



# HEALTH AND SAFETY POLICY

## 1. GENERAL STATEMENT OF INTENT

Hasmonean High School ("The School") believes that Health and Safety is a vital component of the day-to-day business of the School – a good Health and Safety record goes hand in hand with quality standards.

Employees and students are the most important assets to the School, and therefore their Health, Safety and Welfare is a priority at all times.

From a legal perspective, the School is committed to ensuring that it complies with all relevant Health and Safety Legislation. Where it is reasonably practicable to do so, the School will try to go beyond the requirements of Legislation.

The School is committed to ongoing monitoring and review processes, so that continuing improvement in the management of Health and Safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks to employees, students and others arising from our work activities.
- To consult with our employees on matters affecting Health and Safety
- To provide and maintain safe equipment.
- To provide adequate information, instruction and training supervision for employees.
- To prevent accidents in cases of work related ill-health.
- To maintain safe and healthy working conditions and to review and revise this policy at regular intervals.

## 2. ORGANISATION & RESPONSIBILITIES

### Academy Trust

#### 2.1 The responsibilities of the Governing Body

- To ensure adherence to the school's Health and Safety Policy and any recommended procedures and standards.
- To ensure the existence of a valid and compliant Health and Safety Procedures for the School.

- To review the School's Health and Safety procedures annually or as required and to implement new procedures where necessary.
- To monitor, review and evaluate the School's Health and Safety performance.
- To identify appropriate resources within the School's budget to meet statutory requirements and the school's Health and Safety policy procedures and standards.
- To receive from the Executive Headteacher (or other nominated member of staff) reports on Health and Safety matters.
- To seek specialist advice on Health and Safety matters which the School may not feel competent to deal with (access to competent Health and Safety advice as required by the Health and Safety at Work etc Act 1974).
- To promote a positive Health and Safety Culture and a high standard of Health and Safety within the School.
- To agree a named person on the Governing Body to act as a named Health and Safety Governor to report back to the full Governing Body on a regular basis on such matters.
- To ensure that when awarding contracts, Health and Safety is included in specifications and contract conditions, taking account of the school's policy and procedures.
- To ensure that Health and Safety is a standing agenda item of Finance & Premises Committee Meetings.
- To keep informed of the Department for Education's Advice & Guidance on Health and Safety Matters.

## **2.2 Responsibilities of the Executive Headteacher**

Overall responsibility for the day-to-day management of Health and Safety rests with the Executive Headteacher of the School. As Manager of the School all the activities carried on within it, the Executive Head will advise Governors of the areas of Health and Safety may need to be addressed by the allocation of funds.

The General responsibilities of an Executive Headteacher include:

- To co-operate with the Governing Body to enable Health and Safety Policy and procedures to be implemented.
- To ensure that effective Health and Safety Management Procedures are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body where necessary.
- To communicate the School procedures and other appropriate Health and Safety information to all relevant people including contractors.
- To carry out Health and Safety investigations to ensure that all staff are competent to carry out their roles and provide adequate information and instruction and training.
- To ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognise the rights of trade unions in the work place require Health and Safety committee to be set up.
- To report to the Governing Body any hazards which cannot be rectified within the School's budget.
- To ensure that the premises, plant and equipment are maintained in a serviceable condition
- To monitor purchasing and contracting procedure, to ensure compliance with the school's Policy.

## **2.3 Responsibilities of other Staff holding Special Responsibility for Health and Safety**

- The Executive Headteacher of the School may delegate functions and responsibility for Health and Safety matters to other members of staff. It is clearly understood by everyone concerned that delegation of certain duties will not relieve the Executive Headteacher from the overall day-to-day responsibilities for Health and Safety within the School.

- The general responsibilities of these members of staff include to apply the school's Health and Safety Policy to their own department or area of work, to the Executive Headteacher for the application of the Health and Safety procedures and arrangements.
- To maintain or have access to an up-to-date library of relevant published Health and Safety Guidance and sources including CLEAPSS, AfPE etc. and ensure that all staff are aware of and make use of such guidance.
- Ensure that regular Health and Safety risk assessments are undertaken for the activities for which they are responsible and any appropriate control measures are implemented.
- To ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- To resolve Health, Safety and Welfare problems that members of staff may refer to them, and inform the Executive Headteacher or delegated member of staff of any problems where they cannot achieve a solution using resources available to them.
- To carry out regular inspections of areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- To ensure that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.
- To arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

#### **2.4 The responsibilities of staff**

Under the Health and Safety at Work etc Act 1974 all staff had general Health and Safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

##### **The general responsibilities of employees include:**

- To take reasonable care for the health and safety of themselves and others when undertaking their work.
- To comply with the school's Health and Safety Policy and procedures at all times.
- To report all accidents and incidents in line with the reporting procedure.
- To co-operate with the School Management on all matters relating to Health and Safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interest of Health, Safety and Welfare.
- To report all defects in condition of premises or equipment and any Health and Safety concerns immediately to their Line Manager.
- To report immediately to their Line Manager any (or any perceived) shortcomings in the arrangements for Health and Safety.
- To ensure that they only use equipment or machinery that they are confident/have been trained to use.
- To make use of all necessary control measures and personal protective equipment provided for Health and Safety reasons.

### **3. ARRANGEMENTS FOR IMPLEMENTATION**

This section details how the standards identified in the Statement of Intent are met by identifying the procedures in place for controlling significant risks. This makes it clear to staff what their roles and responsibilities are.

The appendices attached indicate the key area in which there is a clear statement of procedure.

The School will review and amend the Health and Safety Procedures on an annual basis or more frequently if required, for example after changes to key personnel or premises always resulting in investigation or audit.

The Governing Body will review the effectiveness of the current arrangements on an annual basis.

All members of the Governing Body will familiarise themselves with the school's approach as set out in this policy which will be communicated to all staff (Teaching and Support) and will be linked to the induction of all new staff.

#### **4. APPENDICES**

Appendix 1	-	Risk Assessments
Appendix 2	-	Health and Safety Monitoring and Inspections
Appendix 3	-	Fire Evacuation and Emergency Procedures
Appendix 4	-	Inspection/Maintenance of Emergency Equipment
Appendix 5	-	Accident Reporting Procedures
Appendix 6	-	Health and Safety Information and Training
Appendix 7	-	Lone Working
Appendix 8	-	Premises and Work Equipment
Appendix 9	-	Flammable and Hazardous substances
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Appendix 15	-	Other off-site provision for students on the roll
Appendix 16	-	Clubs and out of hours activities run by third parties
Appendix 17	-	Legionellosis guidance

## APPENDIX 1 - RISK ASSESSMENTS

### General Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999 the school shall carry out risk assessments of all activities which present a risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public.

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by *the* **Head of Finance and Premises** and **Assistant Head - Data and Curriculum**, and are to be approved by the **Executive Headteacher**.

These risk assessments are available for all staff to view and are held centrally on the **Quality T Drive**.

Risk assessments will be reviewed on an annual basis or as required, for example when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by **HR Manager (staff)** or **the relevant Assistant Heads of Pastoral Support**.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

These risk assessments will be reviewed on a regular basis.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by **Assistant Head – Data and Curriculum** using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into Schemes of Work.

The following publications are used as sources of model risk assessments:

BS 4163:2007 Health and Safety for Design and Technology in Trusts and Similar Establishments- Code of Practice
Safeguards in the Trust laboratory 11 <sup>th</sup> edition, ASE 2006 <a href="http://www.ase.org.uk/">http://www.ase.org.uk/</a>
Topics in safety, 3 <sup>rd</sup> Edition ASE 2001
National Society for Education in Art & Design (NSEAD) <a href="http://www.nsead.org/hsg/index.aspx">http://www.nsead.org/hsg/index.aspx</a>
Safe Practice in Physical Education and Trust Sport' Association of PE 'AfPE' <a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a>

## **APPENDIX 2 – HEALTH AND SAFETY MONITORING AND INSPECTIONS**

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by **Head of Finance and Premises and the Premises Managers**.

Monitoring inspections of individual departments will be carried out by heads of department or nominated staff. Records of such monitoring will be kept by **Head of Finance and Premises**.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Executive Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with **Head of Finance and Premises**.

*The Head of the Governing Body Finance and Premises Committee* will be involved / undertake an inspection on an annual basis with **Head of Finance and Premises and Premises Managers** and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will cover management systems in addition to inspecting the premises.

## APPENDIX 3 - FIRE EVACUATION AND EMERGENCY PROCEDURES

The Executive Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in **the relevant Premises Manager's Office** and reviewed on an annual basis or as appropriate.

**The Fire Marshalls are Lionel Finkelstein (Boys' School) and Louise McCoy (Girls' School).**

### Fire Instructions

These documents are made available to all staff and are included in the School's induction process.

An outline of evacuation procedures is made available to all contractors / visitors and is posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are posted in each classroom. These procedures will be reviewed at least annually.

### Emergency contact and key holder details

These are maintained by the Head of Operations. The key holders are:

**The Executive Headteacher, the Premises Managers** (Boys' School and Girls' School) and **SecureTeam** (security company used by the school).

### Fire Drills

- Fire drills will be undertaken termly and a record kept in the fire log book by **Head of Finance and Premises**.

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) are held by the Premises Managers
- **Details of chemicals and flammable substances on site**. An inventory of these will be kept by **Head of Finance and Premises** as appropriate, for consultation.

## **APPENDIX 4 - INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

### **Testing of the fire alarm system**

Fire alarm call points will be tested weekly in rotation by **Ladis Zilka (Boys' School) and Kevin Lutchmeenaraidoo (Girls' School)** and a record kept in the fire log book. Any defects on the system will be reported immediately to the alarm contractor Elite Fire Ltd. A fire alarm maintenance contract is in place with Elite Fire Ltd and the system tested twice a year by Elite Fire Ltd and weekly by our Premises Managers (Log book is available in the Premises Managers offices)

### **Inspection of fire-fighting equipment**

Elite Fire Ltd undertake an annual maintenance service of all fire-fighting equipment. All fire-fighting equipment is checked weekly by **Ladis Zilka (Boys' School) and Kevin Lutchmeenaraidoo (Girls' School)** to ensure it is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Elite Fire Ltd.

### **Emergency lighting systems**

These systems will be checked for operation monthly in house by **Ladis Zilka (Boys' School) and Kevin Lutchmeenaraidoo (Girls' School)** and annually by the contractor Elite Fire Ltd. Test records are located in the site's fire log book.

### **Means of escape**

Daily checks will be made by **Ladis Zilka (Boys' School) and Kevin Lutchmeenaraidoo (Girls' School)** for any obstructions on exit routes and to ensure all fire exit doors are operational and available for use.



## APPENDIX 5 - ACCIDENT REPORTING PROCEDURES

In line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) employees must report accidents, violent incidents, dangerous occurrences and near misses on the relevant forms. Copies of these forms are available at ***the reception areas within each school.***

- An accident book held at ***the student services areas within each school*** is used to record all minor incidents to pupils.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary
- The Executive Headteacher, or nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE) by Capita Property & Infrastructure**

All incidents reported involving staff will need to be reported to immediately to Capita Property & Infrastructure via email ([health.and.safety@capita.co.uk](mailto:health.and.safety@capita.co.uk)) and ([james.loring@capita.co.uk](mailto:james.loring@capita.co.uk)) when they receive an incident report, a member of the H&S team will then review the incident and report to the enforcing authority if appropriate. We kindly ask that all incidents are reported as soon as possible as there is a requirement to ensure any RIDDOR incidents are reported to the HSE within 10 days. Incidents involving a fatality or major injury should also be reported to the Chair of Governors.

Incidents resulting in the following must be reported to the HSE by Capita Property and Infrastructure within 10 days of the incident occurring:

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.;
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Chairman of Governors.

### **Internal accident investigation**

The person responsible for leading the internal investigation and then preparing the detailed investigation report is **Head of Operations.**

## **APPENDIX 6 - HEALTH AND SAFETY INFORMATION & TRAINING**

### **Consultation**

The Personnel Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the school's management. The teaching Trade Union's appointed safety representative(s) on the staff is **Lionel Finkelstein**.

### **Communication of Information**

The competent health and safety advisor for the School is Jay Patel of Capita Property and Infrastructure.

### **Health and Safety Training**

Health and Safety induction training will be provided and documented for all new employees by the school's **HR Manager/Head of Finance & Premises**.

The Executive Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the Health and Safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held by **HR Manager/Head of Finance and Premises** who are responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Executive Headteacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the Executive Headteacher/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## APPENDIX 7 - LONE WORKING

Staff are encouraged not to work alone in the school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Executive Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone
- When working off-site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. (Staff undertaking home visits should obtain as much background information as possible about the child/family being visited)
  - Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. A key holder service is provided by **SecureTeam** (our security company)
- Report any incidents or situations where they may have felt "uncomfortable"

## APPENDIX 8 - PREMISES AND WORK EQUIPMENT

### **Statutory inspections**

Regular inspection and testing of School equipment is conducted by appropriate contractors according to timescales specified by the DfE. Records of such monitoring will be kept in ***the finance office by the Head of Finance and Premises.***

***The Head of Finance and Premises*** is responsible for identifying all plant and equipment in an equipment register and ensuring that any training, instruction needs or personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is ***labelled accordingly by The Head of Finance and Premises.***

All staff are required to report to ***The Head of Finance and Premises*** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **Curriculum areas**

Directors of Learning are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing), at least every two years, using a proper earth-bonding and insulation test set.

Personal items of equipment (electrical or mechanical) should not be brought into the academy without prior authorisation and subjected to the same tests as academy equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **External play equipment**

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and ***Subject Leaders - PE*** will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by the ***Director of Creative Arts.***

## APPENDIX 9 - FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the COSHH Regulations).

Within curriculum areas (in particular science and DT) the Directors of Learning are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the School's nominated person(s) responsible for substances hazardous to health is the **Head of Finance and Premises**.

He/she shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- material safety data sheets are obtained from the relevant supplier for all such materials
- risk assessments are conducted for the use of hazardous substances
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and is available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

### **Radioactive sources**

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive Sources.

- The Radiation Protection Advisor (RPA) service for the School is Barnet LA
- Member of staff in charge of radioactive sources (RPS) is Lionel Finkelstein (a Physics teacher); he is responsible for ensuring all records pertaining to radioactive sources are maintained

## **APPENDIX 10 - LIFTING AND HANDLING**

In accordance with the Manual Handling Operations Regulations 1992 it is the policy of the School to eliminate the need for manual handling where possible. Where elimination is not possible, the risk from manual handling will be assessed and reduced, so far as is reasonably practicable.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the Health and Safety of staff will be reported to ***The Head of Finance and Premises*** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils is to be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## APPENDIX 11 - ASBESTOS

The Trust will assess and control the health risks arising from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012.

The asbestos register is held in the Finance and Premises Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The School's asbestos authorising officers are ***the Executive Headteacher, Headteachers of both schools, Head of Finance and Premises and the Premises Managers***. Refresher training is required 3 yearly as a minimum.

The authorising officers shall ensure that:

- The asbestos log is maintained and that any changes are notified to the appropriate helpdesk
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an asbestos authorising officer**

Any damage to materials known or suspected to contain asbestos should be reported to ***The Head of Finance and Premises*** who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to ***The Head of Finance and Premises***.

## **APPENDIX 12 - CONTRACTORS**

All contractors used by the School shall ensure compliance with relevant health and safety legislation, guidance, good practice and this policy.

All contractors must report to the School office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

***The Premises Managers*** are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The School, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

For all major projects, the School should undertake and maintain their own dedicated risk register, which is regularly reviewed by the Executive Headteacher, and reported on to the Governing Body at their full Governing Body meetings



## **APPENDIX 13 - WORK AT HEIGHT**

The School will comply with the provisions of the Work at Height Regulations 2005.

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The School's nominated person responsible for work at height is ***The Head of Finance and Premises.***

The nominated person shall ensure that:

- All work at height is properly planned and organised
- The use of access equipment is restricted to authorised users
- All those involved in work at height are trained and competent to do so, to include maintaining full training records
- The risks from working at height are assessed and appropriate equipment selected
- A register of access equipment is maintained and all equipment is maintained and inspected every six months
- Any risks from fragile surfaces are properly controlled

## APPENDIX 14 - WORK EXPERIENCE

The School where necessary will have procedures which are reviewed and updated regularly. **The Director of Business, ICT and Economics** is responsible for managing and co-ordinating work related learning within the School in accordance with the quality standard for work experience<sup>1</sup>.

The School retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- All placements (including private placements) are subject to pre-placement checks carried out by the School's competent people<sup>2</sup> and supporting documentation completed. No work experience placement will go ahead if deemed unsuitable
- Where work placements form part of an arrangement whereby a vocational qualification is offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of School hours provision) in order that a member of School staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity

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<sup>1</sup> <http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=49&pid=404&ctype=None&ptype=Contents>

<sup>2</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

## **APPENDIX 15 – EDUCATIONAL VISITS AND OTHER OFF SITE PROVISION FOR STUDENTS ON ROLL**

The Executive Headteacher should ensure that the parties concerned have procedures for regular checks on Health and Safety in accordance with the principles underpinning this policy and are covered by appropriate insurance.

Before any educational visits, (to include school trips, off-sites visits, residential visits and any school-led adventure activities) are carried out, the school will ensure that:

- The visit has be planned effectively.
- Appropriate risk assessments have been carried out and risks minimised as far as is reasonably practicable.
- The group leader and/or other supervisors are competent to lead or instruct students.
- A first aid trained member of staff will be present on each trip
- A sufficient level of insurance is in place
- Medial needs – The school will try to accommodate students with medial needs wherever practicable in line with its approved medical procedures.

## **APPENDIX 16 - CLUBS/OUT OF HOURS ACTIVITIES RUN ON THE SITE BY THIRD PARTIES**

The ***Premises Manager*** should ensure that the parties concerned have procedures for regular checks on Health and Safety in accordance with the principles underpinning the School's policy and are covered by appropriate insurance.

## **APPENDIX 17 - LEGIONELLOSIS GUIDANCE**

The Governing Body recognises the need to take all reasonable measures to prevent the organism Legionella Pneumophila from coming into contact with employees, non-employees or members of the public in a potentially hazardous manner.

### **Legislation**

The Health and Safety at Work etc. Act 1974 places an obligation upon employers to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and that persons not in their employment (e.g. visitors, contractors, public, etc) are not exposed to risks to their health or safety.

The Control of Substances Hazardous to Health Regulations 2002 relate to the risk from hazardous micro-organisms, including Legionella and chemicals such as biocides and chlorine used in treatments against Legionella. Under these regulations risk assessments must be made and appropriate precautions adopted by the School.

The Notification of Cooling Towers and Evaporative Condensers Regulations require those having control of premises to notify the local authority of certain equipment which could pose a risk of Legionellosis.

Under these regulations:

"Cooling tower" is defined as a device for cooling water by direct contact with an air stream.

"Evaporative condenser" is defined as a device for cooling a fluid by passing it through a heat exchanger which is itself cooled by contact with water passed through an air stream.

"Heat Exchanger" is defined as advice for transferring heat between fluids not in direct contact with one another.

### **General Guidance**

Legionnaires' disease is the name commonly given to Pneumonia caused by the organism Legionella Pneumophila. The organism is found in most parts of the world, including the United Kingdom, in water supplies, particularly air conditioning cooling towers and plumbing systems. It is thought that the organism gains nutrient from the sludge in the bottom of calorifiers and cooling tower ponds, consisting of iron in particles of rust, dead algae, bacterial slime, etc., and gains access to the respiratory system of a susceptible person by inhalation of the droplets in water vapour.

The disease cannot be contracted through drinking contaminated water.

### **Risk Assessment**

Systems which are believed to be susceptible to colonisation by legionella and may cause its 'distribution' require identification and assessment.

Risk assessment should include all routine operation and use of the system, plus commissioning, maintenance, breakdown and unusual circumstances.

The Risk Assessment must include:

- a) The potential for droplet formation.
- b) Water temperatures.
- c) The likely risk to those who inhale water droplets.
- d) Means of preventing or controlling risk.

Once the risk has been identified and assessed, a scheme should be prepared for preventing or controlling it. The main objectives however, must be to avoid conditions that permit legionella to grow and be transmitted by aerosol.

Growth and transmission may be prevented by:

- a) Avoiding water temperatures between 20°C and 45°C.
- b) Avoiding water stagnation.
- c) Avoiding the use of material in the system that provides the conditions for bacterial growth.
- d) Keeping the system clear of sediments etc.
- e) Proper and appropriate water treatment.
- f) Ensuring that the water systems operates and is properly maintained and in optimum working condition.

### **Action to Be Taken**

The actions recommended below will produce clean systems by good engineering housekeeping and reduce the risk of an outbreak of this emotive disease.

#### **A. New Installations**

1. All newly installed pipework, including hot water supply and cold water systems must be sterilised before being brought into use by filling with water containing up to 20ppm free residual chlorine for at least two hours, or as recommended in the manufacturer's instructions.
2. This is a one-off treatment on commissioning new plant and must be written into the contractor's specification.(Legionella may colonise storage tanks, calorifiers, pipework and water softeners, filters and taps, showers and other appliances wherever conditions for growth occur).

#### **B. Cold Water Storage Systems and Tanks**

1. Water storage tanks should ideally be divided or duplicate tanks installed in such a manner that a through flow of water is obtained and stagnation does not occur.
2. Light coloured non-metallic tanks such as fibreglass are recommended. Where metal tanks are used these should be painted in a light colour on the interior surface with a bituminous paint suitable for use in water supplies. Where gaskets are required, a "Neoprene" type must be used.
3. Existing metallic tanks should be painted in a light colour on the interior surface with a bituminous paint suitable for use in water supply.
4. All tanks should be fitted with lids, adequately insulated and arrangements made to prevent birds etc. entering the overflow or vent pipes by fitting fine wire mesh or wire balloons to the outlets.  
Tanks should be installed so as to afford easy access for inspection and routine cleaning.  
After cleaning, tanks must be refilled and chlorinated as described in A 1 above.
5. Cleaning must take place at least annually, preferably before the beginning of April, to precede the bird nesting season.
6. Arrangements should be made by lagging, shading or any other means to ensure the temperature of cold water storage tanks is maintained below 20°C at all times wherever possible. Water temperatures in tanks should be checked and recorded monthly during the summer months.
7. Where water softeners are in use, any chlorination must be on the outlet side to ensure that the chlorine does not adversely affect the resin base.
8. It is recommended that any showerheads on the site be made from stainless steel and be removable. The heads should be removed and soaked in a chlorine solution and thoroughly rinsed on a regular basis. Where brass showerheads are used these should be sanitised by immersion in boiling water for 5 minutes. On sites with numerous shower units it is advised

that spare shower heads be obtained so that, on a routine basis a given number of 'clean' shower heads can replace an equal number to be chlorinated. This cycle can be on-going and should be designed to achieve total treatment of the site over not more than a 6 month period.

9. Shower pipes should be of the fixed variety, flexible ones should be phased out.
10. Tap washers of the "Vacca" type should be replaced by Water Research Council approved type, such as "Protus 80."
11. Dead-legs to pipework to be removed, by redesign if necessary.
12. Records and plans of plumbing systems should be maintained and should include layout plans and details of work carried out together with disinfection records.

### **C. Hot Water Systems**

1. Dead-legs to pipework to be removed, by redesign if necessary.
2. The temperature at the hot water generating source to be 65°C with a fall of not more than 10°C to 55°C at the furthest outlet. Care will be needed at taps to prevent scalding.
3. The lagging of all hot water pipes to be carried out to ensure these temperatures are achieved. Hot water temperature checks must be carried out and records kept.

Closed-off areas of the premises must be run off before re-commissioning, such as after a refurbishment or seasonal shut down.

### **Routine Inspection and Maintenance**

The system should be routinely checked and inspected, and should be well maintained. The frequency of inspection and maintenance will depend on the system and the risk it presents. For most systems the following checks should be made:

- a) Water temperatures in calorifiers (monthly)
- b) Water temperatures at taps after 1 minute running (monthly)
- c) Conditions of tanks, for the presence of organic materials, vermin etc. (annually)
- d) Conditions in calorifiers for organic materials and any build-up of scale (annually)

### **Records**

For most hot/cold water services that present a risk of legionnaires disease records should be simple and identify those responsible including:

- a) A simple description and plan of the whole system identifying key plant.
- b) Details of any risk assessment.
- c) Implementation procedures for controlling risk following risk assessment.
- d) Inspection procedures.
- e) Actions, including cleaning, disinfection, inspection, treatment and temperature recording.

### **D. Calorifiers**

1. Drain, clean and de-scale ensuring all sludge in the base is removed including the area below the position of the drain.
2. Allow to dry.
3. Re-fill and raise temperature to 70° Cover the entire surface of calorifier for 6 to 12 hours with flow valve closed to obtain pasteurisation of interior of installation.
4. This treatment must be carried out annually.
5. When returning the calorifier to service, open the header valve very slowly to reduce any risk of turbulence.
6. Where stand-by calorifiers are kept for emergency use these must be subjected to the same annual cleaning process. Also, before use after a period of shut-down, the above process should be used to ensure pasteurisation of the interior of the installation.

**Reviewed & approved by Stone King:**  
**Checked by Maxine Zeltser – Foundation Governor**  
**Ratified by Governors Finance Committee March 2017**  
**Next Review March 2022**