effective, records are kept and the policy is reviewed on an annual basis.

Under ACOP and in accordance with COSHH regulations, there is a requirement to carry out an assessment to identify and assess the risk from Legionella associated with all water systems. The school will implement a Legionella management programme and demonstrate that all necessary steps to achieve and maintain adequate control have been considered and implemented as far as reasonably practicable.

Safe working practices ensure the appropriate management of the scheme of precautions. The estates director is responsible for overseeing and implementing the scheme of precautions are monitored and recorded. The estates director will ensure procedures and measures are adequate and effective. The school will provide regular training of all personal involved, to



Emanuel School

ensure they have a level of knowledge and competence commensurate with their involvement in the control procedure. A review of the risk assessment and policy will take place annually or if any significant changes occur to the systems or legislation.

Designated staff responsible for implementing the Legionella Policy are outlined in the risk assessment. Financial resources are made available for prevention or minimising the risk arising from legionella within the school. All personnel whether involved in assessing risk, carrying out precautionary measures, planned preventive maintenance and those carrying out refurbishment or alterations will be competent, trained and aware of their responsibilities.

The duty holder is responsible for drafting and issuing of the Legionella Policy and has a legal duty to ensure compliance with ACOP L8. The duty holder will have sufficient knowledge to be able to competently carry out this role.

The responsible person will take a lead role in its implementation and will propose amendments to the policy that may be necessary in the future. The responsible person will also ensure provision of resources for implementing the requirements of the ACOP L8. The responsible person shall nominate in writing all deputy responsible persons. Deputy responsible persons are responsible for maintaining the scheme of control measures. The responsible person should have sufficient knowledge to be able to competently carry out this role and ensure refresher courses take place annually.

The following presents a risk of legionellosis:

- Hot and cold water systems
- Main school pitch irrigation tanks
- Rowing training tank. (Boat House)
- Other plant and systems containing water which are likely to exceed 20°C and may release a spray or aerosol during operation, when being maintained or tested may also present a risk.

The following outlines the school's control measures:

Log Book audit	Annually	WCS
TMV Service	Bi Annually	WCS
Boat house training tank - TVC	Quarterly	WCS
Shower sanitise	Quarterly	WCS
CWST inspections	Annually	WCS
Calorifier blowdowns	Annually	WCS
Irrigation Tank test	Bi Annually	WCS
Risk Assessment review	Annually	WCS
Temperature test all outlets	Monthly	In-house
Flushing all outlets	Termly	In-house

The Health and Safety at Work Act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors and the general public) Beneath the Act are a series of regulations which describe more detailed obligations, such as the Control of Substances Hazardous to Health Regulations(COSHH) 2002. Further documents include Approved Code of Practice ACOPS) which serve to interpret the



Regulations more specifically. In respect of this policy the Health and Safety Commission's ACOP L8 – Legionnaires Disease, The Control of Legionella Bacteria in Water Systems serves to explain the requirements of COSHH in respect of Legionella.

Management of health and safety

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved. Those with a management or supervisory role will:

- ensure that on joining the school all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils
- ensure that all staff are familiar with the school's health and safety at work policy
- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- ensure the maintenance of good housekeeping standards
- review the safe operation of all work equipment

Related documents

This policy should be read in conjunction with:

- CCTV Policy
- Departmental Risk Assessments
- Educational Visits Policy
- Emergency Procedures (Evacuation, Lockdown, Run Hide and Tell)
- Fire Evacuation Policy
- Medical and First Aid Policy
- Medical Room Handbook
- Risk Assessment Policy