DEVONPORT HIGH SCHOOL FOR GIRLS

HEALTH & SAFETY POLICY

Named person: Anthony Brisley

Category: Statutory

Review: Annually or when there are significant changes

Date to be reviewed: As and when required

This policy has been reviewed with regard to the work/life balance of staff

Ratified by the Head Teacher on: 14/07/2023

DEVONPORT HIGH SCHOOL FOR GIRLS

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

1. This is a Statement of Organisation and Arrangements for Devonport High School for Girls and is for the benefit of all users of the premises.

2. Devonport High School for Girls will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The school will also ensure, so far as is reasonably practicable, that non-employees such as visitors, students and contractors are not exposed to health and safety risks from the work activities of the school.

3. The school is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc Act 1974 (HASWA) and associated Regulations.

4. The school will, so far as is reasonably practicable:
    a) ensure that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the school's activities;
    b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
    c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
    d) provide and maintain plant and systems of work that are safe and without risks to health;
    e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
    f) maintain any place of work under its control in a condition that is safe and without risks to health;
    g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
    h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Devonport High School for Girls' premises and grounds;
    i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
    j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;

k) make arrangements for the provision of a suitable occupational health service for staff;
l) monitor health and safety performance to verify that the School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
m) develop and maintain a positive and proactive health and safety culture.

5. The school will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

6. The school recognises health and safety as an integral element of its business, and it will be given equal status alongside other management functions.

7. The school will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the school.

8. This policy requires the commitment, co-operation and active involvement of all school employees to ensure its success and effectiveness.

9. All contractors and consultants working for the school are required to comply with this policy.

10. The school will ensure that procedures are established for appointing and monitoring the competency of contractors.

11. The school will review this policy statement annually;

12. The school will ensure that this policy is effectively communicated to all staff;

Failure on the part of any school employee, irrespective of their position, to comply with this policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

ORGANISATIONAL RESPONSIBILITIES FOR HEALTH AND SAFETY

13. School staff and the Governing Body work together to ensure that health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this policy.

The Governing Body

14. In consultation with the Head Teacher, the Governors will:

a. ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities.
b. monitor the overall performance of the school's health and safety management systems.
c. ensure that any decision made is in line with the school's own policies and procedures as they relate to health and safety.

The Head Teacher

15. The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, though they may delegate specific roles and functions to others, who will:
    - 15.1 ensure the effective implementation of the school's health and safety policies and performance standards to ensure that the health and safety risks to staff, visitors and third parties are properly controlled within the school.
    - 15.2 implement the requirements of this policy and ensure compliance with all health and safety legislation within the school.
    - 15.3 recognise the extent of their own personal liabilities under health and safety law and ensure they are fully conversant with their own health and safety responsibilities (as described in this section).
    - 15.4 demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
    - 15.5 ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school.
    - 15.6 ensure all school business decisions (including new projects, procurement decisions contractor selection, office moves etc.) fully take into account health and considerations and that health and safety risks are considered at an early stage during project design and planning.
    - 15.7 ensure that school employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
    - 15.8 ensure the objectives and content of the Health and Safety Policy are fully understood by all School Managers and Leaders and that all staff under their control are made aware of their duties and responsibilities in line with the policy.
    - 15.9 ensure that this policy is brought to the attention of all employees.
    - 15.10 ensure that school health & safety policies or procedures are reviewed annually, or when significant changes occur and that these are brought to the attention of all employees (including revisions).
    - 15.11 ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, policies, performance standards, etc.
    - 15.12 ensure that the job descriptions of Managers and Leaders, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their service area and school function.
    - 15.13 ensure suitable persons are nominated to undertake key health and safety functions within the school, such as risk assessors, (to carry out display screen equipment, manual handling, hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
    - 15.14 co-operate and work closely with the School's Health and Safety Advisor to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
    - 15.15 ensure staff directly under their control (including agency/ temporary/ student teachers /volunteers) are provided with adequate health and safety induction on joining the school.
    - 15.16 ensure that all new employees receive local health and safety advice as part of other induction.

15.17 ensure adequate health and safety training, information and instruction, training and supervision should be provided for specific health and safety related responsibilities, tasks, projects or equipment. Refresher training must also be provided, at least every three years, unless risk assessments identify the need for more frequent sessions.

15.18 ensure all staff directly under their control receive a health and safety induction and are adequately trained to manage health and safety within their areas at the school.

15.19 ensure that adequate training records are kept.

15.20 ensure employees are provided with adequate health and safety information about the health and safety risks from their work activities (via health and safety policies, health and safety manuals specific written safe working procedures/instructions etc) and that this information is regularly reviewed to ensure it is up-to-date.

15.21 ensure that the process of systematic risk assessment is promoted throughout the school and that suitable arrangements are in place to ensure that all significant health and safety risks arising from work activities are properly assessed, recorded and reviewed (at least annually) and that risks are reduced or controlled as far as is reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.

15.22 ensure that health and safety inspections of work areas and work activities are undertaken at regular intervals and suitable inspection records are kept and the findings of these inspections are actioned within reasonable timescales, prioritised according to risk.

15.23 ensure that there are adequate arrangements in place for the recording, reporting and investigation of accidents, significant near misses, incidents of violence and aggression and cases of work related ill health and that suitable incident records are kept and that incidents are reported promptly to the appointed Health and Safety advisor.

15.24 ensure that incidents are properly investigated by the relevant line manager to establish casual factors and preventive action required to address any deficiencies identified.

15.25 ensure that all employees report accidents, near misses, incidents of violence and aggression and cases of work related ill health to their line manager and are made aware during their induction of the reporting procedure.

15.26 ensure that employees to whom health and safety responsibilities have been delegated are adequately undertaking their role and are being fully supported in their duties.

15.27 ensure that employees are provided with adequate and suitable equipment to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.

15.28 ensure that adequate health and safety records are kept to satisfy legal health and safety requirements and ensure that legal compliance can be readily demonstrated.

15.29 ensure adequate first aid arrangements are in place, including the appointment of competent first aiders within the school, identified location of first aid boxes which are complete and up to date, first aid room facilities and travelling first aid kits.

15.30 ensure that there are adequate fire precautions in place and competent fire wardens are appointed.

15.31 ensure all employees (including agency/temporary/student teachers/volunteers) are aware of the relevant precautions and fire/emergency evacuation procedure at the school.

15.32 ensure adequate welfare facilities are provided for staff and are maintained to a satisfactory standard.

15.33 ensure safe access and egress to and from work is maintained.

15.34 ensure the school and grounds are maintained in a clean and tidy condition with effective cleaning schedules implemented.

15.35 ensure adequate provisions are made with respect to heating, lighting, temperature and ventilation.

15.36 ensure an adequate supply of wholesome drinking water is provided for all personnel (including students) at the school.

15.37 ensure sufficient workspace is made available to allow work activities to be undertaken safely.

15.38 ensure workstations, including display screen equipment (DSE) and seating are safe, suitable and fit for purpose.

15.39 ensure all plant and equipment is maintained in a safe condition by a competent person on a programmed basis.

15.40 ensure that no building or alteration work is undertaken which disturbs the fabric of the buildings without first consulting the relevant asbestos register and appropriate specialists.

15.41 ensure that the regulations concerning asbestos removal are strictly adhered to.

15.42 ensure that the school has implemented effective contingency planning arrangements to control potentially serious hazards or situations of imminent danger.

15.43 ensure that risk assessments are carried out for all school activities on and off the school site and for trips in good time before the events. Risk assessments should be passed to the school's Educational Visits Co-ordinator (EVC) in a timely manner and authorised by the Head Teacher.

15.44 ensure that suitable personal protective clothing (including footwear) is provided free of charge to the relevant employees.

15.45 ensure that the passenger carrying lift at the school is inspected and serviced every six months by a competent person and the appropriate records kept.

15.46 ensure that there are adequate fire precautions in place for the school including means of escape, means of raising the alarm, firefighting equipment, signage, emergency lighting and a managed evacuation.

15.47 liaise with the fire authority.

15.48 ensure that fire drills are held throughout the year and recorded in a log book.

15.49 ensure fire risk assessments pertaining to the school are undertaken and reviewed at least annually.

15.50 ensure that all gas appliances are serviced annually by a competent person (who is appropriately Gas Safe registered) and the appropriate records kept.

15.51 ensure that any boilers and heating systems are working efficiently and are maintained by an appropriate competent person on an annual basis.

15.52 ensure that portable appliance testing is undertaken by a competent person at appropriate intervals and appliances are labelled accordingly.

15.53 ensure that an inspection of the fixed electrical installation within the school is undertaken by a competent person at least once every five years and appropriate records kept with the following exceptions:

i. Every three years for fire alarm systems
ii. Annually for the emergency lighting systems

15.54 ensure all water systems are maintained safely so as to reduce the risks from Legionella and scalding, as far is reasonably practicable.

15.55 ensure transparent or translucent surfaces (i.e. glazing) in windows, doors, gates and walls and partitions are constructed of a safety material or adequately protected against breakages where necessary for health and safety reasons.

15.56 ensure that openable windows, skylights and ventilators are capable of being opened and adjusted safely and do not pose a risk to persons when opened and are fitted with suitable devices to allow them to be cleaned.

15.57 ensure that suitable precautions are taken to prevent persons from falling from height within the school and the grounds and to prevent objects falling from a distance which are likely to cause injury.

15.58 ensure traffic routes allow pedestrians and vehicles to circulate within the grounds safely and are kept clear of obstructions and maintained to eliminate any hazards, with clearly marked parking bays and areas.

15.59 ensure doors and gates are suitably constructed and where necessary fitted with safety devices.

15.60 ensure that, where necessary, suitable safety signs are provided and maintained.

15.61 ensure that any works undertaken at the school and within the grounds are undertaken in a safe manner and that the work of contractors on site is properly controlled and any permit to work systems which are applicable are followed.

15.62 the Head Teacher will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the appointed Health and Safety Advisor.

Employees

All employees at Devonport High School for Girls are directly responsible for:

16. taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
17. co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
18. not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of their health and safety at work.

19. reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness.
20. report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
21. wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
22. observing safety rules, complying with codes of practice, departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
23. acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
24. attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
25. reading this health and safety policy as part of their induction. Receiving health and safety and safety induction on their first day of employment relevant to their specific area and responsibility.
26. wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst within the school buildings and grounds.
27. the following staff have special responsibility:

    Head Teacher
    Business Manager
    Estates Manager/Assistants
    Heads of Departments (HoDs)/Heads of House (HOH) and Support Staff Managers
    Technicians

    These job-holders will be responsible for:

    a. ensuring the effective control of risks within the specific areas under their control.
    b. the purchase, inspection and maintenance of equipment and its specification.
    c. the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
    d. establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.
    e. resolving health, safety and welfare problems referred to them by members of their staff or referring to the Head Teacher or line manager any problems they are unable to resolve within the resources available to them.
    f. ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
    g. ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety.
    h. obtaining relevant advice and guidance on health and safety matters.

Special Obligations Of Any Class Teacher

28 In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

a. raise any health and safety concerns outside their control related to their class area with their immediate line manager.
b. exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
c. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
d. give clear instructions and warnings to students as often as necessary
e. set a good example by following safe working procedures personally.
f. ensure the use of protective clothing and guards where necessary.
g. avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
h. build in safety education in curriculum planning.

The Students

29 Students will be reminded that they are expected to:

a. exercise personal responsibility for the health and safety of themselves and others.
b. observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
c. observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
d. use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All students and parents/carers will be made aware of the contents of this policy through the school's website – www.dhsg.co.uk

Contractors

30. All contractors under local control will be appropriately selected and competent in terms of health and safety.

31. Contractors must be made aware of and abide by the school's health and safety policy and not endanger students, staff or other visitors to the site.

32. The Business Manager and the Site Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.

33. The Head Teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head Teacher, or by the contractor, in consultation with the Head Teacher.

34. All contractors must report to the Site Manager / Business Manager before any work takes place and prior to each working session. The Site Manager / Business Manager should then inform the

contractor of any conditions which may affect his / her safety and that of others.

Visitors And Other Users Of The Premises

35. The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to school premises / workplaces.
36. All visitors to the school must comply with the school's Health and Safety Policy and procedures.
37. A suitable system is implemented, whereby all visitors are required to record their visit to the school (e.g. visitors book).
38. Visitors will be required to wear a 'visitors' identification badge that is supplied by the school.
39 Visitors that do not have a valid enhanced DBS check will wear a red identification badge and be accompanied at all times by a responsible employee.
40. Should a fire/emergency occur or the fire alarm activated whilst visitors are on school premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
41. Should an incident/accident occur involving a visitor, this must be reported using the Accident/Incident Reporting Form and forwarded to the Head Teacher and an investigation undertaken as soon as possible by the relevant Responsible Person.
42. If the incident is of a serious nature or fatal, the Head Teacher and appointed Health and Safety advisor must be contacted immediately.
43. Where applicable, adequate consideration must be given to visitors, contractors and members of the public in school risk assessments, including the provision of suitable and sufficient control measures.

Persons 'hosting' visitors including meeting convenors must ensure:

44. Visitors are alerted to the establishment's fire procedures.
45. Visitors adhere to the school's 'No Smoking' Policy.
46. If at all possible, visitors should not park their vehicles within the school grounds. If they do park within the grounds then they should do so in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
47. Visitors record their presence on the premises in the appropriate log book at reception. If visitors bring students with them, a list of those students should be provided to reception.
48. All visitors are provided with and should wear an identification badge.
49. Visitors are accompanied or authorised to enter the premises.
50. Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.
51. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
52. Visitors report all accidents, incidents and near misses to the host.
53. Visitors wear protective clothing that is supplied, when necessary.

Lettings

54. The Head Teacher, via the Business Manager will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school's health and safety and security policies where appropriate.

ARRANGEMENTS AND PROCEDURES

55. It is the responsibility of the Head Teacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and students are aware of the arrangements.

55.1 Premises/Site/Workplace/Classroom/Office etc

a. Heating and lighting
b. Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
c. Room dimensions and space.
d. Sanitary provisions (male/female, children's and disabled toilet facilities).
e. Temperature of workplaces, the provision of thermometers.
f. Condition of premises including floors etc.
g. Workstations/desks and seating, use of computers etc.
h. Facilities and arrangements for:
   - Provision of a supply of drinking water
   - Dining facilities/Rest Place
   - Pregnant and Nursing Mothers

School premises should comply with the School Premises Regulations 2012 and The Workplace (Health, Safety and Welfare) Regulations 1992.

55.2 RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

a. Health & Safety Executive Guidance on Risk Assessment.
b. Specific Guidance and Codes of Practices,
c. Health and Safety Information for activities e.g. off-site Activities.
d. Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

55.3 ACCIDENT/INCIDENT REPORTING

a. The provision and location of accident records.
b. Accident/incident report forms.
c. Recording and reporting of all incidents of Violence and Aggression on staff.
d. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

55.4 FIRST AID AND ITS PROVISION IN THE WORKPLACE

a. Appointment of the Appointed Person
b. Designated First Aiders (names displayed)
c. Identified location of First Aid Boxes.

d. The contents of First Aid Boxes are complete and up to date.
e. Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
f. First Aid Room facilities
g. Travelling First Aid Kits.
h. A defibrillator available in reception and sixth form centre and staff trained to use it.

55.5 FIRE AND EMERGENCY PROCEDURES

Please see separate Emergency Procedures and Fire Log Book.

55.6 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK

a. Provide a list of the hazardous substances including cleaning materials used.
b. List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.
c. Completing of COSHH Assessments.
d. The School Science Service HAZCARDS.
e. Personal Protective Equipment (PPE) and Clothing.
f. Storage of hazardous substances and signage.

55.7 SECURITY OF PERSONS AND PREMISES

Security of Premises.

a. Perimeter Fencing/Exterior lighting.
b. Burglar Alarm (externally monitored).
c. Use of toughened glass and safety glazing.
d. Identification of visitors.
e. Signing In/Out procedures.
f. Control of Access for Pedestrians and Vehicles via electric gates.
g. Reception/waiting areas.
h. Installation and use of CCTV, neighbourhood watch schemes etc.

55.8 SAFETY IN KITCHENS

a. Safety of student/employees/kitchen staff.
b. Food Hygiene.
c. Responsibility for maintenance of premises and equipment.
d. Restricted access.
e. First aid arrangements, including accident/incident reporting.
f. Safe systems of work.
g. Lifting and handling of heavy and hot loads, liquids etc.
h. Safe use of machinery, equipment and appliances within the areas.
i. Removal of waste.
j. Pest control.
k. Use of knives.
l. Condition of workplace, including floors etc.

55.9 CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

a. School guidelines for the Management of Contractors.
b. Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}.
c. Works are planned well in advance (where applicable) and health and safety issues have been addressed.
d. Contractors are controlled and managed on site.
e. Contractor is required to address the following:
   Safeguarding of students.
   Segregation of building works where possible.
   Safe use and storage of any machinery brought onto site.
   Guarding of site and machinery.
   Restricted Access to unauthorised persons including students.
   Requirement to use tools etc. of a voltage no greater than 110v.

55.10 THE SAFE USE OF PESTICIDES

a. Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.
b. Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.
c. Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.
d. Safe systems of work in place for;
   - Handling and Storage of pesticides.
   - Application of Pesticides.
   - The use of Personal Protective Clothing and equipment.
   - Disposal of surplus and unused Pesticides and containers.
   - COSHH Assessments.
   - Protection of employees, users, students, public and others.

55.11 ASBESTOS

a. The latest regulations relating to working with asbestos must be followed.
b. The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).
c. Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.
d. When asbestos removals are to take place ensuring that:
   - All work is undertaken and carried out by competent persons.
   - Using only HSE approved Asbestos Removal Contractors.
   - Records of Asbestos to be maintained at the workplace/site.

55.12 ELECTRICITY AT WORK

a. Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.
b. Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.
c. Testing of fixed installations by competent persons.
d. Undertaking daily visual inspections of electrical appliance before use.
e. Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.
f. Providing and using a Residual Current Device (RCD) where applicable.

55.13 WORK EQUIPMENT

a. Safe guarding of machines.
b. Undertaking a machinery/equipment inventory.
c. Provide work equipment that is safe and properly maintained.
d. Safe use of machinery.
e. Carrying out risk assessments where appropriate.
f. Providing adequate training for employees on work equipment, machinery etc.

55.14 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK

a. Provide a list of the hazardous substances including cleaning materials used
b. List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning equipment.
c. Completing of COSHH Assessments.
d. Complying with CLEAPSS requirements (the School Science Service).
e. Personal Protective Equipment (PPE) and Clothing.
f. Storage of hazardous substances and signage.

55.15 STORAGE OF FLAMMABLE LIQUIDS

a. Containing and controlling the amount held in storage.
b. Safety and security of storage of flammable liquids.
c. Providing a list of what is in storage.
d. Where and how is it stored.
e. Who has access and is access restricted to others e.g. students etc.
f. Providing appropriate signage

55.16 SAFETY SIGNS

a. Displayed on each level of the premises, workplace.
b. Signs comply with current legislation.
c. Are recognisable and easy to understand.

55.17 IONISING RADIATION

a. Where applicable a Radiation Protection Supervisor and Radiation Protection Advisor must be appointed
b. Safe storage, handling and use off including the removal of radioactive waste (School Science Service {CLEAPSS} guidance).

55.18 SPORTS FACILITIES AND ACTIVITIES

a. Equipment and premises - safety of use, clear written guidance and procedures.
b. Supervision of activities.
c. Rules for staff and other users of sports equipment and facilities.
d. Training of employees.

55.19 MANUAL HANDLING AND LIFTING

a. Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.
b. Undertaking Manual Handling Assessments.
c. Training in correct lifting techniques.
d. Safe systems of work

55.20 USE OF DISPLAY SCREEN EQUIPMENT (DSE)

a. Undertaking DSE Assessments (information available from Corporate Health & Safety Team).
b. Eye tests provision including the cost of basic corrective spectacles where appropriate
c. Safe place of work, ergonomics including posture considerations etc.

55.21 SAFE USE OF VEHICLES

a. Speed restriction signs displayed.
b. One way traffic system.
c. Segregation of vehicles and pedestrians.
d. Clearly marked parking bays and areas.
e. School minibuses and coaches to be fitted with audible reversing alarms.
f. Care whilst driving especially where children or elderly are present.
g. Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
h. Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

55.22 ACCESS EQUIPMENT AND WORKING AT HEIGHTS

a. Risk Assessment.
b. Training in work at height/ladder safety.
c. Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity.
d. Scheme of regular formal inspection of stepladders, ladders and scaffold.
e. Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.
f. Access to equipment, high levels to be restricted to unauthorised and untrained persons.

55.23 GOOD HOUSE KEEPING

a. Clean and tidy premises.
b. Maintenance programmes and procedures in place to deal with repairs, etc.
c. Immediate clean-up of spills.

d. Litter-free zone.
e. External areas, grounds, play areas and equipment are safe for use.
f. Promoting and maintaining a safe and healthy working environment.

55.24 COMMUNICATION

a. Providing employees with information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).
b. Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.
c. Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

55.25 TRAINING

a. Carry out a Training Needs Analysis to identify the training needs of all employees.
b. Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.
c. Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

55.26 SAFETY AUDITS AND INSPECTIONS

a. Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by Managers etc.
b. Healthy and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces.