



Health and Safety Policy

Part 2 - Arrangements
Issue 09 / October 2023



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1.0 Primary Arrangements

1.1 Giffards Primary School Induction

Persons entering into employment with Giffards Primary School shall undergo induction training specific to their area of employment. Inductions will be given by a member of the senior management team. In general, the following topics shall be covered:

- School H&S Commitment
- An Outline of the School Organisation
- Key Personnel
- Access and Egress
- Layout of Premises
- Hazards and Risks
- Fire and Emergency Procedures
- No Smoking Policy
- Alcohol and Drugs Policy
- Accident, Incident & Hazard Reporting
- First Aid Facilities
- Company Management System
- Specific Health and Safety Procedures
- Disciplinary Procedures.

Inductions will be recorded for each specific job role using the relevant Induction Records listed below. An Induction Checklist will also be used to ensure the information given to staff is adequate for their type of job role. Once completed both documents will be combined and kept.

Induction Records that will be used are:

- Teacher, Student Teachers and LSA Induction record
- Admin and Site staff Induction record
- MDAs Induction record
- Student LSA and Volunteer Induction record.

Induction Checklists that will be used are:

- Teachers Including INC Student teachers Induction Checklist
- Admin Staff Induction Checklist
- LSA Induction Checklist
- Induction Checklist
- Student LSA Childcare Induction Checklist
- Site Staff Induction Checklist
- Volunteer Induction Checklist
- ICT Technician Induction Checklist
- Sports Coach Induction Checklist.

In addition to the above, all employees will be given a copy of the Induction Initial Meeting to read and sign.

1.2 Accident, Incident & Hazard Reporting

All accident, occupational ill health and dangerous occurrences must be reported as indicated on the Accident and Incident Reporting Flow Chart (HS05a). The details of any accidents, incidents and dangerous occurrences will be recorded using the Accident and Incident Record (HS05).

Any witness statements taken after any accident, incident or dangerous occurrence is to be recorded using the Accident – Incident Witness Statement (HS07).

Any such accident/incident that is RIDDOR reportable must be reported by the Administration Manager. For further information on RIDDOR please use RIDDOR Guidance document (HS05c)

If a child sustains a head injury, then parents are informed by a letter which outlines the injury and symptoms to look out for. Should the office Administration Manager have concerns about the injury the parents will be contacted by phone.

It is important that in addition to accident and incident reporting, that the reporting of hazards (i.e. unsafe acts or conditions) and near misses is undertaken also. All hazards are to be reported and recorded this is to ensure pro-active safety management and assist in the reduction of injury, damage and loss throughout.

All near misses and hazards will be investigated locally by relevant Giffards Primary School Management. Any corrective actions that may have been identified during any investigation need to be recorded on the relevant Accident and Incident Record, together with those who are responsible for closing out such actions.

Giffards Primary School also has a separate Headlice Policy.

1.3 Child Protection Procedures

Giffards Primary School will adhere to the Child Protection and Safeguarding Policy and Guidelines that have been agreed by the school Governors.

Refer to Child Protection & Safeguarding Policy for details of procedure.

The designated person for Child Protection is the Asst Head Teacher (Mrs Teager) or in her absence the Headteacher in the Headteacher's absence this will be the other Asst Head Teacher (Miss James).

In addition to the above, Giffards Primary School will also adhere to the Pre-Employment Checks Policy.

2.0 Production Related Arrangements

2.1 Production Induction

When any contractor arrives at Giffards School Primary School to carry out work activities within the school premises for the first time, the Contractors on Site Policy will need to be implemented.

2.2 Educational Visits

Giffards Primary School has a separate Educational Visits Policy. The policy follows procedures and guidance set down in the Dfee guidelines for Health and Safety of Pupils on educational Visits.

The school has an Educational Visits Co-ordinator (EVC) who has responsibility for ensuring staff have adhered to the schools Educational Visits Policy when organising a visit.

Guidelines for the transportation of pupils by coach or car are clearly outlined in the Educational Visits Policy.

2.3 Risk Assessment & Method Statement

All work activities and work areas that expose employees or others to foreseeable significant risks will be subject to a Risk Assessment (HS09). All personnel and others affected by the works must be informed of the findings of the risk assessment. Any such briefings or communication of the contents of a risk assessment must be recorded. All risk assessments must be periodically reviewed or when a change in circumstances occurs.

For guidance when reviewing Method Statements and Risk Assessments submitted by others, i.e. sub-contractors, the Risk Assessment & Method Statement Evaluation (HS08) can be used for this purpose.

All assessments will be carried out by personnel who are trained and suitably competent in the activity and/or task area being risk assessed.

Giffards Primary School have a suite of policies in place associated with high-risk classroom activities to further support any risk assessment carried out.

2.4 Chemicals and Substances

The Control of Substances Hazardous to Health Regulations (COSHH) requires the employers assess the adverse health effects of employees and others from exposure to substances in the workplace. Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.

All hazardous substances used by Giffards Primary School will be subject to a COSHH Assessment with regard to hazard to health. All hazardous substances used or stored at any Giffards Primary School location will be detailed on a COSHH Register. COSHH Assessments and COSHH Register are completed on an electronic system.

All tasks involving employee exposure (or others) where a COSHH assessment has been undertaken, all employees and others affected will be informed of the results and any controls required for its safe use and to avoid or limit exposure.

2.5 Working at Height

Giffards Primary School will:

- Avoid work at height where it is possible to do so
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where risk of fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur.

Working at height shall be undertaken through the use of safe systems of work developed specifically for the working activity via a risk assessment.

Hazards associated with working at height shall be assessed, with control measures developed and implemented to eliminate or minimise any risk. Step Ladders (Class 1) must only be used as the last resort and upon a specific risk assessment being conducted.

Evidence must also be available that illustrates that alternative methods of working at height have been considered.

All employees who undertake work at height must have had training to ensure that they have a satisfactory level of awareness in relation the hazards of working at height, in particular the requirements of the Working at Height Regulations and the type of control measures needed to eliminate or sufficiently reduce the hazards posed by working at height.

2.6 Electricity

Giffards Primary School will ensure that all electrical works comply with the Electricity at Work Regulations and understand their health and safety duties and responsibilities as detailed within these regulations.

Giffards Primary School uses only competent persons to undertake all electrical works and strive to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).

Where a sub-contractor needs to work on any electrical system or equipment, then an Electrical Work Permit must be completed and issued by a suitable Giffards Primary School representative.

2.7 Plant and Equipment (including Electrical Equipment)

All plant and equipment must only be used by trained and qualified persons.

The work equipment selected will be ergonomically suitable and fit for purpose. Work equipment inspections will be undertaken relevant to the plant and equipment in use.

Inspections must be carried out before use on a daily basis by operatives using any plant or work equipment. However, these inspections do not need to be formally recorded. Formal inspections on all work equipment must be carried out at suitable intervals, this will be dependent upon frequency of use, the risk of damage and the working environment.

The checklists and registers listed below are to be used as required:

- Ladders Checklist
- Tools and Equipment Checklist
- Ladder Register
- Tools and Equipment Register
- Play Equipment Checklist

Please note, that the above list is not exhaustive.

All relevant plant and work equipment will be the subject of statutory or periodic inspections. Electrical equipment will be the subject of regular Portable Appliance Testing. Results of portable appliance testing are to be recorded, kept and maintained. Employees must not use and report faulty or defective equipment.

Repairs will only be carried out, by competent and authorised persons. All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

All portable tooling/equipment under the control of Giffards Primary School (including tooling used by sub-contractors) must be in possession of an in-date PAT Label.

2.8 Lifting Operations and Lifting Equipment

Giffards Primary School shall ensure that all requirements of the Lifting Operations and Lifting Equipment Regulations 1998 are adhered to, so far as ensuring that all lifting equipment is:

- Sufficiently strong, stable and suitable for the proposed use
- Positioned or installed to prevent risk of injury, e.g. from the equipment or the load falling or striking people
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally it will be ensured that:

- All loads to be lifted or lowered shall be suitable ensuring the lifting points and load itself are stable etc.
- lifting operations are planned, supervised and carried out in a safe manner by people who are competent
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk
- Lifting equipment shall be thoroughly examined in use at the recommended intervals, which are:

At least six-monthly for accessories and equipment used for lifting people and at a minimum, annually for all other equipment or at intervals laid down in an examination scheme drawn up by a competent person.

- All examination work shall be performed by a competent person; and
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

2.9 Manual Handling

Before deciding to conduct an operation that requires a load to be lifted, pushed, pulled or moved by bodily force, consideration must be given as to avoiding the need to undertake a manual handling operation by using automated or mechanical equipment. Consideration to such operations can be recorded on the risk assessment conducted for the activity being undertaken.

For activities that require a detailed assessment, a Manual Handling Assessment can be completed. In conducting the manual handling assessment, the following factors must be taken into consideration:

- The task, i.e. what, where, when and how is the load to be moved?
- The capabilities of the individuals(s) who are to undertake the task
- The weight, shape and centre of gravity of the load
- The environment of where the task is to be performed.

All tasks involving the movement of loads by bodily force will, where reasonably practicable to do so, be avoided, by the use of automation or mechanical aids. All personnel involved in manual handling operations will receive suitable information and training.

2.10 Personal Protective Equipment (PPE)

All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All PPE issued on site will be recorded on the PPE Register.

All equipment supplied will be to the relevant British or European standard and training given as to its proper and intended use.

It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to their Supervisor.

It will be the responsibility of the Line Manager to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any site-specific rules.

2.11 Noise

Personal exposure to noise levels should not exceed 80dB(A) for excess of 8 hours per day, this is a legal requirement. Steps should be taken to reduce the noise or sound pressure level to the lowest level reasonably practicable.

Wherever there is a noisy environment, where employees need to shout to communicate with a person 2 meters away this is an indicator that noise levels are being exceeded.

Where employees are exposed to noise levels exceeding 80dB(A), employees are provided with hearing protection such as earmuff or ear plugs.

The employee has a responsibility to wear the hearing protection and the Supervisor is responsible to ensure it is worn.

Giffards Primary School are to provide employees with information about the noise levels, the harm this could have on the employee should the protection not be worn and the disciplinary action that will be taken should the PPE not be worn. Signage shall be posted where the noise level exceeds 80dB(A), the sign is a mandatory sign, which has a blue background with a white pictogram showing a head of a person wearing ear protection.

Ear protectors must be maintained and stored as the manufacture's instructions, any defects are to be reported to the manager. Ear defenders and/or ear plugs are to be provided to the employee free of charge by the employer.

Giffards Primary School will monitor that employees are wearing their hearing protection as identified in the risk assessment.

The Health and Safety Advisor will audit noise and/or risk assessments to check noise has been suitably considered, controlled and check that relevant control measures have been identified and implemented.

Any noise assessments shall be undertaken and recorded by a competent person.

2.12 Monitoring & Reviewing Performance

Regular reviews of health and safety performance based upon information from risk assessments, accident records, ill-health records, safety inspections and training allow a constant development and improvement in health and safety management. An annual review of health and safety performance will take place to ensure that a range of key performance indicators are set and achieved.

Giffards Primary School is committed to proactive measurement of its health and safety performance to ensure continuing improvement. This will include:

- Termly Inspections, undertaken by the Business Manager and possible further inspections by the Health and Safety Consultant
- Annual Inspections, undertaken by the School Governing Body.

The inspections carried out by Giffards Primary School personnel will be recorded using a Termly Inspection Report. It is important that any issues identified during inspections are recorded in sufficient detail, the persons responsible for rectifying the issues must also be noted. When the issues noted during the inspection have been completed, the date of completion must also be entered.

2.13 Fire and Emergency Evacuation

The Head Teacher will ensure that a suitable and sufficient Fire Risk Assessment is carried out at Giffards Primary School and that any control measures identified are implemented and that the fire risk assessment is reviewed periodically or if there is significant change.

It is the duty of all members of staff to be aware of the fire and emergency procedures. Giffards Primary School has identified a responsible person to ensure that all escape routes are kept clear, and to report any defected equipment, damage to extinguishers and any other equipment.

Giffards Primary School has identified a 'responsible person' to ensure firefighting equipment is serviced annually and that an inventory of all equipment, plus a diagram showing the location and type of firefighting equipment is kept up to date.

The fire alarms are tested weekly and recorded.

Fire drills are carried out every term, the purpose of fire drills is to remove everyone as quickly as possible ensuring any people with disability are adequately provided for, assemble them at a safe place and check attendance.

2.14 First Aid

Giffards Primary School will ensure that the requirements of the Health and Safety (First Aid) Regulations are met as a minimum. The arrangements made for summoning first aid will be clearly displayed throughout the school and they will also be communicated to new employees as part of the induction process. Any changes in the arrangements will be clearly communicated and made available for all.

The First Aid Checklist (HSC03) shall be used by the Finance/Administration Manager, to assist and ensure that these requirements are met.

2.15 Administration of Medicine

Giffards Primary School maintains a separate Policy on administration of medicines during school hours. The school do not accept any medicine unless they are in measured doses or are individually wrapped (such as tablets).

Generally, trained first aiders administer medicines for chronic or long-term conditions, however, as medicines entering the school are in controlled doses support staff can sometimes administer medicine as well under supervision of a qualified first aider.

Medicines are stored safely in the school office. Staff will record the time medication is given using the Medicine Administration Record. The school request written consent from parents to authorise First Aiders to supervise their child self-medicating.

2.16 Welfare

Suitable and sufficient welfare facilities will be provided for all employees, these will include toilets, washing facility and where appropriate, changing rooms.

2.17 Asbestos

Under the Control of Asbestos Regulations, Giffards Primary School recognises and accepts its duty to manage asbestos within its premises.

Giffards Primary School has an explicit duty to assess and manage the risks from asbestos. The School Governors are ultimately responsible for the production and implementation of an asbestos management plan within its own premises (should one be required). The Schools Asbestos Management Plan shall be controlled by the Site Management Team, who will ensure that the management of asbestos is compliant with current legislation.

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.

Where works are to be undertaken in premises under the control of other persons, information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's) within the premises.

In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACM's within the school premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.

Where, during works, it is considered that other asbestos containing materials may exist, the Site Management Team shall be informed immediately, and the work(s) suspended until remedial action has been agreed.

The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training who are, or maybe exposed to asbestos. In accordance with this Regulation, Giffards Primary School shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following:

- The properties of asbestos, its health effects and the interaction of asbestos and smoking
- The type of materials likely to contain asbestos
- What work could cause asbestos exposure and the importance of preventing exposure
- How work can be done safely and what equipment is needed
- Emergency procedures
- Hygiene facilities and decontamination.

Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

2.18 Waste Disposal

Where waste is generated during the course of Giffards Primary School activities then that waste shall be disposed of in a controlled, safe and responsible manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then suitable arrangements will be devised and implemented. Any such arrangements will take into consideration current environmental legislation and its requirements.

3.0 Planning & Consultation Arrangements

3.1 Construction, Design and Management

Giffards Primary School recognises that they may be involved in works which fall within the scope of the Construction (Design and Management) Regulations (CDM) 2015 and that failure to meet the requirements of these Regulations may result in injury to persons involved with the construction project.

This recognition however is not an acceptance, and it is the expressed intention of Giffards Primary School to take all reasonably practicable steps to ensure that each member of staff and others affected by its undertakings are not exposed to risks that may lead to incidents that may result in injury or ill health.

Giffards Primary School is committed to working towards ensuring a safe, healthy and welfare-oriented environment. Giffards Primary School will therefore take all steps necessary to meet this responsibility. In achieving this, Giffards Primary School will ensure that:

As the 'Client' Giffards Primary School:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
- Allow sufficient time and resources for each stage of the project
- Make sure that any Principal Designer and Principal Contractor appointed carry out their duties in managing the project
- Make sure suitable welfare facilities are provided for the duration of the construction work
- Maintain and review the management arrangements for the duration of the project
- Provide pre-construction information to every Designer and Contractor either bidding for the work or already appointed to the project
- Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days) Giffards Primary School will:

- Notify HSE in writing with details of the project
- Ensure a copy of the notification is displayed.

3.2 Procurement

Persons responsible for the process of the procurement of items must ensure that:

- Any item of plant, equipment or goods whether purchased or hired complies with the relevant legislation, standards and safety instructions on the correct use of plant etc. accompanies the goods purchased or hired.
- Relevant manufacturer's Health and Safety information are to be supplied with any product purchased or hired. Relevant information shall include the material safety data sheets that are applicable under the Control of Substances Hazardous to Health Regulations.

3.3 Health, Safety and Welfare Grievances including Consultation

The school recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Joint consultation will be held between management and employees including any appointed safety representatives, to resolve any problems which may arise.

Information will be provided to employees on subjects relevant to any consultation that they will be involved with such as the planning of health and safety training; and risk and hazards involved during the course of their work.

To resolve problems both parties, if necessary, will jointly seek expert impartial advice.

Employees who feel that problems are not being satisfactorily resolved by line management should highlight such concerns through the normal lines of communications however this does not affect employees rights to contact the Health and Safety Executive independently.

Consultation will be undertaken if a decision is to be made involving work equipment, processes or organisation that could affect the health and safety of employees.

Information will be provided and a chance will be given to the employees to express their views on the subject. These will all be taken into account before a decision is reached.

3.4 Concern with Regard to Health and Safety Issues

If any Giffards Primary School employee has any concern with regard to their health and safety, or that of others, they should inform their manager/supervisor immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority. The process for dealing with all health and safety concerns is illustrated in the H&S Concerns Flow Chart (HS37).

4.0 Health Related Arrangements

4.1 Health Surveillance

The purpose of health surveillance is to provide appropriate health surveillance for employees, based on assessment of the potential risk of harm through work activity and to provide employees with general advice on work related health matters.

Employees can also discuss occupational health issues with their line manager. These can be undertaken during a performance appraisal or as a standalone meeting.

Giffards Primary School will arrange for an Occupational Health Service Provider to procure relevant services on an 'as needed' basis. These services will be provided should any circumstances arise or are brought to the attention of the school that require specialist medical advice or consultation.

Also all employees will be encouraged to attend and co-operate with health surveillance briefings as requested by Giffards Primary School and to inform Giffards Primary School of any medical condition that may affect his or her potential to complete work safely. Or of any condition which they suspect may have been caused by work activities.

As health surveillance has been designed to meet relevant statutory requirements, co-operation with this policy is required. Refusals to attend the briefings previously noted by an employee will be investigated sensitively; however, unreasonable refusal to co-operate may result in disciplinary action. Individual employee's reasons for not attending e.g. religious or other personal factors will be fully taken into account.

4.2 Alcohol and Drugs

Giffards Primary School is committed to providing a safe and healthy working environment for all employees, contractors and visitors. The use of illegal drugs, misuse of legal drugs or other substances and the abuse of alcohol present serious risks to the workplace in that they are known to impair performance and increase the likelihood of accidents. Giffards Primary School will (at its own discretion) undertake random testing of its employees and/or sub-contractors.

For the purpose of this policy, unlawful drugs are those substances detailed in the Misuse of Drugs Act 1971 for which no prescription has been obtained.

The consumption of alcoholic beverages prior to commencing work (so that the employee can be reasonably regarded to be under the influence of alcohol) or during working hours is prohibited.

The Company regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

Any employee who is medically prescribed drugs, which may affect their safety and efficiency, should seek advice from their GP regarding their fitness to carry out normal duties. The Company prohibits the unlawful use, possession, sale, manufacture and distribution of controlled substances as detailed in the Misuse of Drugs Act. Any employee who is convicted of an alcohol or drug related crime should report this, along with written details, to Giffards Primary School within 7 working days of conviction. Giffards Primary School regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

In addition to the above, Giffards Primary School also adhere to a Drugs Policy.

4.3 Smoking

Giffards Primary School discourages smoking, and it is not permitted anywhere within the school premises. Signage, as required by current legislation, is displayed accordingly. Areas where smoking is permitted will be communicated to employees at their induction.

4.4 Stress at Work

Stress is a reaction by individuals to pressure both external and self-imposed, which results in physiological changes. These changes can make people feel exhilarated when things are going well or deflated when they are not. Stress is a part of normal life and often enables people to accomplish their goals. At optimal stress levels the individual thrives and maximises performance.

Once stress becomes excessive, the person becomes distressed which will affect how they perform. If stress is experienced over a longer period the physiological changes can cause changes to a person's personality and habits, leading to poor working performance and also potentially, changes in lifestyle. The ultimate results can be harm to the individual and ultimately incurs financial costs to the organisation.

Giffards Primary School shall always ensure that the problem of stress is tackled at its source and not dismissed. Possible solutions might involve reorganisation of tasks, increased resources, better training etc. Bullying or overbearing management styles may require disciplinary action to resolve them.

In addition to the above, Giffards Primary School also have a separate Stress Management Policy.

4.5 Dermatitis

Giffards Primary School understands that dermatitis within the workplace is a risk that must be controlled. To assist in the prevention of dermatitis, Giffards Primary School will implement the following:

- Avoid contact with materials that cause dermatitis.
- Protect the skin
- Check for early signs of dermatitis.

Giffards Primary School understand that by preventing contact with certain materials, prevents dermatitis from occurring. Giffards Primary School shall take all the steps to avoid contact with materials that cause dermatitis by changing the task or process.

4.6 Respiratory Sensitisers

Giffards Primary School recognises that breathing in substances called respiratory sensitisers at work can lead to occupational asthma. The documentation listed below is to be used to assist in the management of respiratory sensitisers and control the risks of occupational asthma:

- COSHH Assessment Record
- Task/Activity Based Risk Assessment.

5.0 Specific Workplace Arrangements

5.1 Young Persons

No persons between 16 and 18 years of age will be permitted onto any Giffards Primary School office or site without the following:

- Written permission from the person's parent or guardian.
- Written permission from Giffards Primary School.
- Written permission from the client (for site work).
- Completion of a specific risk assessment for the activities that are to be undertaken by the young person.
- All of the above are only for activities which have no statutory restrictions based on age.
- Young Person's Risk Assessment
- Task Specific Risk Assessments

5.2 New & Expectant Mothers

There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Female employees of childbearing capacity should be informed of any potential risks identified if they are, or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.

Risks to new and expectant mothers could include:

- Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g. after a caesarean section.
- Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g. stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size.
- Work with certain substances.

Identified risks shall be recorded and assessed using a New and Expectant Mother Risk Assessment.

5.3 Display Screen Equipment (DSE)

Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment (HS21) to achieve an ideal working situation and report any non-conformity to their line manager for corrective actions where possible.

This document is to be sent to the Health and Safety Advisor upon completion, it will also judge habitual users. The Health and Safety Advisor will then complete the Display Screen Equipment and Workplace Assessment Action Sheet (HS22). The combined completion of these two documents will then establish the necessary remedial action for each workstation, if required.

DSE assessments shall be periodically reviewed, usually within a 12-month period, however there are circumstances, where an assessment may needed to be reviewed earlier, i.e. employee moves to another workstation, receives new DSE equipment or workstation furniture. A review will also be required should the employees' personal characteristics change in any way.

Adequate health and safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include:

- A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations.
- The desirability of comfortable posture.
- Correct use of the adjustment mechanisms on equipment, particularly furniture.
- Arrangement of workstation components to facilitate good posture.
- The need for regular cleaning of screens and other equipment, and inspections to identify defects.
- The need to take advantage of breaks and changes of activity.

All employees should be issued with or have access "Working with DSE".

5.4 Permits to Work

Where Giffards Primary School may need to implement permit to work controls within their own premises, then the following permits will be issued:

- Access Permit
- Hot Work Permit
- Electrical Work Permit.

5.5 Lone & Out of Hours Working

There is no prohibition for working alone but there are duties under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, namely, to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk.

Whilst it is noted that lone working is not a situation that affects all staff, it is a possibility for some. All staff must adhere to Giffards Primary School's Lone Working Policy when working in school after hours or at the weekends.

To ensure risks and hazards associated with the lone working task have been identified, a risk assessment must be carried out also prior to the activity taking place.

5.6 Work Experience

Should Giffards Primary School accept delegates for work experience purposes, completion of the following must take place, prior to the delegates being exposed to any working activities or environment:

- Employee Induction Record
- Site Induction
- Work Experience Checklist
- Task/Activity Specific Risk Assessment.

5.7 Violence Towards Staff

Any form of bullying, verbal or physical, will not be tolerated in any way. Giffards Primary School will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or persons visiting / working on the premises.

Employees are encouraged to report any such treatment to any manager to whom they can relate and with whom they feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

In addition to these arrangements, Giffards Primary School also have the following supporting policies in place:

- Anti-Bullying
- Managing Violence in School
- Code of Conduct
- Staff discipline and dismissal procedure
- Grievance procedure.

5.8 Lunch/ Break time

Giffards Primary School have a separate Lunchtime Supervision Policy as well as Playground Rules.

6.0 General Arrangements

6.1 Temporary Workers & Sub Contractors

Giffards Primary School recognises its duties to persons other than employees under the requirements of Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 and its obligations to fixed term contractors and temporary workers under the Management of Health and Safety at Work Regulations 1999. All contractors and temporary workers will therefore be provided with all necessary information regarding risks to their health and safety whilst on Giffards Primary School premises or site. Suitability of contractors in terms of health and safety will be a prime consideration prior to the awarding of contracts.

This will involve an assessment of contractor competency in safety management as far as can be reasonably ascertained from information submitted by the contractor using a Sub Contractor Evaluation.

When evaluating Risk Assessments and Method Statements submitted by Sub Contractors to determine whether they are suitable and sufficient, the Risk Assessment & Method Statement Evaluation should be used.

Sub-Contractors are subject to the same conditions as the company and will comply with all relevant statutory requirements, codes of practice and guidance notes.

All contractors will be expected to manage risks to the health and safety of Giffards Primary School' employees, other contractors and members of the public exposed to working activities carried out for the company by the contractor.

All plant, equipment, substances, materials and working practices used and/or adopted by sub-contractors shall be safe and used in a manner which meets the requirements of all current legislation and best practice. All sub-contractors and temporary workers will be familiarised with local fire and emergency procedures by persons responsible for the contractor or temporary worker.

6.2 Visitors/ Hirers and Other Users

All visitors must report to the main reception where a signing in system is in operation.

It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

- Directions
- In house rules including signing in, smoking, parking, etc.
- Restricted areas and their identification
- Procedure for obtaining assistance (it is to be remembered that the provision of first aid to visitors is not mandatory) and reporting problems and defects
- Means of recognising the emergency alarms
- Emergency procedure
- First Aid Arrangements
- Welfare Facilities
- Accident & Incident Reporting Procedure.

Hirers and Other users

When the school's premise is used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will have responsibility for safe practices.

The Head will seek to ensure that hirers and others who use the school's premise conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

Hirers and others using school premises will receive a school hirer pack, which will include a copy of the health and safety policy, emergency procedures, location of first aid boxes and school premises risk assessment.

6.3 Non English Speaking Personnel

All Giffards Primary School documentation will be written and produced in English, therefore all persons undertaking works for Giffards Primary School, must have an acceptable level of ability to read and understand health and safety documentation and information. However, Giffards Primary School will assist all relevant persons, where it is possible and reasonably practicable to do so.

This assistance will be through the use of others who may be available locally, to act as an interpreter. Such persons must also be able understand verbal instructions, which will be given to them in English.

Managers and Supervisors must clarify and confirm verbal information given, to ensure that it is understood. As previously noted, assistance will be provided by Giffards Primary School, again where it is possible and reasonably practicable to do so.

6.4 Mobile Phones & Driving

Giffards Primary School is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use a company vehicle, their own or a hire vehicle.

Senior personnel must ensure:

- They lead by personal example
- They do not expect staff to answer calls whilst driving
- That employees understand their responsibilities not to use hand-held mobile phone while driving
- That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone.
- That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- That work practices do not pressurise staff to use a mobile phone while driving.

Employees who drive for work must:

- Never use a hand-held mobile phone while driving
- Plan journeys so they include rest stops when messages can be checked, and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands-free device has been fitted
- Ensure that if using a 'hands free kit' with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.

6.5 Document Changes

Changes required to any documentation contained within the Giffards Primary School Health & Safety Policy must be done in a controlled manner. No new documents are to be created or any changes made to existing documentation without the authorisation of the Business Manager.

7.0 Related Documentation

This is a table of supporting documentation that is used to assist implementation of the Health and Safety Policy requirements. They can be found in the Giffards Primary School Health & Safety shared folder on SharePoint.

Title of Supporting Documentation

Accident & Incident Record
Accident & Incident Reporting Flow Chart
Hazard/ Near Miss Report Form
RIDDOR Guidance
Manual Handling Operations Record
Accident-Incident Witness Statement Form
Risk Assessment & Method Statement Evaluation
Risk Assessment
Medicine Administration Form
Termly Inspection Report
Governor Inspection Report
Induction Initial Meeting Record
Teacher, ST and LSA Induction Record
Admin and Site Staff Induction
MDAs Induction Record
Student LSA and Volunteers Induction Record
Sub-Contractor Evaluation
Contractors on site Policy
New and Expectant Mother Risk Assessment
Display Screen User Assessment
DSE & Workplace Assessment Actions Sheet
You and Your Workstation Guide
HAV Identification Questionnaire
Hot Work Permit
Electrical Work Permit
Young Person's Risk Assessment
Access Permit
H&S Concerns Flow Chart
Document Change Request

Title of Checklists

Tools & Equipment Checklist
Play Equipment
EYFS Play Equipment Checklist
First Aid Checklist
Teacher Induction Checklist
Admin Staff Induction Checklist
LSA Induction Checklist
MDA Induction Checklist
Student LSA Induction Record
Site Staff Induction Record
Volunteer Induction Record
Ladders Checklist



Work Experience Checklist
Contractor Induction Checklist

Title of Registers	
	Document Review Register
	COSHH Register
	Tools & Equipment Register
	Ladder Register
Method Statement & Risk Assessment Register	
Risk Assessment Briefing Register	
Permit Register	