



**Teesside High School**  
*Education as it should be*

## **Health and Safety Policy & Procedures**

### **Staff Handbook**

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Please read this manual in association with the following School policies –

- CCTV policy
- Fire Evacuation policy
- Risk Assessment policy
- First Aid policy
- iPad Acceptable Use policy
- ICT Acceptable Use and Mobile Phone policy

Please note that all technical information contained in this document has been sourced from the Health and Safety Executive web site, date as per document. [www.hse.gov.uk](http://www.hse.gov.uk)

# **Section 1 Legislation & Policy Statement**

## **Introduction**

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, TEESSIDE HIGH SCHOOL is effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines TEESSIDE HIGH SCHOOL health and safety arrangements and organisational structure is provided at TEESSIDE HIGH SCHOOL premises, and is available for all employees or other interested parties to read.

In order for TEESSIDE HIGH SCHOOL to discharge its statutory duties, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

TEESSIDE HIGH SCHOOL agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the TEESSIDE HIGH SCHOOL Competent Person to ensure that suitable revisions are made that reflects changes that have taken place within TEESSIDE HIGH SCHOOL and any new and relevant legislation. In addition the policy will be reviewed regularly and in response to significant events that could impact the content.

TEESSIDE HIGH SCHOOL encourages all employees to inform their Head of Department or the person responsible for health and safety of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

## Health & Safety Legislation

1	Health and Safety at Work etc. Act 1974 (HASWA)
2	Management of Health and Safety at Work Regulations 1999
3	Corporate Manslaughter and Corporate Homicide Act 2007
4	Health and Safety (Information for Employees) Regulations 1989
5	Employers Liability (Compulsory Insurance) Act 1969
6	Safety Representatives and Safety Committees Regulations 1977
7	Health and Safety (Consultation with Employees) Regulations 1996
8	Health and Safety (First Aid) Regulations 1981
9	Social Security (Claims and Payments) Regulations 1979
10	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
11	Regulatory Reform (Fire Safety) Order 2005 (RRO) Fire Safety (Scotland) Regulations 2006
12	CCTV Policy
12	Health and Safety (Safety Signs and Signals) Regulations 1996
13	Provision and Use of Work Equipment Regulations 1998 (PUWER)
14	Control of Substances Hazardous to Health Regulations 2002 (COSHH)
15	Manual Handling Operations Regulations 1992
16	Electricity at Work Regulations 1989
17	Workplace (Health, Safety and Welfare) Regulations 1992
18	Smoke-free (Premises and Enforcement) Regulations 2006
19	Health and Safety (Display Screen Equipment) Regulations 1992
20	Control of Asbestos Regulations 2012
21	Corporate Manslaughter and Corporate Homicide Act 2007
22	Personal Protective Equipment at Work Regulations 1992
23	Work at Height Regulations 2005
24	Dangerous Substances and Explosive Atmospheres Regulations 2002
25	Control of Noise at Work Regulations 2005
26	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
27	Confined Spaces Regulations 1997

28	Ionising Radiation Regulations 1999
29	Control of Vibration at Work Regulations 2005
30	Control of Major Accident Hazard Regulations 1999
31	Pressure Systems Safety Regulations 2000

## Health and Safety Policy Statement

In accordance with the duty under Section 2 (3) of the Health and Safety at Work etc, Act 1974, and in fulfilling our obligations to our employees, pupils, visitors, contractors, neighbours and members of the public who may be affected by our activities, TEESSIDE HIGH SCHOOL have produced the following statement of policy in respect of health, safety and welfare concerns.

It is the policy of TEESSIDE HIGH SCHOOL to comply with the terms of Health & Safety at Work, etc. Act 1974 and with the safe working practices outlined in associated Health & Safety Regulations and Health & Safety Executive guidelines.

TEESSIDE HIGH SCHOOL aim, so far as is reasonably practicable, is to identify, remove where practicable or adequately control risk by conducting the following:

- The provision and maintenance of work equipment and systems of work that are safe and reduce risk to an acceptable level.
- The control of risks to health and safety in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- The maintenance of any place of work under TEESSIDE HIGH SCHOOL control in a condition that is safe and without risks to health & safety.
- The provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of our employees at work.
- Those persons not in our employment who may be affected are not exposed to risks to their health and safety.
- An environment in which everyone can carry out their work tasks without fear of intimidation, harassment, violence or undue stress.
- An organisation structure that allows for this Health & Safety Policy to be implemented in full and updated as appropriate.
- That our management team afford health and safety matters equal priority to other management functions.
- Regularly inspection, monitoring and auditing of systems and procedures to enable continuous improvement.
- The co-operation of all employees in the implementation of this policy.

TEESSIDE HIGH SCHOOL's Health and Safety objective is to assess all significant risks to its employees, visitors and contractors and to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.

Signature	Position:
Date:	Review date*:

The review date of this policy is to be every twelve months or when significant change occurs within the TEESSIDE HIGH SCHOOL.

# Policy Statement from the Board of Governors

## General Statement of Intent by the Board of Governors

TEESSIDE HIGH SCHOOL's board of governors recognise that health and safety within the school environment is of the utmost importance and will therefore give their full backing to this health and safety policy and provide full support to all members of staff that are involved in the implementation of it and the provision of such resources, be it money, equipment, materials or manpower necessary to comply with the above statement.

It is TEESSIDE HIGH SCHOOL's policy to provide and maintain a safe and healthy working environment so far as is reasonable practicable. TEESSIDE HIGH SCHOOL will ensure that all welfare facilities are adequate and kept in a suitable clean condition. TEESSIDE HIGH SCHOOL will ensure that so far as is reasonable practicable that it's activities do not cause any risk to the health, safety and welfare of any person that are not in the employment or supervision of the school.

All employees that have a managerial or supervisory role will ensure the implementation of all the health and safety measures contained within this policy and they also accept responsibility for the health and safety of all persons that may be within their area of control by providing suitable and sufficient information, instruction and training. Responsibility for their areas must be delegated during their absence.

The full commitment of all staff is expected to achieve the effective implementation of this policy.

All employees will be consulted regarding all health and safety issues and resources that may be required to ensure that all safe working procedures are adequately implemented.

A copy of this general agreement shall be given to all employees and suitable training provided to ensure they are aware of their responsibilities.

The health and safety policy will be reviewed and revised, by the board of Governors, either annually or when there is significant change to the procedures or environment. All changes will be brought to the attention of all relevant employees.

Signature	Position:
Date:	Review date:

## Section 2 Health & Safety Structure and Responsibilities

### Safety Management Structure

See Appendix 1



## **Individual Responsibilities**

Section 2 of the Health and Safety at Work etc Act 1974 places a duty on employers to prepare a written health and safety policy, which will give details of the responsibilities for ensuring the health, safety and welfare of all employees.

### **Head of School**

The Head of School carries responsibility (delegated by the Boards of Governors) for all health and safety matters within TEESSIDE HIGH SCHOOL.

According to this policy, the Head of School:

- Assures the Board of Governors that effective and consistent standards of health and safety are provided and maintained within TEESSIDE HIGH SCHOOL;
- Will have an understanding of the main requirements of the Health and Safety at Work etc. Act 1974;
- Has direct management responsibility for TEESSIDE HIGH SCHOOL's Health and Safety Department;
- Ensures a 'Competent Person(s)', in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, is available and that resources essential to the implementation, control and improvement of the health and safety management system are provided as necessary;
- Will ensure all levels of TEESSIDE HIGH SCHOOL fully understand the arrangements for the implementation of the health & safety policy;
- Ensures sufficient funds are made available for the requirements of health, safety and welfare provisions;
- Has a specific responsibility for health and safety representation at the TEESSIDE HIGH SCHOOL Board and ensuring health and safety matters are routinely reviewed;
- Takes the steps necessary to ensure compliance with this Policy Statement;
- Ensures the policy is reviewed every 12 months or when there is significant change to TEESSIDE HIGH SCHOOL for compliance with the health and safety legislation.

### **Board of Governors**

The TEESSIDE HIGH SCHOOL Board, collectively, provide health and safety leadership within TEESSIDE HIGH SCHOOL.

The Board:

- Has an understanding of the main requirements of the Health and Safety at Work etc. Act 1974;
- Considers the consequences of business decisions that may have an impact on health and safety policies and practice to ensure that the risks are included in the assessment portfolio;
- Sets strategic direction for the School with consideration of the health and safety impacts;
- Reviews key or urgent issues, when escalated to the Board, as and when they arise;
- Shows visible and active commitment to health and safety matters;
- Advises on provision of resources essential to the implementation, control and improvement of the health and safety management system;
- Seeks assurance from the health and safety department that health and safety risk management is in place for matters within their control;
- Reviews the health and safety risk register and quarterly health and safety performance reports from the Health and Safety Department; and

- Reviews the annual health and safety report submitted by the TEESSIDE HIGH SCHOOL's Head of Health and Safety.

### **Teaching, Administration and Maintenance Staff**

All will:

- Have an understanding of the requirements of the Health and Safety at Work etc. Act 1974.
- Ensure health and safety are afforded priority and lead by example;
- Are responsible for all aspects of health and safety for themselves, their staff and visitors within their area of work;
- Ensure that all accidents, incidents and near misses are adequately reported, investigated and any action point implemented;
- Ensure all pupils under their supervision are aware of all relevant safety procedures and are adequately supervised at all times;
- Ensure that applicable generic risk assessments are followed and where they are not available dynamic risk assessments are conducted for all new and existing tasks and that controls are implemented, monitored and maintained;
- Report residual risks, which cannot be controlled, to the relevant Head of Department or to the person responsible for health and safety
- Ensure that they have the necessary equipment and tools to safely carry out their work, including appropriate personal protective equipment (PPE);
- Maintain a safe work environment;
- Monitor and ensure safety equipment and protective clothing is suitable and in accordance with risk assessment and guidance;
- Ensure that pupils Health, Safety and Welfare is not put at risk;
- Ensure adequate execution of safety responsibilities including responsibility for implementing remedial actions resulting from safety inspections;
- Ensure local implementation of task does not exceed individual capabilities in a manner detrimental to people's health and safety;
- Ensure management of health and safety is properly integrated into the planning and of all school projects;
- Identify any unique local classroom needs that cannot be met by existing health and safety standards and act on them;

Enable suitable periodic checks in health and safety in conjunction with the TEESSIDE HIGH SCHOOL person responsible for Health and Safety to ensure compliance with TEESSIDE HIGH SCHOOL policy and procedures.

### **TEESSIDE HIGH SCHOOL's Health and Safety Management**

In accordance with Regulation 7 of the Management of Health & Safety Regulations 1999 the Head of health and safety shall act as the 'competent person' for the School.

The schools nominated person responsible for Health and Safety is responsible for overseeing the implementation and co-ordination of TEESSIDE HIGH SCHOOL's health and safety procedures on behalf of the Head of the School

## **Nominated Person Responsible for Health & Safety**

Will ensure that: -

- Personal professional competence is maintained including a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974, together with any other relevant information;
- All levels of the school fully understand the arrangements for the implementation of the health and safety policy;
- The health and safety policy is reviewed for compliance with current health and safety legislation;
- Sufficient funds are requested via the Head of the School for the school requirements of health, safety and welfare in line with current legislation;
- Systems are in place to allow the details of risk assessments/safe working procedures to be communicated to all relevant persons with suitable records kept;
- Systems are in place to allow any health and safety issues raised by employees, and non-employees to be recorded and investigated, with results being communicated back to the originator;
- Adequate training is identified and provided for relevant personnel including company induction, relevant to the location of work, toolbox talks or any other relevant job specific training;
- Systems are in place to identify numbers and types of qualified first aid personnel required at all TEESSIDE HIGH SCHOOL premises and that relevant first aid facilities are provided and available at all times within the workplace in conjunction with the human resources department;
- Systems are in place to ensure that all employees are informed, via induction, of the location of first aid personnel and facilities and the importance of following the correct accident procedure, in conjunction with the human resources department, as per TEESSIDE HIGH SCHOOL requirements;
- Systems are in place to allow the arrangements for fire safety to be implemented and that all relevant checks are carried out as per the Regulatory Reform Order (Fire) 2005;
- All significant accidents, dangerous occurrences and near misses are investigated and control measures implemented to prevent the possibility of recurrence;
- All risk assessments relevant to the activities and hazards within all areas are completed, and all relevant personnel informed of the result;
- That systems are in place to ensure that suitable and sufficient personal protective equipment is provided for employees at no cost and that suitable records are maintained;
- That systems are in place to ensure that suitable and sufficient personal protective equipment is worn at all times by persons during the course of their work;
- That systems are in place to allow joint consultations between management and other relevant School personnel take place;
- Systems are in place to allow all records, registers and certificates for statutory inspections, testing, or maintenance to be made available for inspection, by relevant official bodies, that relate to all TEESSIDE HIGH SCHOOL work locations and premises;
- Systems are in place that allows for any faulty work equipment identified to be immediately removed from service until repaired or replaced;
- Systems are in place that ensures all contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities;
- Systems are in place at all TEESSIDE HIGH SCHOOL locations and off site activities for the provision of welfare facilities and that they are adequate and arrangements are in place for the safe disposal of waste;

- Systems are in place to allow for safe access and egress to all locations where TEESSIDE HIGH SCHOOL employees are working and that it is maintained at all times.;
- Systems are in place to allow for the identification of all relevant statutory signs and notices required at each TEESSIDE HIGH SCHOOL location and that they are provided and displayed in prominent positions, in conjunction with the School estates department.
- Procedures are in place for contacting emergency services;
- Systems are in place for maintaining the access for emergency vehicles.
- Assess contractors and hirers of the school health and safety provision for compliance.

### **Employer's responsibilities**

TEESSIDE HIGH SCHOOL has a duty of care to all employees, casual workers, part-time workers, pupils, trainees, visitors and contractors who may be in the school or using equipment provided by TEESSIDE HIGH SCHOOL.

Consideration is to be given to neighbours and the general public.

TEESSIDE HIGH SCHOOL will

- Assess risks to TEESSIDE HIGH SCHOOL's staff health and safety and bring the significant findings to the attention of all concerned;
- Provide safe work equipment that is suitably maintained;
- Provide a safe place of work with adequate facilities and safe access and egress;
- Provide adequate training and information to all employees regardless of their position within TEESSIDE HIGH SCHOOL;
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner;
- Comply with health surveillance requirements.

### **Employee's responsibilities**

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

**Section 7** - Every employee has a duty of care to take reasonable care of themselves and any other person who may be affected by their actions or omissions.

**Section 8** - under no circumstances shall employees purposely or recklessly interfere with or misuse anything provided in the interest of safety or welfare, lifesaving, signs or firefighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are required to: -

- Always follow safety rules, avoid improvisation unless controlled by a dynamic risk assessment and comply with the health and safety policy;
- Always keep the work area and any TEESSIDE HIGH SCHOOL property tidy and free potential fire risks;
- Only perform work that they are competent to undertake;
- Always store materials and equipment in a safe manner;
- Never obstruct emergency escape routes
- Always practise safe working procedures, refrain from inappropriate behaviour and report all hazards and defective equipment;
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken;
- Inform their manager, head of department, person responsible for health and safety and a First Aider of any accidents/incidents that occur;
- Inform their manager, health and safety department of any near misses that occur.

The Management of Health and Safety at Work Regulations 1999 require all employees to: -

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

### **Responsibilities and duties of contractors and self-employed personnel**

All contractors and self-employed personnel have a duty of care and must ensure that:

- The person responsible for health and safety are to be made aware of all contractors and self-employed personnel working on TEESSIDE HIGH SCHOOL premises that pose a significant risk to health and safety. This should be done prior to arrival to allow for all necessary health and safety checks to be made;
- That they are made aware of TEESSIDE HIGH SCHOOL health and safety policy and safety rules;
- They are fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and any other relevant legislation that applies to the tasks that they will be conducting;
- They comply with all health & safety instructions given by the management of TEESSIDE HIGH SCHOOL;
- They will co-operate with TEESSIDE HIGH SCHOOL in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by TEESSIDE HIGH SCHOOL are higher than basic requirements, then they shall comply with the higher standards
- They will carry out risk assessments, where appropriate, in relation to their activities, ensuring that appropriate health and safety arrangements are implemented with adequate liaison inform and co-operate as necessary with TEESSIDE HIGH SCHOOL;
- They will ensure that all activities, where appropriate, are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced;
- Will ensure that they sign into all locations where they are working, where appropriate, prior to undertaking any work at the premises.

## **Information for employees**

Information regarding health and safety law is provided by a number of methods as follows: -

- Employees are provided with a copy of TEESSIDE HIGH SCHOOL employee safety handbook either in hard copy or via the TEESSIDE HIGH SCHOOL intranet site.
- The approved poster “Health and Safety Law – What You Should Know” will be displayed. This poster will always be kept in a legible condition with the address of the local enforcing authority and the names of responsible persons entered in the appropriate spaces.
- Management and employees have access to TEESSIDE HIGH SCHOOL health and safety policies and procedures staff handbook that contains all relevant information with regard to recording and monitoring.

## **Joint consultation**

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

TEESSIDE HIGH SCHOOL recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the person responsible for health & safety to ensure that consultation takes place in good time on matters relating to employee’s health and safety at work.

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

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

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

The person responsible for health and safety will inform the Head of any relevant changes to health and safety. This information will be disseminated to the appropriate members of staff.

If any visitors/contractors raise any concerns with regard to health and safety, the person responsible for health and safety will investigate the issue and either deal with personally or allocate it to a member of the health & safety team.



## Section 3 Health & Safety Arrangements

### Access and egress

#### Health and Safety at Work etc. Act 1974

#### Management of Health and Safety at Work Regulations 1999

TEESSIDE HIGH SCHOOL is committed to providing a safe place of work and a safe means of access and egress within all parts of the school and any on site areas where work is being undertaken.

To achieve this TEESSIDE HIGH SCHOOL will ensure, so far as is reasonably practicable, that: -

- Articles or substances do not impede safe access and egress to the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Standard Operating Procedures together with risk assessments (see risk assessment section) are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be monitored to ensure that they do not hinder safe access/egress of personnel when conducting task on TEESSIDE HIGH SCHOOL premises.

### Accident injury statistics

#### Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1999

Accident incidence and frequency rates provide a basis for calculating safety performance over a period of time and then comparing them with accident statistics recorded by outside sources such as the Health and Safety Executive (HSE).

As employers TEESSIDE HIGH SCHOOL are required by law to keep records of all accidents/injuries at work and report specific injuries to the health and safety incident centre under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The particular injuries that are required to be reported include fatalities, serious injuries to employees, self-employed people and the general public, along with incidents which necessitate the need for employees or self-employed people being absent from work for more than seven days .

The validity of the nationwide collated accident/injury statistics rests on employers adhering to the legal requirements of reporting every incident. Some instances of under reporting, in certain industries, can lead to unfavourable injury rates in comparison with the published figures, therefore as a responsible employer TEESSIDE HIGH SCHOOL will endeavour to report all relevant incidents.

The formula that TEESSIDE HIGH SCHOOL use for calculating an annual injury incidence rate is: -

$$\frac{\text{Number of reportable injuries in financial year}}{\text{Average number employed during year}} \times 1,000,000$$

This gives the rate per 100,000 employees. This formula does not allow for any changes in part-time employment or overtime. These calculations are per annum and will be adjusted if they cover a shorter period. Short-term rates will only be compared with corresponding periods – not the national annual rates.

The HSE calculates accident/injury incidence rates per 100,000 employees; however other industries calculate the frequency rate per million hours worked. The latter method often gives a clearer picture and avoids misrepresentation in the incidence rate calculations which can be caused by part and full time employees and overtime working.

Frequency rates can be easily calculated for any time period.

Therefore the calculation is: -

$$\frac{\text{Number of injuries in the period}}{\text{Total hours worked during the period}} \times 1,000,000$$

## **Accident, Incident, Near miss and Dangerous Occurrence Definitions**

### **Accident**

TEESSIDE HIGH SCHOOL defines an accident as: - An unplanned or unforeseen event, which causes injury to persons

For example;

A fall from height resulting in a fracture

### **Incident**

TEESSIDE HIGH SCHOOL defines an incident as: - An unplanned or unforeseen event, which causes damage to equipment or property.

For example;

The incorrect operation of machinery leading to breakdown or damage

### **Near Miss**

TEESSIDE HIGH SCHOOL defines a near miss as: -

An unplanned or unforeseen event;

That does not cause injury or damage, but has the potential to.

For example;

- Items falling near to personnel

- Short-circuits on electrical equipment.
- Potholes in a car park

## **Dangerous Occurrence**

TEESSIDE HIGH SCHOOL defines a dangerous occurrence as: -

An unplanned or unforeseen occurrence that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority.

A List of dangerous occurrences that must be reported are shown the RIDDOR Guide located in RIDDOR Section of the health and safety management file, or advice can be obtained from the health and safety department.

## **Accident Reporting Procedure**

The first priority when an accident occurs is to make the area safe for all parties and then obtain first aid treatment for the injured parties, if the incident is serious enough to warrant medical intervention the senior person present will dial 999 call and request an ambulance or paramedic to attend.

When the casualty has received suitable medical or first aid treatment details of the accident should be recorded in the accident book for future reference. The accident must also be reported to the person responsible for health and safety via telephone or e-mail, within the reporting timescales that are required for the type of accident.

**Riddor reportable** – this type of accident or dangerous occurrence (a full list of RIDDOR reportable events can be found in the RIDDOR section of the health and safety manual) must be reported to the health and safety department as soon as possible via telephone. Advice on the steps to be taken will be given and a visit from the person responsible for health and safety will be scheduled.

**Accidents/incidents** – this type of accident or incident must be reported to the health and safety department with 24 hours of the accident or incident occurring (weekends on the next working day) either via telephone with e-mail to follow (time scale as agreed with the person responsible for health) or just via e-mail

**Near miss** – A near miss must be reported within 3 working days of the near miss taking place via e-mail.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The level of investigation required will be determined by the person responsible for health and safety. The purpose of the investigation is to address the root causes of the accident. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the dangerous occurrence, accident, incident or near miss not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable control measures to prevent a recurrence.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) it is imperative that all major accidents are reported to the enforcing authority. It is the responsibility of the person

responsible for health and safety to ensure that an investigation into the accident/dangerous occurrence takes place and contact the Health and Safety Executive immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the health and safety department will seek advice from the HSE help line.

All accident information that is entered into the school accident book will be kept for a minimum of three years.

Relevant risk assessments may require revision following a dangerous occurrence, accident or near miss incident.

## **Accident Trending Analysis**

All accidents, incidents, dangerous occurrences and near misses will be recorded by the person responsible for health and safety for the purpose of trending analysis.

The purpose of conducting trending analysis is to identify whether there is something wrong with the task that is being performed.

- Is the procedure wrong?
- Is there a communications problem?
- Does the risk assessment need revisiting?
- Is the selection of PPE wrong?
- Are the tools/machinery/equipment being used not suitable?
- Is the environment causing problems?
- Are there training needs to be addressed?
- Is the management supervision adequate?

To complete an accurate trending analysis the root cause of the accident needs to be found, this can sometimes be several steps from the actual incident.

Accident trending is a very useful tool in that it helps us learn from events that can be avoided in the future therefore reducing the overall accident rate.

When trending is looked at then near misses need to be brought into the equation. We can learn just as much by completing the same process on near misses and we can hopefully avoid an accident occurring.

Accident trending must be seen as a way of preventing future accidents and not a way to apportion blame

## **Aids/HIV**

There has been a great deal of concern about the spread of HIV, the virus that leads to AIDS.

TEESSIDE HIGH SCHOOL will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of any information will be treated in the utmost confidence and employment rights will not be affected.

TEESSIDE HIGH SCHOOL will, so far as is reasonably possible, take all suitable precautions to secure the safety of employees who have been diagnosed with HIV whilst at work and of those employees working in close contact with the infected person.

Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected employee. However TEESSIDE HIGH SCHOOL recognises that there is a residual risk from exposure to blood spillage arising from accidents or from exposure to contaminated syringes. TEESSIDE HIGH SCHOOL intends to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with risks presented by HIV and AIDS in the workplace as and when the need arises.

### **Arrangements for ensuring the health and safety of workers**

TEESSIDE HIGH SCHOOL will, in consultation with employee's and/or their representatives: -

Prevent employees from coming into contact with blood-spillage and make arrangements to isolate areas where blood has been spilt until it has been cleared.

Ensure that a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc clears spillages.

Provide First Aiders with information about dealing with spillages of blood and discarded needles during first aid training and ensure that first aid boxes contain disposable gloves to protect against any possible contamination when handling an injured person.

Allow the use of syringes within the school only for medical reasons and in the treatment of animals (Employees using syringes at work for any other reason will be subject to disciplinary action).

Ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times.

Make suitable arrangements for the storage and disposal of syringes prior to them being used within the school.

Treat any information that has been given by an employee in respect of a HIV positive condition in complete confidence.

The following points will assist in ensuring that potential exposure to HIV is reduced to the lowest reasonably practicable level: -

- All medical conditions that require drugs to be administered by the use of a syringe are reported to management.
- Arrangements will be introduced into the school for the storage, use and disposal of syringes and similar medication.
- All cuts and abrasions will be suitably protected by wound dressings whilst at work.
- Counselling and advice will be made available for any employee who requests the service.

## **Alcohol and drugs**

### **Health and Safety at Work Act 1974**

TEESSIDE HIGH SCHOOL realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

TEESSIDE HIGH SCHOOL has a general duty under The Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of all employees, TEESSIDE HIGH SCHOOL will also be breaking the law if they knowingly allowed drug related activities on their premises and they failed to act.

### **Responsibility**

Managers, Heads of Departments are responsible for carrying out TEESSIDE HIGH SCHOOL policy; however it is the responsibility of all staff to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

### **Signs of misuse**

Senior staff will be aware that the misuse of drugs or alcohol by employees or pupils might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem.

- Unexplained and increased absenteeism
- Instances of unauthorised absence or leaving work early
- Poor time keeping i.e. lateness, especially on returning from break or after lunch
- Unusually high level of sickness/absence for colds/flu/stomach upset
- Excessive visits to the toilets
- Impaired job performance
- Dishonesty/theft
- Unusual irritability, aggression and mood changes
- Tendency to be confused and fluctuations in concentration & energy
- Increased tendency to have accidents

### **School procedure on drugs and alcohol**

Employees and Pupils are expressly forbidden to consume alcohol when on school premises or to bring it onto TEESSIDE HIGH SCHOOL premises without prior Head of School permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to TEESSIDE HIGH SCHOOL disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

If an employee or pupil is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the person responsible for health and safety or nominated deputy should make arrangement for the employee or pupil to be escorted from TEESSIDE HIGH SCHOOL premises immediately, pending further investigation.

A Manager who feels an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a

significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

Safeguards when dealing with drugs and alcohol problems

It should be made clear that TEESSIDE HIGH SCHOOL is aware that a person suffering from these problems will be dealt with fairly.

TEESSIDE HIGH SCHOOL realise that: -

Absence for treatment and rehabilitation will be regarded as normal sickness

Relapses may occur

The policy will be monitored with consultation with employees and safety representatives

### **Drug misuse awareness**

All Managers, Departmental Heads and staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of TEESSIDE HIGH SCHOOL procedures and information through notices, posters and leaflets, which will be made available. All employees are encouraged not to cover up for other employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought; confidentially through the management structure of TEESSIDE HIGH SCHOOL the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

## **Asbestos**

### **The Control of Asbestos Regulation 2012**

### **Control of Substances Hazardous to Health Regulations 2002**

TEESSIDE HIGH SCHOOL accepts the potential risks to health posed by exposure to asbestos or asbestos containing materials.

There are three main types of Asbestos that may be encountered

- Chrysotile – White Asbestos – used in Corrugated cement roofing sheets, joint compounds, ceiling sheets, gutters, down spouts, to name a few applications
- Amosite – Brown Asbestos – Used as a fire retardant material in thing like thermal insulation products and ceiling tiles.
- Crocidotile – Blue Asbestos – Again used as a thermal insulating product.

White Asbestos was the most commonly used and accounts for 95% of Asbestos used.

### **Health Issues**

Blue and Brown Asbestos are recognised as the most hazardous types but exposure to White Asbestos has been known to cause health risks.

Some of the health issues that are known to be caused by exposure to Asbestos fibres are

- Mesothelioma – Breathing or lung disorder.
- Asbestosis – Lung disorder.
- Lung Cancer – Cancerous tumours within the lungs.
- Asbestos warts - caused by fibres lodged in the skin.
- Pleural plaques – may develop into pleural thickening.
- Pneumothorax – has also been linked to Asbestos in some reports.

Blue and Brown Asbestos were banned in the UK in 1985, with the import, sale and second hand use of White Asbestos outlawed in 1999.

Asbestos is perfectly safe if left intact, there is only a risk when it is disturbed or broken and the fibres are released into the atmosphere.

Any work to be undertaken involving asbestos products must comply with the Control of Asbestos Regulations 2012 in most cases licensed contractors must be used.

TEESSIDE HIGH SCHOOL will keep on file copies of all such legislation, licenses, notifications and other approved guidance notes, which will be made available to all employees (upon a reasonable request), HSE Inspectors or Local Authority Inspectors.

Any TEESSIDE HIGH SCHOOL premises that are known to contain asbestos shall have an asbestos management plan in place. This will include regular inspections on the condition of the asbestos. All persons working in premises, including contractors, where asbestos is present shall be informed of the areas that the asbestos is located and made aware of the risks that it presents.

Any building built before 1999 is required to have an asbestos survey conducted to identify any asbestos that may be present.

In line with the Control of Asbestos Regulations 2012 all TEESSIDE HIGH SCHOOL buildings where there is a risk or potential risk to exposure to Asbestos fibres will have Asbestos Management plan in place and this will be regularly monitored and reviewed by the Estates Department under the guidance of the Health and Safety Department.

Only licensed asbestos contractors shall conduct any work that involves disturbing asbestos.

Typical examples of where Asbestos may be found.

- Drywall and joint compound
- Plaster
- Mud and texture coats
- Vinyl floor tiles, sheeting, adhesives
- Roofing tars, felts, siding and shingles
- Transite panels, siding, countertops and pipes
- Acoustic ceilings
- Fireproofing
- Caulk

- Gaskets
- Brake pads or shoes
- Clutch plates Stage curtains
- Fire blankets
- Interior fire doors
- Thermal pipe insulation
- Thermal mats
- Flash guards within electrical distribution boards

If a member of staff comes across what they think to be Asbestos all work in the area is to be stopped and the Head of Facilities is to be informed. The person responsible for Health and Safety is to be notified and an investigation must then be started to identify the material.

## **Bites and Stings**

### **Management of Health and Safety at work Regulations 1999**

Insect bites are puncture wounds cause by insects. In the UK, insects that bite include:

- Midges
- Mosquitoes
- Fleas
- Ticks
- Wasps
- Bees

When an insect bite it releases saliva that can cause:

- Inflammation (redness and swelling)
- Blisters
- Irritation

The symptoms of insect bite can vary depending on the type of insect and the sensitivity of the person who is bitten.

As well as insects the bite, some insects sting and inject venom into the wound. In the UK, insects that sting include:

- Bees (honeybees and bumblebees)
- Wasps
- Hornets

Some people may have an allergic reaction after a sting. The symptoms can vary in severity, from pain and swelling to a potentially life-threatening allergic reaction that will require immediate medical attention, Anaphylaxis, this is rare after an insect sting.

Seek emergency medical attention if you or any pupil under your supervision has any of the following symptoms immediately after being stung:

- Swelling or itching anywhere else on your body;

- A skin reaction anywhere else, particularly pale or flushed (red or blotchy) skin;
- Wheezing or difficulty breathing
- A headache;
- Nausea, vomiting or diarrhoea;
- A fast heart rate
- Difficulty swallowing (dysphagia);
- Confusion, anxiety or agitation

Call 999 and ask for an ambulance, because this type of reaction can be fatal.

### **Preventing insect stings and bites**

You can avoid being bitten or stung by an insect by:

- Using an insect repellent;
- Wearing long-sleeved and long trousers when outdoors;
- Not disturbing an insects nest;
- Moving slowly without panicking (do not wave your arms around or try to swat them)

Details of staff or pupils that are known to be allergic to stings or bites will be retained on file for future reference.

### **Snake Bites**

There is a very small risk of sustaining a bite from a snake whilst out working in the field. Adders are relatively common in areas of rough, open countryside and are often associated with woodland edge habitats

If you come across an Adder:

- Don't be frightened. Stand still and wait for the snake to move off - it is probably already trying to make its escape
- Remember most bites are accidental - usually when people stand on the snake because they have not seen it due to its camouflage. If you are in an Adder hotspot wear good walking boots. Stamping quite hard when going through the undergrowth where the Adder can be almost invisible will trigger the snake to seek cover out of your way long before you reach it. However the chances of standing on an Adder is extremely slim

If, you know an adder is the kind of snake, which bit you, initiate emergency first aid. When one of the exotic snakes or a completely unfamiliar snake bites, you should begin emergency first aid immediately.

1. Let wound bleed for about thirty seconds
2. Call 999 for the nearest accident and emergency department for assistance
3. Cover the wound with sterile gauze; apply pressure
4. Remove jewellery and cut clothing away from wound
5. Stabilise the arm or leg where the bite occurred

6. If face, neck, back, stomach, chest is the bite site, gently pour a disinfectant on wound but do not rub or wipe the wound
7. Go to the nearest accident and emergency (A & E) department or remain calm and wait for medical assistance

Although, the adder is venomous its bite does not usually cause death. In a small number of people, venomous snakebites can trigger a severe allergic reaction, known as anaphylaxis or anaphylactic shock. This can occur immediately after a bite or several hours later. For symptoms and what to do see section on insect bites and stings.

## **CCTV Policy**

The School's approach to the use of closed circuit television systems can be found in the school CCTV policy.

## **Classroom Safety**

### **Management of Health and Safety at Work Regulations 1999**

Classroom safety must be seen as the area where an accident is liable to happen, but by following some very simple health and safety tips the chances of an accident occurring can be reduced:

- Always keep walkways as clear as possible
- Keep doorways free from obstructions
- Allow as much natural light into the classroom as possible
- Clean all spillages up as soon as they happen
- Make sure items do not overhang shelves at head height.
- Do not store heavy items on top of high shelves
- Do not allow pupils to run in the classroom
- Do not carry items that block your vision
- Always supervise pupils dependent upon the risk of task they are conducting
- Ensure classroom lighting is adequate
- Report any defects to equipment or the premises to the head of department or facilities as soon as possible.

## **Confined Spaces**

### **Management of Health and Safety at Work Regulations 1999**

#### **Confined Spaces Regulations 1997**

TEESSIDE HIGH SCHOOL does not foresee any need for work within a confined space; but if the occasion occurs then it is required to comply with the Confined Spaces Regulations 1997.

In order that TEESSIDE HIGH SCHOOL complies with the Confined Spaces Regulations, TEESSIDE HIGH SCHOOL will undertake suitable and sufficient risk assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, this may be unavoidable and a well-defined safe operating procedure will be implemented.

- Confined spaces are defined as areas where: -
- Oxygen levels could change from the normal level of 20.9%vol.
- A toxic gas could be present either naturally or introduced.
- A flammable gas could be present either naturally or introduced.
- Workers could be engulfed by a free flowing solid; grain, flour, etc.
- Drowning due to the increase in the level of liquid
- Unconscious due to heat

Where relevant, employees will be trained by an approved training body to enable them to undertake;

- Safe access and egress including emergency escape
- Selection and use of suitable escape or full breathing apparatus
- Selection and use of suitable gas monitoring equipment
- Accident and emergency procedures.

All work that is undertaken within confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precautions are in place.

No employee shall enter a confined space until a risk assessment; safe operating procedure and a permit to work has been prepared.

Entry into confined spaces will be controlled by the Facilities department with guidance from the person responsible for health and safety.

School employees are not normally expected to enter confined spaces but need to be aware of the risk. Entry into confined space would normally be undertaken by competent contractors.

### **Contractors working on site**

This step covers the job itself – signing in and knowing who is on site; establishing a named contact and briefing contractors before the job starts.

1. Signing in - all contractors sign in received a visitors badge and sign out in accordance with the Fire Safety Arrangements.
2. Site contact - contractors need a site contact, someone who briefs them on arrival and who they can get in touch with on a routine basis or if the job changes and there is any uncertainty about what to do. Typically the site contact will be either: the Facilities Manager, a member of the site team, the IT Network Manager or the Health and Safety Manager.
3. Reinforce Health and Safety information and site rules. Even if contractors have already been sent copies they will receive a brief from the site contact.

This must include:

Explain the fire procedure: How to raise the fire alarm. What to do if the alarm sounds. The location of the fire assembly point. Details of any fire alarm tests.

Explain the site rules and obtain a signed copy.

Explain how the School manages asbestos (where relevant).

Any Out of Bounds areas.

Confirm vehicle parking arrangements.

Check photographic proof of every worker's identity.

4. Check the job and allow work to begin.

### **Safeguarding.**

Contractors working during term time who have a Teesside High School approved enhanced DBS check must be frequently visited by school members of staff throughout their working hours. Contractors who do not have a Teesside High School approved enhance DBS check must be supervised by a member of staff at all times

### **Contractors Site Rules**

Teesside High School is committed to safeguarding and promoting the welfare of children and young people and expects all contractors to share this commitment. It is mandatory that:

Self-employed contractors and the employees of contractors working in school on a regular / long term basis must be subject to the same enhanced Disclosure and Barring Service (DBS) checks as the school's own employees. The school is required to receive evidence from the contractor that enhanced DBS checks are in place for all employees working in this school and the school will record that that evidence. The school will require to see on every occasion photographic proof of every worker's identity to check against the records the school holds.

Self-employed contractors and the employees of contractors working in school in response to emergency circumstances can work in school to address the specific emergency without an enhanced DBS and will be fully supervised by school employees throughout their attendance on site. The school will require to see on every occasion photographic proof of every worker's identity.

The school maintains a file to record the entry and departure timings of all self-employed contractors and the employees of contractors working in school, the work area concerned, confirmation that the school has checked the enhanced DBS status and photographic proof of the individuals, and the name of the supervising school staff (if needed according to DBS status).

Prior to commencing work, every self-employed contractor and the employees of contractors working in school must confirm they will comply with the site rules of the school which are to:

1. Follow the guidance and instructions provided by the site contact, including the strict reporting in and out of site procedures.
2. Clearly wear your visitor's identification badge at all times.
3. Keep within the agreed and designated areas of work.

4. Understand how to follow the fire and any other emergency procedures of the school.
5. Understand and follow the asbestos and any other hazardous materials notifications applicable to your area of work.
6. Comply with requirements of the Health and Safety at Work Act and subsidiary legislation.
7. Carry out your work in a professional manner so as not to put yourself or any other persons at risk.
8. No hot working or use of flammable or hazardous substances unless there are effective controls, preauthorised by school.
9. Wear Personal Protective Equipment (PPE) and provide all your own tools and equipment appropriate to the task.
10. Not use sub-contractors without the prior agreement of the school, and prior compliance with the enhanced DBS and identification rules above.
11. Park vehicles and deliver / store equipment only when / where specified by the school. Observe on site traffic controls.
12. Adhere to the no smoking on site policy. Keep your working area safe, tidy and clear of rubbish.
13. Report accidents, incidents or damages promptly to school.

By signing this document you agree to abide by the site rules listed above:

Company .....

Name .....

Signature and date .....

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

### **Management of Health and Safety at Work Regulations 1999**

### **Control of Substances Hazardous to Health 2002**

It is the intention of TEESSIDE HIGH SCHOOL to ensure the health and safety of all persons so far as is reasonably practicable from the hazards including the, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

TEESSIDE HIGH SCHOOL acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

TEESSIDE HIGH SCHOOL recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable TEESSIDE HIGH SCHOOL to comply with the Control of Substances Hazardous to Health Regulations (COSHH) 2002, TEESSIDE HIGH SCHOOL will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Staff members are directly responsible for ensuring that persons/pupils within their control are not injured or adversely affected by substances. This will be accomplished by support from the person responsible for health and safety, identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

The person responsible for health and safety will ensure that contractors visiting any TEESSIDE HIGH SCHOOL premises, who are required to use hazardous substances, provide copies of their COSHH assessments, together with safe operating procedures for the materials they are intending to use prior to arrival, so that their use can be reviewed and approved.

The school is to compile a list of all COSHH rated substances that are in use or held on the premises. The person responsible for health and safety is responsible for ensuring that the COSHH lists are kept up-to-date and that any changes are notified to all staff member who might be affected by submitting an amended listing.

The list must contain the following

- Name of substance.
- Manufacturer of substance with contact details
- Revision of the Material Safety Data Sheet held
- Hazards associated with the substance e.g. Toxic, Flammable, etc.
- Storage location
- Quantities held

A copy of each relevant COSHH risk assessment will be held within the regional health and safety file (together with an electronic copy within the Facilities department files) and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are observed, individuals are to be reminded by the Departmental Head or facilities manager of their responsibilities under the regulations.

Where, in the opinion of a member of staff, contractors are using unsafe practices, they are to inform them to cease work and inform the facilities department until a safer alternative is agreed upon, with assistance from the TEESSIDE HIGH SCHOOL person responsible for health and safety.

Where TEESSIDE HIGH SCHOOL employees work on client's premises and may come into contact with COSHH substances. A copy of the COSHH assessment must be seen and noted on the dynamic risk assessment.

It would be prudent to keep a record of clients visited that hold COSHH substances for future reference.

## Sources of COSHH within a school

- Cleaning substances
- Vehicle exhaust fumes.
- Chemicals use in the classroom

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes
- Read container labels
- Practise safe working
- Report any hazard or defect to a director
- Use personal protective equipment provided
- Store equipment and tools properly
- Return all substances to their secure location after use
- Use control measures properly

## Deep Water

### Management of health and safety at work regulations 1999

Teesside High School is bordered by a river.

This river is used under supervision for instruction in the use of canoes.

The river and the surrounding banking are classified out of bounds to all school pupils and this is rigidly enforced.

There are patrols during official school breaks and at lunchtime by members of staff to enforce the out of bounds rule.

There are several life savers positioned along the bank to be used in an emergency.

All pupils are reminded frequently of the dangers of the river.

## Disciplinary Rules

TEESSIDE HIGH SCHOOL believes that health and safety is a critical factor that needs to be taken into account when running a large School. To enable TEESSIDE HIGH SCHOOL to control safety, a number of safety rules have been drawn up in the form of a company handbook and will be issued to all TEESSIDE HIGH SCHOOL employees.

Failure to comply with these rules may result in employees being subject to disciplinary action. Employees may be disciplined for gross misconduct if after investigation TEESSIDE HIGH SCHOOL believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules.
- Removal or misuse any piece of equipment, label, sign or warning device that has been provided by TEESSIDE HIGH SCHOOL (or its agents) for the protection and safety of its employees.
- Failing to follow laid down procedures for the use of flammable substances, hazardous substances, toxic materials, items of lifting equipment
- Behaving in any manner that could lead to accidents, dangerous occurrences or near misses including horseplay, practical jokes etc.
- Undertaking any action that may interfere with an accident investigation.

## **Display screen equipment (DSE)**

### **Management of Health and Safety at Work Regulations 1999 Health and Safety (Display Screen Equipment) Regulations 1992**

Display Screen Equipment (DSE), Visual Display Unit (VDU), Visual Display Terminal (VDT) or a monitor are different name all given to the same equipment. Very simply it is the computer that you use on your desk or the laptop that you use at home or out in the field.

The Health and Safety (Display Screen Equipment) regulations 1992 outlines what employers and employees should do to comply.

TEESSIDE HIGH SCHOOL recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders.

The school will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by TEESSIDE HIGH SCHOOL for display screen equipment.

A display screens self-assessment form will be made available to all employees on an annual basis. This is so the employee can conduct an assessment based on their own personal use of the display screen equipment.

The form will ask you to give your feedback on various factors that may affect your use of the display screen equipment. Such as

- Equipment being used e.g. chair, desk, etc
- Environment worked in e.g. light, temperature, etc
- Your health and wellbeing e.g. do you suffer from any aches and pains that you attribute to the use of the display screen

If you are in any doubt or think that you need a DSE assessment conducting for you, contact your line manager or the person responsible for health and safety.

The assessments will be reviewed and updated annually or when significant changes take place.

If the DSE user requests an eye test for DSE use TEESSIDE HIGH SCHOOL will meet the cost. If the test highlights the need for corrective lenses for DSE use TEESSIDE HIGH SCHOOL will meet the cost for the basic corrective lenses required.

The person responsible for health and safety will conduct out display screen assessments.

The person responsible for health and safety will communicate the results of the display screen assessments to relevant employees.

The person responsible for health and safety will ensure that employees are following the systems laid down for their safety

## **Electricity**

## **The Electricity at Work Regulations 1989 Management of Health and Safety at Work Regulations 1999**

The Electricity at Work Regulations 1989 places a duty of care on the employer to ensure that all electrical equipment that employees come in to contact with are as free from electrical risk as is reasonable practicable.

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height.

All electrical equipment used by TEESSIDE HIGH SCHOOL will be selected carefully to ensure it is suitable for the environment in which it is used. Employees must not bring their own electrical equipment onto TEESSIDE HIGH SCHOOL premises.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis (dependent on the risk assessment), depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Any equipment brought onto site by contractors or employees will be logged and also be subjected to portable appliance inspection, testing and maintenance.

Any defective equipment will be removed from use immediately until such time as it can be repaired, with remedial action being recorded. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

### **Portable Appliance Testing (P.A.T.) & Electrical Fixed Wire Test**

TEESSIDE HIGH SCHOOL defines portable appliances as equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Department Head, with assistance from the person responsible for health & safety is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals, depending on the use and application of the particular item. Any equipment brought onto site by employees or contractors will also be logged and subjected to portable appliance inspection, testing and maintenance. The results of completed inspections will be recorded in the Portable Appliance Register, which will be kept within the health and safety file with an electronic copy being held by the facilities department.

In addition, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

Portable electrical appliances will only be used for the task for which they are intended and the lead will be suitably positioned to prevent damage, entanglement or trip hazards.

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

Any defective equipment will be removed from use until it can be repaired, and these repairs will be recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. TEESSIDE HIGH SCHOOL acknowledges that work on electrical equipment can be hazardous and therefore TEESSIDE HIGH SCHOOL will take steps to reduce the risks as far as possible. The implementation of this policy requires the co-operation of everyone on TEESSIDE HIGH SCHOOL premises either directly employed by TEESSIDE HIGH SCHOOL or an approved contractor.

Where a problem arises related to electricity at work, staff must inform their Head of Department immediately, who will then inform the person responsible for health and safety for guidance or arrange for investigations and remedial work to take place.

The person responsible for health and safety is responsible for ensuring that electrical wiring or equipment does not injure persons within their control and used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

TEESSIDE HIGH SCHOOL will also: -

Ensure that electrical installations and equipment are installed in accordance with the IEEE (Institute of Electrical & Electronic Engineers) Wiring Regulations as amended, and a certificate of inspection obtained for retention for record purposes.

- Maintain the fixed installation in a safe condition by carrying out routine safety testing (usually every 5 years).
- Identify and mark all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.

All operatives must co-operate with management

- Not endanger themselves or others;
- Report hazardous or dangerous operations;
- Follow the training and guidance provided to prevent injury to themselves and others;
- Comply with safety rules and use work permits where applicable.

### **Electrical equipment pre-use inspection**

All pieces of electrical equipment that run from a voltage capable of causing injury (above 110Volt) should be subjected to a pre-use inspection.

- A simple visual inspection should NOT require any tools to be used.
- Check body of the electrical equipment for signs of damage
- Ensure all safety guards (if fitted) are in place and not damaged
- Check lead for signs of damage, cuts in the insulation, flattened cable, etc.
- Entry to the plug, no inner cores are visible
- Check plug for signs of damage

If any damage is observed then the piece of electrical equipment should not be used and returned to the Facilities Manager for assessment, repair or replacement as is required to make the item safe to use.

## **Fire**

### **The Regulatory Reform Order (Fire) 2005**

The Regulatory Reform Order (Fire) 2005, places a duty of care on the employer to make suitable arrangements for safe evacuation of the premises in the event of a fire.

### **Fire precautions in school**

The School will ensure that: -

- All employees receive a comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place regarding the evacuation procedure.
- All classroom teachers/classroom assistants/lunch time staff are aware of the procedures in the event of a fire.
- A daily register of all employees and pupils is kept up-to-date at all times. In the event of an evacuation a roll call will be conducted at the assembly point.
- All visitors and contractors sign in and out when on the school premises.
- The requirements for employee training in fire safety are adhered to.
- The fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade when required.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- A fire risk assessment is undertaken within the workplace, detailing who is affected together with any special requirements that may be required.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building.
- Fire doors should be closed at all times and not wedged open.
- In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

TEESSIDE HIGH SCHOOL does not expect employees to fight fires; however, the use of a fire extinguisher can be undertaken if it is safe to do so.

On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Staff should report any concerns regarding fire safety to their Head of Department or the person responsible for health and safety, so that it can be investigated with any remedial actions being taken, that may be necessary.

## **Record keeping**

The following records will be kept: -

- Details of maintenance checks of firefighting apparatus, fire alarms systems, emergency lighting, emergency escape routes
- Copy of the fire risk assessment
- Records of weekly test of fire alarm system/call points
- Records of practice safety evacuations (including false alarms)
- Copy of the fire action plan
- Records of all information, instruction and training provided

## **Fire Alarms**

Where a fire alarm panel is fitted it must have the following specifications:

- Manufactured and maintained to BS5859
- Checked daily that it has no faults showing
- A weekly function test is conducted, from a different call point each week
- An annual maintenance test is conducted by an approved contractor
- That it can be heard in all parts of the premises
- Push button call points are all labelled and identified
- All manual call points and automatic detection is not obstructed.

## **Fire Escape Routes**

There is a requirement to have appropriately routed and signed emergency escape route from all parts of the premises. These must be effectively signed to allow the occupants of the building a safe and easy to follow emergency escape route.

The escape route must be adequately signed so that they are easy to follow using either the Euro-sign or a sign manufactured to BS5499. Each sign must be positioned so that it can be easily seen. Both of these sign conform to the health and Safety Signs (Safety Sign and Signals) Regulations 1996.

The fire escape route should not exceed 60 metres in a low risk fire area (offices) to a place of relative safety e.g. protected stairwell, final exit point.

The fire escape route must be kept clear at all times.

The final exit doors should not be obstructed and opened without the use of a key usually via a push bar or tab.

## **Emergency lighting**

When a premises is occupied during hours of darkness then suitable emergency escape lighting should be fitted.

The emergency escape lighting should be designed to BS5266 Part 1:2011.

Emergency escape lighting should operate automatically upon the failure of the mains supply and emit sufficient light (2 Lux) to allow occupants to be able to find their way to safety.

The minimum duration of an emergency escape lighting system is 1 hour.

The emergency escape lighting should be positioned along the escape route and especially at doorways, change of direction or change of level. The lighting should draw the escapee to the exit route.

The emergency escape lighting will need to be maintained:

Monthly – walk round to observe that all battery units are charging (usually indicated via an LED)

Quarterly - Function test (usually completed via a test switch) operate lights to ensure all function.

Annually – Full discharge test and maintenance of the system.

## **Fire Fighting Equipment**

Portable Fire Extinguishers – All fire extinguishers must conform to BS EN 3 colour coding:

- Water – Signal red
- Foam – Signal red body with cream panel above the operating instructions
- Carbon Dioxide – Red body with black panel above operating instructions
- Dry Powder – Red body with Blue panel above the operating instructions

The siting of portable fire extinguishers should be along the escape route usually attached to the wall, (although it is not uncommon for portable fire extinguishers to be on a purpose built floor stand) at between 1 and 1.5 m high.

A maximum travel distance to a portable fire extinguisher of 30 m is maintained

Each portable fire extinguisher must have a sign indicating the types of fire that it is safe to use it used on, this should be positioned above the fire extinguisher in clear view.

Portable fire extinguishers must not be obstructed or 'hidden' away.

Regular checking on portable fire extinguisher (Monthly) for location and contents should take place and be documented.

An approved service agent must conduct an annual service of all portable fire extinguishers.

### *Fire Sprinkler Systems*

A fire sprinkler system must be installed to the following standard BS EN 12845:2004+A2:2009

Where a sprinkler system is installed an approved service agent must maintain it annually.

### *Fire Hose*

The fire hose is designed to work off its own supply. They must be designed to BS EN 671-part 1.

Trained staff must only operate fire hoses and with all other firefighting equipment must be serviced annually by an approved service agent.

## Fire Risk Assessment

As of 1st October 2006 the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person of all non-domestic premises to conduct a fire risk assessment.

There are two steps to writing a fire risk assessment:

- Identify fire hazards and the people at risk and to remove or reduce the risk of those hazards causing harm to as low as is reasonable practicable: and
- To determine what fire safety measures and management policies are necessary to ensure the safety of people within the building should a fire occur by:
  - Reducing the probability of a fire starting
  - Ensuring that all occupants are alerted and can leave the premises safely in the event of a fire.
  - Limiting the effects should a fire occur.

A single lined scale drawing detailing the positions of all key fire safety features should be posted next to the fire alarm panel.

The workplace will usually be split up into three risk groups:

- Low Risk – areas where there is little in the way of heat/flame or ignition sources.
- Normal Risk – These areas will account for nearly all parts of the premises.
- High Risk – areas are where the available time needed to evacuate is reduced by the speed of development of a fire.

Matters that will need to have been considered are:-

- Means of escape & emergency lighting. Are they adequate in size, number, location, well-lit, unobstructed, safe to use, etc.
- Firefighting equipment – Wall mounted by exits, suitable for the types of hazards present and sufficient in number, should conform to BS EN 3.
- Means for detecting & giving warning in case of fire; can they be heard by all occupants?
- Are fire evacuation signs and fire routines satisfactory?
- Fire Procedure and Training of employees – What to do in the event of a fire.
- Measures to mitigate the effects of a fire.

The fire risk assessment should indicate: -

- Date the assessment was made
- The hazards identified
- Any staff and other people especially at risk
- What actions need to be taken and by when
- The conclusion arising from the assessment

Once the fire risk assessment has been conducted it should produce an action plan of items that need to be completed.

The action plan should be prioritised to ensure that the item that poses the most risk is dealt with first.

As action points are concluded each point should be signed off and dated.

## **Fire Assembly Point**

All premises must have an allocated and signed assembly point.

The assembly point must not restrict the emergency services gaining access, must be in an area where the fire risk is minimised and must not be into an area there is no escape from.

All staff must be aware of their allocated assembly point in the event of a fire.

Main Assembly Point – On the grass area outside the teaching wing, identified by the Green Assembly Point signage.

Secondary Assembly Point – On the all-weather surface at the rear of the school

## **Fire prevention**

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your Facilities department as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

Waste bins must not be allowed to become over full with combustible waste.

All combustible packaging must be removed to a lidded external bin as soon as practicable.

## **Fire action**

Employees must raise the alarm immediately if: -

- Fire is discovered
- Flammable gas build up is suspected
- Major accident/ incident occurs

If the fire warden is not present (this may be done by security or the reception), telephone the emergency services by dialling 999.

Ask for the fire brigade and give them the telephone number.

Upon connection with the fire service state slowly and distinctively: -

This is TEESSIDE HIGH SCHOOL we are at: -

- Give exact location within the school
- Give the address of where you are.
- Try and include the postcode.
- Get someone to meet the emergency services at the entrance.

And a fire has broken out.

Clearly state the location of where you are working.

Do not replace the receiver until the operator has confirmed your information.

Inform a site representative that you have notified the fire brigade.

### **On hearing the alarm**

All employees are to evacuate the site immediately and congregate at their designated fire assembly point.

Under no circumstances are rescue attempts to be made.

Do not re-enter the building/premises area until Senior Fire Officer has given the all clear.

The senior fire warden is to take the roll call and ensure that everyone is accounted for.

## **First aid**

### **Health and Safety (First Aid) Regulations 1992**

TEESSIDE HIGH SCHOOL recognises it is a statutory duty, as stated within the Health and Safety (First Aid) Regulations 1992, to provide appropriate equipment, facilities and personnel to ensure employees receive immediate attention for employees if they are injured or become ill at work. It is therefore TEESSIDE HIGH SCHOOL policy is to assess the risks in their operations and then provide adequate trained persons and facilities at all their work areas.

In the first instance it is the responsibility of the person responsible for health and safety to assess these requirements.

### **Training requirements**

There are two first aid courses available:

- One-day emergency first aid at work – suitable to provide first aider for a low risk work environment e.g. schools, offices, small work areas, etc.
- Three-day first aid at work course - suitable to provide first aid provision for all other areas

It is recommended that personnel attend a ½ day skills update every 12 months.

A refresher must be taken every 3 years for the first certification to remain valid.

### **First Aid Kits**

First aid kits provided will have enough equipment to cope with the number of employees/pupils on the premises and only contain items that the First Aider has been trained to use. First aid kits will only contain specified first aid materials and nothing else (e.g. aspirin, creams or sprays).

It is the responsibilities of the first aider to keep first aid kits adequately stocked and remove items that go past their expiry date.

### **First Aid Documentation**

The first aiders will record all first aid treatment given in the official first aid accident book; this record will then be removed and sent to the person responsible for health and safety, in accordance with the accident reporting procedure. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The person responsible for health and safety shall keep all accident records for a minimum of 3 years, for the possibility of defending any liability claim.

All documentation that is retained must be stored in accordance with the Data Protection Act 1998.

### **Hazard detection procedures**

#### **Management of Health and Safety at Work Regulations 1999**

To encourage health and safety awareness in the workplace, a verbal hazard reporting policy is in place to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard or any shortcomings in the TEESSIDE HIGH SCHOOL's health and safety arrangements has been identified employees are required to bring it to the attention of their line manager. It is then the Department Head or the person responsible for health and safety responsibility to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

Any further control measures that are introduced by any member of staff must be relayed to the person responsible for health and safety as soon as is practicable.

The workforce is encouraged to use this procedure, which will improve the attitude of the workforce towards safety and will aid TEESSIDE HIGH SCHOOL in consulting with employees.

### **Health surveillance**

#### **Control of Substances to Health Regulations 2002**

#### **Management of Health and Safety at Work Regulations 1999**

TEESSIDE HIGH SCHOOL takes health and welfare seriously. It is TEESSIDE HIGH SCHOOL aim to create an environment which is free (as far as is practicable) of occupational risk, occupational illness and to encourage a culture of health and fitness for staff.

TEESSIDE HIGH SCHOOL recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

It is school policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Risk assessments of TEESSIDE HIGH SCHOOL activities will identify if and where surveillance is appropriate.

Special consideration will therefore be taken at the risk assessment stage for activities involving the following potential health risks: -

- Excessive noise
- Hand-arm vibration
- Solvents fumes, biological agents or other hazardous substances
- Asbestos, lead or work in compressed air
- Ionising radiation

TEESSIDE HIGH SCHOOL also recognises that although specific legal requirements do not exist the following operations may also require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

- Work related upper limb disorders
- Whole body vibration
- Manual handling

Further advice on the appropriate course of action will be sought from the Occupational Health Practitioners wherever necessary.

TEESSIDE HIGH SCHOOL employees are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of TEESSIDE HIGH SCHOOL.

## **Housekeeping**

### **Management of Health and Safety at Work Regulations 1999**

It is the policy of TEESSIDE HIGH SCHOOL that good housekeeping; cleanliness and tidiness are the first steps in prevention of accidents at work.

All school staff is responsible for ensuring classrooms and other school areas are maintained in a clean and tidy condition.

A tidy school leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the school is kept in a clean and orderly condition at all times.

All employees are responsible for maintaining an orderly and tidy school and must insist on any contractors fulfilling their obligations in this respect.

## **HSE powers of Inspectors**

TEESSIDE HIGH SCHOOL is aware and appreciates the powers, duties and responsibilities of Enforcing Officers and we will at all time co-operate with them in all aspects of their duties.

An Inspector may visit any TEESSIDE HIGH SCHOOL premises at any reasonable time for the purpose of ensuring that the provisions of any Acts or Regulations are being complied with. Alternatively, an Inspector may visit to specifically investigate the circumstances of an accident or dangerous occurrence or to give advice on a matter.

If an Inspector discovers a contravention of a specific piece of legislation during their inspection, they can either:

- Issue a Prohibition Notice.
- Issue an Improvement Notice.
- Advise that they intend to prosecute.
- Give instructions and confirm them in writing.
- Any of the above may be dealt with under the Fees For Intervention (FFI) Scheme

When visiting the TEESSIDE HIGH SCHOOL premises a member of TEESSIDE HIGH SCHOOL staff normally the person responsible for health and safety) should accompany all Inspectors during their inspection and they should make a note of any irregularities mentioned by the Inspector during the inspection.

It is the policy of the TEESSIDE HIGH SCHOOL that any visiting Inspectors should be treated with courtesy and given every co-operation during the course of their inspections.

It must be stressed that any visiting Inspectors have the right to free access to the whole of the premises, to inspect any records or documents which are legally required to be kept, to interview any persons and to take a statement of fact, take samples, photographs and make recordings.

Every Inspector is appointed in writing and carries a warrant card, which they must produce upon request. Any member of TEESSIDE HIGH SCHOOL staff should exercise this right if they feel they have reason to doubt that the person is not an Inspector.

## **Information, instruction and training**

### **Management of Health and Safety at Work Regulations 1999**

### **The Safety Representative and Safety Committees Regulations 1977**

### **The Health and Safety (Consultation with Employees) Regulations 1996**

### **The Health and Safety (Training for Employment) Regulations 1990**

It is the policy of TEESSIDE HIGH SCHOOL to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure TEESSIDE HIGH SCHOOL complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by TEESSIDE HIGH SCHOOL undertakings.

On recruitment into TEESSIDE HIGH SCHOOL all employees shall receive induction training specific to their job role and location of work.

They will be made aware of:

- Arrangements for first aid
- The fire safety arrangements including evacuation procedures
- Any risk assessments relating to their area of work
- Any safe operating procedures relating to their area of work
- Any specific equipment operating procedures
- Any requirements relating to COSHH associated substances

Further training will be provided:

- When identified in their training needs analysis in relation to their job role
- When moved to another task or when promoted
- When the process, equipment, risk assessments or safe operating procedures are changed

The Heads of Department will be responsible for overseeing local training needs that maybe specific to job role.

Any coaching, mentoring or informal training must also be logged.

It is important that the following information is recorded:

- Who is giving the training i.e. the person responsible for health and safety, equipment manufacturer, supplier or external third party training provider
- What the training relates to i.e. use of a machine, a specific procedure
- Duration of the session i.e. 10mins, 1 day, 1hour per day for a week
- Aims and objectives i.e. what do we hope to achieve from this training

Where training is out sourced this should be done through the human resources department. All training that is provided must be of a suitable standard; any health and safety training should be referred to the person responsible for health and safety to confirm suitability to the role intended for.

Any health and safety training will be undertaken during working hours wherever possible.

It is the policy of TEESSIDE HIGH SCHOOL to ensure that all management are suitably trained to have a good understanding of the health and safety policies and procedures.

All training will be recorded and retained on each individual employee's personal file for future reference this will be kept by the human resources department with access upon request by the health and safety department to view health and safety training to identify any possible training needs.

The Head of School in conjunction with the person responsible for health and safety are responsible for ensuring that the TEESSIDE HIGH SCHOOL procedure for information, instruction and training is adhered to.

Employees will report any problems to the Head of School or the person responsible for health and safety.

All training will be reviewed on an annual basis.

## **Ladders and Stepladders**

### **Management of Health and Safety at Work Regulations 1999**

#### **The Work at Height Regulations 2005 (as amended)**

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within TEESSIDE HIGH SCHOOL will only be authorised if there is no suitable alternative e.g. mobile tower.

The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms etc will be considered by risk assessment.

TEESSIDE HIGH SCHOOL accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use.

Ladders must be: -

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 75% or 4:1, 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. BS2037 Class 1 ladder may be used within TEESSIDE HIGH SCHOOL.

Any work that is to be conducted with the use of ladders or stepladders must be of short duration, no more than 20 minutes.

Ladders will need to be inspected and such be documented at regular interval (every 3 months whilst in use) and visually prior to each new use.

Items to be checked and recorded:

- Are steps or rungs for security or damage
- Are stiles or braces for cracks, splits or twists

- Are hinges in good condition i.e. not loose or bent
- Are non-slip feet in good condition not too worn
- Is the ladder identifiable, numbered

## **Legionella**

### **Management of Health and Safety at Work Regulations 1999**

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

Legionella pneumophila is the bacterium that causes Legionnaires' disease. People will catch Legionnaires' disease by inhaling small droplets of water suspended in the air, which contain the bacteria.

Certain conditions increase the risk from legionella:

- A suitable temperature for growth, 20 to 45°C
- A source of nutrients for the organism, e.g. sludge, scale, rust, algae, and other organic matter
- A way of creating and spreading breathable droplets, e.g. the aerosol created by a cooling tower or shower.

However, remember that most people exposed to legionella do not become ill, and Legionnaires' disease does not spread from person to person.

The symptoms of Legionnaires' disease are similar to those of flu:

- High temperature, fever and chills
- Cough
- Muscle pains
- Headache

In a bad case there may also be pneumonia, and occasionally diarrhoea and signs of mental confusion.

Where does Legionella come from?

Legionella bacteria are widespread in nature, mainly living in natural water systems, e.g. rivers and ponds. However, the conditions are rarely right for people to catch the disease from these sources.

Outbreaks of the illness occur from exposure to legionella growing in purpose-built systems where the water is maintained at a temperature high enough to encourage growth, e.g. cooling towers, evaporative condensers, spa pools, and hot water systems used in all sorts of premises (work and domestic).

Most community outbreaks in the UK have been linked to installations such as cooling towers, which can spread droplets of water over a wide area. These are found as part of air-conditioning and industrial cooling systems.

The HSE's Approved Code of Practice (ACOP) and guidance for the control of legionella bacteria in water systems (L8) requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipe work, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

TEESSIDE HIGH SCHOOL will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a senior member of staff so that TEESSIDE HIGH SCHOOL can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on TEESSIDE HIGH SCHOOL premises. The assessment will be completed by a person who is competent to do so.

As far as practicable TEESSIDE HIGH SCHOOL will operate water systems at temperatures that do not favour the growth of legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-films and sediments.

If you suspect that you or an employee has contracted the disease as a result of your work then there is a legal requirement (Under RIDDOR) to report cases to the Health and Safety Executive.

For any further information on Legionnaires disease contact the Estates or the Health and Safety departments.

## **Lifting equipment and lifting operations**

### **Lifting Operations and Lifting Equipment Regulations 1998**

### **Management of Health and Safety at Work Regulations 1999**

TEESSIDE HIGH SCHOOL defines lifting equipment as any plant, or piece of equipment that is certified for lifting; this includes cranes, excavators, telescopic handlers, elevators, mobile elevating work platforms and forklifts. It also includes lifting accessories such as chains, slings and eyebolts.

LOLER requires that lifting equipment be:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Subject to ongoing thorough examination and, where appropriate, inspected by competent people

Passenger lifts will also fall under LOLER and be required to have a thorough examination every 6 months.

Within TEESSIDE HIGH SCHOOL the Facilities department manages these.

TEESSIDE HIGH SCHOOL may use equipment of this type for various activities to be carried out during the course of the work; therefore TEESSIDE HIGH SCHOOL will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months
- Any other lifting equipment is to be examined annually by an approved engineering company

### **Documentation**

The competent person (person carrying out the thorough examination) is legally required to send you a written and signed report of the thorough examination (not to be confused with regular maintenance) as soon as practicable. This should normally be within 28 days, but if there is a serious defect which needs addressing you should get a report much sooner.

If the competent person identifies a defect which presents an 'existing or imminent risk of serious personal injury' they are also legally required to send a copy to the enforcing authority.

By law, the report must contain certain information, specified in Schedule 1 of LOLER, in summary it should:

- Identify the equipment examined (serial number, make, etc), the employer and the premises
- Give the date of the last thorough examination and specify when the next one should take place
- Specify the safe working load
- Give the reason for the thorough examination (i.e. following installation, according to an examination scheme, statutory interval, etc)
- Identify any defect which is or may become a danger to people
- Give the details of any repair, renewal or alteration required to remedy the defect, and the date by which it should be undertaken
- Give details of any tests carried out
- Give details of the person carrying out the report and the person validating the report on their behalf

If the report does not contain all the information above, you should not accept it, as this may place you in breach of the law. Try to resolve the matter, but if this is unsuccessful you should contact the health and safety department who will then contact the enforcing School (HSE).

Documentation must be kept for a minimum of two year and must be available for inspection by the enforcing School. These records may be kept electronically.

A Generic risk assessment will be carried out and any changes to this will be recorded on a dynamic site-specific risk assessment completed by the line manager or other competent person.

When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use

TEESSIDE HIGH SCHOOL will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

## **Lighting**

### **The Workplace (Health, Safety and Welfare) Regulations 1992**

TEESSIDE HIGH SCHOOL regards the provision of a safe and well-lit working environment as fundamental to health, safety and to the wellbeing of all members of staff, pupils and visitors to the premises.

The above regulation states that lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes, changes of floor level, etc. Lighting and light fittings should not create a hazard.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criteria, which makes a safe and effective working environment for the staff and pupils alike.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

- Report failures of lighting or any defects observed to the facilities department.
- Request additional lighting, from the facilities department, if existing lighting is not sufficient for the task
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property
- Keep the workplace and classrooms tidy and do not let items accumulate on windowsills

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

## **Lone working**

### **Management of Health and Safety at Work Regulations 1999**

TEESSIDE HIGH SCHOOL recognises that with few exceptions it is not illegal to lone work.

TEESSIDE HIGH SCHOOL accepts some School employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations.

The decision to lone work will be based on risk of personal injury being low.

Employees who are required to undertake lone working activities will be provided with all relevant information, instruction and training to carry out an 'on the spot' risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Departmental managers, Heads of Departments with assistance from the person responsible for health and safety need to investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Departmental managers should ensure that measures are in place to control or avoid such risks.

TEESSIDE HIGH SCHOOL will:

- Involve staff or their representatives when undertaking the required risk assessment process
- Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment)
- Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice;
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up
- Where a lone worker is working at a location that is not owned by TEESSIDE HIGH SCHOOL, the owner of that location should inform the lone worker of any risks and the required control measures these should then be entered on the site-specific risk assessment

Risk assessments should help employers decide on the right level of supervision.

There are some high-risk activities where at least one other person may need to be present.

Lone workers should not be put at more risk than other School employees. In order to achieve this, extra risk control measures may be necessary.

Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

TEESSIDE HIGH SCHOOL will identify situations where people work alone and apply the following to the risk assessment:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for one person?
- Can one person safely handle any necessary temporary access equipment, such as portable ladders?
- Can one person safely handle any machinery involved in the task?

- Are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- Does the work involve lifting objects too large for one person?
- Is more than one person needed to operate essential controls for the safe use of equipment or workplace transport?
- Is there a risk of violence?
- Are young, pregnant or disabled workers particularly at risk if they work alone?
- Are there any other reasons why the individual (for example a trainee) may be more vulnerable than others?
- If the employee's first language is not English, are suitable arrangements in place to ensure clear communication, especially in an emergency?
- Does the employee have a medical condition that might make them unsuitable to work alone, pay particular attention to excessively physical activities?

## **Supervision**

The extent of supervision required depends on the risks involved and the ability of the employee to identify and handle health and safety issues. Employees new to a job, undergoing training, doing a job that presents special risks, or dealing with new situations may need to be accompanied at first.

The departmental head will assess the level of supervision required: the higher the risk, the greater the level of supervision required, which should be based on the findings of a risk assessment. It should not be left to the employee to decide whether they require assistance.

There are a number of procedures that may be put in place to monitor employees when working alone to help keep them healthy and safe. These may include:

- Managers periodically visiting and observing people working alone
- Regular contact between the lone worker and an appointed person, using either mobile phones, telephones, radios or e-mail, bearing in mind the employees understanding of English
- Automatic warning devices, which operate if specific signals are not received periodically from the lone worker, e.g. staff security systems;
- Other devices designed to raise the alarm in an emergency, these can be operated manually or automatically by the absence of activity;
- Checks to ensure a lone worker has returned to their base or home once their task is completed.
- What happens if a person becomes ill or has an accident, or there is an emergency?

TEESSIDE HIGH SCHOOL employees that may have the need to work alone should be capable of responding correctly to emergencies. Risk assessments should identify foreseeable events. Emergency procedures should be established and employees trained in them.

No TEESSIDE HIGH SCHOOL employee will be expected to work where they feel that their health and safety may be compromised either by location, personnel present or task to be completed.

If in any doubt contact your Head of Department or the person responsible for health and safety.

## **Machinery**

**The Provision and Use of Work Equipment Regulations 1998**

**Management of Health and Safety at Work Regulations 1999**

**Workplace (Health, Safety and Welfare) Regulations 1992**

**Pressure Systems Safety Regulations 2000**

**Lifting Operations and Lifting Equipment Regulations 2002**

**Personal Protective Equipment Regulations 1992**

**Electricity at Work Regulations 1989**

Any work equipment that may be used or provided by TEESSIDE HIGH SCHOOL will be safe and fit for the purpose for which it is intended.

All equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) and be included in a regular maintenance programme.

TEESSIDE HIGH SCHOOL will ensure that all equipment provided for use by TEESSIDE HIGH SCHOOL employees or pupils is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- Used only by staff/pupils who have received adequate information, instruction and training
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices

Under no circumstances should guards be removed from any plant or machinery unless by a competent person to allow for maintenance.

In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the person responsible for health and safety should be informed as soon as possible to arrange for a suitably competent person to visit the site and repair or service the item of equipment. While waiting for a suitably competent person to arrive on site all relevant plant and machinery must be made safe.

Regular inspections of various types of machinery will be completed and records of the findings of any such inspections will be recorded with a statutory inspection register.

Any plant or machinery that may be used or provided by TEESSIDE HIGH SCHOOL will be safe and fit for the purpose for which it is intended.

All equipment will comply with the requirements of the Provision and Use of Work Equipment Regulations and be included in a regular maintenance programme.

Only trained and experienced persons will be permitted to use equipment that poses significant risk.

The person responsible for health and safety will conduct a risk assessment where an employee is required to use work place equipment.

All workplace equipment that requires regular service and maintenance shall have this completed in line with the suppliers, manufacturers or legislation requirements. Records will be kept of all service, repair or maintenance conducted.

For pupils to use any piece of equipment they must be adequately supervised at all times by the member of staff responsible for the equipment.

## **Manual handling**

### **The Manual Handling Operations Regulations 1992 (as amended)**

### **Management of Health and Safety at Work Regulations 1999**

Manual handling is the act of moving a load by:

- Lifting
- Putting down
- Pulling
- Pushing
- Anything that use bodily force to move an object

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

TEESSIDE HIGH SCHOOL accepts that some manual handling activities by employees or pupils may be necessary during their regular school activities.

The School will avoid the need for employees or pupils to undertake manual handling operations wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable. The results of any manual handling risk assessments conducted will be made available to all employees and will be readily available for inspection. The risk assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

It is recommended that the risk assessment will follow the format below:

- Task – details of the task to be conducted
- Individual – capabilities of the person moving the load
- Load – the object to be moved
- Environment – area or environmental conditions that may affect the task

The provision of mechanical manual handling aids will be provided wherever practicable in line with any risk assessment conducted.

Employees will be encouraged to follow any system developed by TEESSIDE HIGH SCHOOL for safe manual handling operations.

Employees who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

### **Weight Limits**

The Manual Handling Operations Regulations 1992 (as amended) set no specific requirements such as weight limits.

The ergonomic approach shows clearly that such requirements are based on too simple a view of the problem and may lead to incorrect conclusions. Instead, an ergonomic assessment based on a range of relevant factors is used to determine the risk of injury and point the way to remedial action.

### **Hierarchy of control**

The Manual Handling Operations Regulations 1992 (as amended) establish a clear hierarchy of measures for dealing with risks from manual handling.

These are:

- Avoid hazardous manual handling operations so far as reasonably practicable
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury so far as reasonably practicable.

### **Training**

Section 2 of the Health and Safety at Work Act 1974 and regulations 10 and 13 of the Management of Health and Safety at Work Regulations 1999 require employers to provide their employees with health and safety information and training. This should be supplemented as necessary with more specific information and training on manual handling injury risks and prevention, as part of the steps to reduce risk required by regulation 4(1)(b)(ii) of the Regulations.

The risk of injury from a manual-handling task will be increased where workers do not have the information or training necessary to enable them to work safely. For example, if they do not know about any unusual characteristics of loads or about the system designed to ensure their safety during manual handling, this may lead to injury. It is essential that where, for example, mechanical handling aids is available; training is provided in their proper use.

For those TEESSIDE HIGH SCHOOL employees who are involved in tasks that require substantial manual handling a suitable training course will be provided. Employees that feel that this would help reduce their risk of injury should make a request through their head of department or the person responsible for health and safety.

# Method Statements

## Management of Health and Safety at Work Regulations 1999

There have been numerous recorded incidents where failings by operators have been the major contributing cause of major accidents. Provision of clear, concise and accurate method statements is the most effective measure to prevent, control and mitigate such events

Method statements should clearly lay down instructions for safe undertaking of a required task that takes into consideration COSHH, manual handling, permit to work, PPE Regulations, quality, HAZOP, and SHE requirements. The procedure should represent a definition of good or best practice that should be adhered to at all times. TEESSIDE HIGH SCHOOL employees should be provided with guidance concerning the required operating philosophy to ensure that they comply with procedural requirements.

Adequate training should be provided to ensure that employees are fully conversant with written procedures.

TEESSIDE HIGH SCHOOL will provide method statements for all activities where there is deemed to be a significant risk of injury either to the employee conducting the task or other persons that maybe affected by the task.

The method statements produced will include the methods that are to be adopted to complete the task in a safe manner, identify any hazardous materials or equipment, the location of the works and any special training requirements. Method statements may not go into in-depth technical information in regards the task but may refer to other technically specific documents but must include all health and safety issues.

All method statements produced by TEESSIDE HIGH SCHOOL will be brought to the attention of all the employees involved with the task, who will be given the opportunity to ask questions. All employees shall confirm that they have seen, understood and agree to work to the conditions laid out within the method statement.

TEESSIDE HIGH SCHOOL shall have two types of method statement: -

- Generic method statement – for tasks that are conducted regularly and vary little.
- Task or site-specific method statement – these are tasks that contain variance either within the task or location.

If an employee feels that a generic method statement needs to be changed due to changes in significant areas of the task or location, this should be brought to the attention of a line manager who will then consult with the health and safety department. Changes should not be made to generic method statements without being reviewed by the health and safety department.

All method statements should include any foreseeable emergency procedures that may arise.

Generic Method statements shall be reviewed every twelve months or when there is significant change to the task or location.

## **Mobile telephones**

### **Management of Health and Safety at Work Regulations 1999**

Legislation makes it an offence for a person to drive a motor vehicle if they have not got proper control of the vehicle. This legislation has permitted the introduction of a regulation, effective from 1st December 2003, making it an offence to use or cause or permit the use of a hand held mobile phone whilst the engine is operating. A fine or penalty points will be incurred if a fixed penalty notice is issued. If the matter is referred to a court the fine may be increased to a maximum of £1000.

In order to ensure the safety of all TEESSIDE HIGH SCHOOL employees who are supplied and required to use mobile telephones whilst working away from TEESSIDE HIGH SCHOOL premises the following safety procedure has been compiled:

- When driving only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- Do not press the telephone to your ear or the side of your head and try to leave a gap between your ear and the handset if possible.
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- When driving only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button. Use short responses and indicate that you will return the call when it is safe to do so.
- When driving never initiate a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or in any other potentially explosive atmospheres.
- Do not use your mobile telephone when there is traffic moving within you vicinity

Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party or a customer.

### **Hand-held mobile telephone**

TEESSIDE HIGH SCHOOL does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

### **Hands-free mobile telephones**

Where a compliant hands-free mobile phone installation has been fitted to vehicles, the requirements are much the same as hand-held telephones, although it is still important to make all essential calls whilst the vehicle is stationary as notes may be required to be written whilst making the call.

Whilst using a mobile telephone it is advisable to keep all calls as short as possible, wherever possible a landline telephone should be used.

It is important to ensure whilst driving vehicles that the Highway Code is followed at all times. Any breach of the code may result in prosecution if stopped by the police.

## **Health Concerns**

With the use of mobile phones within the workplace TEESSIDE HIGH SCHOOL refers all employees to the Department of Health leaflet 'Mobile Phones and Health'.

The most current research suggests that exposure to radio waves below levels set out within international guidelines do not cause health problems for the general population.

If you use a mobile phone, you can choose to minimise your exposure to radio waves. These are ways to do so:

- Keep your calls short
- Consider relative SAR values when buying a new phone

It is possible to measure how much radio wave energy your body receives from each model of mobile phone. This is called the specific absorption rate or SAR.

## **New and expectant mothers**

### **Management of Health and Safety at Work Regulations 1999**

### **Workplace (Health, Safety and Welfare) Regulations 1992**

### **The Employments Rights Act 1996**

### **Sex Discrimination Act 1975**

Regulation 16 of the Management of Health and Safety at Work Regulations 1999 places a duty on employers to carry out a risk assessment in respect of new or expectant mothers.

It states:

Where - the persons working in an undertaking include women of child bearing age; and the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions or physical, biological or chemical agents, including those specified in Annexes I and II of Council Directive 92/85/EEC on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding, the risk assessment required by regulation 3(1) shall also include an assessment of such risk.

Where, in the case of an individual employee, the taking of any other action the employer is required to take under the relevant statutory provisions would not avoid the risk referred to in paragraph (1) the employer shall, if it is reasonable to do so and would avoid such risks, alter her working conditions or hours of work.

If it is not reasonable to alter her working conditions or hours of work, or if it would not avoid such risk, the employer shall, subject to section 67 of the Employment Rights Act 1996 suspend the employee from work for so long as is necessary to avoid such risk.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the control measures taken.

The TEESSIDE HIGH SCHOOL will need to:

- Alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks  
If these conditions cannot be met;
- Identify and offer her suitable alternative work that is available  
If that is not feasible;
- Suspend her from work.

The Employment Rights Act 1996 (which is the responsibility of the department of trade and industry) requires that this suspension should be on full pay. Employment rights are enforced through the employment tribunals.

All employers should take account of women of childbearing age when carrying out the risk assessment and identify the risk control measures that are required.

The additional steps of altering working conditions or hours of work, offering suitable alternative work or suspension as outlined above may be taken once:

- An employee has given her line manager notice in writing that she is pregnant
- Has given birth within the last six months or is breastfeeding

If the employee continues to breastfeed for more than six months after the birth she should ensure her manager, Head of Department is informed of this, so that the appropriate measures can continue to be taken.

TEESSIDE HIGH SCHOOL need to ensure that those workers who are breastfeeding are not exposed to risks that could damage their health and safety as long as they breastfeed.

Once a Department Head has been informed in writing that an employee is a new or expectant mother, the school needs to immediately put into place the steps described.

All female employees are instructed within their contracts of employment that they must inform TEESSIDE HIGH SCHOOL management as soon as they are aware that they are pregnant to enable the appropriate control measures to be implemented.

When any work involves dealing with pupils there is a risk of contracting the rubella virus (German measles), it is advisable for all staff that are planning a pregnancy to check their immunisation prior to trying to conceive, screening for the immunity is routinely checked in antenatal clinics.

### **Pregnancy work place risk assessment**

Once you have been told that an employee is pregnant then a workplace risk assessment needs to be conducted.

The following risk will need to be considered:

#### **Physical agents**

- Movements and postures
- Manual handling operations
- Shocks and vibrations

- Noise
- Radiation (ionising and non-ionising)

### **Biological agents**

- Infectious diseases
- Chemical agents
- Toxic chemicals
- Mercury
- Antimitotic (cytotoxic) drugs
- Pesticides
- Carbon monoxide

### **Working conditions**

- Facilities (including rest rooms)
- Mental and physical fatigue, working hours
- Stress (including post-natal depression)
- Temperature
- Working with visual display units (VDUs)
- Working alone
- Travelling
- Violence
- Some forms of lone working
- Personal protective equipment

Once a risk assessment has been initially conducted it will need to be updated according to the development of the expectant employee.

## **Noise at work**

### **The Control of Noise at Work Regulations 2005**

### **Management of Health and Safety at Work Regulations 1999**

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels. Permanent hearing damage can be caused instantly by sudden very loud explosive noises, e.g. from cartridge operated machines or can be gradual due to prolonged exposure to noise. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing or humming noise in the ears).

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment. However the Control of Noise at Work Regulations impose additional duties on employers and require certain steps to be undertaken based on personal daily, or in some circumstances weekly, noise exposure levels.

As an employer TEESSIDE HIGH SCHOOL will:

- Assess the risk presented by noise that TEESSIDE HIGH SCHOOL employees may be exposed to during their normal working day

- Take action to reduce the noise levels to the lowest levels that are reasonably practicable
- Provide hearing protection where it is not practicable to reduce the noise levels below the legal limits
- Conduct health surveillance to all employees deemed to be at risk from hearing damage

### **Action Levels**

The Noise Regulations require you to take specific action at certain action values.

These relate to:

- The levels of exposure to noise of your employees averaged over a working day or week
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- Lower exposure action values:
  - Daily or weekly exposure of 80 dB;
  - Peak sound pressure of 135 dB;
- Upper exposure action values:
  - Daily or weekly exposure of 85 dB;
  - Peak sound pressure of 137 dB.

There are also levels of noise exposure, which must not be exceeded:

- Exposure limit values:
  - Daily or weekly exposure of 87 dB;
  - Peak sound pressure of 140 dB.

These exposure limit values take account of any reduction in exposure provided by hearing protection.

If it is suspected that there is a risk posed by exposure to excessive noise then a risk assessment must be conducted.

The noise risk assessment must be conducted by a competent person; for help and advice contact the person responsible for health and safety.

Once the assessment has taken place control measures must be implemented to reduce the noise exposure down to an acceptable level.

### **On-Site Vehicle Movements**

The on-site vehicle speed limit is 10mph, the compact layout of the site means that vehicle movements are restricted to driveways and the sports fields.

The School insists that all delivery vehicles have a reverse alarm fitted to their vehicle and must take additional care when visiting the School.

## **Personal protective equipment (PPE)**

### **Personal Protective Equipment at Work Regulations 1992**

## **Management of Health and Safety at Work Regulations 1999**

### **Workplace (Health, Safety and Welfare) Regulations 1992**

PPE is defined in the Regulations as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'.

#### **Examples of PPE**

Examples of PPE are:

- Safety helmets
- Gloves
- Eye protection
- High-visibility clothing
- Safety footwear
- Safety harnesses

TEESSIDE HIGH SCHOOL will ensure that all PPE that is provided to employees or pupils has been assessed and that it is suitable to the task that it is being used for.

TEESSIDE HIGH SCHOOL will compile full risk assessments for all tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees/pupils. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards. For advice on the approved PPE please contact the person responsible for health and safety or the facilities department.

#### **Hazards and Types of PPE**

- Eyes
  - Hazards: chemical splash, dust, projectiles, gas and vapour, radiation.
  - Options: safety spectacles, goggles, face shields, visors.
- Head
  - Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement
  - Options: safety helmets, hair net
- Protecting the body
  - Hazards: temperature extremes, adverse weather, chemical splash/overspray, contaminated animal waste, contaminated dust, excessive wear or entanglement of own clothing.
  - Options: conventional or disposable overalls, boiler suits, specialist protective clothing, high-visibility clothing.
- Hands and arms
  - Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.
  - Options: gloves, gauntlets, mitts, wrist cuffs, armllets.
- Feet and legs
  - Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

- Options: safety boots and shoes with protective toecaps and penetration-resistant mid-sole, gaiters, leggings, spats.

All employees/pupils who are required to wear personal protective equipment will be provided with suitable recorded (or verbal) instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment.

Employees/pupils are not to use PPE, which has been identified with having defects, or are inappropriate for the task.

PPE will be replaced when required or when it becomes damaged at no cost to the employee/pupil.

All employees / pupils will be responsible for keeping their PPE in good condition and suitable for the task.

All employees will wear PPE as the task dictates or when instructed in a method statement/risk assessment.

Any employee found not to be wearing suitable PPE will be subject to the school disciplinary policy.

## **Personal safety**

### **Management of Health and Safety at Work Regulations 1999**

TEESSIDE HIGH SCHOOL has a duty of care to ensure all employees at work are not subjected to either verbal or physical abuse either from other employees or pupils.

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all employees.

TEESSIDE HIGH SCHOOL accepts that during the normal course of a school day some employees may have to deal directly with verbally abusive pupils. . It is foreseeable that employees/pupil may be subjected to violent behaviour such as swearing, being threatened or even attacked.

#### **Key Risks**

- Classroom activities
- Meetings with parents
- Off school premises visits

TEESSIDE HIGH SCHOOL will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during risk assessments.
- Keeping detailed records of all past incidents
- Asking employees whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as personal alarms.

TEESSIDE HIGH SCHOOL will introduce arrangements to minimise the risk to staff.

## **Verbal Aggression**

If a pupil/parent becomes verbally aggressive:

- Do not get into a shouting competition
- Keep the tone of your voice level and calm
- Try to defuse the situation
- Make an excuse to exit the area, maybe to get a piece of equipment and ring your Department Head, the school office or the police if you feel in danger

### **Physical Aggression**

If a pupil/parent becomes physically aggressive i.e. pushing you about:

- Keep your wits about you
- Do not push back
- Try to defuse the situation
- Keep calm and talk in a controlled manner, don't shout
- Keep escape routes clear, ensure you can reach the door
- Make an excuse to exit the area, maybe to get a piece of equipment and ring your Department Head, the school office or the police if you feel in danger

TEESSIDE HIGH SCHOOL will ensure that all injuries sustained as a result of non-consensual physical or verbal violence are reported in accordance with TEESSIDE HIGH SCHOOL accident reporting procedure.

TEESSIDE HIGH SCHOOL will take seriously any aggression towards its employees and will seek prosecution where necessary.

# **Radiation**

**Workplace (Health, Safety and Welfare) Regulations 1992**

**Management of Health and Safety at Work Regulations 1999**

**The Ionising Radiation Regulations 1999**

**The Provision and Use of Work Equipment Regulations 1998**

## **Non-Ionising Radiation**

Non-ionising radiation is the term used to describe the part of the electromagnetic spectrum covering two main areas:

- Optical radiation – Ultraviolet, visible and infra-red
- Electromagnetic fields – Power frequencies, Microwaves and radio frequencies

## **Optical Radiation**

Ultraviolet radiation from the sun can be extremely dangerous and can damage the cornea in the eye and cause damage to the skin.

TEESSIDE HIGH SCHOOL employees are advised not to look directly at the sun, even when wearing sunglasses. TEESSIDE HIGH SCHOOL do not issue sunglasses to employees but if an employee chooses to wear them, they must give adequate ultraviolet protection.

When working outside TEESSIDE HIGH SCHOOL employees are advised to cover as much of the skin as practicable and those areas that cannot be covered with clothing apply sun protection cream of a minimum UV protection factor 30. Over exposure can cause accelerated aging through to various types of skin cancers.

For advice on the provision of personal protective equipment TEESSIDE HIGH SCHOOL employees are advised to seek confirmation from the person responsible for health and safety.

## **Electromagnetic fields**

Electromagnetic fields arise whenever electrical energy is used.

This includes items such as:

- Computers
- Microwaves
- Televisions
- Radios, etc.

The effects on the body are extremely rare ranging from damage at low frequencies to the central nervous system to at high frequencies a heating effect on the body leading to a rise in body temperature.

TEESSIDE HIGH SCHOOL employees are not seen to be at high risk of these health concerns but TEESSIDE HIGH SCHOOL will risk assess all area where excessive electromagnetic fields are likely to occur.

TEESSIDE HIGH SCHOOL will also ensure that all appliances that emit electromagnetic field are serviced and maintained in line with legislation and manufacturers guidance.

## **Risk Assessments (Generic, Site Specific & Dynamic)**

### **Management of Health and Safety at Work Regulations 1999**

Risk assessments are a way of controlling the chances of TEESSIDE HIGH SCHOOL employees becoming injured at work.

The management of health and safety at work regulations states that all tasks and areas that present a significant risk of an accident, incident or dangerous occurrence must have a suitable and sufficient assessment of risk conducted. The risk must be reduced to a point where it is as low as practicable.

There are three types of risk assessment

- Generic risk assessment
- Dynamic risk assessment
- Site specific risk assessment

#### **Generic risk assessment**

This is a risk assessment that is written to cover a task that is conducted many times and in many different locations.

A generic risk assessment could be written for:

- Standard classroom activities
- The use of a fume cupboard in a laboratory
- Use of display screen equipment

#### **Dynamic risk assessment**

This is used when there are variations to a generic assessment relating to a special event or school visit.

For example

- In a generic risk assessment the weather conditions were good but when an employee arrives to conduct the task and it is very wet, the chances of a slip or a fall have increased
- When an employee arrives on a visit and the activity varies from the generic risk assessment

The dynamic risk assessment would allow the employee to use the generic assessment, but add to it using the dynamic risk assessment form.

The dynamic risk assessment form would then be sent to the person responsible for health and safety for archiving and use in the event of a liability claim at some point in the future. These forms must be kept for a minimum of three years.

## **Site-specific risk assessment**

This type of risk assessment would be for a specific task at a specific site. The task would be assessed prior to any activity taking place.

- Theatre visit
- Activity centre visit

A competent person shall write all risk assessments. A competent person is deemed to be someone with suitable skills, knowledge and experience of the task, piece of equipment or location to be able to identify risks and hazards associated with it.

TEESSIDE HIGH SCHOOL will conduct risk assessments for any task or area that there is perceived to be a significant risk of injury or damage occurring. These risk assessments will be available to all employees involved in the task or areas.

All TEESSIDE HIGH SCHOOL employees will be given the opportunity to ask questions regarding the risk assessment.

All risk identified within the risk assessment will be assigned control measures to lower probability of the risk causing harm or damage.

Where a control measure has been identified all TEESSIDE HIGH SCHOOL employees will be expected to implement it, unless they find that it is impracticable in which case it must be referred back to the departmental manager

## **What to include in a risk assessment**

What should be in a risk assessment?

- Hazards associated with the location – traffic, buildings, remote, water, etc
- Hazards associated with the task – manual handling, ergonomic, heat, etc
- Hazards associated with equipment – rotating machinery, vibration, radiation, etc
- Hazards associated with the environment – weather conditions, slips and trips, etc
- Hazards associated with chemicals – chemicals being used by yourself or others, etc
- Hazards associated with live bodies – persons, animals, insects, etc
- Hazards associated with biological items – animal waste, samples, etc

## **How to control the hazard**

How can the hazard be controlled?

- Eliminate the hazard – can the hazard be removed
- Reduce the hazard – can the amount of hazard be reduced
- Prevent contact with the hazard – can we guard or place barriers
- Safe method of working – can the way the task is completed be changed
- Personal protective equipment – can PPE be used to protect from the hazard

# Risks from Trees

## Management of Health and Safety at Work 1999

Each year between 5 and 6 people in the UK are killed when trees fall on them. Thus the risk of being struck and killed by a tree falling is extremely low. Around 3 people are killed each year by trees in public spaces; but as almost the entire population of the UK is exposed, the risk per person is about one in 20 million. The risk, per tree, of causing fatality is of the order of one in 150 million for all trees in Britain or one in 10 million for those trees in, or adjacent to areas of high public use. However the low level of overall risk may not be perceived in this way by the public, particularly following an incident.

The average risk is firmly in the “broadly acceptable” region of the tolerability of risk triangle published in HSE’s “Reducing Risks Protecting People”. However, “Reducing Risks, Protecting People” explicitly states that “broadly acceptable” is a general guide and not a definitive statement of what is reasonably practicable in law.

Teesside High School has a duty to do all that is reasonably practicable to ensure that people are not exposed to risk to their health and safety. Doing all that is reasonably practicable does not mean that all trees have to be individually examined on a regular basis. A decision has to be taken on what is reasonable in the circumstances and this will include consideration of the risks to which people may be exposed.

An effective system for managing trees should meet the requirements set out in the Management of Health and Safety at Work Regulations 1999 and the associated ACoP (guidance is contained in HSG 65 Successful health and safety management and INDG 163 Five steps to risk assessment) and is likely to address the following:

- An overall assessment of risks from trees, particularly identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised, and help identify any checks or inspections needed. As a minimum, trees should be divided into two zones: one zone where there is frequent public access to trees (e.g. in and around picnic areas, schools, children’s playgrounds, popular foot paths, car parks, or at the side of busy roads); and a second zone where trees are not subject to frequent public access. As a rough guide ‘trees subject to frequent public access’ are those that are closely approached by many people every day. Maps may be useful here as individual records for individual trees are unlikely to be necessary if zones and the trees in the zones are clearly defined.
- For trees in a frequently visited zone, a system for periodic, proactive checks is appropriate. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboriculture specialist. Informing staff who work in parks or highways as to what to look for would normally suffice. Duty holders should ensure that any system that is put in place for managing tree safety is properly applied and monitored.
- A short record of when an area or zone or occasionally an individual tree has been checked or inspected with details of any defects found and action taken.
- A system for obtaining specialist assistance / remedial action when a check reveals defects out with the experience and knowledge of the person carrying out the check.
- A system to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities such as work by utility providers in the vicinity of trees or severe gales.

- Occasionally a duty holder may have responsibility for trees that have serious structural faults but which they decide to retain. Where such a condition is suspected and the tree also poses a potentially serious risk because, for example its proximity to an area of high public use, a specific assessment for that tree and specific management measures, are likely to be appropriate.
- Once a tree has been identified by a check to have a structural fault that presents an elevated risk, action should be planned and taken to manage the risk. Any arboricultural work required should be carried out by a competent arboriculturist; as such work tends to present a relatively high risk to the workers involved. Duty holders should not be encouraged to fell or prune trees unnecessarily.
- Inspection of individual trees will only be necessary where a tree is in, or adjacent to, an area of high public use, has structural faults that are likely to make it unstable and a decision has been made to retain the tree with these faults.
- Monitoring to ensure that the arrangements are implemented in practice.

## **Safe systems of work**

### **Introduction**

It has been estimated that at least a quarter of all fatal accidents at work involve failures in systems of work – the way things are done. A safe system of work is a formal procedure which results from a systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.

Many hazards are clearly recognisable and can be overcome by separating people from them physically e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. Where the risk assessment indicates this is the case, a safe system of work will be required.

Some examples where safe systems will be required as part of the controls are:

- Cleaning and maintenance operations
- Changes to normal procedures, including layout, materials and methods
- Working alone or away from the workplace and its facilities
- Breakdowns and emergencies
- Control of the activities of contractors in the workplace
- School trips

For all safe systems, there are five basic steps necessary in producing them:

- Assessment of the task
- Hazard identification and risk assessment
- Identification of safe methods
- Implementing the system
- Monitoring the system

A safe system of work will be required for all tasks where there is significant risk to staff, pupils, or visitors to the school.

### **Permit to work systems**

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

Permit to work systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems and the fitting of locking devices to controls. Most permits are only designed to cover work lasting up to 24 hours, and require an authorisation signature for any time extension.

An experienced, trained and authorised person will pre-assess the hazards and risks involved in the work to be done, and will then complete and sign a certificate giving authority for the work to proceed under controlled conditions specified on the permit.

No one should be in a position to authorise a permit for work to be conducted by themselves.

A permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will usually require written acknowledgement by the person who will do the work, or is in charge, and will also allow for signed confirmation that the workplace or the equipment has been restored to safety, for any time extension which may be permitted, and for the cancellation of the permit. There will also usually be some system for keeping a record that a permit has been issued.

There are many different types of permit. Some common examples are:

- Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
- Hot work permits
- Permits to enter premises or confined spaces
- Permits to work on pressurised systems
- Permits to excavate – where there are buried services

# **Safety of persons with disabilities**

## **Management of Health and Safety at Work Regulation 1999**

### **The Equality Act 2010**

Disability is not always obvious. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

'Normal day-to-day' means things that people do on a regular or daily basis, such as reading, writing, using the telephone, having a conversation and travelling by public transport .

'Long-term' usually means the impairment should have lasted or be expected to last at least a year.

'Substantial' means not minor or trivial.

The key thing is not the impairment but its effect. Some people don't realise that impairments such as migraines, dyslexia, asthma and back pain can count as a disability if the adverse effect on the individual is substantial and long-term. Some conditions automatically count as disabilities for the purposes of The Equality Act 2010, from the point of first diagnosis - these are cancer, HIV and multiple sclerosis (MS)

It is discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia). This type of discrimination is unlawful where the employer or other person acting for the employer knows, or could reasonably be expected to know, that the person has a disability.

TEESSIDE HIGH SCHOOL has a responsibility to ensure that all persons who visit, work or attend the school premises are safe at all times. In order that this is done effectively the person responsible for health and safety will ensure that disabled persons are protected from everyday hazards within the school as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitor to inform the school prior to their visit in order that any special arrangements can be made.

It is TEESSIDE HIGH SCHOOL's policy to make all areas of the premises as accessible as practicable.

Where a disabled person is on school premises it is the responsibility of the person responsible for health and safety for ensuring that disabled people are safely evacuated in the event of an emergency. The writing of a Personal Emergency Evacuation Plan (PEEP) may be required.

TEESSIDE HIGH SCHOOL will aim to make as many rooms as accessible and safe as possible for disabled visitors, staff and pupils where this is not reasonably practicable an appropriate decision will be made based upon TEESSIDE HIGH SCHOOL's disability policy.

The person responsible for health and safety will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors, staff and pupils are safe at all times and where necessary ensure that suitable training is given to staff to ensure their own safety as well as the disabled person.

TEESSIDE HIGH SCHOOL will:

- assess and manage the work risks to everyone;
- include the disabled person in any health and safety information and training;
- involve the disabled person if they need to know whether the disability affects workplace health and safety and, if so, to what extent. This is so the disabled person can work together to find the best outcome, for instance 'reasonable adjustments' that overcome risk;
- involve others, such as specialists or representative, if needed to understand the effects on workplace health and safety of the disability or long-term health condition;
- ask for the consent before approaching specialists or a GP (the disabled persons doctor) who can advise on options for workplace adjustment;
- be sensitive and timely about making risk assessments if these are needed;
- make other, short-term arrangements to support when a delay cannot be helped (for instance, if the school is waiting for an Access to Work grant);
- create an environment that allows a disabled person to feel comfortable talking about their disability or long-term health condition;
- will work with the disabled person to make sure adjustments are a help, not a hindrance.

## Safety signs

### The Health and Safety (Safety Signs and Signals) Regulations 1996

TEESSIDE HIGH SCHOOL recognises that it is important that all staff, visitors and pupils take notice of warning signs at within the school, as they are in place to safeguard people's health and safety. It is therefore TEESSIDE HIGH SCHOOL's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations 1996.

All safety signs will be colour coded in accordance with the following guidelines: -

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

TEESSIDE HIGH SCHOOL acknowledge that signs must comply with the regulations, however where necessary TEESSIDE HIGH SCHOOL will design and display the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means signs will be displayed for example where: -

- There is a risk of exposure to excessive noise
- There is low headroom
- Speed needs to be restricted

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

- Maintained in a good condition
- Positioned in the correct location

- Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken

## **School Security**

### **Physical Security:**

Key locks are fitted to external doors, offices, kitchens, maintenance/cleaning areas and science labs. Keys are only held by members of staff that require them. Key losses are reported to the Facilities Manager. Additionally combination pads are fitted to some of the above, a staff code, student code restrict access to unauthorised areas. Codes are changed on a regular basis. All external doors have self-closing mechanisms fitted and are accessed by the use of a door code to reduce the likelihood of unauthorised access. A separate code is issued for all external letting users.

Combination padlocks and combination pads are fitted to external gates and maintenance/cleaning areas.

Weekdays during term time the school buildings are locked and unlocked by the site staff.

### **Alarms:**

Intruder alarms are fitted throughout the school buildings. The Site Team operate a call out system to attend the site out of hours. Codes are changed on a regular basis.

### **Reception:**

The Senior School reception is staffed weekdays between the hours of 8am to 4pm during term time. The main external doors to reception are controlled by the receptionist. Visitors are supervised by receptionists until an escorting member of staff arrives.

### **CCTV:**

Close circuit television is fitted throughout the school buildings. CCTV is managed by the School's Facilities Manager. The School has a separate policy on the use of CCTV, which is available on the School work drive.

Selecting and Managing Contractors Arrangements for Selecting and Managing Contractors are available on the School work drive.

Details from this document concerning when contractors are working on site are listed below.

### **Slips and Trips**

The Health and Safety Manager and the Site team maintain awareness of the condition of the School's walkways, stairways, rooms and outside paths. Refurbishment works continually take place primarily during school holidays.

Wet floor cleaning signs and barrier systems are used by cleaning staff to alert persons to slippery floor areas during cleaning. Spills and shattered items are cleaned up as soon as possible.

Non slip footwear is provided to Maintenance and Catering staff.

## **Stress in the workplace**

It is TEESSIDE HIGH SCHOOL policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by TEESSIDE HIGH SCHOOL. TEESSIDE HIGH SCHOOL recognises that any problem associated with work-related stress is a management duty to control as far as is reasonably practicable.

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

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

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

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

### Possible environmental stressors

- Noise
- Temperature
- Overcrowding
- Humidity

### Possible work related stressors

- Deadlines
- Overworked
- Under challenged, leading to possible boredom
- Change
- Promotion prospects
- Racial or sexist remarks
- Personal relationships with superiors and other members of staff
- Travelling
- Job satisfaction
- Harassment

- Confrontation
- Challenging pupils
- Likes and dislikes

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

It may be difficult to talk to your Head of Department or Manager about the problem face to face, as it might be that this relationship is the cause, TEESSIDE HIGH SCHOOL has a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and a senior member of staff / responsible person, appointed by the Head of School, will try and assist individuals suffering from stress to deal with the problem.

## **Violence to Staff**

The school has a zero tolerance policy towards violence and threatening behaviour. Any incidence of violence or threatening behaviour should be reported to the Senior Leadership Team.



# Safety Management Structure

