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HABERDASHERS'
ELSTREE SCHOOLS

Health and Safety Manual Arrangements to Establish, Monitor and Review Measures Needed to Meet Health and Safety Standards

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1 Related Information

1.1 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

Health and Safety at Work etc Act 1974, Part I 2:
(3) Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

The Management of Health and Safety at Work Regulations 1999, Schedule 1:
(g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;

1.2 Supporting Documents

The following related information is referred to in this policy:

Behaviour, Rewards and Sanctions Policy
Certificate of Employers' Liability Insurance
Compliance Induction Checklist
Educational Visits Policy
Emergency Evacuations (Examinations) Policy
Eyecare Policy for VDU/Computer Users
Fire Safety Policy
First Aid Policy
Health and Safety Committee Minutes
Health and Safety Committee Terms of Reference
Health and Safety Policy
Hot Work Permits folder
HSE Safety signs and signals
LMAs for each Department and Department Handbooks
Lone Working Policy
Normal Operating Procedures and Emergency Action Plan for each School
Records of RIDDOR reports
Risk Assessments
Schedule of Inspections, Testing and Services Register
Selecting and Managing of Contractors Policy
Staff Employment Manual
Standalone Asbestos Management Plan, Asbestos Register
Standard Terms and Conditions for Hirers
Visitor's pass

1.3 Terminology

Head, where not explicitly defined, means either the Headmaster of Haberdashers' Boys' School and Headmistress of Haberdashers' Girls' School.

Parents includes one or both parents, a legal guardian, or education guardian.

School means Boys' School and Haberdashers' Girls' School, as now or in the future constituted (and any successor), part of Haberdashers' Aske's Elstree Schools Limited, the School Trustee of Haberdashers' Aske's Charity.

Student or **Students** means any student or students in the School at any age.

2 Local Management Arrangements (LMA)

Regulations

Management of Health and Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

Supporting Documentation

LMAs for each department, Department Handbooks

2.1 Documentation

Managers of areas where significant practical work is undertaken such as art, technology, music, drama, sports, science, EYFS, co-curricular activities, grounds, and estates are required to commit to writing their own specific local management arrangements (LMA) for safety. These arrangements must interpret where applicable whole School Policy sections, must be in plain English and must be written as statements of fact reflecting the status quo. The LMA must be as concise as possible. Any supporting information must appear as an appendix to the LMA or as links to the location of the supporting information.

All Managers must include as a minimum the following items:

- General objectives and description of duties of employees
- The duties of the Manager and all associated delegations
- Departmental health and safety induction training
- Job specific health and safety training including training on specific equipment
- Example risk assessments
- Records of planned preventative maintenance including servicing and inspections
- Register of hazardous materials within the department
- Any rules for employees or others
- Methods for colleagues to identify premises defects
- Routines for monitoring safe systems of work
- Department specific first aid and/or fire-fighting evacuation arrangements.

The Risk and Compliance Manager will review Departmental LMAs.

2.2 Specialist Machinery

The School will ensure that employees who use specialist machinery have adequate instructions and/or training on how to use it safely. Specific PPE in departments is in accordance with their LMA.

3 Accident Recording and Reporting

Regulations The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Health Protection (Notification) Regulations 2010
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Supporting Documentation Records of RIDDOR reports

The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Compliance Manager is responsible for submitting these reports.

The Compliance Manager is responsible for ensuring that the School complies with its reporting and record keeping obligations.

If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority.

The Deputy Director of Operations will also consider whether a report of the accident or incident to any other regulatory body or organisation is necessary.

Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept for at least 3 years from the date of the last injury.

The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

Following an accident or incident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

4 Asbestos

Regulations The Control of Asbestos Regulations 2012

Supporting Documentation Standalone Asbestos Management Plan, Asbestos Register
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The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACM on the School premises by complying with the Control of Asbestos Regulations 2012 as detailed in the School's Asbestos Management Plan. This plan details:

- Persons Responsible for Asbestos Management
- Asbestos Dangers & Risk
- Management and Monitoring of Asbestos
- Works Involving Disturbances to Asbestos Materials
- Flow chart for Accidental Discovery/disturbance of Asbestos Materials
- Asbestos Register.

The Asbestos Management Plans for both schools are held in the Estates Department.

5 Commercial Lettings

Regulations Health and Safety at Work etc Act 1974
Supporting Documentation Standard Terms and Conditions for Hirers

Letting of School premises involves third party users who are not directly employed by the School and where minimal or nil supervision is provided. The School has responsibilities for health and safety that cannot be completely transferred to the hirer, but it can specify conditions that hirers must comply with to protect their health and safety.

The Director of Commercial and Enterprise is to provide and obtain the following documentation to/from all hirers:

- Standard terms and conditions which include information on fire exits and escape routes, location of fire alarms and fire equipment, restrictions on smoking and flammable materials, location of first aid cabinets, restrictions on use of electrical equipment, security considerations.
- An application/enquiry form should detail the hirer's intention. It must state the type of activity, numbers involved and whether those running the event have appropriate qualifications and insurance.
- Formal documents required from hirers include a copy of the organisation's safety documentation and risk assessment, copy of current insurance policies and named persons who will be responsible for health and safety.

6 Consultation with Employees

Regulations

Health and Safety (Consultation with Employees) Regulations 1996

The Safety Representatives and Safety Committees Regulations 1977

Supporting Documentation

Health and Safety Committee Terms of Reference, previous Minutes are available on the School Intranet

The School will consult with employees either directly or through their elected representative(s) and/or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety. Employees who wish to contact their safety representative should contact the Director of Estates and Facilities. The School has two Health and Safety Committees that meet termly, and which represent a cross section of the staff body across both Schools.

7 Contractors

Regulations

The Construction (Design and Management) Regulations 2015

Employers' Liability (Compulsory Insurance) Act 1969

Health & Safety at work 1974

Supporting Documentation, Selecting and Managing of Contractors Policy

Contractors for major works will be selected and managed in accordance with The Construction (Design and Management) Regulations 2015. The senior member of staff with direct responsibility for managing this process is the Director of Operations.

Contractors must ensure and evidence safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises. Where appropriate, suitable and sufficient RAMS should be provided to the school which will be approved prior to the commencement of any works.

Contractors will be required to produce evidence of their insurance cover in respect of legal liabilities to the School, third parties and their own employees where appropriate. It is a condition of contract that any main contractor assumes the legal liabilities which may be caused by the actions of sub-contractors or any other person/body employed or engaged by the Contractor up to £5 million unless otherwise specified.

8 Display Screen Equipment

Regulations
Health and Safety (Display Screen Equipment) Regulations 1992

Supporting Documentation
HR's Eyecare Policy for VDU/Computer Users

The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992. Staff undertake a self-assessment as part of their induction and if necessary, a full workstation assessment is provided by a competent person.

9 Educational Visits

Regulations
Health and Safety at Work etc Act 1974
Education (Independent School Standards) Regulations 2014

Supporting Documentation
Educational Visits Policy

Educational visits are planned, risk assessed and undertaken in accordance with the Health and Safety at Work etc Act 1974 and the Education (Independent School Standards) Regulations 2014 as set out in the School's Educational Visits Policy.

10 Electrical Equipment and Systems

Regulations
The Electrical Equipment (Safety) Regulations 2016
The Electricity at Work Regulations 1989

Supporting Documentation
Schedule of Inspections, Testing and Services (SITS) Register

Inspection and testing of the electrical infrastructure and portable electrical appliances are carried out in accordance with the guidance and all records are kept with the estates department.

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess the electrical infrastructure as necessary at appropriate intervals. Details of activities and certificates are retained with the estates department.

10.1 Hot Working (Hot Work Permits)

Hot Work Permits are required when any hot work, that is any process that generates significant heat such as soldering, grinding, use of a blowtorch, oxyacetylene cutting, is carried out in or near a building. The intention of the Hot Work Permit is to check that certain actions and precautions are in place to reduce the risk of a fire occurring as a result of a hot process. In all cases where hot working is planned, the Head of Estates is to be notified and will approve hot working before it commences.

Precautions that must be taken during hot work:

- Firefighting provision, usually two fire extinguishers are immediately available adjacent to the work area
- People involved in the work are aware of how to raise the alarm and of the means of escape. Staff engaging contractors should always advise visiting contractors of this
- Combustible materials have been removed from the area.

If the contractor does not have a Hot Permit to Work the contractor must **not** be allowed to undertake the hot work. All hot work contractors on the School site must be qualified and competent in the use of their equipment and be trained in the use of firefighting equipment.

10.2 Electrical Safety

The School has current electrical test certificates for all its buildings; a periodic electrical inspection is carried out every 5 years and there is an annual rolling programme to ensure all buildings are covered during the 5 year period. The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.

Regular Portable Appliance Testing (PAT) takes place under the management of the School electrician. Records of all equipment and testing are kept with the estates department.

10.3 Noise and Vibrations

The School takes all reasonably practicable steps to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The School also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take reasonable steps to reduce noise levels.

For some categories of employee, vibration may also pose potential health risks, such as Hand Arm Vibration Syndrome (HAVS). HAVS is a collective term for the adverse health effects that vibratory equipment may have on the hands and arms if control is not adequately managed. It can be caused by operating hand-held power tools, such as sanders or drills as well as hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders. Hammer action tools produce some of the highest levels of vibration. Frequent and long-term exposure to vibration can lead to damage to the structure and tissue of the hands and arms. The School considers noise and vibration hazards during risk assessments and these are used as the basis for formulating action plans for remedial measures when necessary. Where necessary, suitable awareness training will be provided along with appropriate Personal Protective Equipment (PPE).

Any subsequent assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise or vibration exposure levels of employees.

10.4 Lightning Protection

The School has lightning protection to all relevant buildings. It is tested regularly by a specialist contractor. Records of tests are kept with the estates department.

10.5 Safe Storage

The School ensures that flammable materials used in teaching or maintenance are secured in line with COSHH regulations. Science and Estate departments maintain their own COSHH registers.

Weapons and ammunition used by the CCF are kept in a securely locked, fire-resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant.

10.6 Rubbish and Combustible Materials

Flammable rubbish is stored away from buildings in the secured rubbish compound. Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

11 First Aid

Regulations Health and Safety (First Aid) Regulations 1981

Supporting Documentation First Aid Policy
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The School's obligations for Students are covered in the First Aid Policy.

Medical Room/Health Centre specific procedures are detailed in documentation kept in the Medical Room/Health Centre. A list of qualified First Aiders is displayed around the School and can be found on the School's intranets. The qualifications are managed by the School Nurse.

12 Food Safety

Regulations Hygiene Regulations
Supporting Documentation Catering Companies' LMAs

Food safety and health and safety audits in the provision of catering are managed by external catering contractors at both Schools. LMAs are available from the catering companies.

13 Permits to Work

Regulations
Supporting Documentation Hot Works Permit folder

Permits to work for activities covered by the Health & Safety At Work Act 1974 are issued by Estates to contractors as required and records are kept with the estates department.

14 Gas

Regulations The Gas Safety (Installation and Use) (Amendment) Regulations 2018
Supporting Documentation Schedule of Inspections, Testing and Services (SITS) Register

14.1 Safety

The maintenance of all commercial gas plant and equipment is carried out by suitably qualified technicians. Records of all repairs and maintenance are kept on a central register maintained by the estates department.

The maintenance of all domestic gas plant and equipment is carried out by suitably qualified technicians. Annual safety checks are carried out and records are kept and issued to tenants.

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess the gas plant and equipment as necessary at appropriate intervals. Clear records of all activities/certificates are kept with the estates department.

14.2 Installation and Servicing

- All major work to the main gas pipework and installations within the School grounds and buildings is carried out under the supervision of a consulting engineer and where necessary after liaison with bodies such as the national grid
- Minor modifications and replacements e.g. gas taps in laboratories, will be undertaken by a Gas Safe registered gas installer
- All servicing of the School's boilers and associated plant is carried out by Gas Safe registered engineers who are competent to deal with major gas plant
- Servicing of kitchen equipment is carried out by an approved engineer under a contract with a catering supply company

14.3 Safety Controls

- The position of gas control safety valves are clearly marked in the grounds
- Gas pipework is painted yellow where it is open to access
- Solenoid valves are fitted in all laboratories and their position is known to staff and technicians. The latter have the responsibility for shutting down the gas at the end of the working day
- Heads of other departments supplied with gas are made aware of the siting of the gas valves within their departments and are responsible for ensuring other staff under their management know the positions and keep them clear of obstruction.

15 Information, Instruction, Training and Supervision

Regulations Health and Safety at Work etc Act 1974
Supporting Documentation Health and Safety Law poster, Certificate of Employers' Liability Insurance

15.1 Information

The Health and Safety Law poster is displayed in prominent areas of the School, with sufficient copies to ensure all staff have access to one. Lists of first aiders are displayed in School. The School's certificate of employers' liability insurance is displayed in Reception. Health and safety advice is available from the Deputy Director of Operations.

15.2 Training

All employees are given health and safety induction training, which covers health and safety basics such as first aid and evacuation procedures as part of whole staff inset.

The School ensures that all employees receive job specific health and safety training including in risk assessment, as appropriate. Job specific training needs will be identified, arranged and monitored by the Head of Department or line manager, as appropriate.

Training records are kept by the Head of Department.

16 Plant and Equipment

Regulations Provision and Use of Work Equipment Regulations 1998

Supporting Documentation Schedule of Inspections, Testing and Services (SITS) Register

16.1 Inspections and Maintenance

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess plant and equipment as necessary at appropriate intervals. Records of all activities/certificates are kept with the estates department.

Users of work equipment must assess the risks posed by the use of work equipment under their control and commit the assessments to writing.

16.2 Personal Protective Equipment

The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and/or training by their Line Manager on how to use it safely. Specific PPE in departments is in accordance with their LMA.

16.3 Pressurisation Systems

A list of pressure vessels and records of periodic thorough examinations is kept with the estates department.

17 Lifting Operations and Lifting Equipment

Regulations Lifting Operations and Lifting Equipment Regulations 1998
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Supporting Documentation Schedule of Inspections, Testing and Services (SITS) Register

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess the Lifting Operations and Lifting Equipment as necessary at appropriate intervals. Clear records of all activities/certificates are kept with the estates department.

18 Manual Handling and Lifting

Regulations Manual Handling Operations Regulations 1992
Supporting Documentation Manual Handling Risk Assessment

The School seeks to avoid the need for manual handling defined as the transporting of loads by hand or using bodily force wherever possible.

Where manual handling cannot be avoided, the Line Manager will seek to reduce the risks related to manual handling by carrying out a manual handling risk assessment and providing training in manual handling techniques.

19 Vehicle Safety

Regulations The Road Traffic Act 1988 Vehicle Excise and Registration Act 1994
Supporting Documentation Vehicle Safety Risk Assessments

19.1 School Site

The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site. Site Risk Assessments are held with the Site Managers.

19.2 School Vehicles

The Head of Estates will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.

The Head of Estates is responsible for ensuring that that School vehicles are properly taxed and insured.

The Head of Estates will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so. The vehicle operator is responsible for ensuring that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

20 Premises – Workplace Safety

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

Supporting Documentation
Slips Trips and Falls Risk Assessment

Staff are routinely reminded throughout the year of safe practices including:

- Methods of reporting defects
- Accident Reporting
- Workplace and Environment Review
- Risk Assessments
- Safeguarding

21 Lone Working

Regulations
HSE Protecting Lone Workers Guidance

Supporting Documentation
Lone Working Policy, Lone Working Risk Assessment

The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff). The School seeks to avoid the need for lone working wherever possible. To assess the risks involving lone workers, the School has a Lone Working Policy.

Where lone working cannot be avoided, the Head of Department after consultation with the Head of Estates, will seek to reduce the risks related to lone working by carrying out a lone working risk assessment and providing training and guidance in working at height techniques. The duty caretaker will also be notified of the staff, location and nature of the lone working.

22 Safety Signs

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

Supporting Documentation
HSE Safety signs and signals

Safety signs are used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs are positioned where they are clearly visible.

Visible pipes and containers, containing or transporting hazardous materials, are labelled near valves and joints and at reasonable intervals.

Fire-fighting equipment is identified with an appropriate sign and a location sign is posted where such equipment is kept.

The responsible person for departmental safety signs is the Head of Department, and for sitewide safety signs it is the Head of Estates.

23 Statutory Notices (Health and Safety)

Regulations Health Act 2006 The Smoke-free (Signs) Regulations 2012
Supporting Documentation HSE Safety signs

At least one legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Health Act 2006.

24 Substances Hazardous to Health

Regulations Control of Substances Hazardous to Health Regulations 2002
Supporting Documentation COSHH Risk Assessments

The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and prevent, reduce or control exposure of staff and Students to these hazards by the institution of proper controls and personal protective equipment.

Heads of Department, together with the Deputy Director of Operations will be responsible for identifying all substances which need a COSHH assessment.

Heads of Teaching Departments that use chemicals, for example Science, D&T and Art will ensure that up-to-date guidance issued by CLEAPSS is adapted for use by the department and communicated to and followed by staff and Students. Where CLEAPSS guidance does

not cover a specific substance, the Head of Department will be responsible for undertaking a COSHH assessment.

Heads of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

25 Swimming

Regulations HSE Health and Safety in Swimming Pools Guidance

Supporting Documentation BS Normal Operating Procedures and Emergency Action Plan, GS Normal Operating Procedures and Emergency Action Plan
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Both School's NOP and EAP for the swimming pool is part of the overall Swimming Pool Safety Code and is available on the School intranets.

26 Violence to Staff

Regulations Management of Health and Safety at Work Regulations 1999

Supporting Documentation Behaviour, Rewards and Sanctions Policy, Staff Employment Manual
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“The School will not tolerate any act of violence or harassment in which an Employee or Student or any other person on a School site is abused, threatened, or assaulted, or placed in fear for their own safety.

In the event of an act of violence, harassment or serious security breach, immediate steps should be taken to safeguard those affected and a member of SLT and/or the Operations Team, and if necessary, the Police should be contacted as appropriate.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by Students is likely to be treated as a serious disciplinary offence which may warrant suspension or expulsion in line with the School's policy on behaviour.”

27 Visitors

Regulations DfE Keeping Children Safe in Education 2019 The Regulatory Reform (Fire Safety) Order 2005
Supporting Documentation Visitor's pass

All visitors of the School premises must ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School. They must also ensure that they are familiar with the School's fire and emergency evacuation procedures. For planned visitors, it is the responsibility of the host to ensure the safety of their visitor.

28 Water Hygiene and Safety

Regulations Health and Safety at Work etc Act 1974 HSE Approved Code of Practice
Supporting Documentation Schedule of Inspections, Testing and Services (SITS) Register

The maintenance of all water hygiene and safety is carried out by suitably qualified technicians. Records of all inspection and testing are kept with the estates department.

29 Working at Height

Regulations The Work at Height Regulations 2005
Supporting Documentation Working at Height Risk Assessments

The School seeks to avoid the need for working at height wherever possible.

Where working at height cannot be avoided, the Line Manager will seek to reduce the risks related to working at height by carrying out a working at height risk assessment and providing training and guidance in working at height techniques. Registers of staff trained in the use of ladders, ladder checks, and staff training and qualifications are kept with the site managers.