



Health & Safety **Policy**

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1.0 General Policy Statement

St George's School Windsor Castle ("the School") considers that the health and safety of our pupils, employees, and visitors is of paramount importance to the school achieving consistently high standards in its activities. St George's School is committed to:

- Providing a workplace which is a safe, healthy and co-operative environment where safe working practices are insisted upon, and
- Encouraging its staff to promote responsible behavior and to contribute positively to seeking safer and more productive ways to operate.

The Governors of the School recognise the obligations placed on them as an Employer to comply with the Health and Safety at Work Act 1974.

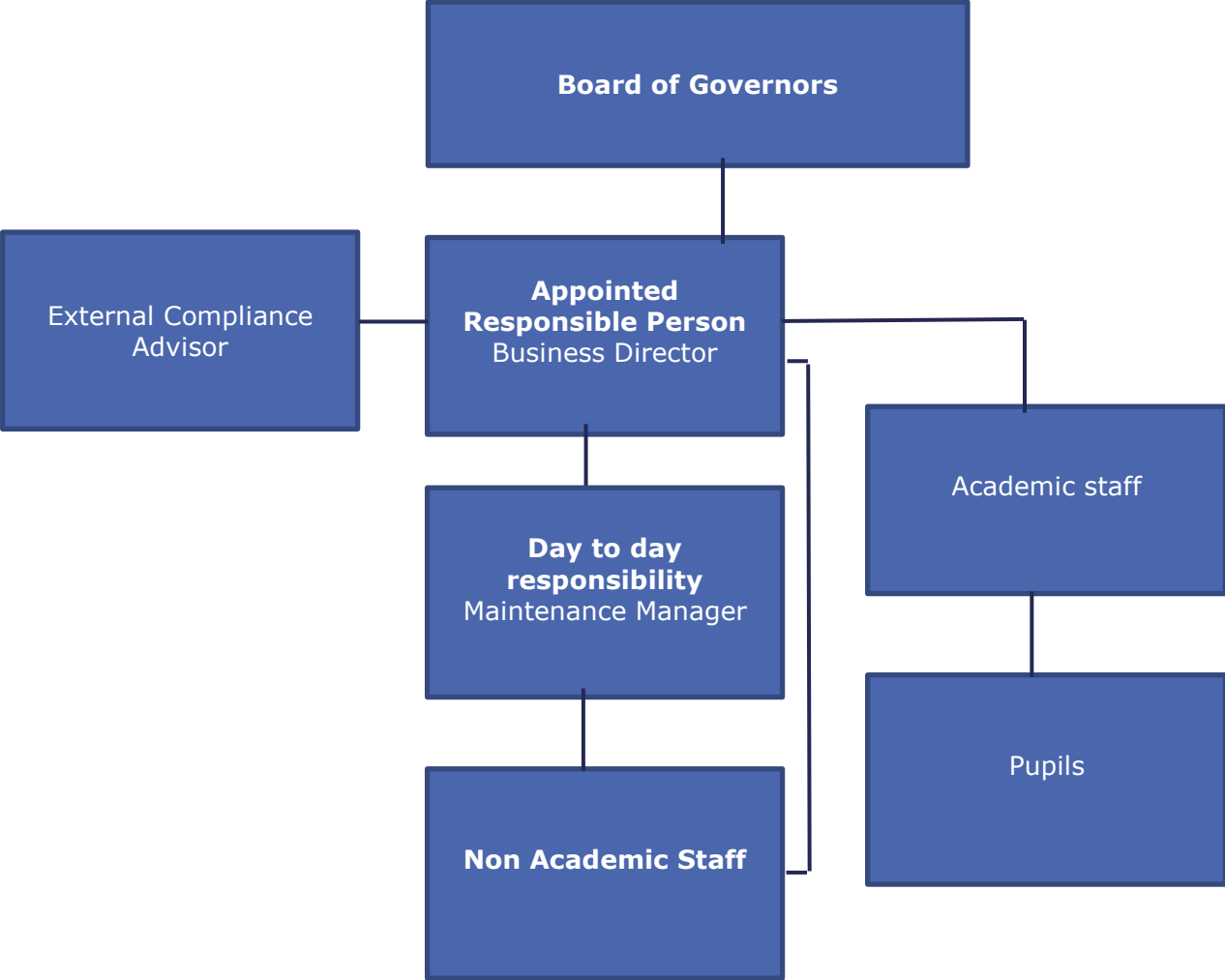
The successful management of health and safety helps to determine our success as a school because it underpins everything that we do.

It is the policy of the School to:

- provide a place of work, systems of work and equipment that are safe and do not create a risk to the health, safety and welfare of our pupils, employees, members of associated companies and the general public, so far as it is reasonably practicable;
- provide appropriate information, instruction, training, and supervision for all employees;
- allocate sufficient finance, human resources and infrastructure to enable health and safety to function effectively;
- provide specialist health and safety advice including monitoring of on-going health and safety performance and providing advice in connection with establishing a healthy and safe place of work;
- commit to ensuring health and safety matters are an integral part of the business;
- commit to complying with all applicable occupational health and safety legislation and other requirements;
- prevent or minimise any risks to occupational health and safety in all forms wherever possible;
- prevent and avoid accidents, injuries and ill-health to our pupils, staff and others who may be affected by our operations, and to prevent damage to property;
- continually improve our overall occupational health and safety performance through a series of programmes set to achieve the objectives that will be reviewed and set annually;
- communicate this policy to our pupils, parents, employees, contractors and other relevant parties by making it readily available and on request.

This health and safety policy will be reviewed annually.

2.0 Safety Organisation and Structure



3.0 Company Safety Responsibilities

Statutory Duty Holders

THE GOVERNORS

- Have full responsibility for the health and safety within the School.
- Their primary objective is to provide a safe and healthy working and academic environment for employees and students, and to ensure that school operations do not adversely affect other people i.e. visitors, contractors and the public.
- They will regularly review (at minimum annually) and monitor the effectiveness of this Policy and will revise it where necessary.
- They will ensure that any changes in this policy or decisions made which might affect others are communicated to all employees and students where appropriate.

Appointed Responsible Person

Business Director

The Business Director will be responsible to the Governors for the implementation of and compliance with this policy. She will:

- Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate.
- Consult with the schools external Health and Safety Adviser on changes which may be required to the policy.
- Ensure the co-operation and compliance of staff at all levels and that they are fully aware of and understand their responsibilities
- Ensure adequate time and resources are available to fulfil these responsibilities
- Take steps to ensure that any changes in the curriculum or changes in systems of work on the domestic side are considered for their health and safety implications.

On a day-to-day basis the Business Director will:

- Monitor the effectiveness of this policy and report back to the Governors as appropriate.
- Take responsibility for ensuring that all relevant health and safety information is communicated to the school in a timely and appropriate manner.
- Ensure that there is appropriate liaison with the school's Independent Health and Safety Advisor and ensure that their services are used efficiently.
- Take responsibility for ensuring that all hazards and risks for the schools operations are identified, assessed and controlled through the schools risk assessment process.
- Ensure that active monitoring of health and safety is carried out on a regular basis through the schools safety inspection schedule.

- Take responsibility for the safe operation for all administrative, maintenance and domestic staff.
- Ensure that all preventative maintenance contracts are maintained and in date.
- Where individual employees with specific responsibilities are identified in this policy, ensure that they are given the necessary resources, training and time to fulfil these.
- Ensure that there is an adequate process for the reporting, recording and investigation of accidents, near misses and property damage.
- Ensure that adequate finance and resources are made available for the administration and maintenance of health and safety for the school.
- Ensure that external groups or individuals using the school facilities are made aware of the hazards and risks presented by school operations.
- Ensure that there is an appropriate procedure for the selection and control of contractors employed to work on the school site and that work is inspected and monitored.

Day-day Responsible Person

The Responsible Person delegates some of the day to day duties to the Maintenance Manager and Assistant Maintenance manager.

All Staff and Pupils

HEADS OF DEPARTMENTS

The Heads of Departments will be responsible to the Business Director for the following:

- Ensuring that his/her department is run in accordance with the requirements of this policy and that all teachers and associated staff under their control understand and comply with these requirements and their responsibilities.
- Promoting and establishing a good health and safety culture throughout their groups.
- Communicating any Health and Safety issues or concerns to the Business Director including any accidents, incidents, near misses or damage.
- Undertaking regular inspections and monitoring of their areas to ensure good health and safety standards are maintained.
- Ensuring adequate supervision for pupils both inside school, during normal teaching activities, and also on school external trips and visits.
- Identifying the hazards and risk associated with their areas and operations and making adequate assessment through the schools risk assessment process.

Each department will have a health and safety section of their departmental handbook. The contents will depend on the activities carried out in the department. As a result, higher risk departmental handbooks will contain more information than low risk departments. Contents of the folders will include:

- Reference to the school health and safety policy.
- Department specific policies where necessary (e.g. for departments undertaking higher risk activities)
- Reference to relevant risk assessments.
- Copies of department safety inspections.
- Copies of training records.
- Any other department specific health and safety information.

TEACHING STAFF

They will be responsible to the Heads of Department as appropriate for the following:

- Ensuring any gas or hazardous electrical equipment is isolated when teaching has finished in a room.
- Safe storage and security of all hazardous and highly flammable substances which may be used in the department.
- Ensuring that all activities and services are made safe during an emergency.
- Ensuring that a sufficient number of fire extinguishers appropriate to the fire hazard are available within or close to the prep rooms and stores

MAINTENANCE MANAGER

Will be responsible to the Business Director for the safe running of their activities.

Is responsible for ensuring that:

- There is adequate supervision of all activities so that the work is carried out to a high standard of safety.
- Staff have appropriate training according to their job specification.
- The hazards and risks of the work are identified, assessed and controlled and communicated through the schools risk assessment process. This will include assessment of exposure to hazardous substances under the COSHH regulations.
- All staff under their control follow documented safe systems of work.
- All plant and equipment is maintained, used appropriately and all staff are trained.
- Any accident, incident, near miss or property damage is reported to the Business Director and that an investigation is carried out to identify cause and any remedial action required.

OUTSOURCED SUPPORT MANAGERS – Catering

Catering is outsourced at the School to Sodexo. Meetings are held at least termly with the Sodexo Account Manager. They will be responsible for ensuring that:

- There is adequate supervision of all activities so that the work is carried out to a high standard of safety.
- Their staff have appropriate training according to their job specification.
- The hazards and risks of the work are identified, assessed and controlled and communicated through the schools risk assessment process. This will include assessment of exposure to hazardous substances under the COSHH regulations.
- All staff under their control follows documented safe systems of work.
- All plant and equipment is maintained, used appropriately and all staff are trained.
- Any accident, incident, near miss or property damage is reported to the Business Director and that an investigation is carried out to identify cause and any remedial action required.

EMPLOYEES

All school employees will:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions at work.
- Co-operate with Management over Health and Safety matters.
- Not recklessly interfere with or misuse anything provided in the interest of health and safety.
- Use equipment provided in the interest of health and safety e.g. personal protective equipment.
- Report any work situation which presents a serious and immediate danger to health and safety including accidents, incidents, near misses and property damage.

PUPILS

The pupils are expected to:

- Exercise personal responsibility for their safety and that of their classmates.
- Exercise standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.
- **Note:** All pupils and parents are to be made aware of the contents of this section of the document.

External Compliance Adviser

The role of the external compliance adviser is usually fulfilled by an independent compliance specialist organisation, competent to provide such advice. The external compliance adviser is employed, as and when required, by the Responsible Person and is also available to advise on all compliance related roles. It is important that we use an independent compliance specialist as they have no vested interest in the advice they provide and we will receive unbiased, impartial advice. This helps to strengthen our compliance strategy and provides us with a broader view on our compliance through independent audit. Having our systems reviewed and supported externally, will help us keep them up to date and robust.

The external compliance adviser is responsible for:

- Reviewing compliance related policies and procedures to confirm they remain relevant and up to date;
- Amending and maintaining compliance policies and procedures if necessary, with the approval of the Responsible Person;
- Providing on going compliance related advice through a help desk facility to nominated contacts.

4.0 Health and Safety Arrangements

4.1 Accident/ Incident Reporting and First Aid

Applicable legislation:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Health and Safety (First-Aid) Regulations

Significant injuries, disease, damage and/or 'near-miss' resulting from incidents related to St George's School operations will be recorded.

The school will provide adequate first aid provision in accordance with the Department for Education and Skills Guidance on First Aid for schools and the Health and Safety (First Aid) Regulations.

- A 'First Aid Needs Assessment' will be undertaken to ensure that adequate first aid cover is provided for all areas of the school and associated activities.
- The Matron holds a list of persons responsible for first aid within the school.
- The Matron holds a list of the location of first aid boxes within the school.
- The Matron in association with First Aiders checks and replenishes the first aid boxes.
- The school first aid room is located in the main school.
- All appointed First Aiders within the school hold a current Health and safety First Aid at Work certificate or Emergency First Aid certificate which has been approved by the Health and Safety Executive.
- Qualified First Aiders have updated training every three years.

All accidents should be reported to the Matron who will complete the school's Accident/Injury/Incident Book.

In line with our RIDDOR (2015) responsibilities we will report via the HSE website (0845 3009923, <http://www.riddor.gov.uk>) the following work related health and safety incidents:

Deaths, major injuries (limb fractures, amputations, burns etc.), injuries resulting in absence from work greater than seven days (not counting the day of the incident but including weekends and rest days) and certain occupational diseases.

Please refer to: First Aid and Health Care Policy

4.2 Asbestos

Applicable legislation:

- Control of Asbestos at Work Regulations

The school's buildings have been surveyed for Asbestos and a register is held by the Business Director. A programme of containment and removal has been implemented by the School. Any removal of identified asbestos products will be undertaken by a specialist.

The register must be referred to prior to any maintenance works being carried out by either school staff or contractors.

Any unplanned damage occurring to areas containing asbestos or to substances believed to be asbestos (which have been marked) must be immediately reported to the Business Director and the area cordoned off until it has been made safe.

Any suspected exposure will be recorded on an accident sheet and reported immediately (RIDDOR and to the individual's GP).

4.3 Construction/ Control of Contractors

Applicable legislation:

- Construction (Design and Management) Regulations)

Large projects are overseen and contractors' activity monitored by a project manager. They ensure that competent contractors are employed and work is carried out safely. Responsibilities are formally listed in writing prior to any work taking place. The School generally takes the responsibility of the client.

The school also employs contractors directly, and the Business Director is responsible for ensuring that competent contractors are employed and that management and health and safety are priorities. Contractors are required to take appropriate steps to protect the health and safety of persons who may be affected by their work activities. A risk assessment and a health and safety plan is required prior to commencing work.

Amongst other client duties including communication to all relevant parties about health and safety the School as the client shall formally notify the Health and Safety Executive, where required to do so under the Construction and design Management Regulations, prior to commencing work. (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work).

A site induction for all workers must be completed prior to any work taking place. Work can only proceed once the contractor is issued a permit to work.

4.4 COSHH (Control of Substances Hazardous to Health)

Applicable legislation:

- Control of Substances Hazardous to Health

No new substances should be brought onto the premises without the notification to the Business Director.

The School will do all that is reasonably practicable to avoid the use of substances hazardous to health in their work.

Where it is not possible to avoid the use of harmful substances, a COSHH risk assessment will be conducted to identify potential risks and implement measures as required.

COSHH classifications are as follows:

Class 1 - These substances are not hazardous and require no further action other than following manufacturers' directions for use.

Class 2 - These substances are hazardous but used in very small quantities and in such ways that the risks are assessed as insignificant e.g. Tippex. No further action is required other than following the manufacturer's directions for use.

Class 3 - These substances are hazardous and the risks could be significant. The risks must be assessed and necessary control measures devised and communicated to the persons involved with its use. Such assessments must be kept within the departmental folders.

Safety data sheets will be obtained for all Class 3 hazardous substances used. These will be used in the risk assessment process and to assess if the product could potentially be harmful to the environment.

4.5 Disabilities, Accessibility and the Equality Act

Applicable legislation:

- The Equality Act

St George's School Windsor Castle is dedicated to providing all visitors, staff and pupils with suitable and sufficient facilities.

Teaching staff are required to identify when a pupil has a mobility impairment or injury.

Parents are required to notify the school if a pupil is injured resulting in a requirement for alternative arrangements.

The need to accommodate individual requirements will be reviewed on a case by case basis to make sure that suitable provisions are in place.

Visitors are required to identify known disabilities before attending any event held at the school.

4.6 Display Screen Equipment

Applicable legislation:

- Health and Safety (Display Screen Equipment) Regulations

It is the Policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations. These Regulations apply to those who use Display Screen Equipment (DSE) for a significant amount of their working day.

For the purpose of this policy, a DSE User will be classified as any person that works with DSE for five or more hours per day or could spend more than two hours working with DSE without a break.

In order to ensure that all employees who works with DSE understand how to set up their workstation and use their equipment correctly they are given appropriate training. As part of this training a risk assessment is available for employees to use to help them set up their workstations correctly and minimise the risks.

Where problems are identified a more detailed assessment will be carried out and advice on the necessary control measures provided.

DSE Users will be offered a free eye sight test for working with DSE equipment and if necessary, the School will pay for any glasses that are required to work with DSE. It should be noted that the School will only pay for glasses with standard lenses and frames.

4.7 Driving and Transport

Applicable legislation:

- Management of Health and Safety at Work Regulations

Staff organising school trips must ensure minibuses and coaches used are fitted with seatbelts and that drivers are competent and experienced. It is also a requirement that sufficient supervising adults participate in the trips to be effective in the case of accident or breakdown.

Please refer to: Trips, Visits and Events Risk Assessment and Guidance

The school minibuses may not be used without pre booking and may only be driven by a person having a current full driving license. They must have completed the MIDAS training provided by the school and

have provided the Business Director with a copy of their driving licence and any relevant information which details any convictions/medical conditions (NB this is a requirement of the insurers too).

Please refer to: Minibus Policy

Any driver who is subsequently found guilty of a driving offence or affected by a medical condition must inform the Business Director immediately. This may result in the removal of the person from the insurance. A current list is maintained by the Business Director's PA.

The driver accepts responsibility for the minibus and its safe operation so must take the time to check that the vehicle is safe and roadworthy before driving. They must also be aware that the conduct of passengers travelling on the vehicle is considered to be the legal responsibility of the driver in charge- if in doubt stop or refuse to proceed until satisfied. The safety check and log book must be completed.

The School holds occasional business use insurance for staff using their own vehicles for School business.

4.8 Electrical

Applicable legislation:

- Electricity at Work Regulations

The School recognises the general duty to maintain electrical installations and ensure equipment is in a safe condition.

The school will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years. The school will inspect electrical appliances routinely, test all portable electrical apparatus at least annually and maintain an appropriate register.

Users will visually inspect electrical appliances at the beginning of each term. If a student brings personal electrical equipment into the school premises, it must be of a high standard of manufacture and maintenance and tested and maintained.

Pupils are not permitted electrical items without a suitable CE – kite mark.

A competent person will inspect stage lighting and control gear on a termly basis and in addition, the school will ensure that fixed stage electrical installations are inspected and tested annually and following any changes, before they are used.

Pupils will not be exposed to live voltages in excess of 25 volts. All project work involving electricity will be assessed for any potential hazards. Teachers will be competent in the use of electricity where there is a possibility of exposure to voltages above 25 volts or where large short-circuit currents could flow.

4.9 Fire

Applicable legislation:

- The Regulatory Reform (Fire Safety) Order

The school is committed to maintain suitable fire safety standards to meet requirements of the Regulatory Reform (fire safety) Order 2005.

Plans will be put in place to ensure an effective fire safety management system focusing on:

- Fire safety prevention, including routine inspection, auditing and testing, regular maintenance, and training.

- Suitable maintenance of the detection and alarm system. All boarding houses have detection systems to an L2 category (minimum).
- Escape routes are clear, escape doors are operable and design is compliant to the latest British standards. Fire evacuations will be simulated on a termly basis and appropriately recorded.
- Building compartmentation is suitably checked and not breached.
- The school welcomes the local fire service for familiarisation visits. Where applicable, appropriate fire extinguishing devices are available.

Please refer to: Fire Policy & Procedures

4.10 Gas Safety

Applicable legislation:

- Health and Safety at Work
- Gas Safety (Installation and Use) Regulations
- Dangerous Substances and Explosive Atmospheres Regulations 2002

Carbon monoxide poisoning, caused by gas appliances and flues which have not been properly installed or maintained, cause deaths every year in the UK. Many others also suffer ill health. The Gas Safety (Installation and Use) Regulations specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. There is a requirement to ensure that gas appliances, fittings and flues are safe for use. All boilers will be inspected and serviced at least annually.

The School have contracts with external gas providers and work with these providers as required for safe operation of the gas supplies in the School.

4.11 Grounds

Applicable legislation:

- Provision and Use of Work Equipment Regulations (PUWER)
- Electricity at Work Regulations
- Control of Noise at Work Regulations
- Control of Substances Hazardous to Health
- The Lifting Operations, Lift Equipment Regulations

The School ensures that:

- There is a documented list of all work equipment.
- There are appropriate regimes in place for the maintenance team.
- Risk assessments are conducted for all activities
- There is appropriate training in place for all the maintenance team.
- PPE is provided for specific tasks.

4.12 Lettings and Events

Applicable legislation:

- Management of Health and Safety at Work Regulations

St George's School Windsor ensure that:

a) The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Business Director of any hazard associated with the above, she/he should take action to make hirers aware of it;

b) Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

c) Hirers of the building are briefed about the location of the first aid equipment, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures are provided to all hirers;

d) Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;

e) Arrangements are made for checking the security and condition of the premises and equipment used by the hirer or his staff.

When large numbers of visitors are at the school for plays, concerts, exhibitions, open days and other events, a brief announcement should be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

4.13 Lone Working

Applicable legislation:

- Health and Safety at Work
- Management of Health and Safety at Work Regulations

The School recognises its right and duty to ensure that risk levels are not increased by working alone. Where risks cannot be controlled to an acceptable level, lone working will not be permitted.

It is the policy of the School to take all reasonable steps to ensure that all persons working for or on behalf of the school, or working on school premises, are not exposed to increased levels of risk by virtue of working alone. This will be achieved, where reasonably practicable, by managing the need to work alone, controlling access to lone working situations, and controlling risks arising from genuine need to work alone.

Additionally, the School will endeavor to ensure that where persons are unable to avoid the need to work outside normal school operating hours, that the necessary measures to monitor these instances are in place. Access outside of opening hours should be exceptional and fully controlled and managed.

Procedures to achieve these aims will be implemented and kept under review.

4.14 Manual Handling

Applicable legislation:

- Manual Handling Operations Regulations

All those who regularly carry out manual handling as part of their job will be given manual handling training. Those staff that may carry out minor direct manual handling will be given a manual handling briefing on best practice.

Specific manual handling risk assessments will be carried out where there is a high risk of injury.

4.15 New and Expectant Mothers

Applicable legislation:

- Management of Health and Safety at Work Regulations

The school recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify, in confidence, their manager in order that their work and environment may be appropriately assessed for additional risk. Risk Assessment forms for expectant mothers are available via the Business Director and will be treated as confidential and a copy retained and reviewed monthly as conditions change.

4.16 Noise

Applicable legislation:

- Control of Noise at Work Regulations

The School aims to identify foreseeable working activities where individuals have the potential to come into contact with significant noise levels, ensure that suitable and sufficient risk assessments are in place where significant risks have been identified and ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

It is the School Policy to undertake an assessment of noise levels within its Premises where staff could be exposed high noise levels.

The school will look to remove the source of the noise, by either replacing equipment, when deemed necessary by risk assessment, or provide suitable PPE.

4.17 Personal Protective Equipment

Applicable legislation:

- Personal Protective Equipment at Work Regulations

Where it is determined that Personal Protective Equipment is required, an assessment will be made to assess the risks, define the characteristics of the equipment available to ensure the equipment provided is suitable. This includes personal protective equipment used by pupils during their lessons.

The use of personal protective equipment should not be the first resort and should be based on risk assessment and current controls.

All Personal Protective Equipment will be maintained and stored appropriately.

Those using personal protective equipment must do so appropriately and not damage or alter it in anyway.

A check of PPE should be completed by Heads of Departments, and Operational Teams before use.

4.18 Pressure Systems

Applicable legislation:

- Pressure Equipment Regulations
- Pressure Safety Systems Regulations

The School will ensure that all pressure systems on site are managed, checked and maintained by a competent person.

The School will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data, and if necessary, schematic or flow diagrams to help with the identification of important controls and valves.

4.19 Risk Assessment

There are activities undertaken by the School that require risk assessments to ensure that safety control measures are adequate.

Risk assessments will be reviewed annually, after a significant incident, in the event of legislation changes, or when there has been any change to the location, event or activity.

Copies of all risk assessments are held centrally on the School server or are available in the relevant teaching rooms for staff to refer to.

Those affected by the outcome of the risk assessments are informed of any necessary preventative and protective measures.

Please refer to: Risk Assessment and Risk Management Policy

4.20 School Trips

Please refer to: Trips, Visits and Events Risk Assessment and Guidance

4.21 Slips trips and Falls

Applicable legislation:

- Health and Safety at Work
- Management of Health and Safety at Work Regulations

It is the policy of the School to take all reasonable steps to ensure that the risk of slips trips and falls is minimized. All staff should be alert to hazards which might cause a slip/trip or fall and where the hazard cannot be easily and immediately removed, it should be reported to the maintenance team.

The risk of slips, trips and falls for each area of school grounds and for all activities should be considered and if appropriate a risk assessment completed and control measures implemented.

4.22 Water

Applicable legislation:

- Control of Substances Hazardous to Health Regulations
- (L8 - Control of Legionella in Hot and Cold Water Systems)
- Management of Health and Safety at Work Regulations

The School has had a site wide Legionella risk assessment carried out by Eaton Environmental Ltd. This will be reviewed at least annually and repeated as required. Remedial work or removal/replacement of equipment or facilities that may present a risk of water borne bacteria will be considered and programmed by the School.

A programme of control procedures to reduce the risks of legionella have been agreed with Eaton Environmental and are conducted on a cyclical basis by School Maintenance teams supported by quarterly visits by Eaton Environmental. These procedures, are outlined in the **Legionella Control Manual** and records of procedures completed are contained in the **Water Systems Logbook**. The files are held in the Business Director's office.

The School will consider removing or replacing equipment or facilities that may present a risk of water borne bacteria. Where it is impracticable to eliminate the risk by removing equipment or facility, we will implement suitable precautionary measures.

The School will specify that contractors are only permitted to use WRAS approved parts, (water regulations advisory scheme).

Swimming Pool

The School swimming pool is used by staff, pupils and third parties that hire the facilities.

There is a comprehensive Operating Procedure in place which assist operatives and users of the pool to ensure that safety standards can be implemented effectively.

**Please refer to:
Swimming Pool Operating procedures**

4.23 Wellbeing and Stress

Applicable legislation:

- Health and Safety at Work
- Management of Health and Safety at Work Regulations

The Workplace (Health and Safety) Welfare Regulations 1992 details a number of provisions dealing with the working environment, including temperature and ventilation, lighting, emergency lighting, room dimensions and space, workstations and seating and also general cleanliness and disposal of waste. The regulations also cover facilities such as toilets, washing and changing, clothing storage, drinking water and rest areas including facilities for pregnant women and nursing mothers. The school routinely audits its performance and looks to maintain the highest possible standards to meet the needs of its staff and pupils.

The school seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences

The school aims to provide staff with:

- a) a good management culture which demonstrates clear leadership
- b) support in their work and a recognition of their contribution
- c) a manageable workload in terms of volume, variety and complexity
- d) good communication channels between management and themselves and also between team members
- e) appropriate training for their present needs and for future developments
- f) guidance and support through any developments in working practices
- g) security in their work
- h) confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the school to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

4.24 Work Equipment

Applicable legislation:

- Provision and Use of Work Equipment Regulations (PUWER)
- Electricity at Work Regulations
- Control of Noise at Work Regulations
- Control of Substances Hazardous to Health
- The Lifting Operations, Lift Equipment Regulations

The School will ensure that the work equipment provided meets the requirements of 'Provision and Use of Work Equipment Regulations' (PUWER). In doing so, this ensures that it is:

Suitable for use and for the purpose and conditions in which it is used.

Maintained in a safe condition for use so that people's health safety is not at risk

Inspected in certain circumstances to ensure that it is, and continues to be safe for use. Inspections should be carried out by a competent person and a record kept until the next inspection.

The maintenance and inspection records are held by the relevant Heads of Departments.

All persons using the equipment will be given adequate information, training and instructions its use. Pupils will be supervised by teaching staff when using such equipment as part of the curriculum.

All dangerous parts of machinery will be adequately guarded to prevent access and will be provided with emergency stops where appropriate.

Appropriate maintenance regimes are in place for Kilns, catering equipment, LEVs (local exhaust ventilation) and DT/ Art areas.

4.25 Working at Height

Applicable legislation:

- Work at Height Regulations

Suitable and sufficient risk assessment will be carried out for all working at height operations. Where working at height cannot be avoided, the most suitable access equipment will be selected taking into account the safety of the employee or pupil.

The School is aware of The Work at Height Regulations 2005 which lay down methods to be adopted to prevent injuries from falls or falling objects, and the dangers from working on or near fragile surfaces.

The School will take all reasonable steps necessary to ensure that the risks from working at height are controlled and wherever possible, working at height will be avoided.

Access equipment selected for the task will be:

- Suitably maintained
- Comply with current British or European EN Standards
- Staff will be trained in the safe use of such equipment
- Correct class of ladders will be selected for the task e.g. Class 1 (Industrial) or BS EN 131 (Trade).

Roof work will be limited to specialist contractors. Contractors will be informed if they will be working on or near fragile surfaces.

5.1 Definitions/Acronyms

Competent Person: A person with sufficient training, experience, knowledge to do the risk assessment, possessing theoretical and practical knowledge that enables conclusions to be drawn and/or actions to be taken.

Hazard: A source of potential harm or a situation with the potential to cause harm.

Likelihood: Used as a general description of probability or frequency

New or Expectant Mother: A person who has informed their employer that they are pregnant, have given birth within the previous 6 months or are breastfeeding.

Reasonably Foreseeable: An occurrence where there is sufficient probability for a reasonable person to anticipate it happening.

Reasonably Practicable: The relationship between the extent of risk and the cost measures necessary to avert it.

Residual Risk: Risk remaining after implementation of risk treatments.

Risk: Chance of something happening that will have an impact, measured in terms of severity and likelihood.

Risk Analysis: The estimation of the level of risk associated with identified hazards.

Risk Assessment: The overall process of risk identification, risk analysis and risk evaluation.

Risk Control Measure: Workplace safety precautions, practices or actions (e.g. existing process, engineering or other device, administrative, PPE etc.) designed to minimise negative risk.

Risk Evaluation: Process of comparing the level of risk against pre-determined standards, target risk levels or other criteria.

Risk Identification: Process of determining what, where, when, why and how something could happen.

Risk Reduction: Actions taken to lessen the likelihood, negative consequences, or both.

Risk Treatment: Process of selecting and implementing measures to modify risks.

Severity: Outcome or impact of an event positive or negative expressed qualitatively or quantitatively.

Stakeholder: An individual or group, who may affect, or be affected by, a decision, activity or risk.

Suitable and Sufficient: An assessment that is appropriate to the nature of the work and proportionate to the risk, ignoring insignificant risks. Assessment process should identify all those affected and utilise information resources from legislation, guidelines and industry best practice

Young person: A person under the age of 18