



Health and Safety Arrangements

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**ASHBY SCHOOL
HEALTH AND SAFETY ARRANGEMENTS
CODE OF PRACTISE AND PROCEDURES**

ACTIVITY:- Accidents Involving Visitors To Premises (Section A)

These arrangements apply when a student or member of staff suffers an injury on school site. School premises include outside facilities, e.g. football pitches, play areas etc.

1. Where possible treat the injured person or obtain medical assistance.
2. Obtain details of the accident and complete the Medical form for minor accidents. All major accidents will be entered onto the Councils database system which will be copied to the County Council Safety Officer.
3. Only record comments made. Do not admit liability in respect of School property or employees.
4. If there is a serious accident advise the County Council Safety Officer and Headteacher as soon as possible.

EMPLOYEE ACCIDENT REPORTING PROCEDURE

1. The nominated First Aider on shift should advise the Estates Manager that an accident has occurred as soon as possible.
2. The First Aider should fill in the Accident Report form.
3. The First Aider should conduct the initial investigation and make any comments on the form.
4. The accident report form should be sent to the Estates Manager as soon as possible. (Copy to be retained in accident file held in the Estates Managers Office). All information regarding the accident, if reportable, shall be entered onto the Councils database system.
5. **Lost Time Accidents** – If lost time is involved the Estates Manager must inform the Health & Safety Department that the employee is absent, and again on the fourth day if absence continues. Details of all time lost will be recorded.
6. **Reportable Accidents** – The Estates Manager must complete form **F2508** and send to the Health and Safety Officer at County Hall. Copy to be sent to the Headteacher.
7. For a serious major injury (specified in RIDDOR) the Estates Manager must advise the HSE as soon as possible.
8. The School maintains a record of all First Aid trained personnel which is held in the Estates Managers Office.
9. Refresher training for all First Aid trained personnel will be updated every 3 years and this will be organised by the Estates Manager and records kept.

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ACTIVITY – Work Risk Assessment (Section B)

ASSESSMENT OF WORK ACTIVITIES

The Management of Health and Safety at Work Regulations 1992 requires that every employer makes a suitable and sufficient assessment of the risks to the health and safety, both of his employees and of other non-employees, arising from the work activities. The assessment must identify the measures that the employer must take so that he can comply with his duties under safety legislation.

The following arrangements shall apply:

1. The Estates Manager is responsible for ensuring that a suitable and sufficient assessment is made of the risks arising from each work activity. This must include new work activities or those that have changed.
2. Where appropriate a number of similar work activities may be grouped together and a generic assessment made.
3. When the risks to health and safety have been identified the measures needed to comply with legislation must be defined.
4. The County Councils Safety Officer will assist in defining the measures that are needed. Full details of the assessment and all other relevant information must be made available to the Safety Officer.
5. In those circumstances where chemicals, manual handling and personal protective equipment are involved, additional specific assessments must be made. Ideally these should be completed at the same as the main assessment.
6. Certain situations must also be assessed concerning pregnant mothers, young persons and disabled persons. Separate assessments must be completed for these persons and reviewed.
7. A written record shall be kept of each assessment. Copies will be held by the Estates Manager.

8. An assessment shall be reviewed if it is no longer valid or there has been a significant change in the work activity. Each assessment states the date of review.
9. It is the Estates Managers responsibility to ensure that employees have adequate instruction, information and training.
10. High risk areas include Science, PE and Design which have their own dedicated assessments written by each Faculty. These areas are audited on a rolling basis by the County Council dedicated Health & Safety Officer.

PLEASE NOTE

For further information of Risk Assessments please refer to separate file held in the Estates Managers Office.

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ACTIVITY – Control of Substances Hazardous to Health (Section C)

This instruction details the arrangements under the Ashby School Safety Policy to implement the Control of Substances Hazardous to Health Regulations 1999.

A substance hazardous to health is one defined as such in the Regulations and includes mixtures, preparations and formulations containing a hazardous substance.

1. Before any work is undertaken which is liable to expose an employee to any substance hazardous to health, a suitable and sufficient assessment will be made of the risks created by the work to the health of those employees and of the steps necessary to prevent or control the exposure.
2. A written account of each assessment will be made and kept in an Assessment file which shall be held in the appropriate location (see copy attached). A copy of each assessment will be retained by the Estates Manager.

Locations include:- Cleaners stores, Estates Managers Office, and Premises Officer office.

3. A new assessment will be made whenever there is a change in work conditions, e.g. operational change, alterations to work area, new product, etc.
4. Assessments will be made by the Estates Manager or a nominee. The person making the assessment will be competent to undertake it, i.e. they should be familiar with the substance and work method and be able to recognise the hazards and any appropriate changes. If necessary specialist advice and assistance should be obtained.
5. Technical information on the properties, use, handling, storage and movement of each substance should be obtained from the manufacturer/supplier and kept in a central database.
6. Advice on the interpretation of the regulations and on assessments and control measures will be available from the Estates Manager.
7. All employees who undertake work with substances hazardous to health shall be given information, instruction and training about the risks and precautions to be taken. Records will be kept of all such training.

SUBSTANCES HAZARDOUS TO HEALTH

1. Listed as either very toxic, harmful, corrosive or irritant.
2. Has a maximum exposure limit specified in Schedule 1 of the Regulations or for which there is an occupation exposure standard approved by the Health and Safety Commission.
3. A micro-organism which creates a health hazard.
4. Substantial concentrations of any dust in air.
5. Any other substance having a comparable hazard.

PLEASE NOTE

For further information of COSHH Assessments, please refer to separate file held in the Estates Manager Office.

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ACTIVITY – Water supply (Section D)

1. INTRODUCTION

- a) The Ashby School has the responsibility of complying with various regulations relating to water hygiene and the control of legionellosis in its premises. The requirement is for a suitable and sufficient assessment to be carried out identifying systems comprising a reasonably foreseeable risk of legionellosis, assessing the risk and producing a scheme to minimise the risk through planned operation and monitoring procedures.
- b) These responsibilities are defined in a number of important UK Standards – BS 6700: 1987 the Health and Safety Executives Guidance HS (G) 70 and in the COSHH (Control of Substances Hazardous to Health) Regulations 1999.

2. SYSTEMS

- a) Areas which present a risk fall into the categories listed by the Health and Safety Executive in HS (G) 70:
 - i) Cold water storage tanks
 - ii) Calorifiers
 - iii) Hot and cold water services

In addition any water system which can create a spray or aerosol where the temperature is likely to exceed 20 deg. C. also requires a risk assessment.

- b) These systems can be found in a number of the school's premises.

3. RISK ASSESSMENT

- a) Risk assessments have been carried out at all school premises likely to fall into the categories listed at 2 i., ii., and iii.

b) The reports include:

- i) Written schemes for minimising the risk.
- ii) Records of plant/system usage.
- iii) Details of inspections, tests and checks.
- iv) Details and costings for any treatment or remedial works required to comply with HS.
- v) Costings for the school to start a full monitoring programme to HS (G) 70 requirements.

Arrangements are in place for the maintenance of legionellosis and monitoring of high risk areas. These are undertaken by an independent contractor.

PLEASE NOTE

For further information on the monitoring of water supply systems of the Ashby School please refer to separate file held in the Estates Managers Office.

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ACTIVITY – Personal Protective Equipment (Section E)

These arrangements shall apply to all work activities undertaken by Ashby School employees including persons on Employment Training, Employment Action and Career Start schemes under Ashby School control.

Personal Protective Equipment (PPE) includes protective clothing and equipment worn and /or used by a person to protect him against risk, including weather, from a work activity.

1. ASSESSMENT OF RISK

1.1 The Estates Manager or nominee is responsible for ensuring that an assessment is made of the risk to health and safety of each work activity to which employees are exposed.

Such assessments are a part of those required under the Management of Health and Safety at Work Regulations 1999.

1.2 Where appropriate the assessment shall include details of the measures to be taken to protect employees by means other than PPE.

1.3 If this is not possible then the assessment shall define which PPE shall be used to minimise the effect of any hazards.

1.4 Assessment should normally be carried out by those immediately in control of the work activity (i.e. the Estates Manager or Lead Premises Officer).

1.5 Assessments shall be reviewed periodically and also whenever there has been a significant change in the work or it is suspected that the original assessment is no longer valid.

2. STORAGE AND ISSUE OF PPE

2.1 The school will maintain adequate stocks in a normal range of sizes of the most frequently used items of PPE, including the appropriate spare and replacement components.

2.2 Details of the issue of all items of PPE will be kept by the Estates Manager.

3. SUPERVISION

- 3.1 The Estates Manager will ensure that every employee is supplied with the appropriate PPE for each work activity.
- 3.2 All employees must be trained and instructed in the use of PPE.
- 3.3 The Lead Premises Officer on shift will ensure that PPE is worn by the employee when engaged in the work activity.

4. USE OF PPE

- 4.1 Employees will use PPE when working on an activity for which it is required.
- 4.2 Failure to wear PPE could result in disciplinary action being taken.
- 4.3 PPE shall be checked before use and if found faulty should either be repaired or taken out of service and a replacement obtained.
- 4.4 After use PPE should, where possible, be cleaned and kept in suitable storage.

5. POSITIONS OF PPE

- 5.1 PPE shall be positioned in the appropriate areas throughout school.
- 5.2 In each location there will be one set of rubber gloves, one face mask, one apron. Wellington boots will also be provided.

All respiratory protective equipment shall be examined at regular intervals to ensure their ready condition for use.

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ACTIVITY – Fixed Electrical Installations (Section F)

The following arrangements apply to implement the above regulations in respect of fixed electrical installations in Ashby Schools controlled premises.

1. Fixed installations include permanent wiring systems, control and fuse boxes, alarm and security systems, transformers, lifts and other items of equipment that are permanently wired into the system.
2. Only electrical contractors who are N.I.C.E.I.C. (National Inspection Council for Electrical Installation Contracting) registered, shall undertake work for Ashby School.
3. All existing fixed installations shall be examined by an approved Contractor every 5 years or after any event likely to affect the integrity of the system (e.g. fire, flood).

The approved Contractor will issue a certificate of examination and where relevant, detail any remedial measures necessary.

4. For each area, the Estates Manager will nominate an officer who will be responsible for liaison with the approved Contractor.
5. Records of examination will be maintained at the school.
6. For facility areas covered by the Public Entertainment License all fixed electrical installations will be inspected and tested by an approved Contractor. A certificate of examination will be issued once this has taken place.

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ACTIVITY: Portable Electrical Equipment (Section F)

A. PROCEDURE

The following arrangements apply to implement the above regulations in respect of portable electrical equipment in areas in the Ashby School control.

1. Portable electrical equipment is defined as any electrically powered equipment which is plugged into the electrical mains circuit.
2. The Ashby School will compile a register of all portable electrical equipment and each item will be labelled with a unique reference code.
3. All new items of portable electrical equipment will be given a visual check before use, labelled and details entered with the departmental register.
4. Normally only electrical contractors who are NICEIC (National Inspection Council for Electrical Installation Contracting) registered shall undertake inspection or other work for the Ashby School. However, in circumstances where minimal specialist knowledge is required, e.g. fitting a plug etc. then other persons, who are deemed competent by the Estates Manager, may undertake such work.
5. Inspection – routine checks of portable electrical equipment will normally be those designated in HSE Guidance Booklet HS G 107 ‘ Maintaining Portable and Transportable Electrical Equipment ‘. Three classes of portable electrical equipment can be identified, a) heavy duty, b) containing sensitive electronic components, c) simple.
 - 6.1 Heavy duty electrical equipment e.g. drills, saws, sanders, generators etc will be inspected every 12 months.
 - 6.2 Equipment containing sensitive electronic components will only be subjected to a visual inspection every year.
 - 6.3 Simple electrical equipment e.g. lamps, fires, fans, refrigerators, kettles etc. will be inspected at least every 3 years, in conjunction with a visual inspection annually.

- 6.4 Where a maintenance / servicing contract exists for equipment, then a written statement from the service company certifying that the equipment is up to standard must be obtained. This will be deemed to be compliant with the regulations.
7. The Estates Manager or his nominee will be responsible for the liaison with the approved contractor and a register of items and a copy of the test reports will be maintained and held in the Estates Managers office. New equipment must be included on the inventory.
8. Employees are required to report any damage or defects to electrical equipment to their Faculty Head.
9. Where defects are reported, the equipment must be taken out of service and arrangements made for repairs.

B EQUIPMENT OWNED BY EMPLOYEES ON SCHOOL PROPERTY

In order that the Ashby School can comply with the requirements of the Electricity at Work Regulations 1989 the following arrangements will apply in respect of mains operated portable electrical equipment, e.g. kettles, coffee makers etc. owned by employees and used on Ashby School premises.

1. All electrical equipment must be suitable for the intended purpose, maintained in good condition and properly used.
2. All portable electrical equipment must be suitable for the intended purpose, maintained in each department.
3. Existing privately owned portable electrical equipment at present in use on Ashby School premises must be included in the current inventory of equipment to be tested.

PLEASE NOTE

For further information of the monitoring of Portable Electrical equipment refer to separate file held in the Estates Managers Office.

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ACTIVITY – Fire Alarm Testing and Servicing (Section G)

1. At the Ashby School arrangements shall be made to test the fire alarm system at weekly intervals. This will be carried out by the School's Lead Premises Officer.
2. A record shall be maintained of each test, and shall include details of which initiation point was used, any malfunction, and the time and date of the test.
3. Where a malfunction occurs, the details shall be reported by the Estates Manager/Lead Premises Officer to the appropriate contracting company.
4. At least two times a year a full evacuation of the premises will be carried out. The record of such evacuation will include date and time of evacuation and other relevant information.
5. The Estates Manager shall ensure that every fire alarm system is serviced annually by a competent person, and a report of such examination is received.

PLEASE NOTE

Details of full evacuations, giving times and dates are kept in the Estates Managers office.

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ACTIVITY – Fire Extinguisher Servicing (Section G)

The following arrangements will apply on site when a service engineer carries out fire extinguisher servicing.

1. After fire extinguishers have been serviced the Estates Manager or the Lead Premises Officer are only authorised to sign the Certificate of Inspection acknowledging that the service engineer has been on the site.
2. Any fire extinguishers deemed to be unusable must be left on the premises with details of:
 - a) Why they are unusable.
 - b) The normal location of the extinguisher.
 - c) Reference number.
3. Under no circumstances should any order form etc. be signed. Whether for replacement extinguishers or for extra extinguishers which the service engineer states are necessary.
4. Any requests for orders for replacement fire extinguishers shall be made through the Estates Manager.

FIRE EXTINGUISHER SERVICING

These are inspected once per year.

A copy of the record of inspections should be kept in the Estates Managers office.

Any use of a fire extinguisher must be reported to the Estates Manager or Lead Premises Officer as soon as possible.

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ACTIVITY – Inspections (Section H)

ARRANGEMENTS FOR INSPECTIONS

In order to monitor safe working conditions and safe working practices, inspections shall be carried out periodically. There are several types of inspection.

1. ASHBY SCHOOL

The Estates Manager will lay down the conditions throughout Ashby School to include:

- a) The area or work activity to be inspected.
- b) The officer responsible for carrying out the inspection.
- c) The frequency of inspection (which will depend on the nature of the work activity).

Inspection Reports should be prepared.

2. SAFETY OFFICER

The County Council's Safety Officer will carry out additional inspections of work places and work activities. Reports will be made to the relevant personnel at the Ashby School.

3. STATUTORY INSPECTIONS AND EXAMINATIONS

Certain equipment must be inspected by competent persons as specified in the Regulations; e.g. Lifts, Hoists, Chains, Ropes and Lifting Gear, Breathing Apparatus, Scaffold, Air Receivers, etc. Their inspections will be carried out to the school's insurer and copies of inspections will be sent to the Estates Manager. They will be inspected on an annual basis.

4. FIRE ALARMS AND EXTINGUISHERS

These should be inspected under service contracts. The Estates Manager should ensure that appropriate arrangements exist.

5. RECORDS

Each facility area should maintain records of all inspections and details of appropriate remedial action.

Any certificates of inspection obtained under a service or insurance inspection should be kept.

6. INSPECTIONS

An example of the following inspections will take place on the Ashby School Premises, by the Estates Manager and Lead Premises Officer:-

- | | | | |
|------|------------------------------|---|-------------|
| i) | Fire Alarm Checks | - | weekly |
| ii) | Fire Evacuation Records | - | as and when |
| iii) | Trampolines/Sports Equipment | - | annually |
| iv) | Fire extinguisher checks | - | weekly |
| v) | School Site Checks | - | daily |

A daily building checklist will be carried out by the Premises Officer on shift. (Refer to file held in the Estates Managers Office).

Each Faculty within the School undergo a monthly checklist of inspections and these are forwarded to the Estates Manager. Any actions raised will be sorted by the Premises Team.

On a termly basis or more frequently the School's Business Manager and Estates Manager will undertake inspections of the whole school and record their observations with actions taken.

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ACTIVITY – Ladders and Steps (Section H)

1. All ladders and step ladders should be of good construction, sound materials and of adequate strength for the purpose for which they are to be used and shall conform to the appropriate British Standard.
2. All ladders and step ladders shall carry an examination label.

Ladders and step ladders other than in offices

3. The Estates Manager shall arrange for an annual examination of all ladders and step ladders to be carried out by a competent person.

A competent person is one who is familiar with and capable of detecting faults in ladders and step ladders.

Defective ladders and step ladders shall be taken out of service and sent to the Council depot for repair or destruction.

4. Ladders and step ladders shall carry an examination label on side-bar indication date of inspection, condition and signature of competent person.

LADDERS AND STEP LADDERS

Arrangements for their use and examination.

USE:

1. Ladders should be inspected before use for warping, cracks, firmness of joints, presence of all rungs, condition of accessories. If any defects are found the ladder must be taken out of use.
2. The ladder must be long enough for the job and shall extend at least 1.07m above landings to which they give access.
3. The ideal slope is 75 to the horizontal (1 out to 4 up).

4. Ladders should be on a firm level base and should be secured either by fixing at the top and staking at the base.
5. Rungs and stiles to be kept free from grease, oil and mud.
6. Only one person may use a ladder at a time.
7. Metal ladders must not be used where any electrical hazard exists.
8. Ladders should be sited away from doors, exits, etc. Warning notice should be displayed.
9. Ladders extending onto a road should be barriered or coned.

These arrangements are supplemented to information contained in safety guidance issued to Specific tradesmen.

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ACTIVITY: Safe Systems of work (Section I)

The health and safety of all employees in undertaking their duties is of paramount importance to the Ashby School.

The aim of this section is to provide guidance on the work of employees within Ashby School.

The information contained in this section is part of the safe systems of work required by the Management of Health and Safety at Work Regulations 1992 and also supplement the Ashby School Safety Policy in respect of particular problems that could arise from working as an employee within the school.

ACTION

If at all possible, get rid of hazards completely.

If this cannot be done, plan and record a safe system of work for each task, stating: -

- Who may undertake the job?
- What are the safety precautions?
- In what order should tasks be undertaken?
- What training is needed?

Then tell the employee (and any others involved) exactly what the safe system of work is.

If the risks are high put these instructions in writing to employee's and/ or display them in the workplace.

Include instructions on what to do if something goes wrong.

Give the necessary training.

Check periodically that safe systems are being followed.

Encourage those involved to suggest improvements in safety.

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ACTIVITY: Welfare facilities (Section J)

Adequate welfare facilities for employees will be provided by the Ashby School.

These will include: -

- a) Use of changing rooms
- b) Adequate toilet facilities
- c) Refreshment areas

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ACTIVITY: Safety Signs (Section K)

The Ashby School displays the following category of safety signs: -

1. Mandatory Signs - blue with white background
2. Prohibition Signs - red with white background
3. Warning Signs - yellow with triangle
4. Fire Signs - white lettering with green background
5. Safe Condition Signs - green background

These signs are checked for suitability and condition on an annual basis by the Estates Manager.

Where chemicals are used at the Ashby School the following labels should accompany the product, if they are considered to be of a hazardous nature: -

1. Corrosive
2. Dangerous for the Environment
3. Explosive
4. (Very) Toxic
5. Harmful/Irritant
6. Oxidising
7. Highly or Extremely Flammable

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ACTIVITY – Manual Handling (Section L)

These arrangements implement the Manual Handling Operation Regulations 1992 within the activities of the Ashby School.

Manual handling means any transporting or supporting of a load and includes lifting, putting down, carrying, pushing and moving by hand or bodily force. As far as possible the employer must avoid the need for his employees doing manual handling operations which involve the risk of their being injured. If this is not possible then a suitable and sufficient assessment of such manual handling operations must be made.

This assessment will be part of the overall assessment of the work risk.

1. The Estates Manager is responsible for ensuring that all manual handling operations within the Ashby School are assessed. This will normally be carried out by the person immediately in control of the manual handling activity.
2. The person carrying out the assessment must be familiar with the requirements of the regulations and of the manual handling operation to be assessed.
3. The assessment will take into account the factors listed in the schedule to the regulations.
4. All assessment shall be written and a copy of each assessment maintained in the Estates Managers office.
5. The information obtained from the assessment shall be given to the relevant employees.
6. Employees must make full and proper use of any equipment and system of work provided by the Ashby School. Failure to do so could result in disciplinary action being taken.
7. Assessments shall be reviewed if they are no longer valid or after a significant change in the manual handling operations.

An assessment sheet is attached.

PLEASE NOTE

For further information on manual handling refer to separate file held in the Estate Managers Office.

**MANUAL HANDLING OPERATIONS
FACTORS TO CONSIDER AND QUESTIONS TO ANSWER**

Department **Section**

Location

TASK

Operation

Materials

Nature of Handling: Lifting/Putting Down/Pushing/Pulling/carrying/Moving.

*delete as appropriate

Other*

LOAD

Weight(Kg) **Size**

Shape **Other Features**

Distance Moved **Duration**

Frequency: per minute / hour / day * delete as appropriate

Height collected from **delivered to**

Personal movement: stooping / twisting / stretching * delete as appropriate

ENVIRONMENT

Outside / inside * delete as appropriate

Space **Floor Surface**

Light

Other factors

Date assessment **Time**

Assessment made by

Recommendations

.....
*delete as appropriate

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ACTIVITY:- Visual Display Equipment (Section M)

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

These arrangements implement the above regulations.

1. Users will include those who work for more than 2 hours continually per day at display screen equipment.
2. The Headteacher is responsible for implementing these arrangements within the Ashby School. This includes:
 - 2.1 designation users:
 - 2.2 defining the work stations;
 - 2.3 ensuring that an assessment is made (paragraph 3) and that each work station complies with the regulations.

EQUIPMENT

- 3.1 An assessment shall be made of each work station to assess the risks to health and safety of the user.
- 3.2 As a result of the assessment any risks found will be minimised.
4. New work stations must comply with the regulations on installation.

PERSONNEL

5. Protection of user's eyes. Appropriate eyesight testing is available to each user and at approved regular intervals thereafter (see arrangements for 'Eye Testing of VDU User's')
- 6.1 Information will be given to users of the measures taken to ensure compliance with the regulations.
- 6.2 Each user will be provided with appropriate health and safety training in the use of their work station.
7. Each department will keep a record of work station assessments and details of training and information given to each user.

EYE TESTS FOR VISUAL DISPLAY UNIT OPERATORS

These arrangements apply to employees who are required to work intensively at visual display units (VDUs) for more than two hours per day.

1. All new appointees will be required to have their eyesight tested.
2. Existing employees who work at VDUs shall be offered the opportunity to have their eyesight tested.
3. Existing employees who transfer to work at VDUs will be required to have their eyesight tested.
4. The following procedure shall be adopted for employees who require eyesight tests.
 - 4.1 The employee will inform their section, who shall advise the Estates Manager.
 - 4.2 The Estates Manager will order the eyecare vouchers in advance, and will issue the voucher to the person concerned. The member of staff must sign the issue form located in the necessary file to say they have received the voucher.
 - 4.3 Upon completion of the test, a certificate of recommendation will be completed by the optician. This should be returned to the Estates Manager.

The School will pay the cost of the eyesight test conducted by the School approved optician.

6. If the optician considers that an employee required spectacles solely for use with visual display unit, then the School will contribute up to £50.00 towards the cost of such spectacles.
7. If, however, the optician considers that the employee requires spectacles for other eyesight condition, then the cost of such spectacles shall be met by the employee.
8. Any future eyesight re-tests should be taken at the frequency recommended by the optician or if there is an obvious deterioration in the employee's vision.

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ACTIVITY – Contractors (Section N)

1. INTRODUCTION

The Health and Safety at work Act 1974 places a duty upon the Ashby School to ensure that all work places in its control are safe. The requirements set out below must therefore be complied with by all contractors and sub-contractors working on premises or land which are in any way under control of the school. These requirements are for clarification and are not intended to increase the Contractor own duties under the act.

2. RESPONSIBILITIES OF THE CONTRACTORS

Before commencing work, the contractor must have acquainted himself with all Acts and Regulations relevant to the works and agrees throughout the currency of the contract to comply with them.

These include:-

- The Health and Safety at Work Act 1974 etc.
- The Construction (General Provisions) Regulations 1961
- The Construction (Lifting Operations) Regulations 1961
- The Construction (Working Places) Regulations 1966
- The Construction (Health and Welfare) Regulations 1966
- The Construction, Designed Management Regulations 1994

The above list is not exhaustive. It will also include any special conditions laid down by the school, which have been notified to the Contractor at the time of Tendering. The attention of the contractor is also drawn to guidance notes etc published by the Health and Safety supervisor on the premises or work to the Council's Supervising Officer for the contract.

SIGNING IN SYSTEM – PERMIT TO WORK

The contractor will consult with the nominated officer to ensure that :-

- a) The contractor has a clearly defined safety policy and that all his employees are aware of its contents.
- b) The contractor has established satisfactory and safe systems of work.
- c) The area of work, siting of temporary buildings and storage areas for such dangerous substances as liquefied petroleum, gas and petroleum spirit have been clearly defined.
- d) The sharing, or provision of, sanitary, welfare, canteen and First Aid Facilities has been agreed.
- e) Any necessary licenses permits or consents in connection with the work have been obtained, from the Health and Safety Executive where necessary.
- f) Structural Engineers have been consulted where excavations are required near buildings or additional weight is being placed on the structure.
- g) Safe passage is maintained for pedestrians near works, particular attention being paid to blind and other disabled persons, elderly persons and children.
- h) The positions of all public utilities which might endanger health or safety, have been identified and if necessary precautions taken.
- i) On entering the Ashby School premises all contractors will be asked to sign in the visitors signing in system and sign out upon leaving.
- j) All new contractors will sign a copy of the school's Contractor Code of Conduct before the commencement of work on site.

3. PROVISION OF PLANT AND EQUIPMENT

Where the contractor provides tool, plant or equipment for the work, such items shall be suitable for purposes and shall be used safely. Equipment owned or provided by Ashby School for its employees use may not be used by the contractor, unless permission has been given by a person authorised to do so by the school.

**ASHBY SCHOOL
HEALTH & SAFETY ARRANGEMENTS
CODE OF PRACTICE AND PROCEDURES**

ACTIVITY: Plant Maintenance and Servicing (Section O)

1. The school should maintain records of every inspection or examination of plant and equipment and other items. Where the inspection is undertaken by an external body, it is essential that a certificate be obtained.
2. A copy of every certificate received relating to the inspection or examination of plant equipment or other items should be kept on record.
3. Test certificates may be obtained for any of the following:
 - Fire extinguisher servicing
 - Fire alarm servicing
 - Lifts – regular servicing
 - insurance inspection
 - Lifting equipment – insurance
 - Pressure vessels – insurance
 - Boilers, pumps etc.
 - Portable electrical equipment
 - Fixed electrical installations
4. Arrangements for inspections as appropriate procedure refers.
5. In addition there are records of in-house inspections and examinations e.g. ladders and stepladders.

PLEASE NOTE

For further information on Plant Maintenance and servicing records refer to the file headed Contractor Report Sheets located in the Estate Managers Office.

**ASHBY SCHOOL
HEALTH & SAFETY ARRANGEMENTS
CODE OF PRACTISES AND PROCEDURES**

ACTIVITY: Use of School Minibuses (Section P)

The School has the use of 2 x minibuses for transporting students to and from venues. These are booked out with the Estates Manager.

There is a list of nominated drivers who will be examined on a 3 yearly basis who can drive the minibuses. This list is kept by the Estates Manager with copies of each member of staff's qualification.

Only members of staff who have passed the minibus competency test are permitted to transport students in the school minibuses.

Once a trip goes out then the nominated driver must complete the Journey Log Sheet and this should be returned to the Estates Manager once the trip has returned.

The School will conform to the Advice and Guidance Document issued by the Leicestershire County Council, No.14 Driving on LEA Business. A copy will be kept in the Estates Managers office.

**ASHBY SCHOOL
HEALTH & SAFETY ARRANGEMENTS
CODE OF PRACTISES AND PROCEDURES**

ACTIVITY: School Trips and Visits (Section Q)

The Governing Body will comply with the guidance given from the Leicestershire County Council Health & Safety Department.

All school trips and visits must follow the school procedure and risk assessment requirements. Details of these will be kept by the Governance and Administration Manager.

The ratio of students to staff is 15 students to 1 member of staff for day trips and 10 students for 1 member of staff for residential trips.

Both female and male members of staff must accompany parties of students of a mixed sex.

The leader of the trip is responsible for the students in their care. If the trip is due to arrive back early, then every effort should be made to inform the parents and staff should stay with students until they are collected from school.

ASHBY SCHOOL

HEALTH AND SAFETY ARRANGEMENTS

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**COMPILED
BY: Shaun Holyland
 (Estates Manager)**

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