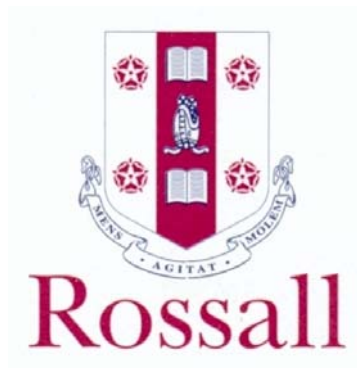


HEALTH AND SAFETY AT WORK ACT 1974

Health and Safety Policy

Draft V1.1(10.10.09)



Rossall School
Broadway, Fleetwood, Lancashire
FY7 8JW

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Date
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Next Policy Review Due
Oct 2010

HEALTH & SAFETY POLICY

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Section B - Amendment Control Sheet

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Section B - General Statement of Policy

It is the policy of Rossall School to comply with the terms of the Health and Safety at Work Act etc. Act 1974 and subsequent legislation and as far as reasonably practicable to provide, maintain a healthy and safe working and study environment. Rossall School's health and safety objective is to minimize the number of instances of accidents and illnesses and ultimately to achieve an accident-free campus.

All employees and students will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Rossall School recognizes and accepts its duty to protect the health and safety of all visitors to the campus, including contractors and temporary persons, as well as any members of the public who might be affected by our operations.

While the management of Rossall School will do all that is within its powers to ensure the health and safety of its employees, students and visitors, it is recognized that health and safety is the responsibility of each and every individual associated with the campus. It is the duty of each employee to take reasonable care of their own and other people's welfare, to follow relevant instructions and guidance, and to report any situation which may pose a threat to the well being of any other person.

The management of Rossall School will provide every employee and student with the training necessary to carry out his or her tasks safely. However, if an employee or student is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is their duty to report this to a relevant member of staff. An effective health and safety programme requires continuous communication between persons at all levels. It is therefore every person's responsibility to report immediately any situation that could jeopardize the well being of themselves or any other person.

All injuries, however small, sustained by a person on campus must be reported to the relevant member of staff. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The School stresses its commitment to Health & Safety to the extent that, where disregard of safe working practice by an employee seriously puts at risk the Health & Safety of him or herself or any other person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

Rossall School's health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated annually.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed:

Title: Chair of Council

Campus: Rossall School

Date: November 2009

Signed:

Title: Headmaster

Campus: Rossall School

Date: November 2009

Section D - Distribution List

1. Council and Executive Committee (Summary Only)
2. Bursar
3. Health & Safety Manager

E1. Organisation Chart for Health & Safety



E2. Responsibilities – Council

- 2.1 The Council of the Corporation of Rossall School takes ultimate responsibility for Health and Safety and for ensuring that this policy is for the benefit of its employees and others who are affected by implemented School activities.
- 2.2 The Council will annually review this Health and Safety policy and authorise the incorporation of those proposed amendments of which it approves.
- 2.3 The Council requires an annual report on Health and Safety to be tabled for its consideration. The report will cover the following for the previous twelve months:
 - A list of all reportable accidents and diseases to employees, pupils or others affected by the School's activities.
 - Any improvement or prohibition notices served on the School by HSE Inspectors for any matters relating to Health and Safety.
 - Any prosecutions taken out against the School by any of the enforcing authorities.
 - Any major incidents such as a fire or other event of significance affecting employees, pupils or others.
 - Any significant failings in Health and Safety reported by the Health and Safety Officer, Enforcement Officer, Insurance Company Representative or Health and Safety Advisor.
- 2.4 The Council accepts responsibility for ensuring that the School allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.

E3. Responsibilities - Bursar

- 3.1 The Bursar is the senior employee with designated responsibility for Health & Safety. The Health & Safety Manager is designated as the Bursar's deputy on Health & Safety matters and will fulfil the duties below in the Bursar's absence. The Health & Safety Manager deals with Health and Safety on a day-to-day basis.
- 3.2 The Bursar will be responsible to the Council, via the Headmaster, for all Health and Safety matters, including:
- Organising and chairing, at least termly, a meeting of the Health and Safety Committee.
 - Ensuring that the duties allocated to the Health & Safety Manager are being carried out.

E4. Health & Safety Manager

4.1 The Health & Safety Manager's overall responsibilities are (i) to co-ordinate the formulation, monitoring and implementation of the School's Health & Safety Policy (ii) to ensure that the School complies with the requirements of legislation and (iii) to deal with the School's Health & Safety matters and Fire matters on a day-to-day basis.

4.2 Responsibilities include:

- To keep the School's Health & Safety Policy up to date
- To monitor the implementation of the School's Health & Safety Policy, drawing any concerns to the attention of the Bursar
- To be the first point of contact for dealing with identified hazards in the School
- To provide training to staff in relevant Health and Safety matters, including regular Fire Warden Training sessions
- To ensure that sufficient first aiders are appointed and that they are given adequate training which is periodically updated
- To ensure that sufficient staff are appointed to deal with emergencies and that they are given adequate training, particularly in emergency evacuation procedures
- To establish and implement a system for reporting hazards
- To liaise regularly with Heads of Department, managers and other staff over identified hazards within their area of responsibility
- To undertake regular inspections of the School premises to identify any potential hazards
- To undertake regular audits of procedures
- To conduct thorough investigations into accidents to staff, pupils and visitors, to ensure that recurrence is avoided.
- To ensure that the School's accident books are kept up to date and that all reportable accidents (or diseases) are reported to the Health & Safety Executive (HSE)

- To collate accident statistics for purposes of analysis, presentation to the Health & Safety Committee and use in the annual report
- To be responsible for conducting fire drills and monitoring their effectiveness
- To complete the School's Fire Risk Assessments, to make costed and prioritised recommendations for remedial actions and to monitor implementation of the approved actions.
- To liaise with the Local Authority Fire Department
- To ensure that fire and safety equipment and systems are functional and that fire safety awareness is promoted (in consultation with the Estates Manager)
- To ensure that the School has adequate arrangements for the control of asbestos (in consultation with the Estates Manager)
- To ensure that the School has adequate arrangements for the control of legionella (in consultation with the Estates Manager)
- To ensure that the School has adequate health & safety arrangements for the use of its swimming pool
- To ensure that appropriate procedures are implemented in relation to use of School vehicles and training of drivers.
- To ensure that appropriate procedures are implemented in relation to traffic management and pedestrian safety within the School
- To establish and conduct a risk assessment procedure, to co-ordinate all risk assessments throughout the School and to provide training and support to those conducting such assessments
- To attend the Health & Safety Committee and act as its Secretary and Executive Officer.
- To prepare an annual report to the Health & Safety Committee
- To liaise with the HSE, Fire Officers, Insurance Assessors and other officials in relation to Health & Safety matters.
- To maintain an up-to-date working knowledge of relevant Health & Safety legislation, and to attend training courses and seminars as appropriate.

E5. Responsibilities - Heads of Department

- 5.1 Shall be responsible for Health and Safety within their area of control. Heads of Department will ensure that all employees under their control comply with the policies and procedures set out in this document.
- 5.2 Shall ensure that, on a day-to-day basis, Health and Safety standards are maintained and that employees are not placed at risk. Where they are in doubt they should seek advice from the Health & Safety Manager or Bursar.

In particular Heads of Department will be responsible for:

- ensuring that their staff use the correct procedures including guards or control measures.
 - ensuring that their staff wear the appropriate personal protective clothing.
 - keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
 - adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.
 - giving appropriate instruction and training to their staff in relation to Health, Safety and Welfare.
 - answering promptly queries from staff or referring the matter to the appropriate person.
 - ensuring that equipment used by staff is maintained in a safe condition.
 - setting an example to staff in all matters relating to Health and Safety.
- 5.3 Shall notify both the Health & Safety Manager and Bursar in the case of a serious accident or a circumstance which could necessitate normal proceedings being suspended.
- 5.4 Shall be responsible for the Health, Safety and Welfare of employees within his/her area of control. The Bursar will be responsible for dealing with any serious breach of safety after consultation with the necessary parties.
- 5.5 Shall regularly consult employees as and when necessary to identify matters relating to their Health and Safety that need to be addressed.
- 5.6 Shall inform and instruct their assistants to ensure that they are capable of identifying hazards and risks to Health and Safety and dealing with accidents and complaints and taking preventative action.
- 5.7 Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.

- 5.8 In carrying out the above duties Heads of Department will apply to the Bursar for the necessary training and information to fulfil their responsibilities.
- 5.9 Shall assist in the production and review by the Health & Safety Manager and Bursar of risk assessments relating to their responsibilities, in accordance with the “Management of Health and Safety at Work Regulations 1999” (Regulation 3).
- 5.10 Shall, in conjunction with the Bursar and Health & Safety Manager, be responsible for dealing with officials from the Health and Safety Executive, Fire Authority, Insurance Companies in relation to Health and Safety in their areas.
- 5.11 Shall assume any appropriate additional Health and Safety responsibilities determined by the School.

E6. Responsibilities – Employees

- 6.1 Employees have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have a responsibility under their contract of employment.
- 6.2 The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities will be covered at induction and in further training. They are reproduced in full beneath.

“HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work

- (a) to take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work; and**
- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.”**

“MHSWR regulation 12 Employees duties –

- (1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.**
- (2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the Health and Safety of their fellow employees –**
 - (a) of any work situation which a person with the first mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to Health and Safety; and**

- (b) **of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's arrangements for Health and Safety.**

in so far as that situation or matter either affects the Health and Safety of that first mentioned employee or arises out of or in connection with their own activities at work, and has not previously been reported with this paragraph.

- 6.3 Employees are required to have regard to their own Health and Safety and equally to look after the Health and Safety of others who might be affected by what they might or might not do.
- 6.4 Employees in particular are required to:
- follow the arrangements and information contained in this safety policy and any other guidance or training given by the School.
 - observe and have regard to the various signs and notices displayed on the School premises.
 - use personal protective equipment provided by the School.
 - in cases of doubt seek guidance from his or her Head of Department, the Bursar or the Health & Safety Manager.
- 6.5 Comply with any control measures laid down within the risk assessments appropriate to their areas of work.
- 6.5 Report any hazards or defects to his or her Head of Department immediately.

Section F - Risk Assessment

(Management of Health and Safety at Work Regulations 1999)

Policy

1. This safety policy forms part of the School's risk assessment strategy and details the main prevention and protective measures required to reduce risks so far as is reasonably practicable.
2. The ways in which risks can be reduced are many but start with the School's intention to comply with the Health and Safety at Work etc. Act 1974 and its supporting Acts and Regulations, in particular the Management of Health and Safety at Work Regulations 1999.
3. Generic hazards identified, arising out of the School's activities, include:
 - a) Fire
 - b) Machinery and Equipment
 - c) Hazardous Substances
 - d) Slips, Trips and Falls
 - e) Working at Heights
 - f) Noise
 - g) Manual Handling
 - h) Motor Transport
 - i) Electricity/Gas
 - j) Vibration
 - k) Asbestos
 - l) Display Screen Equipment
 - m) Personal Injury
 - n) Activities Involving Persons Under the Age of 18
 - o) Lone Working
 - p) Food Hygiene
 - q) Pregnancy
 - r) Stress
 - s) Crowds
4. The risk associated with the various hazards identified depends on the employee's particular task. However, as some tasks are allocated only to certain workers (normally those trained to carry out the tasks), exposure to the hazards associated with those tasks will be limited to those employees who have the knowledge, skill and experience to understand the hazards and guard against them.
5. Each of the hazards identified above is addressed in a later chapter within this safety policy.

6. In general terms risks will be reduced by the following policies and arrangements:-
 - 6.1 A positive attitude towards Health and Safety from Senior Members of the School, supported by the statements made in Section A of this policy.
 - 6.2 The School managing Health and Safety on a structured basis, including a formal Health and Safety organisation, with employees nominated to undertake certain Health and Safety responsibilities and tasks.
 - 6.3 The establishment of formal arrangements for self monitoring and inspection of the School's premises, systems, machinery, equipment, etc. and of a system of reporting to Bursar and Heads of Department.
 - 6.4 Removing the hazard by substitution.
 - 6.5 Combating risks at source.
 - 6.6 Adapting work where possible to suit the individual employee.
 - 6.7 Exploiting technological developments to improve and make safer the School's working practices.
 - 6.8 Progressively examining and identifying means of reducing risks which cannot be altogether prevented.
 - 6.9 Giving priority to measures which protect the whole workplace and all those who work in it.
 - 6.10 By training employees in Health and Safety awareness with respect to their own tasks and responsibilities.
 - 6.11 By an active Health and Safety culture.
7. In addition to approving general measures designed to identify hazards and reduce risk, the Council will seek the advice when necessary of a competent person or authority in order to determine and assess hazards and to carry out particular risk assessments.
8. Health and Safety awareness is to be integrated within the School's overall management arrangements and includes the following four main elements:
 - a) Planning
 - b) Organisation
 - c) Control
 - d) Monitoring

9. The School expects the active support and co-operation of its employees in the implementation of this Health and Safety policy.

Procedure

10. A detailed Risk Assessment will be carried out by the Health & Safety Manager in conjunction with the appropriate Head of Department for each of the hazards listed at paragraph F3 using form F1 (copy attached) or an equivalent procedure.
11. The education and training of employees with respect to Risk Assessment awareness and control measures will be the responsibility of the appropriate Head of Department in accordance with Regulation 10 (MHSWR) 1999.
12. Detailed compliance with the Risk Assessment will be the responsibility of the appropriate Head of Department.
13. In accordance with Regulation 4 of the MWSWR 1999, all employees will comply with the control measures outlined within the detailed Risk Assessment.
14. When carrying out the detailed Risk Assessment, appropriate provision will, at all times, be made for the safety of others who may be affected by the activity involved.
15. If the Risk Assessment procedure suggests that a more detailed assessment is required, the Health & Safety Manager and Head of Department should refer to:

COSHH
Manual Handling / Materials Handling
Personal Protective Equipment/Clothing
Pregnancy
Display Screen Equipment (DSE)

Section G – Health & Safety Arrangements

Health and Safety Committee

The Health and Safety Committee (through ExCo) has a special responsibility to ensure that current UK legislation is given appropriate consideration when recommending health and safety improvements to the Council.

They will review the School's sickness absence and injury statistics to ensure that any significant causes of ill health or injury are identified, trends established and appropriate control measures are introduced.

Consultation:

The management of Rossall School sees communication between persons at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of the Health and Safety Committee meetings (ExCo) as often as is deemed necessary.

One purpose of the Health and Safety Committee meetings is to provide a forum in which information may be conveyed and employees and students' questions on health and safety issues answered.

Training:

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every person in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of Rossall School that if a job is not done safely then it is not done effectively.

All persons will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for persons to express any fears or concerns they might have about their jobs.

Contractors:

All contractors employed by Rossall School will follow the school's rules and procedures. They must be made aware in writing that, when work is undertaken for the school, they must comply with the school's safety rules in addition to discharging their own statutory health and safety obligations.

Contractors must report all accidents/incidents that occur whilst working for the school to their school contact.

It is the responsibility of the manager bringing the contractor onto campus to ensure that they are aware of and comply with the relevant safety requirements.

Only 'authorised' contractors who have received appropriate CRB checks & induction will be allowed to carry out work for the school. Contractors must be reminded that they must report all accidents/incidents whilst working for the school to their contact.

School Inspection:

It is the policy of Rossall School to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

The managers, HOD's and supervisors will conduct regular inspections of their areas. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

School inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

To a significant extent the school is circumscribed by DFES – buildings etc.

The school is monitored by the CSCI (Commission for Social Care Inspection)-welfare & buildings.

Work Equipment:

It is the policy of Rossall School to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Rossall School will endeavour to ensure that all equipment used in the school is safe and suitable for the purpose for which it is used.

All persons will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the well being of persons in or around the campus will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All persons will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment:

It is the policy of Rossall School to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All persons who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment. If undertaking any sporting activities all persons must wear appropriate protective equipment.

All personal protective equipment provided by Rossall School will be properly assessed prior to its provision.

All personal protective equipment provided by Rossall School will be maintained in good working order.

All persons provided with personal protective equipment by Rossall School will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Rossall School will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees & pupils especially in sports & science based activities.

Manual Handling Operations:

It is the policy of Rossall School to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Control of Hazardous Substances:

It is the policy of Rossall School to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Rossall School will ensure that exposure of persons to hazardous substances is minimised and adequately controlled in all cases.

All persons who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Asbestos:

In line with the Control of Asbestos at Work Regulations 2002, a register will be maintained which provides details of all known asbestos or asbestos-containing materials on the school's premises.

All identified asbestos will subject to regular inspection to ensue that it does not represent a hazard to health.

In the event that a previously unidentified asbestos source is located, the relevant manager will be made aware of the source immediately and the area made safe.

Contractors licensed in accordance with the Asbestos (Licensing) Regulations 1983 will undertake all asbestos removal work.

Violence, harassment and bullying

All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence, abuse, threatening behavior, harassment or bullying against employees or pupils at work. Where necessary, appropriate, information, instructions and training shall be provided by the Senior Teacher Pastoral or in the case of non academic staff the Health & Safety Manager.

Except where this cannot be reasonably avoided, no employee or pupil should work alone, except in accordance with the safety measures outlined in a risk assessment.

In the event that an employee or pupil is subjected to violence, abuse, or threatening behavior at work, he or she should call for help or raise the alarm, if it is safe to do so. Under no circumstances should employees or pupils risk their safety or that of other

persons. In all cases, employees or pupils who are subject to violence, abuse or threatening behavior shall report the matter to their manager or teacher as soon as reasonably practicable.

An employee or pupil, who is subject to bullying or harassment at work, is encouraged to report the matter to their manager or teacher at the earliest opportunity, or to any other member of management or teacher whom they feel comfortable to address. Employees or pupils may then follow the relevant procedure set out in the Anti-Harassment Policy in force from time to time.

All complaints of harassment, bullying, violence, abusive or threatening behavior shall be taken seriously and shall be investigated fully, promptly and objectively.

Where the alleged offender is an employee of Rossall School, then so far as reasonably practicable, the Senior Teacher Pastoral or in the case of non academic staff the Facilities Manager shall take steps to keep the identity of the employee who made the complaint, the nature of the complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending employee.

The Senior Teacher Pastoral is CPO (Child Protection Officer) & will share information with the Headmaster who is also trained as Designated Person.

Disabled Employees, Pupils and visitors

It is the responsibility of the Headmaster / Managers and any employee appointed from time to time, to be aware as far as reasonably practicable of any disabled employee, pupil or visitor in the premises. In the event of an emergency, in addition to following the normal emergency procedure, they shall arrange assistance for disabled employees, pupils or visitors and must be reminded of the guidance contained below and inform the designated employee of the situation.

Disabled employees, pupils or visitors with impaired mobility (i.e. anyone who cannot, without the assistance of another, leave a building) who are on a ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building, if such an employee or visitor is on another floor, s/he must inform at least two persons of his or her location as soon as an emergency occurs and ask them to inform the designated employee or emergency services. The employee, pupil or visitor should then proceed to a designated protected escape area which will be separated from a fire by fire-resisting construction and await assistance (protection lasts at least 30 minutes). The employee, pupil or visitor may ask someone to stay with him or her whilst waiting for assistance. Should a disabled employee or visitor have to be evacuated, and this is safe, the Employee, pupil or visitor shall be evacuated through the building or by the stairs by the emergency services.

Employees and pupils with impaired hearing that cannot hear the fire or emergency alarm must inform Management about this and avoid working in isolated areas. If such an employee must work alone, he or she must ensure that someone knows where he or she is

and will inform him or her in case of an emergency. Visitors with impaired hearing must be told as soon as the fire or emergency alarm is raised.

Bomb Alert Procedure:

Anyone receiving a bomb threat or discovering a suspicious object or vehicle should inform the Headmaster or a manager immediately and remain in the vicinity and make him or herself known to the first security personnel arriving on the scene.

If a bomb threat is received, it is important to try to:

- get answers to the questions “where is the bomb”, ~‘what time will it go off; “what kind of a bomb is it”; “why are you doing it”; and “do you have a codeword”;
- assess the gender, age group, accent and state of mind (e.g. intoxicated or irrational) of the caller;
- identify any noticeable background noise / distraction (e.g. traffic);
- assess whether the call is from a public, mobile or private telephone.

If a suspicious object or vehicle is identified / found, it is important to:

- note its exact location and easily recognisable identifying features (e.g. registration number, name markings);
- advise those present in the immediate vicinity to clear the area and remain at a safe distance;
- detail in one’s mind why suspicion was aroused.

Under no circumstances should anyone touch a suspicious object or vehicle. Mobile phones and radio transmitters must not be used near a suspicious object or vehicle.

New and expectant mothers

An assessment has been carried out of the health and safety risks to female employees who are of child-bearing age and their baby and Rossall Corporation has taken and shall continue to take all reasonably practicable steps to prevent such risks, as required.

Where it is not reasonably practicable to prevent the risk to health and safety of a particular employee who is a new or an expectant mother or to her baby, Rossall Corporation shall alter the Employee’s working conditions or hours of work if this is reasonable and will avoid such risk.

If it is not reasonable to alter the employee’s working conditions or hours of work, or doing so would not prevent health and safety risks, Rossall Corporation shall suspend the employee for as long as is necessary to avoid such risk. During her suspension, the employee shall receive remuneration at the rate of a ‘week’s pay (as defined by law) for each week of suspension.

A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period. During her suspension, the employee shall receive remuneration at the rate of a 'weeks pay' (as defined by law) for each week of suspension.

On returning to work there is no statutory right to time off work for breastfeeding. However, employers must provide pregnant and breastfeeding employees with a place to rest and with suitable rest periods.

Visitors

Visitors to Rossall School premises shall be given safety information and instruction as may be necessary and appropriate.

As far as reasonably practicable, a visitor with impaired mobility shall be known to a person throughout the visit. If reasonably practicable, the visitor shall not be taken above or below ground floor level. For the purpose of this Policy, a person has impaired mobility if he or she cannot, without the assistance of someone else; use stairs to leave a building.

Every precaution must be taken to ensure that Visitors (including Employees', pupil' and visitors) do not enter hazardous areas (unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing where applicable).

Employee's children and young persons

Employees should not bring children to work, except with the prior written authorisation (unless they are pupils) of the Headmaster/ Manager and this is at their absolute discretion. An employee who is authorised to bring a child to work, must keep him / her under close supervision at all times.

Transport Safety:

It is the policy of Rossall School to comply with the law as set out in the Road Traffic Act.

All school vehicles will be insured for their intended purpose and only authorised persons allowed to drive them.

All persons using school vehicles must hold a current, clean driving licence appropriate to the type of vehicle.

Young Person's Safety:

It is the policy of Rossall School to comply with the law as set out in the Management of Health and Safety at Work Regulations 1999.

All work activities undertaken by any person under the age of 18 years will be risk assessed with respect to the following

- The immaturity and inexperience of the young person
- The required health and safety training
- The types of equipment, chemicals and method of use
- The task undertaken

Wherever the risk assessment identifies the need for supervision, then adequate supervision must be given throughout the work undertaken.

Lone Persons

The school recognises that in the course of their duties, many employees work away from their normal place of work, visiting commercial premises. They often do this alone and are exposed to greater risks during this time.

- Each department must identify which employees make off-site visits; carry out a risk assessment to determine what risks this entails and implements the necessary controls.

Mobile Phone Safety:

It is the policy of Rossall School to comply with the law as set out in Road Traffic Legislation.

No person shall answer or make a telephone call from a mobile telephone whilst the vehicle is in motion.

Exemptions to this are where the telephone is connected to an authorised hands free kit.

Noise:

In line with the proposed amendment to the Noise at Work Regulations 1989, no person should be exposed to an unprotected daily personal noise exposure in excess of 85db(a) whilst at work. Ear protection should be issued on request if levels over 80db(a), and mandatory over 85db(a). Ear protection zones should be put in place.

In areas where there is potential for employees to be exposed to noise at or above the prescribed level, managers should carry out noise assessments with a view to reducing noise exposure. If noise exposure cannot be reduced all employees must be provided with the correct ear protection and given information on the likely risks.

Employees must co-operate by wearing the ear protection, use any noise control equipment and report any defects in the noise control equipment to their supervisor.

In some circumstances i.e. where the noise is a nuisance to the public, arrangements may need to be made for noise surveys, audiometry and record keeping as well as an objective to reduce noise exposure.

Stress:

Employers at Rossall want to work with all employees to reduce stress. This ultimately will be good for employees & good for business.

Under UK law we have a “duty of care” to protect the health, safety & welfare of all employees while at work. To help employers assess the risks associated with stress Rossall will, in the future adopt the HSE Management Standards of risk assessing the following causes:

- the **demands** of your job
- your **control** over your work
- the **support** you receive from managers & colleagues
- your **relationships** at work
- your **role in the organisation**
- **change** & how it is managed

The Environment:

It is the policy of Rossall School to comply with the current law in respect to the Environment.

Where Rossall School produce any waste, Rossall School will be solely responsible for its safe control and disposal.

Where Rossall School produces any “Special Waste”, it will be disposed as per the current legislation.

Fire Safety: (This is a No Smoking Establishment)

Rossall School's fire safety policy and procedures take account of special fire hazards in specific areas of the campus.

All persons within the campus have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All persons have a duty to conduct their operations in such a way as to minimise the risk of fire. To keep combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

HOD's, Supervisors & teachers are responsible for keeping their working areas safe from fire, ensuring that their staff and students are trained in proper fire prevention practices and emergency procedures.

Fire Alarms:

In the event of a fire, it is the responsibility of any employee or student present to activate the alarm and evacuate the area.

Fire Extinguishers:

Persons are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the person should activate the alarm and evacuate the area immediately.

Fire Doors:

Fire doors are designed to slow the spread of fire and smoke and must never be blocked, jammed or tied open.

Fire Exits:

Fire exits and corridors must never be locked, blocked or used as storage space.

Smoking:

Smoking is prohibited in all areas on campus

Emergency Procedures:

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all persons must leave the area by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department is: 'Rossall School Fire Assembly Points'

Department	Fire Assembly Point
All	Designated Areas

Practice fire drills will be conducted at least once a term to ensure employee and student familiarity with emergency evacuation procedures.

Accident, Incident and Dangerous Occurrence Reporting:

It is the policy of Rossall School to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Rossall School sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by Rossall School detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will be analysed in an attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the Council who will advise on liability, proceedings and quantum of damages. The Council will then submit the report to the school's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Medical, Injury and Occupational Health Provision:

First Aid arrangements will be available and easily accessible to all employees and students during all hours. After hours staff & pupils will be directed to the Victoria Hospital.

Rossall School is responsible for ensuring the proper use and maintenance of the first aid arrangements.

A list of emergency telephone numbers of doctors and hospitals will be available on campus.

Accident records are compiled and stored.

The Health & Safety Manager has nominated a person who will be responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

Medical Assessment:

It is the policy of Rossall School to comply with the Management of Health and Safety at Work Regulations 1999 and ensure that a medical assessment is undertaken where appropriate.

Alcohol and Drug Misuse:

Alcohol and drug misuse refers to the use of illegal drugs and the misuse, whether deliberate or unintentional of alcohol, prescribed drugs and substances such as solvents.

Under the Health and Safety at Work etc act 1974, Rossall School will not allow a person under the influence of alcohol or drugs to continue working as his or her behaviour places themselves and others at risk.

All persons are required to take reasonable care of themselves and others who could be affected by what they do at work. If an employee or pupil causes harm to themselves or others while under the influence of alcohol or drugs they will be dealt with through the school disciplinary process.

All employees and students must register any allergies and permanent use of prescribed drugs.

Monitoring and Auditing:

In all areas, managers will carry out departmental safety audits on a regular basis. These will include looking at housekeeping, workstations and any problems that have been raised by a member of the department.

Risk assessments should also be reviewed on an annual basis and display screen equipment assessment whenever any major changes take place in the area.

For activities undertaken away from the school, audits will need to be made more often by managers / HOD's. These audits will include not only checking the activities being carried out but also fire procedures, equipment and their operators, risk assessments and method statements relating to the activities.

Written records of inspections with identified problems and remedial actions taken will be made and kept on file.

The Health & Safety manager will support all departments by carrying out audits when requested if a specific problem arises. This will be in addition to and will not replace the departmental audits carried out. For higher risk environments, such as during construction work the Health & Safety/Projects Manager & The Estates manager will carry out regular and systematic safety inspections.

School Health and Safety Rules

General Rules:

- ❑ All persons should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- ❑ All persons shall immediately report any unsafe practices or conditions to the relevant manager
- ❑ Any person, whilst at work, under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the campus.
- ❑ Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
- ❑ Persons shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- ❑ All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other persons.
- ❑ No person should undertake a task that appears to be unsafe.
- ❑ No person should undertake a task until he or she has received adequate safety instruction and is authorised to carry out the task.
- ❑ All injuries must be reported to the relevant Manager.
- ❑ All persons should take care to ensure that all-protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor.
- ❑ Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- ❑ No person should use chemicals without the knowledge required to work with those chemicals safely.
- ❑ Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- ❑ All persons are expected to attend departmental safety meetings.

Working Environment:

- ❑ Work areas must be kept clean and tidy.
- ❑ Any spillage must be cleaned up immediately.
- ❑ Waste materials and rubbish must be removed routinely.
- ❑ All combustible waste materials must be discarded in sealed metal containers.
- ❑ All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways:

- ❑ Walkways and passageways must be kept clear from obstructions at all times.
- ❑ If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- ❑ Trailing cables are a trip hazard and should not be left in any passageway.
- ❑ Any change in the floor elevation of any walkway or passageway must be clearly marked.
- ❑ Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- ❑ Where a passageway is being used by any vehicle or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tools and Equipment Maintenance:

- ❑ School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- ❑ It is the responsibility of all persons to ensure that any tools or equipment they use are in a good and safe condition. All portable electrical appliances are periodically tested under HSE Guidelines HSG107. Any tools or equipment which are in any way defective must be repaired or replaced.
- ❑ All tools must be properly and safely stored when not in use.

- ❑ No tool should be used without the manufacturers recommended shields, guards or attachments.
- ❑ Approved personal protective equipment must be properly used where appropriate.
- ❑ Persons using machine tools must not wear clothing, jewelry or long hair in such a way as might pose a risk to their or anyone else's safety.
- ❑ All persons are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment:

- ❑ All persons must use personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- ❑ Persons who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor.

Manual Lifting and Moving:

- ❑ Wherever reasonably practicable, lifting and moving of objects should always be done by mechanical devices rather than manual handling. The equipment used should be appropriate for the task at hand.
- ❑ The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- ❑ When lifting or moving a load with sharp or splintered edge gloves must be worn. Gloves should be free from oil, grease or other agents that might impair grip.
- ❑ The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- ❑ No person should attempt to lift or move a load that is too heavy to manage comfortably.
- ❑ Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- ❑ When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees and not the back. These steps should be reversed for lowering an object to the ground.