



<b>Sponsor</b>	<b>Bursar</b>
<b>Issue Date</b>	<b>March 2024</b>
<b>Next Review Date</b>	<b>March 2025</b>
<b>Governors' Review Committee</b>	<b>Board</b>

## Health and Safety Policy Statement

Woldingham School recognises its duty under Section 2(3) of the Health and Safety at work Act 1974 to fulfill its obligations to its pupils, parents, employees, contractors, and any visitors who may be affected by its work activities by preparing and reviewing a Health and Safety Policy.

We aim to achieve a working environment which is free of work-related accidents and ill-health. We undertake to fulfill our statutory duties and will:

- establish and implement a Health and Safety Management system to manage the risks associated with its workplaces and activities.
- allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- appoint a competent person or independent Health and Safety Advisor to advise and support us and make sure we are aware of changes in legislation and good practice relevant to our business.
- carry out risk assessments to assess the risks related to the hazards in our workplaces and take action to reduce these risks, to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or when anything changes in the workplace.
- consult with employees on health and safety and involve them in discussions about the risks and hazards connected to their duties.
- provide clear information, instructions and training to make sure all employees are competent to carry out their duties.
- make sure that emergency procedures are in place for evacuation in case of fire or other incident, and that pupils, employees and visitors are informed of these.
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe use and storage of hazardous substances.
- provide suitable first aid facilities to afford help to any pupil, employee, visitor or member of the public who may have an accident or be taken ill at work or as a result of our activities.
- provide sufficient funds and resources to meet the requirements of current health and safety legislation.

It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other persons.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

<b>Signed</b>	 <b>Catharine Berwick</b> <b>Chair of Governors</b>	 <b>Julia Harrington</b> <b>Head</b>
<b>Date</b>	<b>14th March 2024</b>	

### **Smoke-Free Policy Statement**

It is our policy to comply with the Smoke-free (Premises and Enforcement) Regulations 2006, in that all its workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

Overall responsibility for policy implementation and review rests with the signatory below who will:

- ensure that all staff understand they are obliged to adhere to and support the implementation of the Smoke-Free Policy.
- inform all existing staff of their role in the implementation and monitoring of the Policy.
- ensure that all new employees are given a copy of the Policy at the time of their recruitment or induction.
- install “No Smoking” signs at the entrances to Company premises and in all smoke-free vehicles as appropriate.

Disciplinary procedures may be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

<b>Signed</b>	 <b>Julia Harrington</b> <b>Head</b>
<b>Date</b>	<b>14th March 2024</b>

## **Duties and Responsibilities**

### **Board of Governors**

- Ultimate responsibility for health and safety and providing leadership.
- Ensure that adequate resources are available.

### **Head**

- Provides leadership to ensure that health and safety standards are maintained and full compliance is maintained within the School.
- Provides line management to The Bursar and ensures that they perform their duties in accordance with their specific job description.
- Demonstrates visible commitment, promoting the policies aims and objectives.

### **The Bursar**

As the person ultimately responsible for Health and Safety the bursar will:

- be responsible for the implementation of the health and safety;
- demonstrate visible commitment, promoting the Policy's aims and objectives;
- monitor Policy implementation and Company health and safety performance.

### **Head of Facilities and Operations**

As a senior manager they will:

- lead on Health and Safety promoting responsible attitudes and active management;
- ensure the policy and standards are effectively implemented;
- ensure adequate resources are provided to address risks and concerns;
- monitor safety performance and drive further improvement.

### **Head of Estates**

As a senior manager they will:

- have delegated responsibility from the "Responsible Person" for Fire to ensure the school is fully compliant with the Regulatory Reform (Fire Safety) Order 2005;
- lead on Health and Safety promoting responsible attitudes and active management;
- ensure the policy and standards are effectively implemented;
- ensure adequate resources are provided to address risks and concerns;
- monitor safety performance and drive further improvement.

### **Health and Safety Committee**

- Responsible for bringing all H&S matters requiring action to the attention of the Bursar and assisting where appropriate with corrective actions.
- Ensure the policy and standards are effectively implemented.
- Review risk assessments.
- Develop and review existing policies.
- Review any accident / incident investigations and look at ways to prevent reoccurrence.

- Monitor safety performance and drive further improvement.

#### **Heads of Department**

- ensuring that risk assessments relative to their area of responsibility are created, reviewed and followed.
- ensuring that equipment necessary for the work of the department and the areas in which that work is carried out are maintained in compliance with current regulations, that appropriate notices are displayed adjacent to specific hazards in liaison with the estates department and that defects are reported to them.
- ensuring that appropriate instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of the contents.
- ensuring that where required, departmental staff have been trained in operating procedures, safe systems of work and procedures for handling hazardous substances.
- ensuring members of staff attached to the department are conversant with general school safety precautions and procedures.
- reporting as per the school's procedure, any accidents within the department and co-operating with any investigation.

#### **Housemistresses & Head of Boarding**

- ensuring that risk assessments relative to their area of responsibility are created, reviewed and followed.
- ensuring that equipment necessary for the work of the house and the areas in which that work is carried out are maintained in compliance with current regulations, that appropriate notices are displayed adjacent to specific hazards in liaison with the estates department and that defects are reported to them.
- ensuring that appropriate instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of the contents.
- ensuring members of staff attached to the house are conversant with general school safety precautions and procedures.
- reporting as per the school's procedure, any accidents within the house and investigating same.

#### **Teachers**

- ensuring the health safety of the pupils in their care as far as reasonably practicable and that defects which cannot be remedied by them are reported in a timely manner to the estates department.
- ensuring proper use by pupils of safety equipment and protective clothing where provided and that the pupils are not allowed to act in a way that is unsafe.
- ensuring that pupils are instructed in safety procedures in operation and processes involving known hazards.
- initiating aid in the event of an accident.
- ensuring that pupils know the fire exits and routes from the areas in which they are being taught, and that the fire exits are kept clear, and the fire doors closed at all times.

- performing suitable and sufficient risk assessments in advance of school trips/activities to ensure that hazards are reasonably anticipated and that reasonable actions to mitigate risks to pupils' and teachers' safety are taken in advance.

### **Responsible Person for Fire**

The responsible person for Fire must:

- ensure fire risk assessments are carried out and remedial actions are taken;
- communicate fire risks to staff;
- put in place, and maintain appropriate fire safety measures;
- plan for an emergency;
- ensure suitable training is provided to staff, Fire Wardens and Head Fire Warden;
- ensure information and instructions are given to all staff.

### **All Employees**

It shall be the duty of every employee while at work:

- to take reasonable care of themselves and of other people who may be affected by their acts or omissions at work;
- to co-operate with their employer in achieving statutory provisions;
- to report shortcomings in health and safety arrangements;
- to report hazards to the appropriate person.

## Arrangements Summary

<b>Arrangement</b>	<b>Person/Persons responsible for the implementation and management of the arrangement</b>
Accidents, Incidents and Near Misses	Head of Facilities and Operations
Asbestos	Head of Estates
Competence	HR Department and Line Managers
Construction Design Management (as “client”)	Head of Estates
Construction Design Management as Principal Contractor	Head of Estates
Construction Design Management as Principal Designer	Head of Estates
Construction Design Management as Contractor	Head of Estates
Construction Design Management as Designer	Head of Estates
Consulting and Communicating with Employees	Head of Estates
Display Screen Equipment	Head of Facilities & Operations
Driving	Transport Manager
Drugs and Alcohol	HR Department
Electrical Equipment and Installations	Head of Estates
Fire Safety	Head of Estates
First Aid	Health Centre Staff and Head of Facilities & Operations
Food Safety	Holroyd Howe
Hazardous Substances	Head of Estates and Line Managers
Lifting Operations and Lifting Equipment	Head of Estates
Lone Working	Line Managers
Managing Contractors	Head of Estates
Managing Risk	Head of Estates, Head of Facilities & Operations, Bursar
Manual Handling	HR Department & Line Managers
Mental Health and Wellbeing	Head, Bursar, Deputy Head Wellbeing, DSL
Monitoring	Heads of Department
New and Expectant Mothers	HR Department
Noise	Bursar, Head of Estates, Line Managers
Permits to Work	Head of Estates
Personal Protective Equipment (PPE)	Heads of Department
Pressure Systems	Head of Estates

Provision and Use of Work Equipment	Heads of Department
Safe Systems of Work (Method Statements)	Heads of Department
Safety Signs, Signals and Notices	Head of Estates, Head of Facilities & Operations, Heads of Department
Statutory Examinations	Head of Estates
Stress	HR Department
Training and Information	HR Department
Travel	Head, Bursar, Transport Manager
Violence and Aggression	HR Department, Head of Estates
Visiting and Working in Other Employers' Environments	TBC
Visitors	School Office Manager, Head of Estates , Head of Facilities and Operations
Waste Disposal	Holroyd Howe, Grounds, Caretakers, Domestic Services
Water Management (Legionella and Legionnaires')	Head of Estates
Work at Height	Head of Estates
Working Time	HR Department
Workplace Facilities	Head of Facilities and Operations
Workplace Transport	Transport Manager
Young Persons	HR Department

### **Arrangements**

Accidents, Incidents and Near Misses

We recognise the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We are committed to complying with this legislation and will:

- keep records of work-related accidents, incidents and near misses.
- investigate where necessary all work related accidents, incidents and near misses; and
- report under RIDDOR in case of reportable types of injuries, over seven-day injuries to workers, injuries to non-workers, occupational diseases, dangerous occurrences and reportable gas incidents.

### **Additional Information**

- The Bursar will review all accident reports and near miss reports on a regular basis and to ensure that all remedial actions are taken.

## **Asbestos**

We recognise the requirements of the Control of Asbestos Regulations 2012. We are committed to complying with this legislation and will:

- risk assess, and survey buildings where required for asbestos, pre-2000 build year.
- identify whether asbestos is present, and determine its type and condition before managing the asbestos or starting work in a building that might contain asbestos.
- for refurbishment and demolition works complete a risk assessment to determine whether it is possible to carry out the building or maintenance work avoiding the risk of asbestos exposure all together, if this is not possible appropriate controls will be identified and implemented such as a refurbishment and demolition survey, removal or encapsulation.
- where asbestos is to be removed, identify whether a licensed contractor is required for its removal (if the work is not licensable, decide if the work needs to be notified); and
- ensure that anyone who could be exposed to asbestos fibres at work are suitably trained.

## **Additional Information**

- An asbestos register is kept by the Estates Manager and actions taken accordingly.

## **Competence**

We recognise the requirements of the Health and Safety at Work Act etc. 1974 and The Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- take account of the competence of relevant employees and contractors as part of the risk assessment process and training plan.
- consider all the factors of competence such as training, skills, experience, knowledge, attitude and ability as part of the risk assessment.
- only appoint competent contractors to carry out works on our behalf.
- appoint a competent person to help meet health and safety duties.

## **Construction Design Management (as “client”)**

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- appoint an advisor to aid with Construction Design Management where required.
- identify when Construction Design Management Regulations apply to our activities.
- identify the duty holders to be involved, including where duties apply to us if undertaking one of the duty holder’s positions;

For all construction projects:

- ensure that workers with the right skills, knowledge, training and experience are engaged;
- ensure Contractors provide appropriate supervision, instruction and supervision;

- ensure a written construction phase plan is produced.

For projects where more than one contractor is involved, all of the above, and:

- ensure that a Principal Designer and Principal Contractor must be appointed.
- ensure that a Health and Safety File is produced.
- if work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or exceeds 500 personsdays, the HSE will be notified of the project.

### **Construction Design Management as Principal Contractor**

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- plan, manage, monitor and co-ordinate the entire construction phase.
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- liaise with the “client” and principal designer for the duration of the project to ensure that all risks are effectively managed.
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose; have ongoing arrangements in place for managing health and safety throughout the construction phase.
- consult and engage with workers about their health, safety and welfare.
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- ensure all workers have site-specific inductions, and any further information and training they need.
- take steps to prevent unauthorised access to the site.
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and co-ordination of the pre-construction phase.

### **Construction Design Management as Principal Designer**

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- plan, manage, monitor and co-ordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing Health and Safety File) that might affect design work carried out both before and after the construction phase has started.
- help and advise the “client” in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties.

- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- ensure that everyone involved in the pre-construction phase communicates and co-operates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

### **Construction Design Management as Designer**

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- make sure the commercial “client” is aware of the “client” duties under CDM 2015 before starting any design work.
- when preparing or modifying designs:
  - take account of any pre-construction information provided by the “client” (and principal designer, if one is involved);
  - eliminate foreseeable health and safety risks to anyone affected by the project (if possible);
  - take steps to reduce or control any risks that cannot be eliminated.
- provide design information to:
  - the principal designer (if involved), for inclusion in the pre-construction information and the Health and Safety File;
  - the commercial “client” and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared.
- communicate, co-operate and co-ordinate with:
  - any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond;
  - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

### **Construction Design Management as Contractor**

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- make sure the “client” is aware of the “client” duties under CDM 2015 before any work starts;
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them;
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them;
- make sure that all workers under their control have a suitable, site-specific induction, unless this

has already been provided by the principal contractor;

- provide appropriate supervision, information and instructions to workers under their control;
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access;
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work;
- ensure that, in addition to the above responsibilities, contractors working on projects involving more than one contractor must:
  - co-ordinate their work with the work of others in the project team;
  - comply with directions given by the principal designer or principal contractor;
  - comply with parts of the construction phase plan relevant to their work.
- ensure that, where a contractor is the only contractor working on a project, a construction phase plan is drawn up before setting up the site;
- ensure that, when working as the only contractor for a domestic client, we take on the “client” duties, as well as our own as contractor.

### **Consulting and Communicating with Employees**

We recognise the requirements of the Health and Safety at Work Act etc. 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- consult and communicate any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure;
- make arrangements for getting a competent person to help with compliance with regards to health and safety laws;
- consult and communicate when introducing new technology, tools or working processes;
- consult and communicate when planning health and safety training;
- inform employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.
- consider the use of the following means of communication and maintain a record of these where possible:
  - induction training;
  - specific training;
  - safety talks and briefings;
  - memos;
  - safe systems of work;
  - face to face meetings;
  - team meetings;
  - telephone and email.

### **Display Screen Equipment**

We recognise the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We are committed to complying with this legislation and will:

- identify employees to whom the Health and Safety (Display Screen Equipment) Regulations 1992 apply;
- analyse workstations to assess and reduce risks, either by self-assessment, e-learning modules or by arranging for a competent person to carry out a risk assessment;
- make sure controls are in place and that records are kept of assessment and action taken;
- inform and consult with employees about the risk associated with DSE work, and provide information and training on working safely and comfortably;
- provide eye and eyesight tests on request, and special spectacles (subsidised) if needed;
- review the assessment when the user, their work, or the DSE changes.

### **Driving**

We recognise the requirements of the Health and Safety at Work Act etc. 1974 and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment of the risks to health and safety of employees who drive as part of their work activities, and in order to assess the risks to others as a result of this activity. Ensure that this risk assessment is regularly reviewed;
- consult with employees regarding the risks arising from their work, proposals to manage these risks and provision of training and information;
- ensure that all employees who are required to drive as part of their duties have a valid driving license;
- ensure that all employees who are required to drive as part of their duties are medically fit to undertake this work, and are capable and competent to do so;
- ensure that vehicles provided by us are regularly maintained and are roadworthy in compliance with road traffic legislation;
- make sure that routes are planned, and work schedules are realistic and allow for breaks for drivers;
- ensure that the appropriate insurance is in place and maintained.

### **Drugs and Alcohol**

We recognise our duties under the Health and Safety at Work etc. Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of its employees.

We understand that if it were to allow any employee to continue working while under the influence of excess alcohol and this places the employee or others at risk, we could be prosecuted. Similarly, if we knowingly allow an employee under the influence of drug misuse to continue working and the resulting behavior of that employee placed either him/herself or others at risk, we could be prosecuted.

We will:

- publish the rules and restrictions on the use of alcohol and drugs use and include this information as part of induction training;
- provide information to employees about their health and use of drugs and alcohol;
- provide training to Managers and employees about how to identify the behaviours that might indicate a problem resulting from drug or alcohol misuse and how to deal with these;
- offer confidential support to any employee who may be concerned about their use of alcohol and drugs and the effect this may have on them at work;
- consult with management and employees and share information on how any cases of misuse at work will be dealt with, involving disciplinary procedures and, in the case of law-breaking, reporting to the Police.

### **Electrical Equipment and Installations**

We recognise the requirements of the Electricity at Work Regulations 1989. We are committed to complying with this legislation and will:

- carry out a risk assessment to cover all those using or working with electricity in the course of our work;
- ensure that employees working on, or with, electrical equipment or systems are competent for the task and have suitable training, skill and knowledge;
- ensure that the electrical installations in the workplace are safe, having been installed to an acceptable standard, and are maintained in a safe condition;
- provide safe and suitable equipment, seeking alternatives to electrical equipment if the working environment and conditions render working with electrical equipment unsafe or high risk, and providing a safety device (RCD) where electricity continues to be used;
- maintain all electrical equipment, at a suitable frequency dependent upon the type of use the equipment has;
- replace or repair all equipment that is reported as damaged or not working properly;
- provide information to employees on what portable appliances are and how they should be checked prior to use.
- ensure temporary electrics are certified and re inspected every 3 months.

### **Fire Safety**

We recognise the requirements of the Regulatory Reform (Fire Safety) Order 2005. We are committed to complying with this legislation and will:

- ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation;

- carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities;
- ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire;
- provide training to staff about the fire escape routes and exits available in case of emergency, and carry out regular fire drills each term (Both day and night)
- provide training and information to employees on how to reduce the risks of fire in the school buildings and how these can be managed, for example by good housekeeping and ensuring that they use work equipment safely and appropriately, and refresh this training regularly, at least annually;
- install suitable fire detection equipment to premises as appropriate and make sure that this is maintained regularly;
- install the correct fire-fighting equipment for premises and make sure that this is clearly identified with signage and maintained regularly;
- carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed;
- review the fire risk assessment annually or more often if there are changes in the workplace.

#### **First Aid**

We recognise the requirements of the Health and Safety (First Aid) Regulations 1981. We are committed to complying with this legislation and will:

- provide adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work;
- carry out an assessment of first aid needs appropriate to the hazards and risks of the workplace(s) and the workforce;
- where first aiders are provided, we will ensure that they have undertaken suitable training and have an appropriate first aid qualification, and that they remain competent to perform their role;
- inform employees of the arrangements that have been made in connection with the provision of first aid, to include the location of equipment, facilities and personnel.

#### **Additional Information**

- Woldingham School have a separate First Aid Policy

#### **Food Safety**

We recognise the requirements of the Health and Safety at Work Act etc. 1974, the Food Standards Act 1999 and the Food Safety Act 1990 (to be deleted if not selling food). We are committed to complying with this legislation and will:

- consult with employees and others who could be affected with regards food allergies;
- provide food allergy information with any food supplied by the organisation;
- carry out a risk assessment for work with food;
- maintain equipment in line with statutory requirements and manufacturers guidelines;
- train relevant staff in food safety and hygiene.

## **Hazardous Substances**

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002.

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to hazardous substances by:

- identifying all substances or products in use by us during its work processes which are classified as hazardous;
- carrying out a risk assessment of each of those substances or products;
- identifying and implementing control measures in order to reduce the risks to employees and others as a result of using those substances or products;
- considering alternative, less hazardous substances or products if their use cannot be eliminated altogether;
- making sure that those control measures are used during the work processes by implementing regular checks and monitoring;
- providing information and training for employees on the safe use of the substances or products that remain in use after risk assessment has taken place;
- offering health surveillance to those employees who use substances and products which are identified as being harmful to health;
- putting into place an Emergency Plan in the event of any incident involving hazardous substances, including illness, accident, spillage or combustion and making sure that employees are trained to this Plan.

### **Additional information**

- Cleaning and maintenance: a separate file is held on these containing risk assessments and MSDS sheets. The file is kept by the Cleaning and Logistics Manager
- Science department: the science department handles specialist items and have suitable qualified and trained personnel. They prepare their own COSHH assessments which are kept in the science department.
- Art department: the art department use specialist items, for example photographic chemicals. COSHH assessments are prepared and kept in the art department.

### **Homeworking**

We recognise the requirements of the Health and Safety at Work Act etc. 1974, the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment of the work activities undertaken by homeworkers;
- address any remedial actions which arise from the risk assessment;
- make sure that homeworkers have suitable working conditions at home, and that, if any equipment is supplied by us, this is checked regularly and maintained in good condition;
- provide any personal protective equipment (PPE) if this is needed;

- ensure that homeworkers have regular contact with their manager and are included in all communications and training as appropriate.

### **Lifting Operations and Lifting Equipment**

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Lifting Equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it. The LOLER Regulations cover a range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists, and accessories such as chains, slings, and eyebolts.

We are committed to complying with this legislation and will:

- carry out a risk assessment of all lifting tasks to identify hazards and measures which can be taken to eliminate or reduce the risks to employees from these tasks;
- ensure that all lifting equipment is sufficiently strong, stable and suitable for the proposed use, and that it has been installed properly;
- ensure that the load and anything attached to are suitable;
- ensure that all lifting equipment is positioned or installed to prevent risk of injury, either from the equipment, or the load falling or striking people;
- ensure that all lifting equipment is visibly marked with appropriate safety information, for example safe working loads, and that all accessories are marked in the same way;
- ensure that all lifting operations are planned, supervised and carried out in a safe manner by competent persons;
- ensure that equipment used for lifting people is marked accordingly and is fit for purpose;
- make sure that all lifting equipment is thoroughly examined before use for the first time, and at regular intervals of either six months (accessories and equipment used for lifting people) or annually (all other equipment) by a competent person;
- carry out any repairs or maintenance as determined by the thorough examination report, engaging a competent person to do this work;
- provide training for all users of lifting equipment to ensure that they are competent to operate it safely, and refresh this training at appropriate intervals, at least annually or in accordance with licensing requirements;
- implement a system of pre-use checks for all equipment to be completed by the operator to ensure that there are no obvious defects prior to starting work;
- operate a reporting procedure for employees to report problems or defects while working on machinery.

### **Lone Working**

We recognise the requirements of the Health and Safety at Work Act etc. 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment to consider potential risks of lone working and the measures needed to control the risks, and make a record of the results;
- ensure that risks are removed where possible, or if not possible, will put in place measures to control the risks to make sure that lone workers can carry out their tasks safely;
- consult with employees, and any safety representatives;
- provide training, instruction and supervision on the tasks to be carried out, any equipment to be used, and emergency procedures;
- ensure that lone workers have access to first aid facilities, or are provided with first aid kits and training;
- provide supervision and monitoring to ensure that the lone worker is continuing to work safely and has the correct equipment and protective personal equipment (PPE) as necessary;
- put into place suitable and effective methods of communication to ensure that the lone worker can be accounted for and communicate with his or her manager in an emergency, or to obtain help if needed;
- review the risk assessment at least annually, or more frequently if tasks or working conditions change.

### **Managing Contractors**

We recognise the requirements of the Health and Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations and Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- assess skills, knowledge, experience, training and organisational capability of contractors prior to engagement;
- maintain an approved contractors list or maintain a system for assessing the competence of contractors;
- engage competent contractors;
- communicate to contractors the importance of health and safety;
- provide clarity on the work required and the standards expected;
- risk assess the work with the contractor and obtain method statement and safe systems of work as deemed necessary;
- ensure short cuts are not taken;
- allocate sufficient time and resources for the work;
- be prepared to stop work if not safe;
- engage directly with contractors when addressing health and safety, both positive and negative;

- monitor contractors' performance – this will be completed by Head of Estates, Estates Manager or Bursar.
- obtain contractor health and safety plans and hold a pre-start meeting to enable co-ordination and communication before and during the work;
- communicate relevant emergency procedures with the contractor;
- communicate risks to all staff and others that could be affected by contractor works.

### **Managing Risk**

We recognise the requirements of the Health and Safety at Work Act etc. 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- make suitable and sufficient risk assessments of the risks that could impact on employees and those persons not employed but who could be affected by its undertakings;
- ensure the five steps of risk assessment are followed;
- ensure control measures are implemented;
- inform employees and others of the risks associated with their work and provide information and training on the hazards and controls;
- ensure only competent persons perform risk assessments;
- obtain advice from competent persons where required;
- monitor and review the effectiveness of risk assessments;
- review risk assessments on a regular basis or when the activity, situation, equipment or premises changes.

Woldingham School have identified several departments containing specific hazards which need special attention and these are

<b>Department</b>	<b>Lead Responsibility</b>
Science	Head of Science
Kitchens	Catering Contractor
Swimming Pool	Director of Sport
Sports Centre	Director of Sport
Playing fields and sports estate	Head Gardener
Maintenance workshop and grounds	Estates Manager
Maintenance stores / garages	Estates Manager / Head Gardener
Medical Centre	Health Centre Sister

Art Department	Head of Art
Home Economics	
Boarding Accommodation	Deputy Head Safeguarding & Boarding
Events and Outdoor Education	Head of Events
Performing Arts	Deputy Head Operations

### **Manual Handling**

We recognise the requirements of the Manual Handling Operations Regulations 1992. We are committed to complying with this legislation and will:

- avoid hazardous manual handling operations so far as is reasonably practicable.
- make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided using the HSE TILE methodology (Task, Individual, Load, Environment);
- reduce the risk of injury from those operations as far as is reasonably practicable;
- consult with their employees and provide suitable and sufficient training and supervision in manual handling;
- review risk assessments regularly or when tasks change.

Employees also have duties under these Regulations, and we will ensure that employees commit to:

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to make sure they do not put others at risk.

### **Mental Health & Wellbeing**

Mental Health as defined by the World Health Organisation (WHO) a state of well-being in which the individual realises his or her abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community. We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations to support employees with their mental health.

We are committed to complying with this legislation and will:

- We will risk assess and control, where possible, workplace factors that may have a negative effect on an employee's mental health and wellbeing;
- train managers and supervisors to be able to recognise the signs of mental health conditions in employees, and to act appropriately;
- regularly raise awareness of mental health to all employees at suitable intervals;

- support employees to raise any issues in the workplace that may be impacting on their mental health;
- support employees who may have developed poor mental health and make reasonable work-related adjustments;
- provide appropriate support when employees are identified as having poor mental health;
- provide regular information to employees on mental health and wellbeing;
- reduce discrimination and stigma by increasing awareness around mental health;
- promote positive mental health in all employees;

### **Monitoring**

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- establish systems for the inspection and auditing of Health and Safety performance across the campus on a regular basis, the frequency of such audits and inspections will be based on levels of risk;
- monitor and review accident and incident near miss reports on a regular basis and implement changes where required;
- promote with all employees the positive outcomes from reporting accidents, incident and near misses;
- monitor the performance and effectiveness of Health and Safety training;
- monitor the performance and effectiveness of risk assessments and safe systems of work;
- monitor relevant legislation and the impact this will have on activity and operational areas;
- monitor and act upon any shortcomings in Health and Safety management and performance;
- actively monitor the performance of contractors.

### **New and Expectant Mothers**

We recognise the requirements of the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out or review relevant risk assessments to assess the health and safety risks to a new or expectant mother, and once these are identified, to put into place measures to address and control those risks;
- review this risk assessment on a regular basis, at least annually, or more often if there are changes to the workplace, or to the work carried out there;
- upon receipt of written notification that an employee is a new or expectant mother, we will immediately take into account any risks identified in the workplace risk assessment, and, if these risks cannot be avoided by taking necessary preventative and protective measures, then we will take the following action:
  - temporarily adjust her working conditions and/or hours of work; or, if that is not possible
  - offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
  - suspend her from work on paid leave for as long as necessary, to protect her health and safety and that of her child;

- provide suitable rest facilities for pregnant or breastfeeding workers, these being located, wherever possible, near to the toilets and affording the ability to lie down if necessary;
- provide more frequent rest breaks for pregnant workers, the timing and frequency of which will be discussed and agreed;
- hold regular discussions with the new and expectant mothers, giving the opportunity to raise concerns and address any health and safety risks or changes.

### **Noise**

We recognise the requirements of the Control of Noise at Work Regulations 2005. We are committed to complying with this legislation and will:

- provide information and training to employees to make sure that they are aware of the risks from noise, and what they need to do to avoid those risks;
- carry out a noise risk assessment to identify and assess the level of exposure of employees at work;
- consider whether noise can be reduced by using different working methods or selecting quieter plant, including by fitting silencers to plant, breakers and other machinery where this is possible;
- keep people not involved in the work on site away from the source of the noise wherever possible;
- provide suitable hearing protection and make sure that this is worn in noisy areas;
- mark out zones on site where hearing protection must be worn;
- arrange health surveillance for people as identified through the risk assessment process.

### **Permits to Work**

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- implement a Permit to Work, documented control system whereby written confirmation is obtained that specific actions have been carried out before a high-risk activity is undertaken;
- keep records which clearly show, for each worker involved:
  - issue of the Permit by a competent, authorised, person;
  - receipt of the Permit by the competent worker;
  - clearance of the Permit by the competent worker; and
  - cancellation of the Permit by the competent, authorised, person.
- make sure that the records are produced and retained.

### **Personal Protective Equipment (PPE)**

We recognise the requirements of the Personal Protective Equipment at Work Regulations 2022 (as amended). The provision and use of Personal and Protective Equipment (PPE) is also covered by some specific legislation.

We are committed to complying with this legislation and will:

- consider the hazards identified in the risk assessments carried out for each type of work or task and decide whether these risks can be controlled in ways other than the use of PPE. PPE will always be a last resort;
- make sure that the right type of PPE is chosen for each task in order to afford adequate protection to employees, and recognise that different types of PPE may be required for each job or task;
- make sure that where more than one item of PPE needs to be worn at a time, the items are compatible with each other, for example eye protection worn with a respirator;
- consider whether the use of PPE will increase the overall level of risk or add any new risks, for example face masks making communication more difficult.
- choose good quality PPE products which are CE marked, as required by the Personal Protective Equipment at Work Regulations 1992 (as amended), and which are chosen for their suitability to each task or job;
- provide training and instruction to the wearers of PPE, making sure that they clearly understand why they need to wear it, make sure they use it in accordance with manufacturers' instructions, and that they understand its limitations;
- replace PPE items when they become worn or damaged and are no longer fit for purpose;
- provide storage for employees to keep their PPE when it is not in use.

### **Pressure Systems**

We recognise the requirements of the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

We are committed to complying with this legislation and will:

- provide safe and suitable equipment ensuring that it is suitable for its intended use and that it is correctly installed by a competent person;
- ensure that the pressure system has been made of suitable materials for the liquids or gases that will be contained;
- ensure that a Safe System of Work is produced for use and maintenance of the pressure system, and make sure that appropriate staff are trained accordingly;
- ensure that there is a set of operating instructions for all the equipment and for the control of the whole system including emergencies;
- ensure that employees who will be using the equipment have access to the instructions for safe use and have been trained and are competent before being allowed access to the equipment. New employees, after initial training will be closely supervised;
- ensure that suitable protective devices have been fitted to the pressure vessels or pipework and that these have been adjusted to the correct settings, and are kept in good working order at all times, and cannot be altered other than by an authorised person;
- make sure that any warning devices fitted are able to be clearly seen or heard, as appropriate;
- ensure that all pressure equipment and systems are properly maintained, with a maintenance program in place for the system as a whole;
- carry out regular checks of the equipment to look for any indications of wear, corrosion or

problems with the system;

- ensure that the system has a written scheme of examination and that the system has been examined by a competent person in accordance with the Pressure Systems Safety Regulations 2000.

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### **Provision and Use of Work Equipment**

We recognise the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

We are committed to complying with this legislation and will:

- ensure that the work equipment provided by us for use by its employees whilst they are at work is suitable for use, and safe for the purpose and conditions in which it is to be used;
- ensure that the work equipment provided is maintained in a safe condition for use so that the health and safety of employees or others is not placed at risk;
- carry out inspections of the equipment to ensure that it is and continues to be safe for use. The inspections will be carried out by a competent person and a record kept;
- eliminate or control any risks created by using the work equipment by:
  - providing suitable guarding or protection devices;
  - providing system control devices such as stop buttons;
  - providing suitable Personal Protective Equipment (PPE) for users of the work equipment where these are required;
  - producing and implementing a formal Safe System of Work (SSOW) for the use of each type of equipment or task, and any maintenance or cleaning that needs to be carried out;
  - providing suitable and sufficient training, instruction, and information about the specific work equipment, and ensuring employees have the correct skills before allowing them to work with the equipment.
- ensure that an effective planned maintenance program is established to ensure that all equipment remains safe to use and is reliable. Maintenance will be carried out by a competent person;
- implement a reporting procedure for employees to notify any problems or defects in equipment or machinery to ensure that this is taken out of use and repaired or replaced;
- provide safe working areas for the use of work equipment which protect both the user of the work equipment and others who may be affected by their work, setting up any necessary signage, barriers, or marked areas.

### **Safe Systems of Work**

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- ensure that, following the completion of risk assessments or task analysis, a Safe System of Work is produced by a competent person for each task or type of work where deemed necessary by the assessment;

- consult with employees who undertake the tasks or work to make sure that all aspects of risk and hazards are accounted for;
- set out the Safe System of Work as a step-by-step procedure for carrying out each task safely, taking into account the risks and control measures identified in the risk assessment, equipment needed for the task, the working environment, emergencies and the skills that are required by employees carrying out the work;
- ensure that Safe Systems of Work are in place in advance of the work;
- ensure that all employees are trained to the Safe Systems of Work, and sign to say that they have understood the document and will follow the instructions;
- ensure that suitable and sufficient supervision is in place to ensure that the Safe Systems of Work are adhered to and enforced;
- address any instances of non-conformance with the Safe Systems of Work;
- review Safe Systems of Work, and amend as necessary, should the task or type of work change.

### **Safety Signs, Signals and Notices**

We recognise the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

We are committed to complying with this legislation and will:

- ensure that safety signs are provided and maintained where there is a significant risk to health and safety identified in a risk assessment that has not been removed or controlled by other methods and where a sign can further reduce the risk;
- make sure that employees receive sufficient information, instruction and training about the meanings of safety signs and that these are clearly explained. The consequences of not following the warning or instructions given by signs will also be explained;
- make sure that safety signs are selected and effectively used to take account of any special requirements such as visual or hearing impairments, or work environment;
- ensure that the signs are regularly checked or inspected to make sure that they remain in good condition, and are legible or visible, and free of damage. Any signs which are worn or defective will be replaced or repaired.

### **Statutory Examinations**

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Pressure Systems Safety Regulations 2000, and the Provision and Use of Work Equipment Regulations 1998.

We are committed to complying with this legislation and will:

- identify the equipment in use which, in addition to regular maintenance and inspection requires Statutory Inspections in order to comply with the Regulations above;
- ensure that Statutory Inspections are carried out by a competent person at the intervals specified for each type of equipment;

- keep a record of the equipment inspected and copies of the inspection records and certificates;
- where required, maintain written schemes of examination.

### **Stress**

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations to protect its employees from stress at work

We are committed to complying with this legislation and will:

- carry out a risk assessment to identify the risks of stress to employees;
- train managers to be able to recognise the signs of stress in employees, and to take action;
- talk to employees about the potential causes of stress for them while they are at work, and encourage them to approach their managers if they feel they are not coping;
- regularly review the issue of stress at work by including this on agendas for relevant meetings.

### **Training and Information**

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;
- provide training in the following ways:
  - induction training;
  - specific training;
  - safety talks;
  - briefing meetings.
- will provide information through these training sessions and via:
  - internal memos;
  - face to face meetings;
  - notice boards and displays;
  - health and safety signage;
  - contracts, job descriptions and role profiles;
  - risk assessments and safe systems of work.

### **Additional Information**

- Heads of departments and housemistresses are to ensure that staff joining their departments or houses are entered onto a training/skills matrix with the minimum training requirements being provided prior to works starting and or during their onboarding period.
- Heads of department and housemistresses should also give instructions on how to use machinery and equipment safely including advice on potential hazards, the procedure to be taken in case of an accident and the regulations concerning the utilisation of safety clothing and safety equipment.

- Training, if required on specific matters, should be booked through the head of department or housemistress who will liaise with Human Resources.

### **Travel**

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- ensure that, if travel for work is required, that this is necessary in the interests of the business and cannot be avoided by communicating by other means such as teleconferencing, phone, email or correspondence;
- check Home Office guidance where travel overseas is required, to seek guidance on travel to the intended destination;
- ensure that the route of travel is planned, tickets and accommodation are booked in advance, and that sufficient time is included in the itinerary to allow the travelling employee to rest;
- make sure that any employee travelling abroad has up to date vaccinations as necessary;
- ensure that suitable and adequate travel insurance is in place;
- ensure that an individual risk assessment has been carried out to assess the suitability of the member of staff to travel, paying particular attention to the destination country or region of travel;
- put into place arrangements to keep in touch with the travelling employee, enabling them to notify their Manager or other appointed person that they are safe, and maintaining contact with us.

### **Violence and Aggression**

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996.

We are committed to complying with this legislation and will:

- consult with employees to assess whether they feel threatened at work and the extent of this, and discuss the results with employees;
- use the findings of the consultation to carry out a risk assessment to identify the hazards of violence and aggression in the workplace, identifying those employees most at risk and situations which might give rise to violent or aggressive behaviour;
- implement a procedure for dealing with incidents and getting help;
- keep records of incidents, including verbal abuse and threats, to include: -
  - an account of what happened;
  - the location of the incident;
  - details of the victims, assailants and any witnesses;
  - the outcome, including any working time lost to the individuals affected and to us as the employer.
- encourage employees to report incidents promptly and fully;
- provide training to employees to help them spot early signs of aggression and how to avoid or

cope with it, following the procedures to get help;

- review the risk assessment regularly, or if there is any change to the work, tasks, or following an incident.

#### **Additional Information**

- Please also refer to - Rewards and Sanctions and Behaviour Policy and the Anti-Bullying – Staff policies.

#### **Visiting and Working in Other Employers' Environments**

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design Management) Regulations 2015.

We are committed to complying with this legislation and will:

- carry out a risk assessment for each job type involved in working in other employers' environments where a risk exists;
- plan visits to other employers by obtaining, in advance, details of contacts on the site, reporting arrangements on arrival, and particular safety requirements, for example, Personal Protective Equipment (PPE), or site induction training;
- consult with those employees required to visit other employers' environments, and make sure that they understand that they must follow the health and safety procedures in place at the host site;
- provide any specific PPE required prior to the visit, and make sure the visiting employee has been trained in its use;
- put into place arrangements for the employee to keep in contact, in order to report any problems or issues, and to report safe arrival and departure.

#### **Visitors**

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- operate a signing in and out procedure for visitors who will be visiting or working on our premises;
- accompany or escort visitors during their visit as deemed necessary;
- provide basic health and safety information to visitors upon their arrival, including location of welfare facilities, fire safety and evacuation procedures, accident reporting procedures, and routes to be taken around the premises;
- ensure that, where appropriate, visitors are provided with the relevant induction training prior to starting work;
- provide any appropriate Personal Protective Equipment (high visibility vest, hard hat, safety glasses) which may be required to enable safe movement through the site or premises.

## **Waste Disposal**

We recognise the requirements of the Waste Regulations 2012, and the Waste Electrical and Electronic Equipment recycling (WEEE) Regulations 2006.

We are committed to complying with this legislation and will:

- avoid the production of unnecessary waste;
  - identify the types of waste produced or created and assess how this will be managed;
- dispose of waste in accordance with current legislative requirements in a responsible way and maintain evidence of waste transfer notes

## **Water Management (Legionella and Legionnaires)**

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002 and Notification of Cooling Towers and Evaporative Condensers Regulations 1992 (NCTEC)

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to Legionella and Legionnaires' disease by:

- identifying and assessing sources of risk through the risk assessments process through a competent person;
- manage the risks to ensure they are prevented or controlled;
- keeping records such as a water log book of measures taken to include the assessor's findings, control schemes, operation of the system, monitoring and testing of the system;
- completing notifications where required for certain systems such as cooling towers and condensers.

## **Work at Height**

We recognise the requirements of the Work at Height Regulations 2005.

We are committed to complying with this legislation and will:

- work from ground level whenever possible;
- make sure that work at height is properly planned, supervised and carried out by competent people;
- carry out a risk assessment for each task where working at height is involved;
- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- ensure that only staff who have been trained in working at height are permitted to carry out such tasks;
- make sure that the correct type of equipment is used for each working at height task;
- implement an emergency and rescue plan for work at height and make sure that all employees

who work at height are trained to this plan;

- carry out regular inspections and checks of all equipment used for working at height and keep records of these checks;
- repair or remove from use any equipment found to be defective or unsuitable for use; ensure that employees do not work alone on working at height tasks.

### **Working Time**

We recognise the requirements of the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- ensure that the maximum weekly working time limit is not exceeded;
- implement night work limits; and
- complete health assessments for night work.

### **Workplace Facilities**

We recognise the requirements of the Workplace Health, Safety and Welfare Regulations 1992.

We are committed to complying with this legislation and will ensure that every workplace under our control complies with the Workplace Health and Welfare Regulations in particular to:

- the maintenance of the workplace, equipment, devices and systems;
- effective and suitable ventilation being provided;
- a reasonable temperature being provided in relation to the work carried out;
- suitable and sufficient lighting and emergency lighting being provided;
- a clean workplace, furniture, furnishings and fittings to be kept and maintained with arrangements made for disposal of waste materials to avoid accumulation;
- provision of sufficient room dimensions and space in order to work safely;
- provision of suitable workstations and seating;
- provision of floors and traffic routes that are fit for purpose, well maintained and safe for use to include areas where there is a risk of a person falling shall be securely covered or fenced;
- the windows, doors, gates and walls (transparent or translucent) being of safe material, protected against breakage of that material and be appropriately marked to make it apparent. Doors and gates will be suitably constructed to ensure their safe use and operation;
- windows, skylights and ventilators to be in a safe position and be operationally safe including their cleaning;
- traffic and pedestrian routes to be organised in such a way that they can circulate in a safe manner;
- suitable and sufficient sanitary conveniences shall be provided and readily accessible that are ventilated, lit, clean, and securable;
- suitable and sufficient washing facilities being provided that are clean and accessible with clean, hot and cold water, suitable cleaning materials, means of drying, ventilated and lit;
- separate male and female facilities except where facilities are only used by one person at a time and can be secured from the inside;

- an adequate supply of wholesome drinking water being supplied, accessible and clearly marked as drinking water;
- suitable and sufficient accommodation for clothing where special clothing is worn or for clothing which is not worn during working hours as well as facilities for changing such clothing;
- provision of suitable and sufficient rest and eating facilities.

### **Workplace Transport**

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992.

We are committed to complying with this legislation and will:

- carry out a risk assessment to assess risks to pedestrians and vehicles and to ensure that control measures that are in place are adequate;
- plan traffic routes to provide the safest route between places where vehicles travel, ensuring that pedestrian safety has been designed into the layout of the traffic route, and record this formally as a Traffic Management Plan;
- regularly review both the risk assessment and Traffic Management Plan to ensure that these remain current, or in the event of change, or following an incident or near miss;
- ensure that vehicles provided for workplace use are suitable for the tasks they will be used for; suitable for the environment in which they will be used; used only for suitable operations under suitable conditions; provided with horns, lights, reflectors, alarms and where appropriate, reversing aids; provided with seat belts; checked daily for basic safety; maintained in accordance with manufacturers' instructions and kept in good working order.
- ensure that the employees operating the transport are trained and competent, with training refreshed regularly; informed about site rules, including parking, speed limits, loading, unloading, securing loads and trained to carry out basic safety checks on the vehicle; authorised to drive by having the correct class or type of license for the vehicle concerned; actively supervised and monitored;
- ensure that a Safe System of Work for all tasks involved with Workplace Transport is in place and that all employees are trained and sign to show their understanding;
- provide protection for pedestrians by way of marked or barriered safe routes or safe areas and restriction from areas of high levels of vehicle movement;
- implement speed limits within the School Campus and roads leading into the School;
- install suitable signage to depict speed limits, traffic route directions, pedestrian routes or safe spaces;
- ensure that pedestrians or workers on site wear hi-visibility vests or jackets.

## **Young Persons**

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- carry out or review relevant risk assessments for all staff and workers under the age of 18 at the commencement of their employment, taking into account the tasks and work they will be undertaking.
- provide a copy of the risk assessment to the young person's parent or carer.
- provide clear and sufficient training and supervision to ensure that the young person does not put themselves or others at risk;
- make sure that young persons are treated in the same way as all other employees with access to the same facilities, training and conditions;
- make sure that young persons know to report any health and safety concerns.