

Health and Safety Policy A-Z Arrangements Group

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<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

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A – Z ARRANGEMENTS

Accident Incident Regulatory Notification Reporting

The Group recognise its statutory obligations to make specific notifications of accidents incidents to various Regulatory bodies. To ensure statutory notifications are made in the right way and within the required timescale, the Group has produced Accident Incident Regulatory Notification Reporting Code of Practice for trained staff responsible to follow.

Notifications made include

- Incident Contact Centre – HSE RIDDOR Reports
<https://www.hse.gov.uk/pubns/edis1.pdf>
- Care Quality Commission – Registered Care Provider Notifications
<https://www.cqc.org.uk/guidance-providers/notifications/notification-finder>
- Ofsted Chief Inspector - Schools Registered as Child Care Providers Children's Home Notifications <https://www.gov.uk/government/publications/notify-ofsted-of-an-incident-form-for-childrens-social-care-providers>
- Notifications MHRA (Medicines and Healthcare products Regulatory Agency) medical devices and medication

Accidents, incidents, near misses, occupational diseases and errors are recorded in accident books, reported on the online database and will be investigated by trained nominated staff to prevent reoccurrence.

Hard copy accident incident forms are stored securely in compliance with the Group GDPR Policy.

Accident incident reporting is incorporated into the staff health and safety induction training and school curriculum and skills training.

Animals and Pets

The Group is animal friendly recognising the therapeutic and teaching benefits animals and pets bring to pupils. The Group is opposed to the use of animals where distress and suffering is or likely to be caused and will comply with the Animal Welfare Act 2006 and has set the following rules.

Rules

- The dissection of vertebrate and invertebrate animals in schools is not permitted as the Group believes it can lead to desensitisation and a lessening of respect for life among pupils. Alternatives will include animal anatomy models videos and computer simulations
- Animal and pet selection should factor in the needs of the animal and the pupils taking into account
- Advice from CLEAPSS to be taken into account when assessing risks and risk controls
- Allergies fear and phobias of the animal
- Zoonoses and ill health
- Allergic reaction to hay
- Trip hazards (leads, dog beds and pet itself) and no go areas (food preparation)
- Insurance bite infection damage accident – first aid
- Hand washing and personal hygiene after handling touching - posters
- Animal welfare
 - noise, temperature and unfamiliarity of the environment
 - waste removal

- welfare during weekends and school public holidays
- insurance and access to qualified vet
- Action to take in event of emergency
- Food and food storage arrangement
- Waste management and litter
- Emergency – power failure, limited staff

Links

<https://education.rspca.org.uk/education/home>

Asbestos

The Group recognise and meet with the Control of Asbestos Regulations 2012 to manage the potential risk of exposure to asbestos fibres and have set the rules below to be complied with.

Potential for exposure to asbestos fibres could be through

- Unintended or accidental damage
- Misuse or misguided activity e.g. using lagged pipes as driers, or inappropriate cleaning
- Vibration
- Vandalism
- Vermin or water damage
- Wear and tear
- Boisterous behaviour

Asbestos can be found

- Asbestos lagging used as thermal insulation on pipes and boilers
- Sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- Asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- Some ceiling tiles
- Floor tiles
- Cement roofing and guttering
- Textured coatings

Rules

- Each premises must have in place:
 - Up to date record (asbestos register) for all buildings constructed before 2000, including new buildings with residual elements of pre-2000 buildings of the location (whereabouts clearly identified on site plans) type and condition of asbestos containing materials (ACM's)
 - (ACMs) Assessment of risks from ACM's for each premises that may form part of the asbestos risk register and will include:
 - 'Material' assessment – this is usually provided within the survey and is an assessment of each item of asbestos material identified based upon the type of material, the type of asbestos it contains, its surface treatment and the extent of damage
 - 'Priority' assessment – this is your assessment of the likelihood of someone disturbing the material based upon factors such as the number and type (e.g. children) of people using the room, the time they spend in the room, the location, accessibility and extent of the asbestos and the frequency and type of activity that might disturb it
 - 'Total' assessment – the assessment from the Material and Priority assessment are combined to give the total risk assessment. This

allows a comparison to be made of the risk presented by each item of ACMs in the building so that priorities can be set and plans made for managing the materials e.g. maintenance activity, children may be more likely than adults to engage in activities that may disturb or damage ACMs – for example playing indoor football in a corridor with asbestos ceiling tiles during unsupervised or unruly activities.

- Asbestos Management Plan in place, must be periodically reviewed including provision to ensure information about the location and condition of ACM's is given to anyone who might disturb these materials including maintenance, contractors, visiting workers. The Management plan must include
 - Management plans to manage the risks from ACMs in the school on a day-to-day basis
 - Arrangements to inform all staff and contractors about the location of ACMs
 - Measures that need to be taken to prevent disturbing them
 - The plans to check for less easily accessible ACMs where intrusive work is planned
 - The schedule for monitoring the condition of ACMs and the Licenced contractor appointed to carry them out
- Who to contact (contact and notification list to be kept up to date including contacting the HSE to notify in event of asbestos removal) in the event of a contact and the action to take
- Full safety precautions to be applied when doing all asbestos related work. This means getting the approved licenced or approved trained contractor to do the work
- Pre vetted approved Licenced contractor appointed and be on call
- The contractor's detailed method statement should cover all health and safety risks, not just asbestos and operate a Permit to Work System
- Competent clearance contractors and asbestos testing laboratories that are not owned directly by the main asbestos contractor must be engaged. Clearance contractors should be accredited under UKAS. Asbestos fibre counting laboratories should be accredited by UKAS
- 'Warning - Fragile Roof' Notices displayed on premises' are to be displayed on buildings with fragile asbestos roofing materials.
- Areas where asbestos-containing materials are known or suspected to be present must be identified with Asbestos labels.
- Asbestos labels and signage must be checked and monitored regularly to ensure they have not been removed and remain clearly legible
- Staff are not permitted to carry out Licence and Non-Licenced ACM's work (removal, sampling, cleaning repairing asbestos cement sheet cladding, drilling holes in materials, laying cables, disposal removal) where special licencing notification and additional training apply
- Air monitoring results where the relevant control limit has been unexpectedly exceeded staff and Local Champions (formal staff representatives) are to be notified as quickly as possible, what happened and the action taken or proposed
- Notification of Asbestos work to HSE Licenced and Non-Licenced work – HS Manager and Estates Team to support as required
- All asbestos related work must be communicated and coordinated to the local Managers and take place where people are not likely to be present. This includes other 3rd party asbestos duty holders (freeholder owner etc.) who require access to

ACMs areas under their control (electrical substation, property). Information communication should include

- The location(s) where work is taking place so people can avoid them, what is planned, when it is expected to finish
 - Warning staff and premises users about changes in day-to-day activities
 - Possible risks from rearranging thoroughfares and fire exits as a result of work being done - Post notices to warn staff, service users etc. If the area is on an emergency evacuation route, tell staff service users about an alternative.
 - Any other information to help people avoid risks from disturbance of asbestos-containing materials caused by the work being done
 - Alert neighbours to the nature of major work
- Staff and supervisors must be able to recognise ACMs and know what to do if they come across them in order to protect themselves and others and staff likely to disturb asbestos are to be suitably trained
 - A training needs analysis to be carried out for workers and supervisors to identify what topics should be covered to ensure workers have the right level of competence to avoid putting themselves or others at risk
 - Induction training - All staff must be instructed as part of induction
 - Not to disturb or damage ACMs and how this can occur
 - The procedure to report damage to fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built schools
 - Whereabouts in classrooms and premises and where to avoid
 - Asbestos awareness - e.g. general maintenance staff supervisors managers carrying out normal work which could disturb asbestos the fabric of the premises or other item that might contain asbestos
 - properties of asbestos, health effects, increase risk to smokers
 - types uses and likely occurrence of asbestos and asbestos materials in buildings and plant
 - asbestos signage
 - general procedures to deal with an emergency e.g. an uncontrolled release of asbestos dust into the workplace
 - how to avoid the risk of exposure to asbestos
 - Online e-learning - is acceptable but must satisfy the requirements of Regulation 10 of the Control of Asbestos Regulations 2012 and supporting ACOP L143
 - Refresher training should be given periodically to help ensure knowledge of asbestos awareness is maintained
 - Asbestos lung tests arranged (see health surveillance HSE approved doctor appointed through the Director of Personnel) for
 - General maintenance staff
 - People who have been accidentally exposed
 - Asbestos Bunsen burner wire gauzes are not permitted
 - Managers are required to complete the HSE Asbestos Checklist for schools before the start of each term to ensure compliance and send the completed copy to the Regional Maintenance Manager and the Head of Health and Safety

Links

<https://www.hse.gov.uk/services/education/asbestos-checklist.pdf>
<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>
<https://www.hse.gov.uk/asbestos/index.htm>
<https://www.hse.gov.uk/asbestos/managing/intro.htm>
<https://www.hse.gov.uk/asbestos/managing/workdone.htm>

Health surveillance doctor forms <https://www.hse.gov.uk/forms/asbestos/>

Challenging Behaviour

See also Safeguarding

See also Supervision

The Group recognise challenging behaviour can be a significant cause of absenteeism as a result of injury distress and stress. Staff in circumstances arising out of their employment could be abused threatened or assaulted by a member of the public or fellow staff. Persons at risk will include

- Staff handling money or valuable goods
- Lone workers
- Staff working in the advice, care, education, working with potentially challenging people

The Group has in place a Pupil Behaviour Policy which must be referred to in line with legislation providing guidance and good practice standards to be acted upon. Pupil behaviour is measured monitored managed and kept under review at a corporate and local level.

The Group has in place have set general rules below to be complied with

Rules

- All specific policies as they relate to and support the management of Challenging Behaviour in place must be current, readily available and notified to staff
- Assailants are to be held responsible for their action
- Management should subject this hazard to a risk assessment, and implement suitable control measures such as documented procedures, training, supervision etc.
- Health and Safety Leads formal staff reps of groups of staff at risk should participate in the assessment process.
- Incidents of challenging behavior / violence should be treated like accidents, reported promptly to management and thoroughly investigated.
- Full records must be kept of all reported incidents and the outcome of the investigations.
- These records must be referred to when reviewing the risk assessment and current control measures.
- Where assessment has identified a significant risk of violence, the persons at risk must be provided with training which will assist them in avoiding or minimising these incidents
- Where possible physical arrangements e.g. workplace modification to provide barriers, intercom systems etc. plus suitable procedures should be introduced.
- Counselling arrangements should be provided as necessary for victims of violence to aid recovery.

Control of Contractors

The Group has operational policies and procedures and maintenance budgets to maintain equipment, buildings and mechanical engineering and electrical systems so that they are sound, operationally safe and exhibiting only minor deterioration.

Regular health and safety risk assessments of the premises (including grounds) and equipment. The findings of the assessments are acted on without delay if improvements are required.

Pro-active planned program of inspection and maintenance and records kept

Communication system in place to request repairs or maintenance, a record completed and followed up.

Contractors and maintenance personnel will be obliged have a Disclosure and barring service check prior to work.

Joint Working Agreement Property Services / Maintenance – Service Level Agreements
Code of Practice for Management of Contractors

- Monitoring
- Checking
- Records retained

The following rules have been put in place and apply to all contracted and maintenance works:

- Ensure contractors / maintenance are competent skilled to carry out the task (check credentials ask questions about their experience memberships and qualifications)
- Being clear about the work the contractor / maintenance team is expected to do and the standards of competence required.
- Establish clear communication lines.
- Pre start works, communication, progress meetings supervision and monitoring arrangements - Site induction when appointed.
- Areas to discuss and agree prior to contractor / maintenance works to include:
- whereabouts of asbestos or other hazardous materials/situations prior to work being carried out where it exists
- fire and other emergency procedures
- accident reporting and first aid arrangements
- parking, access, delivery, security storage arrangements (even temporary)
- toilet and welfare facilities
- Allocation of sufficient time and resources
- Stopping work if there are serious safety concerns report accidents and incidents and investigate
- All works are subject to risk assessment and method statements (RAMS) to be supplied prior to commencement of work.
- Permit to Work and Hot Work Permits where these apply

Links

<http://www.hse.gov.uk/managing/delivering/do/organising/managing-contractors.htm>

<http://www.hse.gov.uk/pubns/priced/hsg159.pdf>

Control of Substances Hazardous to Health

The Group will comply with the [Control of Substances Hazardous to Health Regulations 2002](#) and The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that the workplace is ventilated by a sufficient quantity of fresh or purified air. The Environmental Protection Act 1990 places an explicit duty of care on all those handling waste, including those producing it. It also places a duty of care on the disposer to ensure that waste does not harm future handlers. EU legislation is implemented by the Hazardous Waste Regulations 2005 (as amended). These regulations mean that hazardous wastes from schools and colleges are considered differently to domestic and household wastes, and this has implications for how they must be dealt with and have set the rules below to be complied with.

The rules apply to health hazards associated with exposure to substances, and do not cover asbestos, fire lead radioactive materials or explosive hazards. If a staff member or sub-

contractor works with these areas additional regulations must be checked to ensure compliance

Substances can be defined as chemicals, mixtures, preparations or biological materials. Note, COSHH does not apply to work with asbestos, lead or radioactive materials. Typical substances to which persons may be exposed include: gas, fumes dust mists gases, cement, plaster, silica in masonry, wood, paint, thinners, bitumen solvents, oil, grease, various cleansers or polishes, weed killers, they may be in the soil, animal or bird droppings, etc. They may be introduced into the workplace by others, e.g. contractors.

They can be absorbed into the body via inhalation, ingestion, through the unbroken skin or through bites or wounds. Dangerous dust and vapour is not always visible, very small particles which are invisible can penetrate deep into the lungs and may be absorbed into the body or cause scars or splashed into the eye.

The effects can be classified as toxic, harmful, irritant, corrosive, dermatitic, sensitising, biological (i.e. cause disease e.g. Weil's disease) or a combination of these. The site of the damage being either the site of contact e.g. the skin, eyes or respiratory tract or systemic i.e. the substance is absorbed into the body fluids and attacks a vulnerable organ, e.g. the liver.

These affects can be acute, i.e. the exposed person shows symptoms shortly after exposure (seconds to a few hours), this is usually due to a relatively large exposure; or chronic i.e. long term the effects often only becoming apparent after many low level exposures over a period of perhaps years

Rules

- Managers should ensure that they purchase chemicals and other hazardous materials from a reputable source and in accordance to the Group purchasing policy).
- Only order the correct amount. Check in advance that stores do not already contain an adequate supply and give due consideration to rotation of existing stock in line with shelf-life dates and oldest stock used first
- Any stock that for any reason have become unsafe, arrangement is to be made for its systematic removal -
- Chemical labels must be checked upon delivery and good labelling checked
- A safety data sheet (SDS) must be supplied with any chemicals purchased if not it is not to be used
- The CBA the CIA, CLEAPSS, Royal Society of Chemistry, the Institute of Physics or the Association for Science Education are able to provide information and advice in relation to the teaching and learning of practical science and on the purchasing and disposal of chemicals and storage materials
- CLEAPSS is also able to provide advice on the purchasing of chemicals and materials through their helpline.
- Chemical Storage and Deliveries
 - Allocated delivery vehicle parking near the point of delivery
 - Deliveries to be supervised with a risk assessment and safe method statement supplied by the contractor
 - Access to any preparation area adjacent to the chemicals store or dedicated preparation room should also be restricted to authorised staff.
 - Chemicals are to be stored securely in a locked store. Some types of chemicals should be stored separately from others, and some require a fire-resisting store.
 - Flammable storage cabinets are not to be stored in an allocated store room, common parts or fire evacuation routes

- HAZCHEM warning plate affixed to exterior of chemical store (pool chemical storage)
- Caution chemical signage and mandatory keep door locked sign compliant with Safety Signs and Signals Regs to be affixed to the store door in classrooms and cleaner store rooms
- Chemicals used for to treat swimming pools are to be stored within a bund. A delivery container placed within a delivery container is not a suitable bund for harmful chemicals (caustic burns and noxious fumes). Liquid pool bund construction must comply with the Water Treatment Advisory Group Technical Guidelines (see Link below)
- Emergency First Aid Procedure must be displayed in the chemical storage area
- COSHH Assessments and safe working methods must be up to date and stored in a readily accessible file the chemical storage area
- A fully stocked first aid kit and 2 x large eye wash bottles must be supplied in the chemical store room
- PPE to be supplied and available in the store room
- An up-to-date inventory of substances to be maintained and regularly assessed
 - An audit trail must include:
 - What is delivered, when it is delivered, where it is stored, when it is used (or disposed of) and at what quantities.
 - Totals held in stock.
 - The ordering of chemicals must be limited to essential and authorised personnel only, and is optimised so that stocks are kept as low as reasonably possible.
 - The onward sale of chemicals is not permitted
 - The onward passing of surplus stock to another estate within the Group (amount recipient date reason).
- All substances used on site or to which staff and others may be exposed as a result of Group activities, are to be subjected to a suitable and thorough assessment in order to ensure that all associated health hazards have been recognised, the level of risk identified and suitable control measures implemented. The legal requirement is that the risk assessment must be suitable and sufficient so check the downloaded information sources fully describe the task. If so follow the advice in the sheets. Otherwise, think about how else the advice can be used to avoid health being harmed taking into account any information available on the levels of exposure such as results of monitoring or health checks. Information sources include CLEAPSS and COSHH Essentials
 - CLEAPSS information to be sourced (due to changes in regulations, CHIP HazCards used in science labs are no longer valid and have been withdrawn by CLEAPSS and not replaced but information is still available)
 - COSHH Essentials produces generic advice
- These assessments must be reviewed whether or not there is any real change in the situation, there is an absolute requirement to review the situation on a regular basis. Without this, there is a danger that gradual change over a period of time goes unnoticed and the assessment becomes unsuitable and insufficient by default. A review must take place if
 - Controls are no longer valid or adequate - If it appears that the assessment is no longer valid, it does not mean that the whole assessment has to be revised. Only those parts that do not reflect the new situation need amending.
 - New information comes to light
 - Significant extent or use changes

- Site management must ensure that all substances delivered by and used on site by contractors have been subjected to a suitable assessment, and that a copy of the assessment and proposed control measures have been submitted for verification.
- Records to be kept of all assessments and associated monitoring activities. Those associated with the exposure of identifiable individuals will have to be kept for at least 30 years.
- In carrying out an assessment the following must be considered:
 - the hazards of the substance, these can be identified from the label and the material safety data sheet. If there is any doubt, the supplier should be contacted for further information;
 - first symptoms of over exposure
 - the entry route into the body
 - how the substance is to be used
 - the concentration likely to lead to ill health
 - the likelihood that the exposure will be close to or greater than the concentration likely to lead to ill health
 - accidental exposure e.g. while cleaning, through spillages or if controls fail
 - Frequency of exposure
 - length of exposure
 - exposure levels, e.g. how much is used
 - who is likely to be exposed, i.e. staff, contractors, pupils, public
 - effectiveness of current control measures.
- Control measures to be introduced to either eliminate or reduce the risk to tolerable levels by
 - Substitution by a safer material or change in process
 - Isolate or enclose – keep the hazardous substance or process in a separate room or outside but ensure it is segregated from external workers, contractors or pupils
 - Use sealed transfer and handling systems
 - Checking for any substances that may be left behind
- Use local exhaust ventilation (LEV) systems which suck dust or vapours through a small booth or hood and so that the substance is not emitted into the workplace and the user's breathing zone. Good LEV systems will remove dust or vapour as close as possible from its source and ensure that the level of contamination in the work area is below the permitted exposure limit suck air away from the breathing zone of the user, not through it and have an adequate flow of air at the source of the contaminant
 - A safe method must be put in place for opening and emptying LEV which does not expose persons involved to risks to their health
 - LEV systems must be thoroughly examined and tested at least every 14 months.
 - Exhaust outlets must not be positioned near to roof lights, windows or other openings through which contaminated air may be drawn back into the workplace
- General ventilation – by ensuring a good supply and circulation of fresh air will help dilute minor contamination to acceptable levels 5-10 air changes per hour

- Good housekeeping – simple precautions and good workplace management can minimise exposure levels
 - never store substances in open containers
 - never store substances in unsuitable containers such as bottles or jam jars including using a container as a bund
 - ensure containers are clearly labelled and the labels are not damaged, or covered up
 - ensure that all hazardous substances are kept in a secure well ventilated store and only issued by an authorised person as needed
 - quickly clean up spillages using a safe method, do not allow paste or drips to dry out
 - keep work surfaces smooth to aid cleaning
 - frequently clean the work area by a 'dust free' method e.g. a vacuum system with a high efficiency filter
 - keep dusty materials and dirty rags in sealed containers.
- Good personal hygiene and welfare arrangements
 - Do not permit smoking, eating or drinking chemical handling areas
 - Do not siphon or pipette hazardous chemicals by mouth, ensure that a pump or hand operated siphon is used
 - PPE to be removed and wash before smoking, eating or drinking
 - Ample cleaning facilities including showers if required and where heavy soiling is anticipated these, should be between clean and dirty areas
 - Ensure staff have a clean rest/eating area
- Personal protective equipment. This must only be provided and used as a last resort if exposure cannot be controlled in other ways, or until suitable control measures can be provided.
 - Where heavy soiling is anticipated there should be separate areas for the disposal of contaminated clothing.
 - Soiled clothing must be stored separately from clean clothing and cleaned by specialist cleaners.
- Provision of emergency measures to be put in place such as deluge showers, and eye wash stations as required. These must be supported by suitably trained first aiders and an Emergency Response Procedure (notice) on display in the storage area
- Emergency response procedure must be incorporated into training and practiced e.g. chemical spill, injury

Disposal

- Disposal methods must be in compliance with Department of Education guidelines (see Links below)
- Many hazardous chemicals can still be a danger, even when they have been used in a process and all that is left is a residue.
 - A safe system of work for disposal must be in place including how hazardous chemicals are stored before disposal
 - Only suitably authorised qualified and registered hazardous waste disposal service is to be used (Check with CLEAPSS who retains a list). If hazardous

waste is illegally dumped, the Group could be liable for it and any consequences

- Maintain the controls, site management must ensure that the controls are used and effective
 - ensure that all ventilation equipment is examined and tested at least every 14 months by a competent person
 - checked for effectiveness at more frequent pre-set intervals (based on risk assessment], these checks could include measuring air speed or pressures in the system
 - Monitoring levels of contaminants in the workroom (by a competent occupational hygienist) and comparing them against EH40 Workplace Limits
 - Checking to see that the correct PPE is being used, is clean and not worn out
- Managers to ensure that adequate arrangements have been made for any health surveillance activities that are necessary. Contact the Head of Health and Safety for further advice
- Information on the level of risk associated with use of substance and necessary controls to be communicated to all staff and other persons who may be affected. This information should include
 - Nature and degree of risk including symptoms of ill health that could be caused by exposure
 - Control measures to be adopted and how to apply them
 - The reasons for the correct use of PPE
 - Any monitoring requirements including health surveillance (see Health Surveillance within this policy)
- Training all persons engaged in any process involving the use, handling storage or transport of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, emergency response (chemical spill burn) including the use of personal protective equipment, hygiene and other control measures. Training must be repeated at regular intervals
- Emergency response training must be practiced regularly
- Any person who while handling substances develops symptoms which could have been caused by exposure to the material must be immediately removed from the area and medical advice sought without delay.

Links

<https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/660517/Safe_storage_disposal_chemicals_advice_Nov2017.pdf

<https://www.pwtag.org/bunds-for-pool-chemicals-may-2017/>

Display Screen Equipment (DSE)

The Group will comply with the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992. The DSE Regulations are for the protection of employees who habitually use DSE as a significant part of their normal work.

A workstation exists wherever there is DSE (including portable DSE) in prolonged use.

A user of DSE for **continuous or near continuous spells of an hour or more** at a time; and uses DSE **more or less daily**.

If deemed a DSE user an assessment must be completed and reviewed annually.

Download a DSE assessment form from Sharepoint, complete and send to your Line Manager. If any additional training or equipment is required your Line Manager will discuss with you, seek advice from the Head of Health and Safety and when required purchase.

Whenever possible working on a laptop at a regular workstation (home working or office) use a docking station with an extra screen(s) a keyboard and a mouse.

If you require any equipment other than a standard chair, docking station with an extra screen(s) keyboard and a mouse, you will need confirmation from a medical professional and approval from your Operations Director.

Display Screen

- Make sure the characters are clear and legible
- The main screen (if possible not the laptop screen) directly in front of the user

Keyboard

- Use a separate keyboard that can tilt (if possible not the laptop keyboard)
- Ensure you have space on your work station to rest your hands

Mouse

- Use a mouse without overstretching (if possible not the laptop mouse)
- If required use a mouse mat with wrist support

Workstation

- Ensure you can fit all of your equipment on your desk and within your reach
- Have the desk height suitable to your requirements

Work chair

- Have an adjustable (5 star base) chair
- If feet can't touch the floor use a footrest

Environment

- Have your screen free from reflection

User

- Always take regular breaks from using DSE
 - Short frequent breaks are more beneficial
 - 5 minutes after an hour continuous screen and keyboard work
 - Stand up and stretch yourself and repeated eye blinking is advised
 - Alternate the work you are doing, screen time, phone calls, reading
- If you don't have sufficient equipment, modify your work station
 - Use books to raise your laptop to eye level
 - Use a box as a foot rest

If classed as a DSE user your SLT will issue you with a DSE assessment to complete. To reduce the possibility of health issues follow guidance and training and report your DSE assessment findings to your Line Manager.



Figure 2 Seating and posture for typical office tasks

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in keying

(Taken from L26)

Links

- <https://www.hse.gov.uk/pubns/priced/l26.pdf>
- <https://www.hse.gov.uk/pubns/indg36.pdf>
- <https://www.hse.gov.uk/pubns/ck1.pdf>

Electricity

The Group will comply with the requirements of The Electricity at Work Regulations 1989 that 'as may be necessary to prevent danger, all systems shall be maintained, as far as is reasonably practicable, such danger'. The scope includes overhead high voltage lines to battery-operated items

The Group has set the following rules below to be applied to avoid injury and damage including

- Electric shock
- Electric burn
- Fires of electrical origin
- Electrical arcing or explosions initiated or caused by electricity

Rules

- Management required to ensure that all work carried out either using or maintaining a system is safe. Risk assessment may indicate the need to issue a permit to work

(e.g. for some maintenance activities, use of electrical equipment in potentially flammable atmospheres, etc.) which will ensure that the particular needs of a specific task have been considered and suitable safety precautions initiated

- The work environment must be assessed for the following risks
 - mechanical damage
 - effects of weather, temperature or pressure
 - effects of wet, dirty, dusty or corrosive conditions.
 - flammable or explosive atmospheres including dusts, vapours or gases.
- Electricity (as identified within this arrangement) to be included within the scope of the Fire Risk Assessment
- The scope of the site Business Continuity Plan to include the procedure and emergency action to take in the event of power failure up to date contact details
- Electrical installations must always be inspected by a pre vetted approved qualified electrician who has the up to date training and competence do so in line with current Institution of Engineering and Technology (IET) codes and provide emergency call out

Fixed Electrical System

- Asbestos register is to be checked prior to any electrical activity e.g. cabling fuse box installation etc.
- All systems and equipment within a system must be fitted with suitable means of cutting off the supply of electricity. This will require both 'normal' operating controls and 'emergency stop' buttons placed at suitable operator positions. In addition, suitable means must be to ensure that the equipment cannot be accidentally re-energised. This may require the use of lockable isolators.
- All defects should be promptly rectified and recorded in the system register
- All equipment and circuits must be protected from short circuit or current overload.
- Prior to installation of any system or socket the required strength and capacity to withstand the electro-magnetic, electro-chemical or other effects of electric currents [including fault] that may be anticipated to flow through the system must be assessed and determined
- All earthing systems must be designed and regularly checked so that earth continuity can be assured.
- A schedule of inspection and testing for fixed electrical installation. The person carrying out the test should not be the person who carries out the installation, modification etc. Inspection and testing should take place
 - In accordance with specific risk assessment
 - Every 5 years property and repeated in the event of significant change e.g.
 - Fault or danger
 - Cable damage
 - Fire
 - New extended installation
 - Annually for swimming pools and hydrotherapy pools
- Any part of the system has to be worked upon, (or there is a risk from nearby conductors) effective measures must be taken to ensure that the system is electrically dead. This will require the locking off of the isolator and may require the issue of a permit to work.
- New systems must not be made live until all enclosures are complete. Any circuits not in use should be locked off, the keys kept by a responsible person and not energised until authorised by an appointed competent person.
- If it is not possible to work on a 'dead' system e.g. because of the need for tests, the effect on other systems, etc. and it is reasonable to work 'live' suitable precautions

must be taken to prevent injury, e.g.

- trained competent persons
 - provision of adequate information to the persons who are to carry out the work
 - use of suitable tools, equipment and protective clothing
 - use of suitable test probes and other instrument
 - accompaniment by a stand-by person or person
 - restriction of live work activities by use of a permit to work
 - effective isolation of the area from other work activities
 - insulated tools
 - Non conductible ladders
 - In order to prevent injury adequate space must be allowed around electrical equipment. In addition arrangements must be made to ensure that there is adequate access and egress plus adequate light to carry out the required tasks.
- Electrical intake fuse boxes and electrical installation cupboards are to be locked and secured in a manner that prevents unauthorised access and tampering
 - Caution electrical shock signage and mandatory Fire Door Keep Locked signage on electrical cupboard doors, overhead cables, substation must be displayed
 - Up to date electrocution first aid posters to be on display in electrical installation and fuse box areas
 - Fuse cupboards to be kept clear of combustible material and flammable liquid
 - Dead wires are to be completely removed after wiring
 - Electrical intake fuse boxes, substations, sockets, switches and light fittings are to be individually referenced and documented on the premises site plans to speed up fault finding repair and replacement and this information readily available and communicated to the people who need to take action
 - Labels and signage to be affixed to identify the maximum capacity to avoid power being exceeded e.g. workshops, floor sockets in offices etc.

Lightening Conductors

- Included within the scope of the Fire Risk Assessment
- Inspected annually as part of schedule where fitted by approved competent contractor approved by Insurance where installed
- Working on roof height restrictions and risk management controls apply and are to be actioned

Overhead Power Lines and Substations

- The height of overhead power lines to be identified (National Grid) and documented on site plans – this information to be communicated to maintenance and contractors with maximum height restrictions imposed and work power lines avoided
- Any work around power lines and substations must be subject to Risk Assessment Method Statements and the work supervised by a trained competent supervisor
- Grid reference of substation to be identified on site maps
- Grid reference, substation number, emergency National Grid contact numbers to be clearly evident and displayed on the substation and overhead power line poles
- Notification procedure to be in place to contact National Grid
- Electrical cables supporting overhead power line poles to be covered and clearly evident
- Insurance to be notified of the delay to fire service response to extinguish an electrical substation or overhead power line fire.

Temporary Electrical Systems

- The use of generators must be strictly authorised planned coordinated controlled and subject to risk assessment including the management of fuel and potential for electrical fire including method to extinguish it and monitoring regime – full discussion to held with the Head of Health and Safety in advance
- Fuel generators are only permitted for use outside the premises away from buildings
- The use of petrol generators is not permitted (diesel)
- All temporary site distributions systems, new permanent installations and extensions or alterations to an existing system should be inspected and tested on completion in accordance with British Standard 7909 and the 'Responsible Person' to carry out and test must be competent and trained to this standard in addition to IET current standards
- Testing certification of temporary circuits by the Responsible Person to be retained
- No smoking no unauthorised access and danger electrocution signage to be displayed where in use
- Portable generators with the potential to spill fuel are to be positioned on a bund to contain it
- Generators must
 - Be restricted by barriers to avoid access to unauthorised people
 - Be parked on level ground
 - Not be parked on an incline and to be 'chocked'

Electrical Machinery Portable Electrical Equipment Battery Operated Equipment

- Only staff who are qualified and trained (City and Guilds approved training course) permitted to carry out testing and formal visual checks of portable appliance.
- Testing and inspection to be carried out in accordance with a schedule
 - As recommended by the manufacturer
 - Where it has been identified by risk assessment as being the most suitable method for identifying faults or verifying freedom from danger.
 - HSE guideline Maintaining portable electric equipment in low-risk environments (see Link below)
 - Equipment used in a harsh environment or where tampering is likely or used by vulnerable groups should be tested more frequently than equipment that is less likely to become damaged or unsafe
 - Testing and inspection to extend to service user living and mobility aids and adaptations (the need for personal items to be tested to be subject to risk assessment)
- The following factors should be taken into account: Equipment age, foreseeable conditions of use and abuse, effects of modifications and repair, analysis of previous test/inspection/repair records, etc.
- Faulty items unsafe to operate should be immediately rendered incapable of use until repaired or replaced
- Faulty equipment is only to be repaired by trained competent persons
- Operational test to check that the equipment is working satisfactorily before being returned to service.
- All portable electrical equipment including extension leads should be identified by a unique identification number and recorded in a register. This register should contain
 - A description of each item / reference number
 - Its normal location
 - The required inspection or test details
 - Its inspection or test history
 - Who carried out each inspection or test

- The date by which the next inspection or test is required and the required nature of these activities. This will be based on
 - the equipment condition
 - protected conditions of use
 - manufacturer's recommendations and the inspectors experience.

Visual inspections should consider and check the following for signs of damage or deterioration including but not limited to:

Considerations

- The electrical equipment is being used in accordance with the manufacturer's instructions
- The equipment is suitable for the job
- There has been any change of circumstances
- The user has reported any issues

Visual Inspection Checks

The visual inspection should include the checks carried out by the user and, where possible, will include removing the plug cover and checking internally that

- the correct fuse is in use and it's a proper fuse, not a piece of wire, nail etc.
- the wires including the earth, where fitted, are attached to the correct terminal (seek HSE Portable appliance for low risk environments link below)
- the terminal screws are tight;
- the cord grip is holding the outer part (sheath) of the cable tightly; and
- no bare wire is visible other than at the terminals.
- there are no signs of internal damage, overheating or water damage to the plug
- Records should be reviewed at least annually to identify the need for more frequent checks on particular types of equipment and may indicate whether a particular piece of equipment is unsuitable or inadequate for the purposes for which it is being used.

User Checks – Staff

These should be carried out before most electrical equipment is used, with the equipment disconnected. Staff should look for:

- damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
- damage to the plug, e.g. to the cover or bent pins
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
- cables trapped under furniture or in floor boxes

Battery Charging

- Battery charging for mobility aids to take place in an allocated area or room specifically designed for this purpose and allocated sockets
- Battery charging must not take place in common parts or fire exit routes

- Thermal runaway and potential for electrical fire to be taken into account and precautions implemented
- Spent batteries to be returned to the supplier

Links

<https://www.hse.gov.uk/pubns/indg236.pdf>

First Aid and Medical Emergency

The Group will comply with the requirements of The Health and Safety (First-Aid) Regulations 1981 (as amended), The Education (Independent School Standards) Regs 2014, The School Premises (England) Regulations 2012, The Childcare (General Childcare Register) Regulations 2008, Care Quality Commission (Registration) Regulations 2009 and has set the following rules that must be complied with.

Rules

A written assessment of first aid need must be drawn up for each site by Managers based upon:

- Risk Registers
- Work Activity Hazards e.g. machinery, tools, chemical acids (require a specific arrangement), catering burns and temporary hazards including building or maintenance work etc.
- Work arrangements e.g. travel distance, lone working, out of hours, staff working on shared or multi-occupancy sites.
- Holiday and other absences of those who are first-aiders and appointed persons
- Curriculum Hazards e.g. sport, swimming, science, school trips
- Safeguarding of pupils in the medical room
- Staff e.g. number employed and ability to respond including out of normal operating hours
- Lone and remote workers
- Staff and vulnerable people disabilities and health needs (including mental health needs)
- Transport of vulnerable people
- Accidents and ill health records
- Remoteness of any sites from emergency medical services
- Need for a first aid medical room in workplaces other than, over and above the legal requirement for each school e.g. office premises
- Training need

First Aid Medical Emergency Response Plans must be drawn up for each site by Managers based upon:

- Emergency response and means of raising the alarm including out of normal operating hours including response for a special hazardous incident or situation
 - Chemical burn
 - Electrocution
 - Gas and fume exposure
 - Fall from height rescue plan
 - Missing child
 - Ventolin
 - Epi pen
 - Fatality
- Management should within plans identify and appoint persons who will carry out specified functions in the event of a first aid medical emergency. Deputies should also

be appointed to ensure that an adequate degree of cover is maintained at all times including out of hours.

- Ensure that these persons are thoroughly briefed in their responsibilities and are trained to ensure competence. This includes locum and agency workers where appointed.
 - Refresher training to be provided at suitable intervals.
 - Arrangements should be made to ensure that all persons are trained, and retrained on a regular basis, in their first aid medical emergency response actions.
 - Suitable emergency first aid response training briefing should be provided to all contractors and where appropriate visitors.
 - Arrangements should be made to ensure that all first aid medical response emergency plans are tested by a drill at least once a year with records kept
 - Arrangements should be made to ensure that all required emergency alarm, rescue and control equipment has been provided, is effective and maintained e.g. gas release, working at height rescue equipment, radios with fully charged battery for 2-way communication etc. with records kept
 - Regular liaison meetings should take place with the emergency services and neighbouring sites, shared occupancy and hire groups, to co-ordinate emergency activities, including as appropriate mutual support
 - Nurse, first aiders on duty must be clearly identified on staff rostra and made known
 - The person responsible for examining the contents of first-aid containers
 - Accessibility for the emergency services on site e.g. parking, location clearly identified with grid reference where remote
 - Radio communication to be put in place in remote locations where signal is poor
 - Safeguarding arrangements e.g. medical room shared where 2 vulnerable people treated simultaneously, private first aid and medical cover e.g. first aid cover at an event not regulated by the Care Quality Commission
 - Infection Control e.g. deep cleaning first aid medical room arrangements
 - Whereabouts of equipment – site plan
 - Communication arrangements
- Current Government, Regulatory and sector specific Guidelines are to be implemented wherever they exist e.g.
 - HSE First Aid at Work Guidelines
 - DoE Automated external defibrillators (AEDs) A guide for schools September 2018
 - DoH Guidance on the use of emergency salbutamol inhalers in schools March 2015
 - DOH Guidance on the use of adrenaline auto-injectors in schools 2017
 - DOH Infection Control
 - CLEAPSS guidelines
 - Provision and plans are to be reviewed on an annual basis or when there is reason to believe that they are no longer effective
 - Infection Control
 - All staff should take precautions to avoid infection and must follow basic hygiene procedures.
 - Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment

- The identity of first aiders on duty must be posted on notices including their photo name and contact number and posted in a prominent location e.g. notices boards, reception area and next to first aid kits
- Electrocution Emergency first aid response poster to be on display in electrical intake rooms and sited next to fuse boxes
- Chemical emergency response poster to be on display in chemical storage areas
- First Aid Kits
 - First aid kit content and provision must be identified through a documented first aid need assessment (burns kit, blue plasters, infection control, mouth shield, ice sport bandages, child minding, pets etc.) and comply with BS8599-1: 2019 as a minimum
 - First aid kits must be clean, fit for purpose (in a good condition) and readily available for use
 - First aid boxes and other associated provision e.g. wall mounted eye wash bottles must be inspected monthly and recorded on the first aid box checklist
 - First aid box signage must be posted next to each first aid kit compliant with the Safety Signs and Signals regulation
 - Each first aid kit must be clearly numbered and whereabouts documented on site plans
 - If possible, first-aid containers should be kept near to hand washing facilities
 - As a minimum the locality of kits must be sited and available in the following areas

Main Reception	*First Aid Medical Rooms	*Horticulture Activity
*Catering Kitchens	*Science Biology Labs	Transport (mini bus coach)
*Workshops	Soft Play Areas –Interior	School Trip Off Site Activity Bum Bag/Ruck Sack
Swimming / Hydrotherapy Pool	*Emergency Grab Bag	Living Accommodation Split Sites / Levels
*Chemical Storage Areas	Distant Sport Fields or Playground Play Areas	*Construction / Maintenance Activity
Child Minders Child Minding Activity	Automated external defibrillators (AEDs) Main Reception	Pet Husbandry Areas

*burns kit and eye wash in addition to first aid kit

- Medical First Aid Room
 - Medical and first aid rooms must be equipped and furnished in compliance with the list documented in the Group Risk Register and safeguarding of staff and the injured or ill person factored into the provision
 - A first aid medical room sign must be clearly displayed on the door and accessible to a stretcher – preferably on the ground floor without the need to carry a stretcher up and down stairs or use the lift (this might not accommodate the size of a stretcher or work in the event of power failure)
 - Medical first aid rooms must be deep cleaned in accordance with current Infection Control guidelines and as part of a cleaning schedule.
- Training
 - Staff responding to an emergency must be suitably qualified and trained (standard first aid at work training courses do not include resuscitation procedures for children) and repeated at various intervals
 - Emergency First Aid at Work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

- First Aid at Work (FAW) training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illnesses.
- Some other level or standard of training might be identified that is appropriate to their needs e.g. lifesaving training course
- Where registered as a child mind provider the school is required to ensure all child minders (all school staff) are trained in the special paediatric first aid training and include specific content identified in the supplementary standards to the Regulation. This training is to be repeated annually rather than every 3 years.
- Following the 'first aid needs assessment'; Managers might decide that it will be beneficial to have personnel trained to identify and understand symptoms and able to support someone who might be experiencing a mental health issue.

Links

<https://www.hse.gov.uk/pubns/indg214.pdf>

Fire

The Group will comply with the requirements of The Regulatory (Fire Safety Order) 2005, The Education (Independent School Standards) Regs 2014, The School Premises (England) Regulations 2012, Care Quality Commission (Registration) Regulations 2009 and has set the following rules that must be complied with.

Rules

- Only pre vetted approved competent qualified Fire Risk Assessors are permitted to carry out fire risk assessments on behalf of the Group
- To fully control fire hazards a written Fire Risk Assessment must be carried out for all Group premises by a competent Fire Risk Assessment. This must be kept on the premises to which it relates, and all of its requirements implemented. This assessment must be revised at regular intervals and in the event of significant change or new information coming to light
- Fire risks are to be identified in accordance with British Standard PAS 79 Identify fire risks from as an example but not limited to
 - The work activity
 - The curriculum activity
 - Materials used and stored
 - Sources of ignition e.g. flames and sparks from hot work, electrical equipment, electrical sub stations, portable heaters
 - Furnishings and fittings etc.
 - Identify any person i.e. staff and others especially at risk e.g. vulnerable people pupils disabled, visitors and contractors
 - Eliminate or reduce the scale of the fire risks and provide additional control measures as required as part of a progressive plan of improvements by
 - Substituting highly flammable materials by less flammable substances
 - Reducing amounts of combustible materials
 - Improving housekeeping
 - Minimising sources of ignition
 - Control of hot work by a permit hot work system
 - Cleaning and equipment maintenance systems
 - Enforcement of no smoking anywhere on the premises
 - Improving fire alarm and emergency egress arrangements e.g. by shorter travel routes, better fire resistant, construction, etc.
 - Providing emergency lighting internally and externally to allow safe access to assembly points, etc.

- The provision of fixed automatically activated fire-fighting equipment e.g. sprinklers and gas flooding systems
- Small quantities of explosives intended to be used for demonstration or experimentation purposes as part of the curriculum or fire work displays must form part of the Fire Risk Assessment and notified to the Group Safety Manager to establish the need for authorisation and licence from the HSE, local police etc.
- Responsibilities for the actions e.g. training staff, testing, maintenance and monitoring of systems, daily check of fire alarm panel, unobstructed routes etc., to be carried out must be clearly identified on a chart appended to the Fire Risk Assessment and communicated to those responsible for taking the action. This includes freeholders, 3rd party (e.g. hire a room or pool), contractors, tenants, locum and agency workers identified as responsible
- Signs must be used, where necessary, to help people identify what action to take in the event of an emergency and displayed above all call points, signs must be used to direct to a point of safety on escape routes (internal and external grounds), find fire-fighting equipment, find the fire assembly point. Signs must be compliant with Health and Safety (Safety Signs and Signals) Regulations 1996 and must comply with the provisions of those Regulations. For a sign to comply with these Regulations it must be in pictogram form. The pictogram can be supplemented by text if this is considered necessary to make the sign more easily understood, but you must not have a safety sign that uses only text. Appropriate signs should also take into account the age and ability of pupils or students.
- If fire action notices are affixed but are likely to be removed due to tampering they are to be replaced with a plastic type that is screwed to the wall using anti-tamper screws
- A Fire Log book sourced from the Fire Protection Association for each site with all records retained. The Fire Log book must be readily available at all times upon request
- A written emergency plan must be prepared for each site communicated and kept up to date.
 - Adequate numbers of persons must be assigned clearly defined roles and trained to ensure competence
 - As part of the emergency plan, arrangements must be made to ensure the rapid resumption of business activities and restoration of plant, materials and buildings
- The fire alarm must be audible in all areas of occupation including roofs and remote areas e.g. class-room blocks, plant boiler rooms, pools etc.
- Fire call points must be protected with a British Standard compliant plastic cover to prevent activation in crowded areas. Tampering of call points and false activation must be taken seriously and notified to the Head of Health and Safety without delay
- Fire assembly points must be clearly identified with safety signage, individually numbered where more than one fire assembly point has been identified and suitably illuminated in event of power failure. The whereabouts of fire assembly points must clearly identified on site plans
- Each site must have an exterior 'fire box' to include but not limited to site plans, Personal Emergency Evacuation Plans (PEEPS) including a summary and the grab bag can be stored.
- Water sources (hydrants) must be clearly evident with signage to indicate whereabouts and readily accessible. Their whereabouts must be clearly identified on site plans and communicated

- Evacuation drills must be carried out to test the effectiveness of the emergency plan with records kept in the Fire Safety Log Book.
 - Evacuation drills must be scheduled in accordance with the Fire Risk Assessment and evaluated by the Fire Coordinator overseeing the fire drill - Fire drill evaluation must be documented, communicated directly after the drill and a copy sent to the Group Health and Safety Manager
 - People on site must not be notified of the fire drill in advance
 - Fire drills must be scheduled to include staff pupils and service users. This includes when pools are occupied and out of hours to ensure the drill is reflective of site activity so adjustments can be made wherever necessary to safeguard people should a real fire occur
 - After the drill the participants should be reminded of the fire evacuation procedure, whereabouts of fire equipment, locality of call points
- Documented Personal Emergency Evacuation Plans (PEEPS) must be developed for 'at risk vulnerable people' including generic ones for visitors. Generic PEEPS must be retained on reception agreed with visitor hosts and acted upon.
- PEEPS including a summary overview must be retained in the exterior 'fire box' communicated in a manner that is understood and incorporated into training and support plans
- No items should be kept in an escape route which will restrict width or movement of persons or create a fire risk e.g. storage cupboards, furniture, open book cases, lockers, combustible art work
- Escape routes should lead to a place of safety some distance from the building and illuminated with emergency lighting to ensure that persons will not be affected by smoke and heat and can if necessary disperse safely
- Fire doors must maintain fire integrity. Where integrity has been compromised through damage (impact from boisterous or unruly behaviour etc.), the Site Lead, Estates Manager and the Head of Health and Safety must be contacted and an assessment carried out to identify risk control measures whilst awaiting quick repair or replacement.
- Fire door glass vision panels must not be covered or obscured
- Smoke detector heads must
 - Be sited in accordance with British Standards
 - Be well out of reach on ceilings
 - Not be covered over
- All monitoring inspection and maintenance test checks must be identified and carried in accordance with a written schedule by competent people and recorded. As an example but not limited to
 - Fire alarm tested weekly – Manual call points must be individually numbered and different one tested each week in accordance with a planned schedule as part of a rolling program
 - Fire alarm panel – checked daily for fault
 - Fire alarm system – planned schedule (quarterly and annual inspections and test)
 - Emergency lights – planned schedule (monthly flash test, more detailed 6 monthly condition test, including a 3 hour battery test)
 - Smoke and heat detectors – planned schedule (individual test and in accordance with manufacturer)
 - Fire doors, final exit doors door brackets magnetic closures, self-closing devices, glazed panels are intact undamaged, door frame, intumescent strip and smoke stop seals, hinges and locks properly lubricated – planned schedule

- Fire door hold open devices release when the fire alarm operates – planned schedule
- Fire doors not propped open by staff or pupils – daily and ongoing
- Warning signs and fire action signs are in place – planned schedule
- Gas suppression system – planned schedule
- Fire extinguishers and fire blanket – planned schedule annual
- Refuge alarm – planned schedule
- Evacuation aids – planned schedule
- Fire exit routes – daily
- Lightning conductors – annual planned schedule
- The fire service must be called in event of any fire irrespective how small and the Head of Health and Safety notified (Fires are reportable to the HSE and insurance)
- Liaison with the fire service must be carried out at regular intervals to ensure fire emergency plans remain effective
- Training must be arranged for staff pupils and service users and retraining as appropriate
 - As a minimum this should cover actions on discovering a fire and actions on hearing the alarm of fire
 - No person should be required to carry out any action which may put them at an unacceptable risk
- A procedure must be established which ensures that
 - All fire safety equipment is suitable for the type of risk
 - Located in easily accessible positions close to the risk
 - Inspected / tested on a regular scheduled basis and adequate records are kept in the Fire Log Book.
 -

Fuel Storage and Delivery

See also Electricity

The Group will comply with the requirements of The [Control of Pollution \(Oil Storage\) \(England\) Regulations 2001](#) and the Explosive Atmospheres Regulations 2002 (DSEAR) and has set the following rules that must be complied with

Fuel Tanks Rules

- Petrol storage tanks are not permitted
 - The scope of the Fire Risk Assessment must include but not be limited to
 - Control of potential sources of ignition including flammable gases, vapours, mists or dusts in sufficient quantity that might present a risk of igniting causing a fire or explosion while the fuel is being unloaded
 - Fuel tanks installed in areas that would compromise escape in the event of a fire
 - Fuel tanks installed in areas where fire resisting capability of surrounding structures would be compromised and ignite
 - Access for emergency services
 - Emergency telephone – remote areas limited signal
 - Maximum quantities fuel storage tanks to be identified and not exceeded
 - Fuel tanks where planned to be removed are to notified to the Head of Health and Safety in advance and a risk assessment and method statement completed.
- Professional advice should be sought where schools have redundant oil storage

tanks, particularly if the removal of redundant tanks is proposed as there is a risk of fire or explosion.

- If there are any permanent taps or valves where oil can be discharged from the tank to open areas, these should be fitted with a lock and should be locked shut when not in use. Where appropriate, notices should be displayed telling users to keep valves and trigger guns locked when they are not in use
- Pumps should be protected from unauthorised use, and taps and valves marked to show whether they are open or closed. Where these are not in use, they should be fitted with a blanking cap or plug
- A PTW system should be used to control maintenance operations in storage tank areas
- Fuel tanks must be bunded i.e. fire-resisting construction and which are designed to retain spills (110% volume of the largest vessel normally stored in it)
- An up to date emergency plan must be put in place including emergency contacts and those responsible to take action. Emergencies include
 - Overfilling the tank during delivery causing spill
 - Spills from leaks
 - Delivery during poor weather conditions
- Emergency drill to be rehearsed as part of emergency response arrangements routinely as part of planned schedule
- Fuel tanks and fuel delivery point must be secured to prevent unauthorised access interference or theft e.g. fuel tank within a secure gated compound wherever possible. Where this is not possible the Head of Health and Safety is to be contacted for advice for assessment
- Fuel tank storage area must be kept free from any other storage, combustible material e.g. fallen leaves, refuse, shrubs, overhanging trees, leaves branches that could ignite and subject to scheduled program of monitoring checks
- HAZCHEM signage to be on display affixed to the fuel storage area / compound and compliant no smoking signage and no unauthorised access displayed along with emergency contact numbers
- Fuel filling point uniquely identified with signage
- Fuel filling point and fuel tanks to be identified on site plans and communicated to the emergency services in event of a fire emergency upon arrival
- Fuel deliveries must comply and align with best current practice HSE Unloading Petrol from Road Tankers Dangerous Substances and Explosive Atmospheres Regulations 2002 ACOP and Guidance (see Link)
- Scheduled fuel deliveries to be made during the day. Adequate illumination should be provided for unloading outside daylight hours, including at the tanker unloading point no less than 100 lux
- Written instructions and other relevant information must be made available to a tanker driver, to bring to their attention any matters that are relevant to the safe unloading of fuel at the site.
- Fuel deliveries are not permitted without a coordinated Risk Assessment and Method Statement with the tanker driver / contractor supplier in advance. Special precautions may be identified as control measures for the delivery of fuel at sites. These may include:
 - Closure of the site to the vulnerable groups staff public during deliveries.
 - Special measures to control spillages
 - No deliveries outside set hours
 - Specified entry and exit routes for the road tanker
 - Providing cones or barriers
 - Prohibition of certain activities in certain areas e.g. use of the toilets and washrooms in areas that would compromise safeguarding during deliveries etc.

- No simultaneous deliveries e.g. dry goods or hazardous substances
- Working at height risk controls
- Emergency fuel deliveries where a site is occupied must be coordinated to avoid any contact with vulnerable people staff and others who might be affected – Note a driver wishing to make an unscheduled ad hoc fuel delivery is not considered to be an emergency
- Fuel deliveries must be supervised by a competent person who has knowledge of the risks and hazards involved, safety controls and checks to be made and able to respond and take action in the event of a problem
- Allocated parking space must be marked out fuel deliveries are to have an allocated parking space next to the fuel tank
- Suitable fire extinguisher to be provided that is readily accessible to the tanker driver and site operator when unloading fuel.
- A sufficient amount of dry sand or other suitable absorbent material to be provided in a suitable receptacle (and spills kit). This is to soak up residual and manageable spillages of fuel
- A suitable lidded container to be provided for the disposal of contaminated waste - Any material used to soak up petrol will be heavily contaminated and considered special waste under the Hazardous Waste (England and Wales) (Amendment) Regulations 2009

Highly Flammable Liquid (HFL) Storage

- Use and storage must comply with HSE guideline safe use and handling of flammable liquids HSG 140 (see link)
- The use and storage of Highly Flammable Liquids (HFL) included within the scope of the Fire Risk Assessment and general risk assessments for the workplace and activity wherever relevant. Considerations to include but not limited to;
 - Potential ignition sources can be of various forms of energy (including heat, electrical, mechanical and chemical) and may be presented by fixed and mobile plant and equipment, or transient activity. Examples include:
 - naked flames, including welding and cutting equipment
 - smoking and smoking equipment
 - electrical lighting, power circuits and equipment
 - personal electrical equipment including mobile phones, computers and tablets
 - mechanically powered plant; Safe use and handling of flammable liquids
 - processes that involve the generation of sparks
 - hot surfaces
 - static electricity
 - lightning
 - Whether staff PPE should be fire retardant
- HFL to be substituted for one that is less flammable wherever possible
- Minimal amount possible to be stored and used for activity
- Storage areas must be
 - In a flammable storage retardant cabinet designed for that purpose in an allocated storage area. Flammable storage cabinets are not to be sited on fire escape routes or common parts.
 - Cool and out of direct heat sources and sunlight
 - Dry
 - Well ventilated away from drains gulleys and pits which would allow heavy vapour to sink into and build up and possibly ignite
 - Flammable liquids should be kept away from incompatible substances

- Free from combustible material
- Display safety signage notices prohibiting smoking and naked lights
- Locked and kept secure to prevent unauthorised access, tampering, arson and theft
- Fitted with a smoke detector
- A sufficient amount of dry sand or other suitable absorbent material to be provided in a suitable receptacle (and spills kit). This is to soak up residual and manageable spillages of fuel
- A suitable lidded container to be provided for the disposal of contaminated waste - Any material used to soak up petrol will be heavily contaminated and considered special waste under the Hazardous Waste (England and Wales) (Amendment) Regulations 2009
- Workrooms in which flammable liquids are handled should preferably be heated by indirect means, for example, radiators fed by hot water pipes. The Head of Health and Safety to be contacted for advice regarding the use of portable heaters
- HFL must not be transported within a vehicle or in large quantities. Risk assessment to be carried out in advance of any transportation of HFL where this is required and the Head of Health and Safety contacted in advance
- Dispensing only with equipment designed for that purpose and carried out only in accordance with a risk assessment and a safe method statement
- Lid of HFL containers to be kept closed
- A PTW system to be used to control maintenance operations in areas where flammable liquids are used or stored

Links

<https://www.hse.gov.uk/pubns/priced/l133.pdf>
<https://www.hse.gov.uk/pubns/priced/hsg140.pdf>
<https://www.hse.gov.uk/pubns/books/hsg176.htm>
<https://www.hse.gov.uk/pubns/books/hsg140.htm>

Gases

The Group will comply with the Gas Safety (Installation and Use) Regulations 1998 (as amended) and the Ionising Radiations Regulations 2017 and have set the following rules that must be complied with.

Rules

- Gas to be included within the scope of the Fire Risk Assessment for example
 - Natural gas installations
 - Catering kitchens
 - Science labs
 - LPG
 - Medical gas (oxygen cylinders)
- Notification to Fire Service upon arrival by Fire Coordinator of presence of Gas and whereabouts
- Emergency gas cut off to be fitted in boiler rooms, catering kitchens, science lab – whereabouts marked on site plans and signed
- Emergency plans to include action to take in the event of gas release / leak
 - Key staff responsible to know what to do in event of a gas leak and the emergency action to take and who to contact
- Only approved Gas Safe Registered Engineer with a valid certificate of competence relevant to the particular gas work involved e.g. non domestic
- Routine maintenance and periodic examination of the installation/appliance in accordance with planned schedule and remedial action taken where necessary in

accordance with manufacturer's recommendations. If manufacturer's recommendations are not available, professional advice should be sought.

- Gas installations in living accommodation must by law be subject to an annual Gas Safe Registered Engineer inspection
- Records to be retained on site (last 2 years) and copies issued to the tenant where the Group operates and acts as the Landlord
- Gas installations gas taps in science labs must tamper proof and pre term checks carried out by the Head of department to detect unstable worktops damage to pipes and reported to maintenance for action by gas safe professional
- Gas appliances or fittings must not be used if it is known or suspected that they are unsafe
- Gas pipes must be pipe marked in compliance with the Safety Signs and Signals Regulations (content and directional flow)
- Carbon monoxide alarm to be fitted next to gas boilers
- Gas incidents are RIDDOR reportable by Gas Safe Registered Engineer in the event of the following detected (The Head of Health and Safety to be notified)
 - an accidental leakage of gas
 - incomplete combustion of gas or
 - inadequate removal of products of the combustion of gas
- CLEAPPS gas kiln guidelines to be followed wherever gas kilns are installed following discussion with The Head of Health and Safety
- LPG Gas cylinders - implement UKLPG Code of Practice
 - Stored outside in secure area in cool dry area away from drains doors and windows
 - Single LPG and returned to approved supplier
 - Soap and water test for leaks
 - Training for people responsible for connecting storing and moving
 - Signage and specially designed locked cages in event of multiple storage following assessment
- Oxygen Cylinders (Medical Gas)
 - Pupil assessment
 - Staff training
 - No trailing leads
 - Storage area clearly marked locked to prevent tampering unauthorised entry
 - Storage to be close to point of use
 - Cylinders to be stored securely to prevent falling
- Radon
 - Checks to determine whether or not property under the control of the Group are in affected areas using this link and entering the post code www.ukradon.org at the pre-planning stage in advance.
 - Notification and registration of radon made to HSE (1 notification for all premises on the estate)
 - If in an affected area Radon Assessment and measurements by professional specialist to determine potential radon levels is to be carried out and action taken to restrict resulting exposures
 - all below ground workplaces
 - all workplaces located in radon affected areas

Heights

The Group will comply with the Working at Height Regulations 2005 to prevent the risks from falling if working on a ladder or flat roof, could fall through a fragile surface, could fall into an

opening in a floor or hole in the ground and have set the following rule that must be complied with.

Rules

- Adequate information on the hazards and instructions relevant to the task must be provided.
- Sufficient supervision must be provided to ensure that the work is progressing safely
- As with all work situation work at height (other than hand height) must be subject to pre planning, a risk assessment before work starts to ensure that all hazards have been identified and suitable control measures implemented and a rescue plan. This assessment must be recorded. The following factors must be considered during the assessment but not limited to:
 - Length of job and content
 - Worker training and experience
 - Weather – snow ice high winds driving rain
 - The need to manually handle materials
 - In event of roof work:
 - What the roof is made of and its condition
 - Access and egress
 - Unprotected openings
 - Work requires approach toward or over edge
 - Risk to others not directly involved
 - People or materials falling off roof
 - Slope
 - Items stacked
 - Emergency response fire first aid medical
 - Lone working
- All persons carrying out work at height as part of their job must be trained so that they are aware of the dangers and are competent to apply the necessary control measures
- The rescue plan must be established in advance and communicated prior to work commencement. Equipment to be used as part of the rescue must be readily available and fit for purpose
- It is essential that before any work commences that all fragile areas are identified. Safety signs should be displayed warning that the roof is fragile, but do not assume as no signs are displayed that fragile materials are not present as at least part of the structure
- Scaffolds must be erected, dismantled and inspected at a minimum of weekly intervals by competent persons.
- Before deciding to use safety belts or harnesses the following points must be considered:
 - Is the proposed anchorage point in a suitable position to allow all the proposed work to be done safely
 - Is it strong enough, taking into account shock loading
 - Is there safe access to and from the anchorage point.
 - Note the free fall distance must not exceed 2 metres for a harness and 0.6 m for a safety belt.
 - All users must be trained and competent.
 - All belts and harnesses must be inspected by the user immediately before use and examined by a competent person at least every month.

- A record must be kept of competent person examinations.
- Running safety line for the attachment of a lanyard of a safety harness on roofs to be subject to a scheduled inspection and test with safety signage indicating maximum load bearing weight capacity displayed.
- It is essential that workers are adequately trained and competent to ensure safe use of the intended fall arrest equipment.
- Anchor points used for fall arrest applications must be strong enough to withstand the required static and dynamic loads resulting from a fall.
- The PPE manufacturer should advise the strength requirements for the anchor point to accommodate the specific PPE.
- Where persons have to approach an open edge substantial guard rails strong enough to provide support to persons falling against them must be provided. Guard rails must be subject to inspection by a competent contractor as part of a planned schedule annually and records retained
- Isolate the area below the roof work at height by a suitable barrier, supported by signs.
- No material must be thrown from height (chute or lowered in a managed way) - Waste materials must be safely stored in skips or similar containers so as not to be a hazard to the public, covers may be needed to minimise dust levels and keep waste from bouncing out
- Bunting or tape must never be used to prevent falls as these materials will never act as a barrier and prevent falls
- Tool belts should be worn and a lanyard used for equipment to prevent it falling from height and causing injury
- Mobile Elevating Work Platforms
 - See also Plant Machinery Tools Equipment
 - Mobile Elevating Work Platforms [MEWP] may be used as an alternative to roof access for visual inspection activities. If access to the roof is required from the platform a safety harness must be worn.
 - All operators must be trained in the use of the MEWP controls.
- Tower Scaffolds
 - Staff and pupils other than trained maintenance are not permitted to use tower scaffolds
 - Tower scaffolds must be erected, dismantled and inspected by a competent person.
 - Make sure the tower is resting on firm level ground with the wheels or feet firmly supported
 - Do not use building material such as bricks to take the weight of any part of the tower
 - The height of the working platform should be no more than three times the minimum base dimension when using outside or three and a half times the dimension if used inside, if using alloy towers you should follow the manufacturer's instructions
 - Before using any tower check with the manufacturer about the recommended working height of the platform
 - Do not sheet the tower as this could act like a sail and overturn the tower
 - Do not load with heavy equipment or materials
 - Do not use to hoist heavy materials or support a rubbish chute

- Always use the ladder for access, do not climb on the tower
- Always climb from the inside of the tower
- Use a brick guard where necessary
- Tower should not be moved with anyone remaining on the structure
- Close the platform access door to prevent falling through
- Watch out for overhead power lines before moving
- Do not use vehicles to push or pull the tower
- Ensure brakes are applied
- If fitted check that outriggers are set correctly and secured
- Purpose built platforms must be fitted with trapdoor entry and exit. There must be enough platforms so that they can be installed at 2m height intervals during assembly and dismantling.
- Guardrails fitted all the way around every platform at a minimum height of 950mm and with a maximum 470mm vertical gap between the guardrails and the platform
- A built in access ladder or staircase for safe ascent and descent
- 4 stabilisers of the correct size for the height of the tower
- Toe boards to prevent the fall of any materials
- User instructions which show one of the two recognised safe assembly and dismantling methods
 - Advance Guardrail (AGR). Guardrail side frames are put in place in advance of anyone getting onto the platform. They are put in place from ground level for the first platform level, and from the protected position of a platform below for the higher platform levels.
 - Through The Trap (3T). Guardrails are put in place before stepping onto the platform. The operator positions themselves within the open trap door, seated on the platform, from where they install or remove the guardrails.
- Tower components should be inspected by a competent person who is PASMA trained upon delivery
- Once the tower is built it must be inspected by a competent person who is PASMA trained and has attended a tower inspection module (see link)
 - before it is first used
 - at suitable intervals depending on the environment and use
 - every time something happens that may affect its stability or safety
- Ladders
 - All ladders individually numbered and where fixed identified on site plans
 - All ladders, step ladders, kick stools subject to scheduled inspection and examination to ensure they are in good condition to make sure they are free of defects by a competent person
 - People with vertigo are not permitted to use ladders
 - Erecting the ladder
 - Clear the area around the ladder from clutter. Make sure that no electrical cords or wire leads are close
 - If the ladder needs to be in front of a door the door must be locked to prevent surprise openings
 - If a ladder has to be placed in a high traffic pedestrian cones and signage to be used or the task supervised
 - Make sure the floor is even and stable. Avoid wet or slippery surfaces
 - Always support the ladder at four points

- Climbing the ladder
 - Wear suitable shoes –no heels, barefoot or sandals
 - Never climb onto wet or slippery steps make sure they are dry
 - Never overstretch – do not climb beyond the last 3 steps of a ladder
 - Keep shoulders between the rails and don't over-reach move the ladder instead
 - Always keep 3 point contact with the ladder
 - Don't let children climb up the ladder; prevent access at the end of the day if you have to, or fold it up after use
 - In the event of an unforeseen vertigo attack –don't look down, breath slowly and steadily, and go back down step by step
- Ladders – Maintenance
 - Maintenance ladders are to be used by maintenance only and not borrowed for any other activity by staff members
 - Ladders should not be painted as this can hide defects
 - Ladders not fit for purpose withdrawn from use
 - Secured to prevent unauthorized use and access
 - Assessment prior to use to take into account
 - The nature and duration of the work task
 - The risk to the H&S of the users of the ladders
 - HSE ladder guidelines to be followed (see links)
 - Adequately secured and placed on a firm surface
 - Do not overreach
 - Do not climb or work off a ladder unless you can maintain 3 points of contact
 - Maintenance staff who use ladders routinely as part of their job to be trained
- Ladders – Fixed (Ladder Safety Hoops)
 - Ladder guard fitted to prevent unauthorised access
 - Adequately signed 'no unauthorised access and caution height danger'
 - Subject to routine inspection as part of a planned schedule by a competent person
 - Installations must comply with current standards
 - Ladder stair treads must be of a suitable depth away from the wall to allow boots to take a foot hold during the climb
 - Managers / contractors responsible for access must be aware that hoops of a ladder alone may not be effective in safely arresting a fall without injury.
 - Working at height risk assessments must be revised in advance of access work and consider if additional fall protection is required or alternative means of access supplied.
 - Where the Managers / contractors choose to use fall arrest equipment inside a hooped ladder to arrest a fall they should be aware that hoops may interfere with the operation of some types of fall arrest equipment (for example inertia reel devices).
 - Managers / contractors responsible for access should contact their manufacturer or supplier for advice on the performance of such

equipment when used in a hooped ladder.

- Users of fall arrest equipment inside a caged ladder should also be aware of the possibility of injury from striking the cage following a fall. The use of climbing helmets to reduce the risk of injury must be considered.
- Step Ladders
 - Only commercial type and non-conductible step ladders permitted for maintenance activity
 - Industrial Duty Class 1 ladders are designed for Maximum Static Vertical Load 175 kilograms
 - EN131 Ladders (previously known as Class 2) are designed for Maximum Static Vertical Load of 150 kilograms
 - Domestic Duty Class 3 ladders are designed for a Maximum Static Load of 125 kilograms
 - Check the ladder is sufficiently robust to support the weight of person and item
 - Note when calculating total weight be sure to add the weight of PPE, tools and supplies to your own weight
 - Always check the manufacturers label for the maximum load
 - Take time to check the condition of the ladder before and after use
 - Make sure steps are free of oil wet paint mud or other potential slippery substance
- Kick Stools
 - Fitted with mandatory signage safety signage listing safety precautions
 - Subject to inspection in line with planned schedule

Links

<https://www.hse.gov.uk/pubns/indg401.pdf>
<https://www.hse.gov.uk/pubns/indg455.pdf>
<https://ladderassociation.org.uk/>
<https://pasma.co.uk/>

Infection Control

The Group has in place an Infection Control Policy to protect from micro-organisms from animal and human products waste and sewage which could adversely affect staff and adversely affect the health and safety of non-employees. The Infection Control Policy should be referred to along with the set of following rules that must be complied with.

Rules

- All staff are required to maintain good levels of personal hygiene and use personal protective equipment where provided to significantly reduce the incidence of infection
- Management should carry out a risk assessment to identify the level of risk and ensure that current control measures are effective, if not additional controls must be introduced. These must be aimed at eliminating the hazard, and if this is not possible ensuring that the measures protect not only the persons directly involved in the task, but others who may be affected by the activities.

- Where an effective vaccine exists, e.g. tetanus, persons at risk should be recommended to maintain immunity. Note persons cannot be required to be immunised.
- Staff who are at risk must be informed of the risk factors and the necessary control measures. This should include:
 - Information on how it can be contracted
 - the signs and symptoms; and
 - control actions.
- Information should be provided via a specific briefing/training session and backed up by written information e.g. for Leptospirosis, the issue of a card which contains guidance on the action to be taken if they come into contact with sewage and a guidance note which should be kept safe and shown when attending a doctor or hospital on account of illness.
- A significant part of the protective measures is the implementation of an active rodent pest control programme.
- Suitable impervious personal protective equipment should be provided, used, cleaned and replaced as necessary.
- Suitable accommodation for this equipment must be provided. This should ensure that clean items/clothing are kept separate from dirty/contaminated articles.
- Arrangements should be made to ensure that protective clothing is regularly changed and cleaned to a biologically acceptable standard.
- Premises, service user aids and adaptations must be cleaned in accordance with a Cleaning Schedule by cleaners who are trained in accordance with Risk Assessments Method Statements
- Specialist HAZMAT teams to be appointed for deep cleaning in the event of a communicable outbreak or pandemic e.g. Flu
- Management should undertake a cleaning audit as part of routine audit schedule to ensure cleaning standards are maintained
- Management should ensure that adequate washing facilities are readily available for persons at risk. Warm water, soap, towels, are essential. The provision of and access to site shower facilities is recommended.
- Any person who develops a chronic skin disease should be notified to the Director of Personnel and the Head of Health and Safety and excluded from certain work activities that would place them at increased risk
- Any person with a serious cut or abrasion which cannot be adequately covered by a waterproof dressing should be suspended from work in which there is a risk of contracting Weil's disease until the wound has healed.
- Every accident at work, however trivial, must be promptly reported to the immediate supervisor and investigated.
- Adequate first aid arrangements are essential. As infection can occur through breaks in the skin, it is important that all wounds are effectively treated.
 - Any scratch, abrasion or cut must be thoroughly washed as soon as possible.
 - Antiseptic wipe should be applied to the wound with a clean piece of cloth or cotton wool, which should then be protected with a strip of gauze completely covered with a waterproof plaster.
 - Any scratch, abrasion or cuts suffered outside of work activities must be covered with a waterproof plaster before starting work.
 - Avoid rubbing your mouth, eyes or nose with your hands during work. Eyes affected by sewage splash must not be rubbed, but thoroughly irrigated and if necessary medical assistance obtained.

Insurance

The Group ensures that suitable and sufficient Insurance cover is in place according to its business activity and operation and has a set of rules that must be complied with.

Rules

- **Employer Liability Insurance**

The Group has in place Employer Liability Insurance. The Employers Liability (Compulsory Insurance) Act 1969 places a legal obligation on employers to put in place employer liability insurance where one or more employee is employed.

- The current Employer Liability Insurance certificate is to be displayed in a prominent place in each premises under the control of the Group
- It is advised that this certificate is displayed next to the HSE Law poster wherever possible e.g. in the main entrance reception area
- This insurance is to be renewed annually and the certificates retained for 40 years. (Note Since 1 October 2008 there has been no legal requirement for employers to keep copies of out-of-date certificates- However, employers are strongly advised to keep, as far as is possible, a complete record of their employers' liability insurance. This is because some diseases can appear decades after exposure to their cause and former or current employees may decide to make a claim against their employer for the period they were exposed to the cause of their illness.
- In all cases the insurance broker should be notified if things change.

- **Public Liability Insurance (Occupier Liability Insurance)**

The Group has in place Public Liability Insurance to protect the Group, staff and volunteers, for their liability to third party property damage or personal injury to others. There is no legal obligation to display this certificate

- This insurance is to be renewed annually and the certificates retained for 40 years.

- **Volunteers and Governors**

The Group recognise the value of volunteers and affords them same protection as staff including cover for property damage, loss or injury they sustain or to a third party as a result of their negligence.

Cover for volunteers can be through the Employer Liability OR Public insurance.

- The Group to ensure cover through its Employer /Public Liability insurance
- Governors to be included in the scope of the Directors and Officers insurance cover

- **Contractors and Self Employed**

- External contractors, business service suppliers will be required to provide their current insurance certificate prior to engagement, or accessed as part of the assessment and evaluation process as appropriate by the person responsible for the appointment.

- **Drivers**

The Road Traffic Act 1988 obliges drivers to have suitable insurance cover in place.

- Any staff member using a vehicle (their own or Group owned) to hold business insurance
- Insurance restrictions should be checked in advance may require placement of stock and equipment tools handling aids etc. in the boot of the vehicle rather than within a vehicle
- Staff are not permitted to use their own vehicles to transport service users and pupils
- **First Aid Medical Response Medical Conditions**
 - First aid and medical response is considered to be a service carried out on behalf of the employer by a staff member and therefore covered by Group insurance
 - AED where in use to be notified to Group insurance
 - Insurance cover may need to be extended in event of special medical response (e.g. staff with epilepsy, vulnerable person within our care who needs a special type of emergency medical response e.g. Ventolin, epi pen)
- **School Trips**
 - Suitable insurance cover to be in place prior to engagement for the trip and activity undertaken
 - Insurance certificate sourced and supplied by the organiser in advance
- **Property and Grounds Insurance**
 - Scope of cover to include
 - Occupier's liability
 - Personal injury to people, family members living in rented living accommodation
 - Domestic pets and animals (dog cat therapy curriculum animal causing injury biting people, death due to power failure etc.)
 - Malicious damage
 - Fire / flood/ lightning strike/ adverse weather
 - Tree damage
 - Theft and vandalism
 - Building content
 - Loss of valuables
 - Residents personnel effects and possessions as appropriate
 - Accidental damage
 - Business interruption - staff absence
- **Professional Indemnity Insurance**
 - Professionals e.g. legal representative, HR, Safety Advisor etc. contracted to represent the Group are to hold current valid Professional Indemnity Insurance.
- **Other Insurance**
 - The Group will ensure that insurance policies have been set in place to provide the required cover for, work experience and children under the age of 18
 - Mobility Scooter Insurance (owner)
 - Insurances from 3rd parties offering services hair dressing, nail cutting, social activities e.g. exercise classes should be sourced prior to activity
- **Special Engineering Insurance Inspections**

There should be engineering insurance inspections for

- Passenger lifts
- Lifting hoists and slings (pupil/service user)
- Lightning conductors
- Pressure Boilers

Manual Handling

Legislation requires that whenever possible the employer must eliminate manual handling activities, if this is not possible tasks must be thoroughly assessed and actions taken to reduce the risk of injury as far as is reasonably practicable.

Manual handling is defined as the picking up, putting down, carrying, pushing, pulling or supporting of a load. A load is any discrete movable object and includes, people, animals, material supported on a shovel or fork. A tool in use, is not considered a load.

The Group will comply with the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 help prevent injury not only to the back but any other part of the body, to ensure equipment is suitable for its purpose, properly maintained and used correctly and safely and staff trained. To ensure compliance the Group has set the following rules below that must be followed.

Rules

- General
 - The Head of Health and Safety will support implementation, assist in measuring performance and review of these rules by providing guidance on legislative and good practice standards.
 - Managers must review all activities to identify any manual handling components and take action to eliminate this activity as far as is reasonably practicable. As an example the table below identifies job roles that would involve manual handling activities

General Maintenance and Assembly	Workshop	Catering	Deliveries
Grounds Maintenance	Teaching	Care Support	Cleaning
Laundry	Transport	Therapy	IT
Administration	Emergency Procedures	Animal Husbandry	Sport

- Manual Handling MAC Assessment charts (see Link below) can help the Risk Assessor identify high-risk workplace manual handling activities and can be used to assess the risks posed by lifting, carrying and team manual handling activities
- The Risk Assessment of Pushing and Pulling (RAPP) Tool can be help the Risk Assessor to assess the risks posted by pushing and pulling tasks (see Link below)
- Consideration should be given to automation or the use of mechanisation e.g. a fork lift truck, etc.
- These options must be assessed to ensure that they do not increase risk levels.

- Note: if this cannot be achieved in the short term it may be possible when reorganising either the workplace or work activities or the load to make it more suitable for mechanical handling. A long term implementation plan may have to be developed.
- All manual handling activities that cannot be readily eliminated must be thoroughly assessed and suitable control actions implemented to minimise this activity as far as is reasonably practicable, e.g. by use of mechanical aids such as trolleys.
- Suitable records should be made, identifying the significant findings and required control actions.
- The assessment must be reviewed at suitable intervals and when there is reason to believe that it is no longer valid.
- In assessing manual handling activities the assessors should consider the following factors. The HSE checklist can be used for this purpose (See Link) Note many of them are interrelated and are difficult to consider in isolation. Control activities should address as many of them as necessary until the risk can be considered to be reduced to the lowest practicable level:
 - The load
 - The task
 - The working environment
 - The individual
 - Other factors emergency evacuation, PPE
- Where possible generic assessments should be made in the first instance, as this should lead to a uniformity of standard. These should then be reviewed to identify any specific features and any required additional control actions to be introduced
- All persons required to carry out handling tasks should receive both general and load/task specific training and information which will enable the individual to:
 - Be able to assess a load, the environment and recognise his/her own limitations with regard to the task
 - Be able to use any provided mechanical aids and apply good handling techniques
- Staff monitoring should include regular checks that staff are using safe practices and should identify whether further instruction, training and/or supervision are required
- New staff should be supervised (shadowed) until they are deemed to be competent
- If the risk assessment has identified that there is a significant potential for causing musculoskeletal disorders, consideration should be given to have the exposed persons examined periodically by an occupational health nurse or doctor, as part of the regular health surveillance programme.
- People
 - Managers should consider the needs of specific service users as part of the care planning process. Take a balanced approach to managing the safety of staff alongside service users reasonable expectations of autonomy, privacy and dignity. Where possible, Managers should have input from the service user and/or their family so they are involved in choices over how their needs are met, are reassured about the safety and comfort of the equipment, and understand how it will help prevent injury to themselves and those caring for them. This information should be communicated to staff and kept accessible for easy

reference. Note sometimes parents and carers (non staff) develop moving and handling techniques that put them at risk of injury (so called 'controversial moves') – in many cases this is because the benefit to them or the individual student's home life outweighs the risk. This does not mean that schools or staff should adopt the same lifting and carrying techniques in the school – the principles of finding the right balance between risks to staff, the opportunities for the student, and the student's rights apply to lifting and carrying as they do to all other aspects of the student's education. Dialogue and discussion with the student and carer can help produce a positive outcome for all parties.

- The risk assessment and care plan for an individual service user should adequately cover their moving and handling needs, both day and night, including:
 - what the service user is able/unable to do independently;
 - the extent of the service users ability to support their own weight and any other relevant factors, e.g. pain, disability, spasm, fatigue, tissue viability or tendency to fall;
 - the extent to which the resident can participate in/cooperate with transfers;
 - whether the service user needs assistance to reposition themselves/sit up when in their bed/chair and how this will be achieved, e.g. provision of an electric profiling bed;
 - the specific equipment to be used, including (if applicable) type of bed, bath and chair as well as specific handling equipment, i.e. type of hoist and sling, sling size and which attachments are to be used;
 - the assistance required for different types of transfer, including the number of staff needed. Hoisting tasks may require more than one worker to assist in safe transfer; moving and handling in the event of emergencies, such as fire evacuations, residents' falls etc. - In some cases, assessment will show that at least two staff carers are needed – one to operate the hoist, and the other to help keep the individual in a safe position while moving, to maintain cooperation and provide direct reassurance.
 - Plans must be reviewed periodically, and when the person's needs change, e.g. when they become less mobile and more dependent
 - All this applies when people use a service and this includes when they are admitted, discharged, transferred or move between services.
- Bed Rails
 - In addition to compliance with PUWER bed rails are also 'medical devices', so product safety issues such as their design and supply fall under the authority of the Medicines and Healthcare products Regulatory Agency (MHRA).
 - A specific risk assessment must be carried out by a competent person before bed rails are used and take into account the following risks
 - Poorly fitted bed rails that could cause asphyxiation where a service users neck, chest or limbs could become trapped in gaps between the bed rails, or between the bed rail and the bed, headboard or mattress.
 - The service user rolling over the top of the rail, climbing over the rail (e.g. due to confusion etc.) climbing over the footboard
 - The service user violently shaking and dislodging rails and forceful contact with bed-rail parts.
 - Chest or neck entrapment in bed rails is considered to be a 'Never Event' and notified to the CQC
 - Mattress sensor alarms wherever identified as a risk control measure to alert staff must not be disconnected and monitored

- Where bed rails are fitted, staff must be made aware of the risks and how to ensure the service users safety. Information on whether bed rails are used should be included in the service users care plan
 - When considering the use of bed rails, Managers / the Risk Assessor should bear in mind that they are not intended to:
 - limit freedom of movement;
 - restrain people;
 - be used as grab handles.
 - Every effort should be made to involve the service users or their family in the decision-making process and to explain why and how bed rails are used. Families sometimes expect bed rails to be used out of concern for the safety of their relatives, not realising the potential risks, and that their use may not be the best approach.
 - When using bed rails, consider the compatibility of the resident, bed, mattress, bed rail and any associated equipment. Both bed rails should be used to eliminate
- **Mechanical Aids and Adaptations**
 - Equipment should only be introduced following an assessment, and should be used in conjunction with the care plan and the manufacturer's instructions.
 - Management/ supervision should ensure that any required mechanical aids are readily available and used safely and correctly. They should take into account any persons concerns over their ability to move and where supporting people follow the handling need transfer plan safe systems of work
 - Mechanical aids and adaptations must be properly inspected and maintained in accordance with a planned programme, recorded and comply with statutory requirements i.e. The Provision and Use of Work Equipment Regulations and the Lifting Operations and Lifting Equipment Regulations (PUWER and LOLER), HSE guidelines (See Links), national guidance, manufacture instructions including visual and function tests by approved competent contractors (insurance approved for LOLER)
 - Only competent trained staff are permitted to carry out visual and function tests
 - Alarms alerts and faults must be monitored and acted upon and included in any training
 - Handling aids must be hygienic and subject to routine cleaning and disinfection in accordance with a persons need in accordance with the manufacturer instructions and a cleaning schedule
 - Faulty or damaged mechanical aids must be immediately removed from use and reported

Links

<https://www.hse.gov.uk/msd/manual-handling/index.htm>
<https://www.hse.gov.uk/pubns/indg478.htm> RAPP Pushing Pulling Tool
<https://www.hse.gov.uk/pubns/indg383.pdf> MAC Tool
<https://www.hse.gov.uk/pubns/ck5.pdf> HSE Manual Handling Risk Assessment Checklist
<https://www.hse.gov.uk/healthservices/moving-handling.htm>
<https://www.hse.gov.uk/services/education/management-moving-handling.htm>
<https://www.hse.gov.uk/services/education/moving-handling.htm>
<https://www.hse.gov.uk/services/education/special-needs-case-studies.htm>
<https://www.hse.gov.uk/pubns/hsis4.pdf> LOLER PUWER Social Care Equipment
<https://www.hse.gov.uk/pubns/hsis3.pdf> Getting to Grips with Hoisting People
 The Disabled Living Foundation: www.dlf.org.uk

Medication

The Group will comply with legislation as it relates to a CQC Regulated Provider The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, an Ofsted Regulated School Proprietor and a Children's Home when supporting SEN children who require assistance, prompted administered with medication that is prescribed including holistic and over the counter remedies in accordance with their need and have set the following rules to be complied with:

Rules

- The Medication Policy must be referred to in all cases and its scope include but not be limited to
 - supply and ordering
 - storage, dispensing and preparation
 - administration
 - disposal
 - recording
 - training
- The Medication Policy must be subject to annual review by a suitably competent person employed by the Group or externally and comply with current UK Government Guidelines
- People's medicines must be available in the necessary quantities at all times to prevent the risks associated with medicines that are not administered as prescribed. This includes when people manage their own medicines.
- Sufficient medication should be available in case of emergencies.
- Sufficient equipment and/or medical devices that are necessary to meet people's needs should be available at all times and devices should be kept in full working order. They should be available when needed and within a reasonable time without posing a risk.
- The equipment, medicines and/or medical devices that are necessary to meet people's needs should be available when they are transferred between services or providers
- Medicines must be administered accurately, in accordance with any prescriber instructions and at suitable times to make sure that people who use the service are not placed at risk.
- When it is agreed to be in a person's best interests, the arrangements for giving medicines covertly must be in accordance with the Mental Capacity Act 2005.
- Medication reviews must be part of, and align with, people's care and treatment assessments, plans or pathways and should be completed and reviewed regularly when their medication changes.
- Any staff member or volunteer required to handle, prompt, purchase or dispose of medication in any form must be trained at the point of induction and this training repeated at regular intervals
- Staff must follow policies and procedures about managing medicines, including those related to infection control and be monitored
- Medication must documented on individual Medication Record Chart with up to date copies in the emergency grab bag for each site
- Medication cabinets must be kept locked, with routine inventories made of content to ensure they are current for the individual and within their best before date.
- Medication incidents and errors are to be reported and notified to the Regulator (Ofsted or CQC) as necessary in accordance with notification arrangements
 - death
 - injury
 - abuse, or allegation of abuse.

- incident reported to or investigated by the police
- Disposable single use gloves may be required (contact with body fluids, medication held in the hand)
- N95 respirators or medical masks may be required to avoid inhalation of fume or spray
- Any staff member or volunteer responsible for the handling of medication must be competent to deal with a medical emergency, and have a good grasp of English (oral and written) to ensure the medication requirements are clearly understood and recorded to avoid confusion
- Medication must not be disposed of into waste water supply or flushed down the toilet
- Contingency and first aid arrangements must include medication need to ensure it is available
- The Manager must have arrangements to take appropriate action if there is a clinical or medical emergency and these must be communicated to staff and followed
- Managers must comply with relevant Patient Safety Alerts, recalls and rapid response reports issued from the Medicines and Healthcare products Regulatory Agency (MHRA) and through the Central Alerting System (CAS).

Noise

The Group will comply with The Control of Noise in the Workplace Regulations 2005. The Group recognise SEN children have particular noise sensitivities and this can have a negative impact on their behaviour, mental wellbeing and learning experience. The Group has set the following rules to be complied with:

Rules

- Pupil sensitivity to noise and levels of noise exposure will form part of their individual risk assessment and support plan in their learning and where applicable living environment
- Any noise nuisance generating work activity must be suitably controlled and the work planned and coordinated
- Site management must identify areas in which there is a risk of damage to hearing taking into account the way in which equipment may be used. In making this decision no account can be taken of the effect of wearing any ear defenders. Occupational hygienists as appointed may be required to carry out noise surveys.
- A suitable and sufficient risk assessment for noise must be carried out for staff where a noise exposure at or above a lower exposure action value 80 dBA. Following assessment steps must be taken to reduce noise exposure by
 - Using quieter machines equipment
 - Noise enclosure
 - Maintenance of equipment and maintenance of tool sharpness to help reduce noise production
 - Isolating the individual from the noise
 - Provision and wearing of PPE
- Adequate information, instruction and training must be provided to enable employees to use hearing protection correctly. This should include an explanation of the risks, why the hearing protection is needed, how to use it and any limitations in its use.
- Management must supervise staff and pupils to ensure that the hearing protection is used correctly and when it is needed. These rules must apply to all persons who may be on site even for short periods
- Staff and pupils as appropriate must wear or use provided hearing protection when

required, take care of it [keep it in a suitable store when not in use], regularly check it, clean it as necessary and report any defects to their supervisor or teacher.

- Mandatory safety signs should be posted to designate areas where hearing protection must be worn
- Sufficient clean hearing protection must be kept on site for use by visitors
- Hearing protectors must be periodically checked for cleanliness and damage and replaced if damaged e.g.
 - cracks or holes in muffs;
 - ear muff seals are torn or hardened or the sound absorbent lining is exposed and damaged;
 - ear plugs are not soft and resilient;
 - headbands have lost their tension; or
 - at intervals recommended by the manufacturer.
- Cleaning facilities should be provided and used immediately after wearing the hearing protectors
- Ear muffs should be stored in a dry clean cool dark place out of direct sunlight [as excessive heat and UV will rapidly weaken the plastic] away from chemicals, preferably in a locker. Plugs if not designed to be reusable should be thrown away immediately after use.

Personal Protective Equipment

The Group will comply with the Personal Protective Equipment at Work Regulations 1992 and have set the following rules to be complied with.

Rules

- As with all forms of personal protective equipment it should only be used as an interim measure or if after adequate assessment it is concluded that risks cannot be eliminated or controlled by engineering or organisational controls. It must be noted that PPE only protects the user and then only while it is being used.
- Management must ensure that the PPE is suitable for the risk (dust, gas, impact, liquid molten metal or radiation e.g. welding flash), the job, the wearer and compatible with other forms of PPE that must be used.
- All PPE necessary for the job must be provided and replaced [as necessary] free of charge, maintained in good working order, regularly checked by a competent person and maintained.
- Suitable storage facilities must be provided for PPE when it is not in use.
- Adequate information, instruction and training must be provided to enable staff and pupils to use PPE correctly. This should include an explanation of the risks, why the PPE is needed, how to use it and any limitations in its use.
- Management must supervise staff and pupils to ensure that the PPE is used correctly and when it is needed.
- Site management must identify areas in which there is a risk of eye injury, make site rules governing when and where PPE must be worn. These rules must apply to all persons who may be on site, even for short periods, and brought to the attention of all who may have to comply with them.
- Safety signs should be posted to remind persons of the need to comply with the site PPE rules.
- Sufficient PPE must be kept on site for use by visitors
- PPE must be worn in designated areas
- PPE must be suitable. To be suitable PPE must

- Provide protection against injury
 - Conform to an appropriate standards (marked with CE mark)
 - Be suitable for the wearers work activity
 - Be adjustable so it provides a good fit
 - Not hinder movement or visibility
 - Be compatible with work conditions e.g. in hot or humid conditions visors will be preferable to goggles as these will steam up
 - Be periodically checked for cleanliness and damage (cracks serious scratches tears, pitting solvent damage) and replaced where necessary at regular intervals as advised by the manufacturer
- Cleaning facilities should be provided
 - PPE should be stored in a dry clean cool dark place out of direct sunlight [as excessive heat and UV will rapidly weaken the plastic] away from chemicals, preferably in a locker or store room.
 - PPE must not be tampered with drilled cut or modified to allow it to be fitted.

Plant Machinery Tools Equipment

The Group will comply with the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998 and have set the following rules to be complied with.

Rules

- Site management will ensure that only competent trained and authorised persons use plant machinery tools and equipment
- A competent person should have
 - A core knowledge of the subject
 - Sufficient training to assess its use
 - The experience to apply that knowledge correctly
 - The personal qualities needed to undertake functions effectively including pre and after use checks and ability to deal with emergencies

Plant – Mobile Elevated Working Platforms (MEWP)

- Mobile Elevated Platforms must be operated by competent trained drivers and a banksman
- Pupils are not permitted to ride on or operate MEWP or give hand signal guides
- Before carrying out any work at a height, a pre assessment of the work at height should be made at ground level followed by a comprehensive site specific risk assessment to be carried out by a competent person. This should clearly identify all risks involved when using the MEWP and the measures needed to eliminate or control those risks taking into account but not limited to:
 - Falling from a height - a rescue plan in place (practised as part of the review process) / body harness and anchorage point in crib (safe working load clearly on display and not exceeded)
 - Overturning and ejection of occupants from working platform
 - Collisions
 - Objects falling from a height
 - Entanglement
 - Trapping and crushing
 - Electrocution
 - Structural/mechanical failure and becoming stranded
 - Suspension trauma
 - Incorrect operation
 - Lack of familiarisation and improper training

- Ground conditions
 - On site traffic and pedestrians
 - Others likely to be affected by the work – noise fumes obstruction etc.
 - Exclusion zone and barriers
-
- Ensure tool box talks on MEWPs are site specific and a safe system of work is in place to report any defects or unsafe work practices
 - MEWPs should have a CE Mark, be regularly maintained, in accordance with the manufacturer's recommendations, and pre-use checks carried out to ensure the MEWP controls are functioning correctly. Ensure there is a constant check in place to ensure that MEWPs are in good working order at all times.
 - Ensure the safe working load (SWL) allowance in the MEWP basket is clearly displayed and is never exceeded
 - A documented record of pre-use inspection checks (which can be further divided into visual checks and function checks), regular inspections and service records should be in place.
 - Operators should isolate, tag and report any defects or problems with the equipment and these should be dealt with. The MEWP should be taken out of service immediately if the problem or defect is critical. Safety is paramount.
 - MEWPs and any material handling device used with them must be thoroughly examined at least every six months by a competent person or more frequently if required. Proof of a current thorough examination e.g. insurance engineer surveyor report), or copy of it should be kept on the machine and also in the on-site Health and Safety file to demonstrate that the equipment is in good working order and safe to use.
 - Workshop yards and areas should be designed to allow free and safe movement of Mobile Elevated Platforms providing good visibility for both pedestrians and vehicles.
 - Use of helmets, gloves, safety shoes and where necessary warm clothing may be needed for safety and comfort. High visibility clothing with reflector strips may also be required
 - MEWPs should be stored in a secure compound or in a designated area with the keys removed. The brakes should be fully operational and in use and the working platform lowered into the parked position.
 - If a MEWP is parked on a gradient, the wheels should be chocked.
 - Where recharging of electrically powered MEWPs is necessary ensure this is carried out in a safe manner and is protected from environmental factors. In particular recharging should be carried out in a well-ventilated area.
 - The keys to operate the MEWP should be issued to authorised personnel only. A safe system of work needs to be in operation at all times regarding this.
 - PPE may be required
 - A hard hat (with a chin strap where appropriate)
 - Suitable safety footwear
 - Suitable high visibility vest or jacket
 - Suitable clothing for cold or wet weather conditions
 - Hearing protection
 - Eye protection
 - Hand protection

Machinery

- Supervision is a vital factor in woodworking machinery safety to ensure safe working methods are being implemented
- Formal training and instruction is vital for effective control of machines and must be completed before use by any operator

- Staff and pupils under the age of 18 are prohibited from using circular sawing machines, other sawing machines fitted with a circular blade, hand-fed planing machines used for surfacing or vertical spindle moulding machines unless they have successfully completed an approved course of training. These machines may be used during training as long as the young person is adequately supervised by a competent person who has a thorough knowledge of and experience of the machine and the required safety arrangements.
- Whenever possible lockable isolators should be used to ensure that the machine is safe during maintenance operations and prevent unauthorised use of machinery
- Unobstructed space is essential to the safe operation of machinery. The workplace layout must be managed to make maximum use of the available space, and take into account the use, operation and production cycle.
- Machines should be segregated from pedestrian and vehicle traffic routes so that the operator cannot be bumped, pushed or easily distracted
- Instructions must be kept with the machinery – preferably attached to the machinery
- It is often necessary for all but the shortest of daily exposures to wear suitable hearing protection
- Eye protection may be required
- Masks or visors may be required
- Overall or an apron may be required
- The floor/ground area around a machine must be kept in a good and level condition and free from loose materials e.g. chippings, waste and liquid spills.
- Electricity cables should be kept above head height or set in the floor in a manner which does not create a tripping hazard.
- Good light is essential as it enables the machinery controls and hazards to be seen more readily, and reduces the chance of visual fatigue. Lighting should be positioned to avoid glare.
- Too low a temperature will lead to cold hands which reduce the operator's ability to control the work piece and also to lack of concentration. A temperature of 16⁰C should be satisfactory for a workshop with the needs and welfare of the pupils taken into consideration
- As wood dust, especially hardwood, is hazardous to health, woodworking machines should be fitted with effective local exhaust ventilation [LEV] systems to collect and dust or chippings produced during machining.
- The filter should be shaken at least daily and cleaned at regular intervals to maintain extraction efficiency
- LEV should be regularly checked for leaks or blockages and thoroughly examined and tested by a competent person at least every 14 months 6 months for metal dust with the last test date sticker clearly evident on the machine

Tools and Equipment

- Tools must not be left unattended and must be returned to the (secure) store when not required for use
- Tools must only be taken onto site in the provided lockable box, not stored loose, and kept in the provided box until needed
- All tools must be cleaned after use and regularly, inspected and maintained. Any noted defects reported and the tool not used until repaired
- Instructions for use must be kept in the box with the tool
- Ear defenders may be required
- Eye protection may be required
- Masks or visors may be required
- Gloves may be required

- Users must ensure that the work area is clear of other persons before operating the tool
- Any reports of hand arm vibration and hearing problems must be reported and investigated
- All work must be carried out from a firm and stable workstation free from items and substances which could lead to slips or trips.
- The Head of Health and Safety must be consulted if there are any doubts on precautions.

Pressure Systems

The Group will comply with and action the precautions, some of which are contained in the Pressure Systems Safety Regulations 2000 and have set the following rules to be complied with.

Rules

- Site management will ensure that only competent trained and authorised persons operate monitor check maintain pressure systems
- A competent person should have
 - A core knowledge of the subject
 - Sufficient training to assess its use operation limitations
 - The experience to apply that knowledge correctly
 - The personal qualities needed to undertake functions effectively including monitoring checks and ability to deal with emergencies
- Written scheme of statutory examination and an examination by an accredited contractor / competent person in accordance with the following frequency
 - Air pressure plant – 26 months (normally tested at a 24 month frequency)
 - Hot water boiler operating at 100°C and over – 14 months (normally tested at a 12 month frequency)
 - Air conditioning >25kW – 48 months
 - Steam boiler and steam oven – 14 months (normally tested at a 12 month frequency)
 - Steam pressure vessel – 26 months (normally tested at a 24 month frequency)
 - Other pressure system – 12 – 120 months (depending on vessel type, contents and application)
- Commercial coffee boilers incorporating a pressure vessel (e.g. cappuccino makers) generate steam fall within the Regulations
- Inspection and maintenance programme documented by a safe system of work and supervised
- Emergency cut off button or switch and regular testing
- Emergency action notice posted in a prominent position
- Clearly visible safety signage and pipe marking to indicate content (toxic flammable etc.) and directional flow
- Good lighting to ensure the accurate reading of pressures and temperatures, luminance in a confined space including emergency lighting
- Set of operating instructions available for all the equipment and system control including emergencies
- Suitable fire extinguisher and fire detection
- Free from combustible material and storage of flammable liquid
- Free from vermin
- Hard hat may be required where there is a danger from overhead injury

Links

<https://www.hse.gov.uk/pubns/indg261.pdf>

Pregnancy and New Mother

The Group will comply with the requirements of The Management of Health and Safety at Work Regulations 1999 (as amended), which require employers to protect the health and safety of new and expectant mothers; the Workplace (Health, Safety and Welfare) Regulations 1992 which require employers to provide suitable rest facilities; the Equality Act 2010 which provides protection to pregnant women and those on maternity leave against discrimination and have set the following rules to be complied with.

Rules

- Local management to assess the general risk to the health and safety of staff under their control, including females of child-bearing age and new and expectant mothers
- Staff member to inform their manager and the Director of Personnel in writing that they are pregnant, have given birth in the last 6 months or are breast feeding as early as possible
- Local management to revisit the general risk assessment (point 1 above) and review and revise the general risk assessment if they suspect that it is no longer valid, or there have been significant changes to anything it relates to.
- Where no immediate significant risk has been identified (the Head of Health and Safety will give input and advice where required). Local management must monitor and review this assessment regularly as circumstances may change and taking into account the medical advice from the GP midwife, different stages of the pregnancy and risks to the unborn child including these possible risks
 - Working conditions
 - Facilities (including rest rooms)
 - Mental and physical fatigue, working hours (standing or sitting for long periods without a break, long working hours)
 - Stress (including post-natal depression)
 - Passive smoking
 - Temperature (high / low)
 - Working with visual display units (VDUs)
 - Working alone
 - Working at night
 - Working at height
 - Travelling
 - Threat of violence
 - Personal protective equipment
 - Nutrition
 - Excessively noisy workplaces
 - Physical or biological chemical agents
 - Physical agents
 - Movements and postures
 - Manual handling (lifting carrying, assisting people to transfer, pushing pulling)
 - Shocks and vibrations
 - Noise
 - Radiation (ionising and non-ionising)
 - Compressed air and diving
 - Underground mining work
 - Biological agents
 - Infectious diseases and zoonoses
 - Chemical agents
 - Toxic chemicals

- Mercury
 - Antimitotic (cytotoxic) drugs
 - Pesticides
 - Carbon monoxide
 - Lead
- Dexterity agility coordination speed of movement and reach impairment because increasing size as the pregnancy progresses
 - Ability to respond an emergency quickly e.g. alarm activation, medical, first aid and fire
- Where a significant risk cannot be removed the staff member is to be referred to the Director of Personnel
- The risks to breast feeding women returning to work will depend on the conditions but could include
 - Working with organic mercury
 - Working with a radioactive material in a science lab
 - Exposure to lead
- Regular discussions between new and expectant mothers and Local management must be held to discuss any concerns about health and safety risks
- Rest facilities to be provided for pregnant and breastfeeding staff to rest. Where necessary, this should include somewhere for them to lie down. It is not suitable for new mothers to use toilets for expressing milk. A private, healthy and safe environment is to be provided for staff to express and store milk
- Regular timings to assess the rest facilities are to be agreed with Local management so provision can be accommodated for

Links

<https://www.hse.gov.uk/pubns/books/infection-mothers.htm>

Safeguarding

The Group will comply with legislation as it relates to Safeguarding Vulnerable Groups Act 2016, amended by Protection of Freedoms Act 2012, The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015, Children's Homes (England Regulations) Reg 2015, The Childcare (General Childcare Register) Regulations 2008 and Statutory Framework, DfE Residential Special Schools National Minimum Standards April 2015, legislation as it relates to a CQC Regulated Provider The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and has set the following rules that must be complied with.

Rules

- The following Policies must be must be referred to in all cases
 - Safeguarding Policy
 - Behaviour Policy
 - Missing Person Policy
 - E-Safety Policy
 - Restraint Policy
- The Policies must be subject to annual review by a suitably competent person employed by the Group or externally and comply with current UK Government Guidelines
- The Safeguarding Policy must be displayed on the school website
- Dedicated Vulnerable person Protection leads at each school and / or Head Teachers / Registered Manager

- Board members, staff, child minders, drivers and volunteers must attend safeguarding and additional training specific to their role as necessary and undergo the appropriate disclosure and barring check
- Formal agreements to be put in place for people not employed but living on a premises under the control of a Group e.g. family members living with staff in Group accommodation
- Safeguarding incidents are to be reported and notified to the Safeguarding Authority and Regulator (Ofsted, CQC, Commissioner, police etc.) as necessary in accordance with notification arrangements and Policy
 - death
 - injury
 - abuse, or allegation of abuse.
 - incident reported to or investigated by the police
- Safeguarding incidents are to be monitored and investigated
- Premises Risk Assessment for each premises under the control of the Group annually
- Each school to have a safe place for pupils to calm down
- Pro-active Maintenance program and the school is kept secure
- Rigorous and detailed Pupil Risk Assessment Care Support and Learning Plan and consent obtained and confirmed to ensure pupils are kept safe
- Suitable supervision arrangements in place (See Supervision)

Safety Signs and Pipe Marking

The Group will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 (Safety Signs Regulations) and have set the following Rules to be complied with.

Rules

- Safety Signs
 - Safety signs must be clean legible unobscured maintained and monitored to ensure it remains in place
 - Text only signage is only permitted with a pictogram
 - Text only signage without a pictogram is to be removed and replaced
 - Safety signage must be compliant and carefully selected to ensure it is easily understood and not unambiguous
 - Mandatory signage with text must include the word 'must'
 - Acoustic signals and illuminated signs must be checked at regular intervals to ensure that they are functioning correctly. The more hostile/ boisterous the environment, the more frequently they should be checked.
 - The meaning of any sign to be clearly explained to staff and they are aware of the consequences of not following the warning or instruction given by the sign. The communication of the following signs are mandatory and must be included as part of induction training.

Safety Signage



- (i) **prohibition sign** – a sign prohibiting behaviour likely to increase or cause danger (eg 'no access for unauthorised persons');



- (ii) **warning sign** – a sign giving warning of a hazard or danger (eg 'danger: electricity');



- (iii) **mandatory sign** – a sign prescribing specific behaviour (eg 'eye protection must be worn');



- (iv) **emergency escape or first-aid sign** – a sign giving information on emergency exits, first aid, or rescue facilities (eg 'emergency exit/escape route');

Hazardous Chemical Substance Signage

GHS hazard pictograms



Signs for Marking Obstacles and Dangerous Locations



- Signs for Marking Obstacles and Dangerous Locations
 - Single yellow stripes to be used to mark out distance e.g. around machinery equipment and keep clear zones e.g. final fire door exits that could be blocked by vehicles
- Signboards
 - Portable slip trip and fall caution boards e.g. used for cleaning and alerting to the danger of wet floors are to be supplied readily available on each site
 - Signboards are to be promptly removed when the hazard no longer exists
- Flashing Warning Signs
 - Flashing beacons e.g. to alert to fire alarm activation in a shower or those with a hearing impairment are to be synchronised with the alarm
 - Flashing warning beacons to be tested and checked as part of planned programme of inspection
- Acoustic Fire Alarms
 - This type of alarm must not be excessively noisy, painful or cause distress to pupils who are sensitive – specialist advice to be sought prior to installation
 - Fire alarms must comply with current standards

- Fire Signage
 - Fire call point signage to be placed above each call point to ensure its locality is clearly evident
 - Call points are to be clear from any other surrounding artwork or signage to ensure it is not obscured and can be easily seen
 - People usually leave premises by the same way that they enter or by routes which are familiar to them. Alternative exits (i.e. all emergency exits and any exits not in normal use) should be clearly indicated so that people know there are additional ways to leave.
 - Fire exit signs are to be displayed immediately above the exit opening or, if this is not possible, in a position where the sign can be clearly seen and is least likely to be obstructed or obscured by smoke.
 - Where there is a danger that a door which is a fire exit may become obstructed (because its importance is not appreciated) such as a final exit door opening into a car park or storage yard, or a seldom used intercommunicating or bypass door between rooms, a conspicuous 'Fire Escape – Keep Clear' sign should be shown on the appropriate faces of the door.
- Poorly Lit Areas and Power Failure Emergency Lighting Signage
 - If the level of natural light is poor, then adequate illumination (which includes emergency lighting) will be required. Signs incorporating photo luminescent materials may also have a role in poor light conditions
- Fire Fighting Equipment
 - Safety signage must be placed above fire-fighting equipment indicating its type and use
- Fresh Drinking Water
 - It is a legal requirement for schools to display fresh drinking water signage at each outlet and drinking water supply (bottles taps fountains)
- Pipe Marking
 - Mandatory
 - In locations where there are numerous pipes in close proximity conveying different dangerous substances, particularly if they have different hazardous properties e.g. boiler room, pool chemical
 - At sampling or filling points and drain valves, particularly where they are located in close proximity to similar points for other pipes conveying dangerous substances
 - Where there have been significant, or on-going, alterations or additions to original pipe runs
 - Colour coding of pipes must indicate the contents of the pipe and/or the category of danger
 - Effective safe systems of work must be put in place including isolation and decontamination of plant and detailed permit to work systems to deal with work on and around pipes
 - Effective training procedures must be in place, which ensure all staff at risk are made aware of the risks and controls required.

Links

<https://www.hse.gov.uk/pUbns/priced/l64.pdf>

Stress Mental Health Sickness Absence

The Group recognises its duty under the Health and Safety at Work etc. Act 1974, The Education (Independent School Standards) Regulations 2014, The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, The First Aid at Work guidelines, to ensure the health of staff involves not only the physical aspects, but also their mental health is taken into account e.g. minimise stress. If possible work should be organised to promote the well-being of staff and has set rules below to be complied with.

Stress can be caused by (amongst other things) shift work, task design, organisational factors as well as 'home' factor. Both over (e.g. machine paced work, unrealistic workloads) and under (boredom) pressure can be a cause.

Some persons are more susceptible than others.

Stress can result in:

- Fatigue, which in turn will affect work rates, decision making, lead to mistakes and errors (accidents); and/or
- Anxiety often as the work pace is too high. It interferes with concentration and attention, often making decisions becomes difficult. Persons can become over sensitive and over-react.
- Depression, hostility, etc.

Many of these systems develop because the individual has very little control over his/her work situation. If they are able to take some positive action it can counter the stress and lead to a more positive and 'healthy' mental state.

Stress can lead to physical disease, e.g. high blood pressure, coronary heart disease or strokes. To help cope with stress many persons turn to 'prop' substances e.g. alcohol, tobacco and caffeine, or medically prescribed tranquillisers and antidepressants or even illegal substances. All of these may affect safety at work, for instance the relationship between alcohol; and road traffic accidents is well recognised.

Actions to improve job satisfaction and employee involvement via positive consultation will create a healthier workplace culture and help reduce stress.

Rules

- When conducting the general risk assessment managers should be alert for stress producing factors.
- As far as is reasonably practicable employees should be directly involved in the assessment process and have a positive input into devising control measures.
- Controls should include:
 - Workplace and workstations to take into account ergonomic factors
 - Minimise machine paced work
 - Enlarge the task so there is more stimulation
 - Introduce task rotation
 - Encourage team work
 - Special mental first aider training for key staff with a management or supervisory responsibility
- Establish positive communications systems so that employees feel involved
- Develop supervisory and management counselling skills so that any problems can be dealt with in a supportive manner
- Run a healthy life style campaign which provides advice on stress relieving activities.
- Staff should be advised of the stress reporting procedure as part of staff induction

training

- All reports of stress are to be notified to the Director of People.
- All reports of stress are to be investigated and a stress risk assessment carried out as aligned to the stress management standards set by the Health and Safety Executive and the associated Workbook (see Link)
- Parents are to be advised of the Complaints Policy and are not permitted to contact staff directly when making a complaint
- Staff are not permitted to disclose their emails openly to parents
- Staff returning to work following sickness absence attend a meeting with their direct line manager and a risk assessment put in place where necessary
- Sickness absence and ill health trends are to be monitored by the Director of People and communicated to the Executive Team.

Links

<https://www.hse.gov.uk/stress/>

Traffic Management and Routes

The Group will comply with the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice and has set the following rules that must be complied with.

Rules

- Delivery Drivers
 - Must be given access to welfare facilities
 - Park in allocated areas
 - Comply with speed restrictions
- Parking Areas and Traffic Routes
 - Must be clearly signposted – Highway compliant traffic management signage
 - Speed limits
 - Signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, although any signs used in connection with traffic should comply with the Traffic Signs Regulations and General Directions 2002 (as amended) (SI 2002 No 3113) and the Highway Code for use on public roads.
 - Road markings in compliance with Traffic Signs Regulations and General Directions 2002 (as amended) – clear legible signage
 - Speed humps (sleeping policemen)
 - Allocated parking space at school for mini bus, delivery, delivery of dangerous chemicals and substances
 - Secure
 - Where possible CCTV fitted unobscured and monitored
 - Be firm
 - Be level
 - Be well lit
 - Special consideration for people with sight impairment
 - Not be slippery
 - Well drained – flooding and drainage monitored and actioned
 - Lead to a safe drop off point – Accessible near entrances
 - Visual contrast and sensory wayfinding to help independence
 - Parking and pedestrian walkway vehicle segregation – barriers and pathway clearly marked
 - Barriers and rails fitted to prevent pedestrians crossing at particularly dangerous points and to help guide them to designated crossing places
 - Pedestrian walkways to be wide enough to accommodate wheelchairs

- Ramps and slopes with handrails
- Avoid the need for drivers and passengers to cross potentially dangerous work areas
- It may also be necessary to provide protection / canopy cover protection against bad weather to protect the welfare of pupils / service users and staff when embarking disembarking (sunburn, getting wet cold)
- Drop off and pick up parking allocated coordinated to avoid congestion
- Subject to routine inspection
- Final exit entry doors to be marked out and No Parking signage displayed.

Vehicles and Mini Buses

Training

- Every driver to receive a copy of the RoSPA mini bus driver handbook and the RoSPA Mini Bus Code of Practice (see Links)
- Every driver to be suitably competent to drive the vehicle and be over 21 years old
- Assistance available to driver from site staff wearing high viz – assistance to be familiar with hand signals – Safety Signs and Signals Regulations

Safeguarding Pupils

- Arranged transport for pupils is scheduled
- Seat belt checked and used – to accommodate wheelchair
- Head rests adjusted
- Supervision competent to escort
- Supervision escort sits at the back of the bus with clear uninterrupted vision
- Restraining used as appropriate in accordance with pupil risk assessment and care support plan
- Staff vehicle business insurance
- Pupil risk assessment and people handling risk assessment and support plan
- Pupil road safety training as part of curriculum
- Staff people handling training
- Manual handling risk assessments
- Staff training and mechanical aids / loads split
- Minibus drivers and Taxi drivers are DBS checked and licensed
- Staff to hold the numbers for local taxi service and escort Pupils in accordance with risk assessments and support plan
- Side door parking directly onto pavement

PPE

- Staff where responsible for driving mini bus to be supplied with rain jacket that conforms to ENISO20471
- Driver to wear PPE with reflector strips
- Assistance available to driver from site staff wearing high viz

Links

<https://www.rospace.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

<https://www.rospace.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-drivers-handbook.pdf>

Water Systems – legionella and scalding

See also Swimming and Hydrotherapy Pools

The Group will comply with The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health 2002 (COSHH), The Notification of Cooling Towers and Evaporative Condensers Regulations 1992, The Control of Legionella in Water Systems L8 Approved Code of Practice, HSE Technical Guidance HSG 274 to manage the risks associated with water systems e.g. burns, scalds, Legionella, drowning etc. HSE The control of legionella and other infectious agents in spa-pool systems, DoE Advice on standards for school premises March 2015. The Group has set the following rules that must be complied with.

Legionnaires' disease is normally contracted by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- (a) the water temperature in all or some parts of the system may be between 20–45 °C, which is suitable for growth;
- (b) it is possible for water droplets to be produced and if so, they can be dispersed;
- (c) water is stored and/or re-circulated;
- (d) there are deposits that can support bacterial growth, such as rust, sludge, scale, organic matter and biofilms

There are a number of factors that create a risk of someone acquiring legionellosis, such as:

- (a) the presence of legionella bacteria;
- (b) conditions suitable for growth of the organisms, e.g. suitable water temperature (20 °C–45 °C) and deposits that are a source of nutrients for the organism, such as sludge, scale, rust, algae, other organic matter and biofilms;
- (c) a means of creating and spreading breathable droplets, e.g. the aerosol generated by cooling towers, showers or spa pools;
- (d) the presence (and numbers) of people who may be exposed, especially in premises where occupants are particularly vulnerable, e.g. healthcare, residential and nursing homes.

This chart identifies areas as an example considered to pose a water system risk that is to be managed and controlled

LEGIONELLA	
Cooling towers and evaporative condensers	Low volume spray taps
Fire sprinkler systems	Dead leg pipes and infrequently used plumbing fixtures
Air conditioning units Portable air conditioning units	Hand basins, baths and bidet with mixer taps
Humidifiers	Shower heads and shower hose Toileting hose
Nebuliser respiratory therapy equipment	Hot and Cold Water tanks and pipework
Fountains and water features	Hydrotherapy baths / Swimming Pools
Watering hanging baskets and overhead water drip systems	Swimming pool hose pipes
Ornamental ponds	Industrial dishwashers
Garden soil, compost potting mix	Water softeners
Tropical fish water tanks	Vehicle windscreen wash containers
Water bowser	Pressure Washing
HOT WATER – BURNS SCALDS	
Showers, baths, hand basins and bidets water temperature / Having or gaining access to thermostatic controls	Vulnerable persons accessing kitchen / sluice / laundry / wall mounted boiler/ pressurised steam coffee machine

SURFACE TEMPERATURE – BURNS SCALDS	
Radiators <ul style="list-style-type: none"> ○ Sinks ○ Toilets ○ Sat on ○ Play / changing areas next to ○ Damage to enclosure to prevent contact ○ Access to thermostatic controls 	Storage heaters Sat on Play / changing areas next to Damage to enclosure to prevent contact Access to thermostatic controls
Exposed hot pipe-work <ul style="list-style-type: none"> ○ Beds ○ Sleeping rest ○ Therapy ○ Changing ○ Play Areas 	Exposed hot pipe-work Sinks Showers Baths Toilets Bidet Poor routing
OTHER	
Slips and falls water edge pond, pool	Debris falling into water causing contamination
Drowning, falling in, swallowing contaminated water	Bloom, toxic algae
Trespassing unauthorised use	Faecal bacterial contamination

Rules

- The Director of Estates has been appointed as the Group 'duty holder'
 1. Has a duty to comply with the HSE ACOP L8, Guidance L8 and HSG 274 Technical Guidance
 2. The Director of Estates should have sufficient knowledge to be able to competently carry out this role and attend bi-annual refresher training.
 3. Will seek advice from the Legionella Control Association
 4. Will identify and agree water system and management arrangements where a property is shared or leased with another party
- To assess the risk of Legionella a risk assessment of the water systems must be carried out in accordance with British Standards 8580-1:2019 Water Quality Risk Assessment for Legionella Control Code of Practice and the Approved Code of Practice L8 and HSG 274 by a specialist trained and qualified competent approved contractor. The scope of the risk assessment should include
 - management responsibilities, including the name of the competent person and a description of the water system
 - competence and training of key personnel
 - any identified potential risk sources
 - any means of preventing the risk or controls in place to control risks
 - monitoring, inspection and maintenance procedures
 - records of the monitoring results and inspection and checks carried out
 - arrangements to review the risk assessment regularly, particularly when there is reason to suspect it is no longer valid
- Cooling Towers
 - The Local Authority must be told in writing of any cooling tower or evaporative condenser unless,;
 - It contains no water that's exposed to air
 - Its water supply is not connected

- Its electrical supply is not connected Licenced and notified to the Local Authority
 - If any changes are made to the cooling tower or evaporative condenser the Local Authority must be told in writing immediately
- Once the Legionella Risk is identified and assessed, a written control scheme should be prepared, implemented and properly managed. The scheme should specify the various control measures and how to use and carry out those measures. It should also describe the water treatment regimes and the correct operation of the water system plant. The scheme should be specific and relate to the cooling plant being operated on site, i.e. tailored to the cooling plant covered by the risk assessment. Along with the information contained in this guidance, the following list summarises the information to include in a written control scheme in compliance with HSG 274
 - Purpose.
 - Scope.
 - Risk assessment.
 - Notification of cooling towers.
 - Management structure:
 - Dutyholder
 - responsible person(s) and communication pathways;
 - training;
 - allocation of responsibilities.
 - Up-to-date schematic diagram showing layout of the cooling system(s).
 - The correct and safe operation of the system.
 - Precautions in place to prevent or minimise risk associated with cooling systems.
 - Analytical tests, other operational checks, inspections and calibrations to be carried out, their frequency and any resulting corrective actions.
 - Remedial action to be taken in the event that the scheme is shown not to be effective, including control scheme reviews and any modifications made.
 - Health and safety information, including details on storage, handling, use and disposal of any disinfectant used in both the treatment of the system and testing of the system water.
 - Incident plan which covers, e.g.:
 - Very high microbial activity as estimated by dip slides or TVCs, count or repeat positive water analyses for Legionella spp;
 - An outbreak of legionellosis, suspected or confirmed as being centred at the site;
 - An outbreak of legionellosis, the exact source of which has yet to be confirmed, but which is believed to be centred in an area which includes the site.
- The HSE Control of Legionella Bacteria in Water Systems Audit Checklist must be completed annually by a competent person, prior to any installation installed and following a Legionella incident (see Link) action taken to address shortfalls
- Action in Event of Legionella Detection to be carried out in compliance with L8 and HSG 274
- Action in the Event of an Outbreak
 1. An outbreak defined by Public Health England is 2 or more cases where the onset is linked closely (weeks) and where there is evidence epidemiological evidence of a common source of infection with or without evidence
 2. Proper Officer (as appointed by Local Authority) declares and outbreak
 3. Notification made to school college premises Legionella site contact etc.
 4. Site contact having been notified contacts the Head of Health and Safety and the Estates Director

5. Proper Officer sets up incident committee / task force (EHO, HSE, and Consultant for Communicable Disease etc.)
 6. Site visit arranged if appropriate
 7. Management / Local Action
 - This may include but not be limited to
 - Closure of the site
 - Shutting down of the system
 - Water sampling before disinfection – as directed by Proper Officer
 - Sourcing of operation treatment and testing records
 - Statements from people with responsibilities managers' maintenance etc.
 - Statements from water treatment contractors / consultants
 - Investigation by Head of Health and Safety
 - Actions to be taken by enforcement to be actioned without delay and monitored
 8. Estates Director to notify Legal and person responsible for management of press on behalf of the Group
- Training
 - Staff who have a level of responsibility for the prevention and control of Legionella must attend mandatory Legionella training and the work tasks they are required to perform
 - Water Treatment (see also Swimming and Hydrotherapy Pools)
 - Water treatment chemicals, including chlorine-containing chemicals and solutions, are often highly toxic they should be used cautiously to ensure that they do not endanger the users or other occupants of the building
 - Water treatment should be carried out in accordance with a scheduled inspection test treatment and cleaning plan when the building is unoccupied
 - Water treatment should be carried out by, or under the direction of, people who are suitably qualified and experienced.
 - A risk assessment and method must be prepared by the specialist contractor appointed in advance of any water treatment work activity
 - Records and Plans
 - Records of all checks and reviews of the scheme should be retained for inspection upon request
 - Retained throughout the period for which they remain current and 2 years after that period
 - Complete up to date scheme plans of the water system its implementation are essential and must be retained if parts are not to be missed, during maintenance and cleaning or when disinfection is necessary.
 - The name of person or people responsible and contact details for conducting the risk assessment, managing, and implementing the written scheme
 - 2. The results of any inspection, test or check carried out, and the dates and kept for at least 5 years
 - RIDDOR
 - Legionellosis in an staff member who has worked on cooling towers or hot water systems that are likely to be contaminated with legionella must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

- **Pipework and Fittings**
 - Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework
 - Avoid materials that encourage the growth of legionella. The Water Fittings and Materials Directory references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme
 - Nominated trained maintenance to carry out regularly flushing of known dead legs or infrequent used outlets on a weekly basis for at least three minutes weekly and retain a log of compliance
- **Basins Baths Shower Fittings**
 - Basins, baths, WC cisterns, showers, etc. that are not regularly used on a weekly basis are flushed for at least three minutes weekly and a log of compliance is maintained in accordance with a scheduled programme of inspection
 - Trained maintenance staff or approved contactor checks, cleans and de-scales shower fittings or as required must be carried out by trained staff in accordance with risk and method statement and the cleaning schedule for the premises
 - Scheduled monitoring checks are carried out routinely to ensure the maintenance or specialist contractor is carrying out the de-scaling of shower fittings on a quarterly basis or as required
 - The Director of Estates must be informed in writing in the event of removal of surplus- to requirement showers, taps, sinks, baths and any appliances connected to the hot or cold water services, e.g. items identified in the risk assessment
- **Power Washing**
 - Where possible, cleaning methods which create spray, for example, high pressure water jetting, should be avoided.
 - Where cleaning methods create spray that can't be avoided the operation should be carried out when the building is unoccupied or, in the case of a permanently occupied building, windows in the vicinity should be closed and air inlets temporarily blanked off.
 - Operators and others closely involved in the work should wear suitable respiratory protective equipment
- **Bowzers**
 - Water should not be stored in bowzers for any lengthy period, in the event of bowser not being used e.g. during maintenance, then they should be drained down and left empty.
 - Where bowzers are not used for a considerable time, before re-use they should be cleaned and disinfected
- **Humidifiers**
 - Are to be regularly cleaned and maintained they can become very heavily contaminated
 - Follow manufactures advice
 - Using water direct from the main water supply rather than recirculated or stored water will also reduce microbiological contamination, but this may be unacceptable because of increased water demand

- Scalding – Water
 - Water temperatures to be managed to avoid scalding risk
 - Mixer taps fitted monitored and arrangement to avoid tampering and maintained
 - Risk Assessments to be carried out for pupils, service users, vulnerable staff at risk taking into account as an example
 - Ability to wash unaided
 - Recognition of hot water
 - Fixation with water
 - Tampering with thermostatic controls - fitting of anti-tampering device
 - Likelihood of attempting to access areas where scalding water is uncontrolled (sluice room, boilers, coffee machines, catering kitchens etc.)
 - Scalding events are notifiable to the appropriate regulator CQC etc.
- Scalding – Pipework and Hot Surfaces (Radiators Cookers etc.)
 - Where there is a risk to a vulnerable person sustaining a burn from a hot surface should not exceed 43°C.
 - Risk Assessment to be carried out for pupils service users vulnerable staff at risk taking into account as an example
 - Bedrooms
 - Bathrooms
 - Classrooms
 - *Play areas – this also includes injury during play*
 - *Access to kitchens and cookers*
 - *Likelihood of sitting on radiators heaters*
 - *Boisterous behaviour picking removing pipework encapsulation, causing damage to radiator heater covers etc.*
 - *Tempering with temperature controls*
 - Options to control the risk include but not limited to
 - *Re-routing of pipework*
 - *Enclosure and encapsulation of hot surface pipework*
 - *Restricting access to temperature controls*
 - *Anti-tampering device fitted*

Links

HSE Control of Legionella Bacteria in Water Systems Audit Checklist

<https://www.hse.gov.uk/pubns/priced/ck02.pdf>

<https://www.gov.uk/government/publications/hot-and-cold-water-supply-storage-and-distribution-systems-for-healthcare-premises>

<https://www.hse.gov.uk/pubns/hsis6.htm>

<https://www.gov.uk/government/publications/guidance-on-flooring-walls-and-ceilings-and-sanitary-assemblies-in-healthcare-facilities>

<https://www.hse.gov.uk/pubns/indg458.pdf>

<https://www.hse.gov.uk/pubns/books/hsg274.htm>

Swimming Pools and Hydrotherapy

The Group will comply with The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health 2002 (COSHH), The Control of Legionella in Water Systems L8 Approved Code of Practice, HSE Technical Guidance HSG 274, HSE The control of legionella and other infectious agents in spa-pool systems, HSE guidelines Health and Safety in Swimming Pools HSG 179 March 2018, The Pool Water Treatment Advisory Group Code of Practice and HSE ACOP for Legionella Swimming Pools and Spa guidelines and BS 8580-1:2019 (British

Standard for Legionella and associated Code of Practice) to manage the risks associated with swimming and hydrotherapy pools etc. The Group has set the following rules that must be complied with.

Rules

- A Group Swimming Pool and Hydrotherapy Pool Policy to in place written in plain English and aligned to The Pool Water Treatment Advisory Group Code of Practice and HSE ACOP for Legionella Swimming Pools and Spa guidelines and BS 8580-1:2019 (British Standard for Legionella and associated Code of Practice)
- Pool Policy and Pool Safe Operating Procedures (PSOPs) to include
 - Pool safe operating procedures (PSOPs)
 - Normal Operating Plan (NOP)(setting out the way a pool operates on a daily basis, including details of the layout, equipment, manner of use, user group characteristics etc.)
 - The Emergency Action Plan (EAP) for the pool (gives specific instructions on the action to be taken, by all staff, if there is an emergency)
 - Changing Facilities
 - Plant and Equipment
- Design and Environment
 - Handrails steps to enter / exit the pool
 - Handrail around edge of pool
 - Blind spots on pool and glare avoided or suitably managed
 - Slip resistant floors
 - Floors gutters valleys designed to ensure they do not pose a trip and fall risk
 - Colour contrast
 - Suitable levels of lighting and emergency lighting in event of power failure
 - Toughened glass – clearly evident marking at suitable height
 - Glare is suitably controlled
 - Non corrosive steel structures
 - Consent in advance from water supplier in event of pool construction / filling.
 - Ensure compliance with Water Supply and Fitting Regs including backflow
 - New construction pools
 - Filling pools with 10,000lt capacity
- Audit Quality Mark
 - After refurbishment and upgrade of the pool and an internal audit assessment the Group should apply for The Pool Water Treatment Advisory Group PoolMark Accreditation to demonstrate compliance and good practice
 - Regular audits to demonstrate compliance against current standards regulations and guidelines as they apply
- Cleaning
 - Cleaning schedule in place
 - Contractor Maintenance Cleaning RAMS
 - Floors and stairs are kept clean
 - Pool drained where necessary, and are not slippery
 - Premises are kept clean, including internal walls, ceilings, furniture and fittings ~ Appropriate containers are provided for waste material
 - Refuse and trade waste are disposed of regularly
 - Spillages are promptly cleared up.

- Deliveries
 - Allocated delivery parking bay and path for chemical deliveries
 - Delivery RAMS in advance
 - Deliveries out of hours and supervised
- Diving Boards and Inflatable Toys
 - Diving boards and slides are not permitted as a design feature
 - Inflatable toys are not permitted as they obscure vision
 -
- Electricity
 - Annual fixed electrical testing and records retained
 - Socket outlets are not located in wet areas. Where they are, they should be of a type suitable for that environment in accordance with current British Standards
- Electricity – RCD's
 - Installed in a damp-proof enclosure (the test button and reset button accessible but exclude damp getting in) and all cable entries should be properly sealed (see the manufacturer's instructions)
 - Protected against mechanical damage and vibration
 - Checked daily by operating the test button; inspected weekly, together with the equipment it is supplying, during the formal Visual inspection
 - Tested every three months by an electrician using appropriate electrical test equipment
- Equipment
 - Locked storage
 - Access to equipment is clear managed and tamper proof
- Pool Emergency
 - Suitable rescue equipment (poles, throw bags, buoyancy aids) available by the poolside
 - Emergency contact arrangements to be put in place and communicated to those required to respond e.g. an alarm to summon help. These are to be practiced by staff required to implement action and respond
 - Ensure that lifeguards are: sufficient in number; adequately trained and competent to carry out their assigned tasks; effectively organised; supervised to ensure they are diligent
- Fire
 - Scope of the Fire Risk Assessment to extend but not limited to
 - Fire drills extending to an occupied pool
 - Dangerous chemicals stored and signage
 - Allocated parking for emergency services
 - Fixed electrical supply subject to annual testing and records retained
 - Audible fire alarm
 - Smoke alarms in plant rooms and chemical storage areas
- First Aid
 - Scope of First Aid provision and arrangement to extend to
 - Chemical First Aid Emergency
 - Emergency Action Plan – displayed communicated (chemical storage)

- Equipment close to the hazard for dealing with the consequences of direct contact with chemicals
 - A wash basin with running water in case of chemicals coming into contact with the skin, Where there is a risk of full body contamination, operators should provide an emergency drench shower to allow staff to immerse themselves
 - An eyewash station 2 large eye wash bottles – chemical storage area
 - AOD device fitted
 - First aid kit – chemical storage area and poolside
 - Provision of an emergency grab bag in an accessible position – poolside
 - Spinal board pool side – use incorporated into emergency response training
 - Emergency first aid response notices and procedures
 - Drowning
 - Electrocutation
 - Chemical emergency and spillage
 - Gas release emergency
- Hire
 - Rules of hire to be put in place and agreed in advance
- Hoists and Slings
 - Load bearing capacity of roof beams and structure assessed and made known (marking and placement of signage)
 - Subject to thorough LOLER examination tests and inspection every 6 months
 - Slings to be compatible to the service user, the hoist and be appropriate for the humid wet environment and the assisted transfer
 - Anyone operating a hoist and attaching and removing a sling must be trained including what safety checks to make and how to report defects
 - Slings must be fit for purpose
 - Every effort must be made to avoid service users sitting in pool of water within the sling, sitting or laying cold and damp is considered to be a safeguarding issue to be taken seriously
 - Service users dignity is to be taken into account when hoists and slings are used – modesty is not to be compromised, e.g. long distance tracking
 - Hoists must be fitted with an emergency stop
 - Slings must be fitted with clips that will not float away when the service user is in the pool
- Hoses
 - Hoses must not be left with the outlet immersed in the pool, drains or any other fluid
 - Safely routed when in use
 - Hosepipe use is managed and controlled and avoid contact with electricity
 - See links for training and instruction
- Lighting
 - Artificial lighting maintained in good working order, with units kept clean (where appropriate), and a provision made for replacement if a defect causes illumination to fall below a safe level where a view of the pool bottom is impaired
 - Central controls for emergency lighting should be checked daily and in accordance with BS EN 50172; illumination values should be checked annually to make sure there is no deterioration.

- Maintenance Contractors Plant Equipment
 - Regular and correct maintenance of buildings, plant and equipment by Competent Contractors / Maintenance who provide RAMS (competency levels in line with operation design or manufacturers guidelines for those carrying out the work including working at height)
 - Controlled entry into confined spaces
 - The designer's (or manufacturer's) instructions specify the preventive maintenance procedures and intervals.
 - Pool closed and isolated during any maintenance inspection treatment activity
 - Manufacturer's instructions on operation of plant and equipment to be available to operators and Contractor Maintenance i.e. by attaching copies to the machine plant itself.
 - Pipe marking
 - Exposed hot pipes are lagged
 - Asbestos Register – checked in advance of works
 - Pool Water Filtration Grill- Suction test as part of pre-planned maintenance
- Maximum Numbers
 - Maximum number of pool users to be established
- Risk Assessments and Safe Working Methods Statements for
 - Risk Assessments to be in place for
 - People handling activities – transfer emergency rescue etc.
 - Static handling activities – chemicals equipment cleaning
 - Chemical substances (COSHH) mixing dosing use disposal storage
 - Fire
 - First Aid drowning and chemical emergency
 - Service users and pool users at risk
 - Premises
 - Cleaning
 - Contractors and maintenance activity
 - Chemical substance deliveries
- Safeguarding
 - The pool must be covered emptied secured to prevent access when not in use
 - The pool must be supervised at all times when in use
- Signage and Notices
 - Clear signs to be displayed in the pool area showing the depth of the water
 - Safety signs (pool safety rules notice) to be displayed at the entrance, in the changing rooms and in the pool area drawing attention to simple rules of use and safety
 - Slippery surface caution signage
 - Chemical storage signage
 - First aid and fire signage (action directional signage call points)
- Supervision
 - Pool use is only permitted under constant water watching poolside supervision
 - Lone swimming is not permitted e.g. staff members or residents out of hours or for fitness (due to lack of monitoring and ability to respond to an emergency)

- Training
 - Staff are trained in the following and repeated at frequent intervals.
 - Pool Safe Operating Procedures
 - Water Treatment Maintenance Checks
 - Handling chemicals (COSHH)
 - Lifeguard (special training to sector specific standards)
 - Spinal board
 - Emergency Action Plan
 - Assisted transfers hoists slings and other mechanical devices
- Personal Protective Equipment
 - The plant room to contain:
 - A nose and mouth respirator (EN 140:1998 and EN 141:2000)
 - Rubber gloves (BS 1651)
 - Goggles or face shield (BS 2092)
 - Wellington boots (BS 1870)
 - Apron or overalls (BS 1870)
 - A full-face respirator, to Chemical Works Regulation 1922.
 - Fit test for staff required to use PPE
 - Staff issued with the PPE to be trained in use maintenance limitations
 - cleaning inspection of PPE to ensure it is fit for purpose
 - PPE defects are reported and the PPE replaced
 - Hard hat where overhead hazard
- Water Treatment
 - Walled bunded with double membrane to contain chemical spills in chemical storage areas
 - Emergency response procedure to be implemented in event of harmful spillage and the pool closed and secured until dealt with
 - Spills kit / Bucket of Sand
 - Competent Contractor / Maintenance RAMS for treatment including hand dosing (detailed procedure)
 - Scales and suitable measurement jugs for exclusive use of water treatment
 - Pellets preferable rather than liquid
 - Safety Data Sheets and Chemicals subject to COSHH assessments and stored safely locked conditions and on display
 - Segregated storage
 - Special ventilation to expel fumes
 - Compliance with Water Treatment Advisory Group current Code of Practice
 - PPE to be supplied and worn
- Faecal Fouling
 - For detailed guidance on dealing with faecal fouling see PWTAG Technical Note 1229 (see link)

Links

The control of Legionella bacteria in water systems. Approved Code of Practice L8 (Fourth Edition) 2013

HSG274 Legionnaires' disease: Technical Guidance Part 3: The control of Legionella in other risk systems

HSG282 The control of Legionella and other infectious agents in spa pool systems

HSG179 Managing health and safety in swimming pools

Pool Water Treatment Advisory Group – Code of Practice for Swimming Pool Water – 2016
 Pool Water Treatment Advisory Group - Swimming Pool Water – Treatment and Quality
 Standards for Pools and Spas– 2009 – Chapter 25

Pool Water Treatment Advisory Group Technical Note 13 – Interactive Water Features,
 December 2010

Staff training <https://www.spata.co.uk/wp-content/uploads/2018/09/M33-Hosepipe-use-for-Swimming-Pools-29-July-2011.pdf>

Water companies are notified and give consent before filling of pools constructing new pools
https://www.wras.co.uk/news/wras_news/categories/installer_news/dipping_into_the_water_regulations/

Sport England

Advice on the design and construction of swimming pools, changing rooms, and other
 accommodation

<https://www.sportengland.org/facilities-and-planning/design-and-cost-guidance/swimming-pools/>

HSE guidelines Health and Safety in Swimming Pools HSG 179 March 2018

<http://www.hse.gov.uk/pubns/priced/hsg179.pdf>

HSE Legionnaires 'disease. The control of legionella bacteria in water systems Approved
 Code and Practice L8 <https://www.hse.gov.uk/legionnaires/>

HSE The control of legionella and other infectious agents in spa-pool systems

<https://www.hse.gov.uk/pubns/priced/hsg179.pdf>

Pool Water Treatment Advisory Group

Code of Practice the Management and Treatment of Swimming Pool Water August 2019

<https://www.pwttag.org/code-of-practice/>

Pool Water Treatment Advisory Group publication

Swimming Pool Water: Treatment and quality standards for pools and spas

<https://www.pwttag.org/swimming-pool-water-book/>

The Swimming Pool and Allied Trades Association (SPATA)

Fact Sheets

<https://www.spata.co.uk/swimming-pools/factsheets/>

Faecal Fouling PWTAG Technical Note 1229

<http://pwttag.org/technicalnotes/1229>

Water Features

Scope includes traditional decorative fountains and ponds within grounds excluding those
 used for simulation within a soft play or therapy setting.

Rules

- Subject to legionella controls
- Risks to pupils service users and others likely to be affected (other children visitors) to be risk assessed and managed at a local level to avoid falling in, drowning, swimming, access if unsupervised, lessons
- CLEAPSS pond guidelines to be sourced and implemented

Workplace and Living Accommodation

See also Maintenance

The Group will comply with the requirements of The Education (Independent School Standards) Regulations 2014, The School Premises (England) Regs 2012, The Workplace Health, Safety and Welfare) Regulations 1992, HSE Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance L24, CQC Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, DoE Advice on Standards for School Premises March 2015 and have set the following rules that must be complied with.

Rules

- Monitoring and inspection

- Workplace and living accommodation is subject to a schedule of monitoring and inspection that is documented and recorded
- Accommodation for Clothing
 - For employees own clothing not worn during work
 - For special clothing worn at work only (separately kept from personal clothes)
 - Suitable location, with adequate security provisions
 - To include facility for drying clothes where necessary
- Facilities for Staff Changing Clothing
 - Provided when
 - Someone has to wear special clothing at work
 - Worker can't use another room for health or propriety reasons
 - Facilities to enable separate use by men and women
- Facilities to Rest and Eat Meals
 - Rest facilities to be provided in new, converted or extended workplaces (SFRP in existing workplaces)
 - Facilities for pregnant workers or nursing mothers
 - Facilities to eat, where meals are regularly eaten at work and separate facilities where food may become contaminated
 - Protection from tobacco smoke where rest rooms are provided
- Balconies and Stairs
 - Well lit
 - HSE guideline for balconies
- Changing Rooms and Facilities – Children Staff Sport Shower Rooms
 - Design in compliance with relevant standards Sport England and The Education (Independent School Standards) Regulations 2014
 - Separate changing facilities for children and staff (other adults). Younger children and older children and must be kept separate. Children may have personal arrangements in place based upon their assessment and support plan and must be referred to
 - Suitable changing accommodation provided for pupils aged 11 years or over at the start of the school year who receive physical education
 - Changing areas must be arranged in such a manner they must not compromise dignity
 - Changing rooms that lead directly onto a pool edge must have a barrier to avoid running and jumping directly into the pool or deep end
 - Accessible
 - Individual cubicles to respect privacy
 - Planned and coordinated cleaning regime and schedule
 - Sanitary bins
 - Lighting to be of a type where it can't be damaged by boisterous behaviour
 - Lighting checks
 - Secure heavy design benches
 - Water testing temperature controls on taps and showers
 - Quiet wall mounted air drier
 - Children must not be forced to change (subject to risk assessment and in accordance with need)
- Cleanliness and Waste Materials
 - Workplace, furniture, furnishings etc. to be kept clean
 - Walls, floors and ceiling surfaces to be suitable for cleaning

- Waste not allowed to accumulate, except in suitable receptacles and removed daily or more often
 - Exterior bins stored in a secure area with a lid that is lockable to avoid tampering where it is accessible
- Decoration
 - Kept up to standard
 - Children involved in décor
 - Pictures and art work must not compromise Fire Safety (combustible material etc.)
 - Polystyrene is not permitted and where evident must be removed
- Drinking Water
 - Supplied fresh and available at all times and upon request
 - Identified by clear unambiguous signage
 - Water bottles to plumbed in wherever possible
 - Water bottle storage stands
 - Water bottles to be stored in hygienic conditions
 - Water bottle and drinking fountains to be subject to cleaning as part of the cleaning schedule
 - Access to drinking water to extend to delivery drivers, visitors and contractors
- Emergency Alarms
 - In place
 - Tested
 - Arrangement to respond including out of hours
- Falls and Falling Objects
 - Suitable and effective measures in place to prevent people falling and Items falling onto people
 - Protection by personal protective equipment, information training and supervision to be a last resort.
- Fixtures Fittings Furniture Furnishing
 - Tamper proof
 - Shower or curtain rails wherever fitted must be collapsible
- First Aid Medical Room
 - Must be provided in every premises occupied by children
 - Must comply with the requirements of the Risk Register
 - Must be suitably signed
 - Must be accessible to the emergency services
 - Subject to cleaning and infection control standards
- Floors and traffic routes
 - Sound construction that is suitable for the purpose
 - Effective means for drainage where necessary, surfaces free from holes, uneven surfaces etc.
 - Handrails provided at slopes and staircases
- Kitchen Catering and Food Preparation Areas
 - Hot and cold food storage facility available for staff
 - Catering operations must be registered with the Environmental Health Officer

- Catering operations must have operate a Hazard Analysis and Critical Control Point Management System and retain records
 - Access must be strictly controlled
- Laundry and Sluice Rooms
 - Routine water treatment inspection maintenance deliveries cleaning etc. coordinated out of normal operating hours
 - Caution hot water signage
 - Access restricted
 - Exposed pipework lagged
 - Procedure for handling washing sorting soiled laundry
- Lifts
 - Thorough LOLER examination and regular pre planned maintenance by approved contractor
 - Contractor RAMS, Permit to Work Barriers and signage
 - Maintenance and LOLER inspection coordinated out of hours
 - Records retained
 - 24/7 emergency call out
 - Children must not use the lifts alone without an adult present
 - Lifts must not be used in the event of an emergency to evacuation – signage displayed
- Lighting
 - Emergency lighting installed tested and checked so suitable luminance to exit in event of power failure
 - Luminance levels checked
 - External lighting to allow safe pedestrian movement after dark
 - Lighting is fitted with local adjustment controls to allow staff to manage the mood for light sensitive pupils
 - Screws in switches to be tamper proof
 - Workplaces living accommodation interior and exterior must have suitable an sufficient lighting
 - Natural light provided, (so far as is reasonably practicable)
 - Emergency lighting where lighting failure would result in danger
 - Task lights where detailed work is required – machinery / workstations / classroom activity
 - Lighting controls easy to use
 - Floodlit outdoor sport areas
 - Blinds fitted to avoid glare excessive luminance overheating
 - Lighting assessment to accommodate pupils with special educational needs
- Maintenance
 - Workplaces must be maintained in clean and efficient state
 - Include a pro-active maintenance programme with records kept
- Space
 - Sufficient floor area, height and unoccupied space (min 11³) per person guideline
 - When allocating space consideration to be given to number of people, amount of equipment, furniture and fittings, work activity and room layout
 - Safety zones around machinery and equipment to marked and kept clear – workshops

- Temperature in indoor workplaces and living accommodation
 - Reasonable temperature must be maintained and monitored
 - No injurious fumes, gases or vapour emitted from heating / cooling equipment
 - Thermometers have to be displayed
 - Provision made for children who notify duty staff of thermal discomfort – bedding heating fans etc.
- Toilets Washrooms
 - Enough toilets and washbasins for those expected to use them
 - Where possible, separate facilities for men and women – failing that, rooms with lockable doors
 - Number of fittings to be provided in relation to age number of children adults and disabled
 - Separate toilet facilities for children and staff (other adults)
 - Clean facilities – preferably with walls and floors tiled (or covered in suitable waterproof material) to make them easier to clean
 - A supply of toilet paper and, for female employees, somewhere to dispose of sanitary dressings
 - Facilities to be well lit and ventilated
 - Hot and cold running water
 - Enough soap or other washing agents
 - A basin large enough to wash hands and forearms if necessary
 - A way of drying hands, such as paper towels or a hot-air dryer (quiet type for noise sensitive pupils and where toilets are intentionally blocked with paper towels causing flooding)
 - Special arrangements and standards to be put in place for disabled and the following factors considered for example
 - A plastic hygienic cleanable shelf for storage
 - Sitting standing assisted bathing changing toileting
 - Space – safe movement
 - Position of handrails – robust to withstand weight imposed
 - Pipework and radiators radiating heat
- Maintenance
 - showers where necessary, for particularly dirty work, and fitted as an emergency first aid requirement in a chemical storage area where identified by assessment
- Traffic Routes
 - Pedestrians and vehicles to circulate in safety
 - Routes must be suitable for people and vehicles
 - Prevent pedestrians and vehicles from colliding
- Ventilation (includes fans, windows and extraction units)
 - Enclosed workplaces must be sufficiently ventilated
 - Supplied air must be free from impurities causing offence or health risks
 - Ensure ventilation does not cause uncomfortable draughts
 - In some cases, audible or visual warning for plant failure
- Windows Transparent Doors Gates and Walls
 - Must be of safety material or protected against breakage where necessary
 - Appropriate markings or features
- Windows Skylights and Vents
 - If openable, must be able to open, adjust etc. safely
 - Must not pose a risk whilst open – hitting someone walking past, falling

- Suitable and safe access arrangements (e.g. from floor, or by using window poles)
- Tamper proof restrictors to be fitted where there is a risk of falling –subject to pre-planned schedule inspection maintenance by a competent person
- A fall from a poorly restricted window is a 'Never Event' and to be notified to the CQC and the HSE
- Placement of furniture beneath windows to aid climbing out to be avoided and monitored
- Ability to Clean Windows Safely
 - Designed and constructed to facilitate safe cleaning
 - Access equipment with attachment for safety harness
 - Firm level surface for cleaning (where impossible from floor level, try to clean from inside)
- Workstations and Seating
 - Subject to Display Screen Workstation Assessment
 - Must be suited to the individual, nature of work (ergonomics), classroom activity, living accommodation and comply with fire retardant standards
 - Enable swift evacuation and access in an emergency
 - Suitable seating where work can be undertaken sitting
 - Footrest provided where necessary

Seating areas must not compromise fire evacuation or precautions.

Young Persons and Work Experience

The Group will comply with the requirements of The Management of Health and Safety at Work Regulations 1999 (as amended) taking into account the risks to young people under 18 and have put the following rules in place that must be complied with.

Under occupational health and safety regulations, a *Young Person* is someone under 18 who has not reached the minimum school leaving age (usually 16). Anyone caring for, training, supervising or being in sole charge of a young person will be vetted and DBS checked.

Rules

- Young persons present on work experience will have a personal Risk Assessment undertaken prior to commencement of any work placement by the Manager, with a copy of the Risk Assessment passed to the school, parents or guardian.
- Particular account to be taken of: inexperience, lack of awareness of risks and immaturity of young people; the workplace and equipment; the nature and degree of exposure to harm; organisation of processes and activities; the level of training they have received; risks from specified processes and chemical, physical or biological agents
- Young people are specifically prohibited from certain high risk work, including:
 - Working and operating dangerous machines and catering equipment.
 - Lifting excessive weights.
 - Handling devices containing explosives – (including fireworks).
 - Cleaning machinery in motion.
 - Working in situations that could cause psychological harm
 - Working with fierce or poisonous animals
 - Assisting with vehicle and machinery movement

If the risk assessment finds that a significant risk remains despite risk control efforts, then a young person will not be employed / appointed to do the work.

Links

www.hse.gov.uk/youngpeople/law

ANNEX - LEGAL LIST

Management Arrangements

The Management of Health and Safety at Work Regulations 1999
Leading Health and Safety at Work – IOD / HSC – Guidance
Managing for Health and Safety HSG 65- HSE Guidance
The Management Regs <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
IOD / HSC <http://www.hse.gov.uk/leadership/>
HSE HSG 65 <http://www.hse.gov.uk/pubs/priced/hsg65pdf>
Charity Commission www.gov.uk/government/publications/charities-and-risk-management-cc26

Building and Construction Work

Building Regulations 2010
Construction Design and Management Regulations

Education and Care Sector Specific

The Independent Schools Inspectorate (ISI)
The Workplace (Health, Safety and Welfare) Regulations 1992
The School Premises (England) Regulations 2012
DfE Advice on standards for school premises for local authorities, proprietors, school leaders, school staff and governing bodies March 2015
The Education (Independent School Standards) Regulations 2014
The Independent School Standards Guidance for Independent Schools April 2019
DfE Residential Special Schools National Minimum Standards April 2015
The Children's Homes (England) Regulations 2015
DfE Guide to the Children's Homes Regulations including the quality standards April 2015
DfE Statutory guidance on children who run away or go missing from home or care January 2014
Child Care Act 2006
The Childcare (General Childcare Register) Regulations 2008
DfE Statutory framework for the early years foundation stage Setting the standards for learning development and care for children from birth to five published 3 March 2017 Effective 3rd April 2017
Ofsted Early Years Compliance Handbook Sept 2015 (Updated March 2019)
CQC Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
CQC (Registration) Regulations 2009
CQC Fundamental Standards
CQC Quick Reference Guide to Regulated Activities by type of service Guidance for Providers February 2015
CQC Ofsted guidance Registration of healthcare at children's homes
National Minimum Standards for Boarding Schools
The Health and Safety (First Aid) Regulations 1981
DoE supporting pupils at school with medical conditions – Statutory guidance for governing bodies or maintained schools and proprietors of academies in England December 2015
DoE keeping children safe in education – Statutory guidance for schools and colleges September 2019
DfE DoH Special educational needs and disability Code of Practice: 0 to 25 years January 2015

Designing for disabled children and children with special educational needs – Guidance for mainstream and special schools

Accident Incident RIDDOR Reporting

Social Security (Claims and Payments) Regulations 1979 and Amendments (1987 and 1993)

HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

HSE Reporting accidents and incidents at work a brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

HSE Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals HSG245

Social Security Claims and Payment Regs

www.legislation.gov.uk/ukxi/1993/2113/contents/made

HSE A brief Guide to RIDDOR <http://www.hsegovuk/pubns/indg453pdf>

www.hsegovuk/pubns/books/hsg249htm

HSE Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals HSG245 www.hsegovuk/pubns/books/hsg245htm

HSE RIDDOR Reporting <http://www.hsegovuk/riddor/reporhtml>

HSE GDPR compliant Accident Book <http://www.hsegovuk/pubns/books/accident-bookhtml>

Communication and Information

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Health and Safety Information for Staff Regulations 1989 (as amended)

HSE Poster <http://www.legislation.gov.uk/ukxi/1989/682/contents/made>

HSE Poster <http://www.hsegovuk/pubns/books/lawposterhtml>

HSE Languages <http://www.hsegovuk/languages/indexhtml>

Emergency Communication

The Management of Health and Safety at Work Regulations 1999

HSE Emergency Planning <http://www.hsegovuk/event-safety/incidents-and-emergencieshtml>

Competence Capability and Training

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Competent Safety Advisor

The Management of Health and Safety at Work Regulations 1999

Institute of Occupational Safety and Health <https://www.iosh.co.uk>

Training

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

HSE Health and Safety Training a Brief Guide INDG345 (rev1) (also available in Welsh)

HSE Health and Safety Training Leaflet Guide <http://www.hsegovuk/pubns/indg345html>

Welsh version <http://www.hsegovuk/pubns/indg345wpdf>

Consultation

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
Health and Safety Information for Staff Regulations 1989 (as amended)
HSE Safety Representatives and Safety Committees Regulations 1977 (as amended) and
Health and Safety (Consultation with Employees) Regulations 1996 (as amended) Approved
Codes of Practice (ACOP) and guidance L146
HSE Consulting with Employees on Health and Safety a Brief Guide to the Law
HSE Involving Your Workforce Guidance for All Workers HSG 263
HSE Poster <http://www.legislation.gov.uk/ukxi/1989/682/contents/made>
HSE Consultation with Employees ACOP <http://www.hse.gov.uk/pubns/books/l146.htm>
HSE Consulting with Employees on Health and Safety a Brief Guide to the Law
<http://www.hse.gov.uk/pubns/indg232.pdf>
HSE Involving Your Workforce Guidance for All Workers HSG 263
<http://www.hse.gov.uk/pubns/books/hsg263.htm>

Note: The HSE Safety Representatives and Safety Committees Regulations 1977 (as amended) apply where an employer e.g. a Local Authority have in place a recognised Trade Union Health and Safety Committee Safety Representatives and unlikely to apply to Housing Justice

Cooperation and Multi Occupancy Workplace

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
HSE Cooperation and Coordination
<http://www.hse.gov.uk/managing/delivering/do/organising/co-operation.htm>

Document Data Management and GDPR

Data Protection Act 2018
General Data Protection Regulations 2018
GDPR <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>
HSE GDPR Accident Book <http://www.hse.gov.uk/pubns/books/accident-book.htm>

Health Surveillance

The Management of Health and Safety at Work Regulations 1999
The Working Time Regulations 1998
HSE Health risk management: A practical guide for managers in small and medium-sized enterprises HSG 137
HSE Health surveillance at work HSG 61
HSE Managing shift work: Health and safety guidance HSG 256
The Control of Substances Hazardous to Health 2002 Regulations (as amended) ACOP and Guidance
<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>
The Working Time Regs <http://www.legislation.gov.uk/ukxi/1998/1833/contents/made>
HSE Health Surveillance <http://www.hse.gov.uk/health-surveillance/>
HSE Health Surveillance Records <http://www.hse.gov.uk/health-surveillance/record-keeping/index.htm>
HSE Health risk management: A practical guide for managers in small and medium-sized enterprises HSG 137 www.hse.gov.uk/pubns/books/hsg137.htm

HSE Health surveillance at work HSG 61 www.hse.gov.uk/pubns/books/hsg61.htm
HSE Managing shift work: Health and safety guidance HSG 256
www.hse.gov.uk/pubns/books/hsg256.htm
HSE Competent Medical Health Surveillance Consultant <http://www.hse.gov.uk/health-surveillance/setup/competent-advisors.htm>
COSHH Regs ACOP and Guidance Health Surveillance
<http://www.hse.gov.uk/pubns/priced/l5.pdf>

Insurance

The Employers Liability (Compulsory Insurance) Act 1969
The Employer's Liability (Compulsory Insurance) (Amendment) Regulations 2008
The Road Traffic Act 1988
HSE Employers Liability (Compulsory Insurance) Act 1969: A brief guide for employers
HSE Employers Liability (Compulsory Insurance) Act 1969: A brief guide for workers
HSE What you need to know <http://www.hse.gov.uk/toolbox/managing/insurance.htm>
HSE Employers Liability Insurance A brief guide for employers
<http://www.hse.gov.uk/pubns/hse40.htm>
HSE Employers Liability Insurance A brief guide for workers
<http://www.hse.gov.uk/pubns/hse39.htm>

Monitoring

The Management of Health and Safety at Work Regulations 1999
Leading Health and Safety at Work – IOD / HSC
HSE Managing for Health and Safety HSG 65
HSE Managing sickness absence and return to work: An employer's and manager's guide
HSE monitoring <http://www.hse.gov.uk/leadership/monitor.htm>
The Management Regs <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
IOD / HSC <http://www.hse.gov.uk/leadership/>
HSE HSG 65 <http://www.hse.gov.uk/pubns/priced/hsg65.pdf>
HSE Managing sickness absence and return to work: An employer's and manager's guide
www.hse.gov.uk/pubns/books/hsg249.htm

Reviewing

The Management of Health and Safety at Work Regulations 1999
The Management Regs <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
IOD / HSC <http://www.hse.gov.uk/leadership/>
HSE HSG 65 <http://www.hse.gov.uk/pubns/priced/hsg65.pdf>
HSE Reviewing <http://www.hse.gov.uk/managing/delivering/act/review-performance.htm>

Risk Assessment

The Management of Health and Safety at Work Regulations 1999
HSE Risk Assessment a Brief Guide to Controlling Risks in the Workplace INDG63 (rev 4)
The Health and Safety Tool Box How to Control Risks at Work HSG 628
The Management Regs <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
IOD / HSC <http://www.hse.gov.uk/leadership/>
HSE HSG 65 <http://www.hse.gov.uk/pubns/priced/hsg65.pdf>
HSE Risk Assessment and Management <http://www.hse.gov.uk/risk/>
HSE Risk Assessment a Brief Guide to Controlling Risks in the Workplace
<http://www.hse.gov.uk/pubns/indg163.htm>
As above in Welsh <http://www.hse.gov.uk/pubns/welsh/indg163wpdf>

The Health and Safety Tool Box How to Control Risks at Work HSG 628
<http://www.hse.gov.uk/pubns/books/hsg268.htm>

Supervision

The Health and Safety at Work etc. Act 1974
HSE Supervision <http://www.hse.gov.uk/toolbox/managing/supervision.htm>

Asbestos

The Control of Asbestos Regulations 2012
HSE Managing and Working with Asbestos Control of Asbestos Regulations 2012 Approved Code of Practice and Guidance
HSE A comprehensive guide to managing asbestos in premises HSG 227
HSE Managing Asbestos in Buildings a Brief Guide
HSE Asbestos <https://www.hse.gov.uk/asbestos/>
HSE Managing and Working with Asbestos Control of Asbestos Regulations 2012 ACOP & Guidance
<https://www.hse.gov.uk/pubns/books/l143.htm>
HSE A comprehensive guide to managing asbestos in premises HSG 227
<http://www.hse.gov.uk/pubns/books/hsg227.htm>
HSE Managing Asbestos in Buildings a Brief Guide <https://www.hse.gov.uk/pubns/indg223.htm>

Business Continuity and Disaster Recovery

The Health and Safety and Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999

Catering and Food

The Food Safety and Hygiene (England) Regulations 2013
The Food Safety Act 1990
Food Standards Agency (FSA) Food Safety Act 1990 A Guide for Food Businesses
General Food Hygiene Regulations 2004
Safer Food Better Business – Food safety management procedures and food hygiene regulations for small business
Workplace (Health, Safety and Welfare) Regulations 1992
HSE Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance L24 <http://www.hse.gov.uk/pubns/books/l24.htm>
HSE Workplace health safety and welfare a short guide for managers
FSA Food Safety Guide for Food Businesses <https://www.food.gov.uk/business-guidance/general-food-law#food-hygiene-legislation>
FSA Food Safety and Hygiene How to Stay Safe <https://www.food.gov.uk/food-safety>
FSA www.food.gov.uk/business-industry/guidancenotes/hygguid/charity-community-groups/
FSA Safer Food Management <https://www.food.gov.uk/business-guidance/safer-food-better-business>
FSA Free Allergy Training <https://allergytraining.food.gov.uk/>
HSE Workplace Health Safety and Welfare Guide for Managers
<http://www.hse.gov.uk/pubns/indg244.pdf>

Cleaning & Infection Control

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002

HSE Working with substances hazardous to health a brief guide to COSHH

HSE Risk Assessment for General Office Cleaning

<http://www.hse.gov.uk/risk/casestudies/pdf/officecleaningpdf>

HSE Risk Assessment for Large Scale Cleaning

<http://www.hse.gov.uk/risk/casestudies/pdf/cleaningretailpdf>

HSE Cleaning information <http://www.hse.gov.uk/cleaning/index.htm>

FSA Cleaning information and video www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business

GOV Health and Social Care Act 2008: code of practice on the prevention and control of infections

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/449049/Code_of_practice_280715_accpdf

Contractors

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

HSE Managing contractors: A guide for employers HSG 159

HSE Managing contractors: A guide for employers HSG 159

www.hse.gov.uk/pubns/books/hsg159.htm

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002

HSE Control of substances hazardous to health (sixth edition) L5

HSE A step by step guide to COSHH assessment

HSE Working with substances hazardous to health a brief guide to COSHH

HSE Fumigation: Health and safety guidance for employers and technicians carrying out fumigation operations

HSE Control of substances hazardous to health (sixth edition) L5

www.hse.gov.uk/pubns/books/l5.htm

HSE Working with substances hazardous to health a brief guide to COSHH

www.hse.gov.uk/pubns/indg136.htm

HSE A step by step guide to COSHH assessment www.hse.gov.uk/pubns/books/hsg97.htm

HSE Fumigation: Health and safety guidance for employers and technicians carrying out fumigation operations www.hse.gov.uk/pubns/books/hsg251.htm

Disability

The Equalities Act 2010

Display Screen Equipment and Laptops

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

HSE Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

HSE The law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

HSE Work with display screen equipment (DSE): A brief guide

HSE Display screen equipment (DSE) workstation checklist

HSE Seating at work HSG 57

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

HSE Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 L26

HSE The law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) HSG 90 www.hsegovuk/pubns/books/hsg90htm

HSE Work with display screen equipment (DSE): A brief guide www.hsegovuk/pubns/indg36htm

HSE Display screen equipment (DSE) workstation checklist www.hsegovuk/pubns/ck1htm

HSE Seating at work HSG 57 www.hsegovuk/pubns/books/hsg57htm

Driving and Transport

The Health and Safety at Work Act etc. 1974

The Provision and Use of Work Equipment Regulations 1998

The Road Safety Act 2006

Electricity

Electricity at Work Regulations 1989

The IET Wiring Regulations 18th Edition (IET Regulations)

HSE Memorandum of guidance on the Electricity at Work Regulations 1989

HSE Electricity at Work: Safe working practices

HSE Memorandum of guidance on the Electricity at Work Regulations 1989

www.hsegovuk/pubns/books/hsr25htm

HSE Electricity at Work: Safe working practices <http://www.hsegovuk/pubns/books/hsg85htm>

Environment

The Environmental Protection Act 1990

Equipment

Provision and Use of Work Equipment Regulations 1998

HSE Safe use of work equipment: Provision and Use of Work Equipment Regulations 1998

Approved Code of Practice and guidance

HSE Using work equipment safely INDG 229 (rev 2)

HSE Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice and Guidance

HSE Safe use of lifting equipment: Lifting Operations and Lifting Equipment Regulations 1998 L113

HSE Through examination of lifting equipment a simple guide for employers

HSE Lifting Equipment at work: A brief guide

HSE How the Lifting Operations and Lifting Equipment Regulations apply to health and social care

HSE Pressure Systems Safety Regulations 2000 Approved Code of Practice and Guidance on Regulations L122

HSE Pressure systems: A brief guide to safety

HSE Written schemes of examination: Pressure Systems Safety Regulations 2000

HSE Safe use of work equipment: Provision and Use of Work Equipment Regulations 1998 Approved Code of Practice and guidance

www.hsegovuk/pubns/books/l22htm

HSE Using work equipment safely INDG 229 (rev 2) www.hsegovuk/pubns/indg229htm

HSE Lifting Operations and Lifting Equipment Regulations 1998 Approved Code of Practice and Guidance

www.hsegovuk/pubns/books/l113htm

HSE Safe use of lifting equipment: Lifting Operations and Lifting Equipment Regulations 1998 L113 www.hsegovuk/pubns/books/l113htm

HSE Through examination of lifting equipment A simple guide for employers

www.hsegovuk/pubns/indg422pdf

HSE Lifting Equipment at work: A brief guide www.hsegovuk/pubns/indg290htm

HSE How the Lifting Operations and Lifting Equipment Regulations apply to health and social care www.hse.gov.uk/pubns/hsis4.htm

HSE Pressure Systems Safety Regulations 2000 Approved Code of Practice and Guidance on Regulations L122 www.hse.gov.uk/pubns/books/l122.htm

HSE Pressure systems: A brief guide to safety www.hse.gov.uk/pubns/indg261.htm

HSE Written schemes of examination: Pressure Systems Safety Regulations 2000 www.hse.gov.uk/pubns/indg178.htm

Fire Action

Management of Health and Safety at Work Regulations 1999

Regulatory Reform Fire Safety Order 2005

Health and Safety Signs and Signals Regulations 1996

HSE The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on the Regulations 1996 L64

HSE The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on the Regulations 1996 L64 www.hse.gov.uk/pubns/price/l64.pdf

HSE Fire Information <http://www.hse.gov.uk/toolbox/fire.htm>

First Aid

Health and Safety (First Aid) Regulations 1981

HSE First aid at work The Health and safety (First Aid) Regulations 1981 L74

HSE First aid at work: Your questions answered

HSE Basic advice on first aid at work

HSE Selecting a first aid training provider a guide for employers

HSE Blood borne viruses in the workplace a guide for employers and employees

HSE First aid at work The Health and safety (First Aid) Regulations 1981 L74

<http://www.hse.gov.uk/pubns/books/l74.htm>

HSE First aid at work: Your questions answered www.hse.gov.uk/pubns/indg214.htm

HSE Basic advice on first aid at work www.hse.gov.uk/pubns/indg347.htm (this is not a substitute for first aid training)

HSE Selecting a first aid training provider a guide for employers

www.hse.gov.uk/pubns/geis3.htm

HSE Blood borne viruses in the workplace a guide for employers and employees

www.hse.gov.uk/pubns/indg342.htm

Gas, LPG and Radon

Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended Approved Code of Practice and guidance

The Gas Safety (Installation and Use) (Amendment) Regulations 2018

HSE Safety in the installation and use of gas systems and appliances L56

HSE Gas appliances – get them checked keep them safe www.hse.gov.uk/pubns/indg238.pdf

HSE Landlords – a guide to duties Gas Safety (Installation and Use) Regulations 1998 (as amended)

HSE Gas Safety (Installation and Use) Regulations 1998 (GSIUR) as amended Approved Code of Practice and guidance www.hse.gov.uk/pubns/books/l56.htm

HSE Gas appliances – get them checked keep them safe www.hse.gov.uk/pubns/indg238.pdf

HSE Landlords – a guide to duties Gas Safety (Installation and Use) Regulations 1998 (as amended) www.hse.gov.uk/pubns/indg285.htm

HSE Information Radon in the Workplace www.hse.gov.uk/radiation/ionising/radon.htm

HSE Information LPG www.hse.gov.uk/gas/lpg/about.htm

UK LPG Trade Association <https://www.uklpg.org/>

Gas Safe Registered Engineer <https://www.gassaferegister.co.uk/>

British Compressed Gases Association BCGA – Code of Practice 44 The Storage of Gas Cylinders 2016

More information can be sourced from www.hse.gov.uk/radiation/ionising/radon.htm

Heights

The Work at Height Regulations 2006

HSE Safe use of ladders and step ladders a brief guide

HSE Health and safety in roof work HSG33

HSE Fragile roofs (GEIS 5)

HSE Safety in window cleaning using portable ladders

HSE Health and safety in roof work HSG33 www.hse.gov.uk/pubns/books/hsg33.htm

HSE Safe use of ladders and step ladders a brief guide www.hse.gov.uk/pubns/indg455.htm

HSE Health and safety in roof work HSG33 www.hse.gov.uk/pubns/books/hsg33.htm

HSE Fragile roofs (GEIS 5) <http://www.hse.gov.uk/pubns/geis5.htm>

HSE Safety in window cleaning using portable ladders Info Sheet MISC 613

<https://safetyresourcesblog.files.wordpress.com/2014/10/safety-in-window-cleaningpdf>

Homeworking

HSE Homeworkers Guidance for employers on health and safety INDG 226

HSE Homeworker Information www.hse.gov.uk/toolbox/workers/home.htm

HSE Homeworkers Guidance for employers on health and safety INDG 226

www.hse.gov.uk/pubns/indg226.pdf

Legionella and Water Systems

The Workplace (Health Safety and Welfare) Regulations 1992

HSE Legionnaires' disease The control of legionella bacteria in water systems Approved Code of Practice L8

HSE Legionnaires disease a brief guide for duty holders INDG458

Legionnaires' disease – Technical guidance HSG274

HSE Legionnaires' disease The control of legionella bacteria in water systems Approved Code of Practice L8

<http://www.hse.gov.uk/pubns/books/l8.htm>

HSE Legionnaires disease a brief guide for duty holders INDG458

<http://www.hse.gov.uk/pubns/indg458.htm>

Legionnaires' disease – Technical guidance HSG274

<http://www.hse.gov.uk/pubns/books/hsg274.htm>

Lone Working and Personal Safety

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999 (as amended)

HSE Working Alone Health and safety guidance on the risks of lone working

HSE Working Alone Health and safety guidance on the risks of lone working

www.hse.gov.uk/pubns/indg73.htm

Suzy Lamplugh Trust have produced a number of leaflets for Personal Safety and Lone Working <https://www.suzylamplugh.org/>

Manual Handling

Manual Handling Operations Regulations 1992 (as amended)

HSE Manual handling Manual Handling Operations Regulations 1992 – Guidance on Regulations (fourth edition)

HSE Manual handling at work A brief guide

HSE Manual handling assessment charts (the MAC tool)

HSE Risk assessment of pushing and pulling (RAPP) tool

HSE Full manual handling risk assessment Examples of assessment checklists

HSE Manual handling Manual Handling Operations Regulations 1992 – Guidance on Regulations (fourth edition) <http://www.hse.gov.uk/pubns/books/l23.htm>

HSE Manual handling at work A brief guide www.hse.gov.uk/pubns/indg143.pdf

HSE Manual handling assessment charts (the MAC tool) www.hse.gov.uk/pubns/indg383.pdf

HSE Risk assessment of pushing and pulling (RAPP) tool www.hse.gov.uk/pubns/indg478.htm

HSE Full manual handling risk assessment Examples of assessment checklists
www.hse.gov.uk/pubns/ck5pdf

Medication

Medicines Act 1968

Misuse of Drugs Act (MDA) 1971

The Misuse of Drugs Act (Safe Custody) Regulations

CQC regulations: www.cqc.org.uk/content/regulations-service-providers-and-managers

NICE checklist for care home medicines policy, provides a useful checklist on what to consider: www.nice.org.uk/guidance/sc1/resources NICE guidance on medicines optimisation: www.nice.org.uk/guidance/qs120

NICE Managing medicines in care homes guidance: www.nice.org.uk/guidance/sc1

Outdoor Working

Health and Safety at Work etc Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992

Workplace health, safety and welfare A short guide for managers

<http://www.hse.gov.uk/pubns/indg244pdf>

<http://www.hse.gov.uk/temperature/outdoor.htm>

Personal Protective Equipment

Personal Protective Equipment Regulations 1992 (as amended)

HSE Personal protective equipment at work (second edition)

HSE Selecting protective gloves for work with chemicals

HSE Risk At Work Personal Protective Equipment <http://www.hse.gov.uk/toolbox/ppe.htm>

HSE Personal protective equipment at work (second edition)

www.hse.gov.uk/pubns/books/l25.htm

HSE Selecting protective gloves for work with chemicals www.hse.gov.uk/pubns/indg330.htm

Pregnant Workers

The Management of Health and Safety at Work Regulations 1999 (as amended)

HSE Infection risks to new and expectant mothers in the workplace

HSE New and expectant mothers who work a brief guide to your safety INDG373

Workplace (Health, Safety and Welfare) Regulations 1992

HSE Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance L24 <http://www.hse.gov.uk/pubns/books/l24.htm>

HSE Workplace health safety and welfare A short guide for managers

HSE Infection risks to new and expectant mothers in the workplace

<http://www.hse.gov.uk/pubns/books/infection-mothers.htm>

HSE New and expectant mothers who work a brief guide to your safety INDG373

www.hse.gov.uk/pubns/indg373.htm

HSE New and Expectant Mother Information www.hse.gov.uk/mothers/index.htm

HSE Workplace Health Safety and Welfare Guide for Managers

<http://www.hse.gov.uk/pubns/indg244.pdf>

Signage

Health and Safety Signs and Signals Regulations 1996

HSE The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on the Regulations 1996 L64

HSE The Health and Safety (Safety Signs and Signals) Regulations 1996 Guidance on the Regulations 1996 L64 www.hse.gov.uk/pubns/ priced/l64.pdf

Slip Trips and Falls – Same Level

Workplace (Health, Safety and Welfare) Regulations 1992

HSE Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance L24 <http://www.hse.gov.uk/pubns/books/l24.htm>
HSE Workplace health safety and welfare A short guide for managers
HSE Lighting at Work HSG 38
HSE Slips and Trips the Importance of Floor Cleaning www.hse.gov.uk/pubns/web/slips02.pdf
HSE Slips and Trips Hazard Spotting Checklist www.hse.gov.uk/pubns/ck4.pdf
HSE Information www.hse.gov.uk/cleaning/topics/slips.htm

Smoking

The Smoke-free (Exemption and Vehicle) Regulations 2007
Smoke Free Premises and Enforcement Regulations 2006
Smoke Free Signs Regulations
<http://www.smokefreeengland.co.uk/the-facts/the-regulations/>
Smoke Free Premises and Enforcement Regulations 2006
<http://www.legislation.gov.uk/uksi/2006/3368/contents/made>
Smoke Free Signs Regulations
<http://www.legislation.gov.uk/uksi/2006/3368/contents/made>
Smoke Free England Different Languages
<http://www.smokefreeengland.co.uk/resources/guidance-and-signage/>

Stress Occupational

HSE Stress Management Standards
HSE Working together to reduce stress at work a guide for employees INDG 424
HSE Stress Management in the Workplace www.hse.gov.uk/stress/index.htm
HSE Working together to reduce stress at work a guide for employees
www.hse.gov.uk/pubns/indg424.pdf
HSE Stress Management Standards <http://www.hse.gov.uk/stress/standards/index.htm>

Violence Threatening Challenging Behaviour

HSE Violence and aggression to staff in health services: Guidance on assessment and management
HSE Work-related violence: Case studies & Managing the risk in smaller businesses
London Rough Sleepers Unit Shelter and Crisis Guidelines (see below)
HSE TUC ACAS BIS CBI Preventing Workplace Harassment and Violence Joint guidance implementing a European social partner agreement
HSE Violence and aggression to staff in health services: Guidance on assessment and management www.hse.gov.uk/pubns/books/violence-health-services.htm
HSE Work-related violence: Case studies & Managing the risk in smaller businesses
<http://www.hse.gov.uk/pubns/books/hsg229.htm>
HSE TUC ACAS BIS CBI Preventing Workplace Harassment and Violence Joint guidance implementing a European social partner agreement www.hse.gov.uk/violence/preventing-workplace-harassment.pdf
Suzy Lamplugh Trust have produced a number of leaflets for Personal Safety and Lone Working <https://www.suzylamplugh.org/>

Visitors

The Health and Safety etc. at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999 (as amended)

Waste Management

HSE Blood borne viruses in the workplace a guide for employers and employees
HSE Blood borne viruses in the workplace a guide for employers and employees
www.hse.gov.uk/pubns/indg342.htm

Workplace

Workplace (Health, Safety and Welfare) Regulations 1992

HSE Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance L24 <http://www.hse.gov.uk/pubns/books/l24.htm>

HSE Workplace health safety and welfare A short guide for managers

HSE Lighting at Work HSG 38

Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance L24 <http://www.hse.gov.uk/pubns/books/l24.htm>

HSE Workplace health safety and welfare A short guide for managers

www.hse.gov.uk/pubns/indg244.htm

As above also available in Welsh

HSE Lighting at Work HSG 38 www.hse.gov.uk/pubns/books/hsg38.htm

HSE Information managing thermal comfort in the workplace

<http://www.hse.gov.uk/temperature/thermal/managers.htm>

Windows and Associated Hardware 2013

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/273867/20131223_HBN_00-10_PartD_FINAL_published_version.pdf

Lighting Guide 5 Lighting for Education (LG5) and British Standards BSEN 12464-1

Young Persons

The Management of Health and Safety at Work Regulations 1999 (as amended)

HSE Young People and work experience a brief guide for employers INDG 364

HSE Young Persons Information www.hse.gov.uk/youngpeople/index.htm

HSE Young People and work experience a brief guide for employers INDG 364

www.hse.gov.uk/pubns/indg364.htm

The above also available in Welsh www.hse.gov.uk/pubns/indg364.wpdf