

WIDFORD LODGE SCHOOL

Widford Road
Chelmsford
Essex
CM2 9AN



HEALTH and SAFETY POLICY

Prepared by:

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Widford Lodge School
Widford Road
Chelmsford
Essex
CM2 9AN

HEALTH and SAFETY POLICY STATEMENT

- a) The Proprietors are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and gives it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Headmaster, assisted by the Bursar, will provide a positive lead in organizing Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Headmaster or Bursar.

Signed:

LOUISE WILLIAMS
Proprietor

Dated: 1st September 2011

RESPONSIBILITIES

PROPRIETORS

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Headmaster and the Bursar and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

RESPONSIBILITIES

HEADMASTER

- a) Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Academic Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- j) Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other Regulations appropriate, with assistance from the Bursar and Health and Safety Officer as required.

RESPONSIBILITIES

BURSAR

- a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- b) Will fulfil the role of Fire Officer, coordinating Fire Drills and ensuring that all procedures are in place for effective evacuation of the premises in event of Fire.
- c) Will draw up safe methods and procedures, written where appropriate, for operations under her control.
- d) Will ensure that Personnel working under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- e) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
- f) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- g) Will ensure, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- h) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- i) Will be responsible for the Control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc in place.
- j) Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- k) Will, in conjunction with the Headmaster, review the Health and Safety Officer's reports and take action where appropriate.
- l) Will keep the Accident Book during Holiday Periods and ensure that it is filled in as required.
- m) Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.

RESPONSIBILITIES

PART TIME HEALTH and SAFETY OFFICER (CONSULTANT)

- a) Will supervise the School Health and Safety Programme.
- b) Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Bursar and Headmaster concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Bursar.
- h) Will ensure that all areas of the School are inspected from a Health and Safety point of view once per term.
- i) Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations 1994', 'The Management of Health and Safety at Work Regulations 1999' and other Regulations appropriate, calling in experts in specific fields as necessary.

RESPONSIBILITIES

HEADS OF DEPARTMENTS

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations within their house.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES

TEACHING STAFF

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Headmaster or Bursar without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES

ALL OTHER STAFF

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to the Headmaster or Bursar without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.

RESPONSIBILITIES

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

METHODS and PROCEDURES

SAFE SYSTEMS

Heads of Departments have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- c) Where appropriate, details of the correct sequence of operations involved.
- d) Identification of safe procedures, both routine and emergency.
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

METHODS and PROCEDURES

TRAINING

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Caretaker and Cleaning Staff etc will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Kitchen staff have all received Food Hygiene training and have the relevant certificates.

METHODS and PROCEDURES

SPORT - GENERAL

The School has a full Games Policy which is coordinated by the Head of PE. All pupils are expected to take part in sport activities.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in situations where injury or illness has occurred during the day and the pupil is clearly unfit.

The School may employ Coaches for some sports on a part time basis and will ensure that they are fully qualified in their particular discipline before engaging them.

All relevant protective equipment is worn by all pupils during sport activities.

METHODS and PROCEDURES

SPORT - INJURIES

In the event of injury in sport activities, other than minor scrapes and bumps, a member of staff with First Aider training may be involved.

In the event of further action being needed the First Aider or member of staff in charge of the particular sport in question will summon an Ambulance. In all such cases, a member of staff will accompany the pupil in the ambulance and will ensure that the pupil's parents are contacted.

A suitably equipped First Aid kit will be available at the Sports' field at all times and a mobile telephone will be taken to the Sports' field when matches are taking place.

METHODS and PROCEDURES

SWIMMING

Swimming is undertaken in the School's Swimming Pool.

The School has a Normal Operating Procedure and Emergency Action Plan in place and in addition, swimming Pool Rules are in place.

All staff who supervise swimming activities have carried out the National Rescue Award for Swimming Teachers and Coaches.

Appropriate Rescue Equipment is in place at the Pool.

METHODS and PROCEDURES

FIRE

The School has carried out Fire Risk Assessment as required by the Regulatory Reform (Fire Safety) Order.

Fire Drills are carried out each term and the details are recorded.

Fire alarm points are checked regularly on a rota basis and the results recorded.

Fire and Evacuation procedures are posted in all parts of the School.

METHODS and PROCEDURES

OFF SITE ACTIVITIES -Field Trips, Visits etc

For trips of this nature the following procedure will be observed:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

METHODS and PROCEDURES

FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of the School Secretary who has First Aider training.

Pupils who are on medication are required to hand their medicine to the Secretary for it to be administered as appropriate. The only exception to this is for pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor.

First Aid Boxes are always kept topped up from a supply kept in the office.

The following items are also controlled by the Secretary:

- 1) The Accident Book - filled in for any injury, however minor, requiring treatment.
- 2) Pupil's Medicines - kept in the Secretary's Office and administered as directed.
- 3) Medicines Book - detailing what has been given to whom, for the record.
- 4) A small stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

METHODS and PROCEDURES

CATERING

The School undertakes its own catering arrangements and the activities in the Kitchens are under the control of the Cook.

The Cook ensures that activities are undertaken in line with the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- 1) Cleaning schedules are established and details recorded.
- 2) Equipment temperature checks are carried out weekly and the results recorded.
- 3) Temperature of the hotplate is checked weekly.
- 4) Health of the personnel in the Kitchens is constantly monitored.
- 5) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- 6) General hygiene inspections are carried out on a regular basis.
- 7) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

METHODS and PROCEDURES

SAFE PLACE OF WORK

Cleaning staff are engaged to carry out cleaning in the School's Premises.

The arrangements are as follows:

DAILY:

- All Toilets
- Washbasins
- Hallways
- Stairs
- Landings
- Emptying of Wastepaper Baskets

ON A ROTA BASIS

- Classrooms
- Changing Rooms
- Hall
- All other teaching areas

HOLIDAY PERIODS

Areas are 'Spring cleaned' as required on a rota basis

METHODS and PROCEDURES

SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry to its premises

While the front of the School can be entered easily at any time, the front door is locked and it is necessary to ring and wait for the door to be answered.

Access to the rear of the site is prevented by gates at the side of the main building which are secured during School hours and unlocked for authorised access and egress.

During holiday periods, the buildings are unlocked and locked as appropriate to take account of maintenance work etc. being carried out.

METHODS and PROCEDURES

MACHINERY and PLANT

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- 1) Daily Inspection of Guards and Mechanical Equipment by Gardener, Maintenance Staff and Teaching Staff.
- 2) Annual Service of Fire Extinguishers.
- 3) Service of Fire Alarm system as required.
- 4) Annual Service of Boiler Plant and Associated Equipment.
- 5) Maintenance of Catering Equipment as required.
- 6) Annual testing of Portable Electrical Equipment.
- 7) Testing of Fixed Wiring every five years.

METHODS and PROCEDURES

ENVIRONMENTAL CONTROL

CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. Electric fans are used to ensure that certain areas do not become too hot in summer. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

ART & DT ROOM and SCIENCE LABORATORY

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. All these areas use dilution ventilation but the School is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

KITCHEN

The kitchen has an extraction system which ensures that conditions in the Kitchen remain satisfactory for staff.

METHODS and PROCEDURES

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises
- The Major Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

b) REPORTING:

- 1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c) REPORTING FORMS:

F2508 - for injuries and dangerous occurrences

F2508A - for diseases

d) RECORD KEEPING:

A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

METHODS and PROCEDURES

HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

METHODS and PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- a) Report any loss or defect

METHODS and PROCEDURES

DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

METHODS and PROCEDURES

MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

METHODS and PROCEDURES

RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

METHODS and PROCEDURES

CONTROL of CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory
Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

METHODS and PROCEDURES

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)

The School is aware of its obligations under the CDM Regulations. Where projects are such that they come under these regulations, the School as the client, will carry out the following:

- a) Select and appoint a CDM Coordinator and Principal Contractor.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled 'Control of Contractors'

METHODS and PROCEDURES

SAFETY COMMITTEE

The Safety Committee meets on a regular basis and its purpose is to carry out the following:-

- a) To promote Health and safety throughout the School
- b) To receive reports from the Health and Safety Officer on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School will use the Safety Committee or Staff meetings as appropriate.

METHODS and PROCEDURES

NOISE

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- 1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- 3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

METHODS and PROCEDURES

WORK AT HEIGHT

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

Work at Height will be properly planned and organised.

Those involved in Work at Height will be properly trained and competent.

A Risk Assessment will be carried out to establish the correct access equipment.

Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

Avoiding Work at Height if reasonable to do so.

Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.

Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

METHODS and PROCEDURES

MONITORING POLICY

The Health and Safety Policy will be monitored on an on going basis by the Health and Safety Officer. Checks will also be made each term with an inspection being made of all areas of The School.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

The annual review will be followed by a Report.