



HEALTH AND SAFETY POLICY

This policy also applies to the EYFS

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Signed: _____ (Chair of Governing Board)

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1 Health and safety policy statement

This Policy should be read in conjunction with the School policies and procedures on health safety and welfare including :

- Anti-Bullying Policy and associated appendices
- Fire Policy and associated appendices
- Medical Policy and associated appendices
- Off-Site Visits Policy
- Safeguarding and Child Protection Policy and Procedures and associated appendices
- Snow Policy
- Supervision Policy
- Use of School Grounds Policy
- Use of Contractors Policy
- Crisis Management
- Risk Assessment Policy
- Lone Working Policy
- Working at Height Policy

1.1 This is the health and safety policy statement of Lyonsdown School.

1.2 We apply high standards in the management and control of all our operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

1.3 This health and safety policy (the Policy) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.

1.4 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- to provide information, instruction and supervision to employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this Policy as necessary at regular intervals
- to ensure that adequate resources are available for the management of health and safety issues.

1.5 In accordance with our obligations under the Health and Safety at Work etc Act 1974,

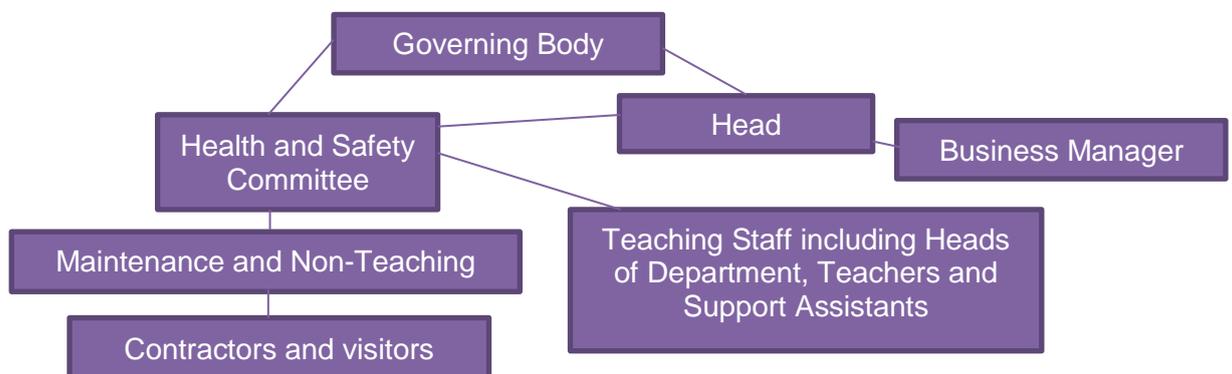
we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.

1.6 We will safeguard and promote health, safety and welfare by:

- 1.6.1 taking a proportionate and holistic approach to risk management;
- 1.6.2 ensuring that the Governors and the Senior Leadership Team are aware of and understand the School's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the School;
- 1.6.3 ensuring that key staff have clearly established roles and responsibilities;
- 1.6.4 paperwork being kept to a minimum, with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;
- 1.6.5 consulting with staff and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues;
- 1.6.6 ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.
- 1.6.7 Any references to legislation in the Policy include any subsequent amendments to that legislation.
- 1.6.8 The school uses the services of outside company's to undertake audits on various aspects of Health & Safety areas within this school, such as Health & Safety audit, water audit (for legionella) and fire audits.

2 Responsibilities

- 2.1 As an employer, Lyonsdown School Trust Limited (the School) has overall responsibility for health and safety at the School.
- 2.2 The organisation chart below shows the lines of communication to implement and manage the Policy:



- 2.3 The Governing Body on behalf of the School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site.

- 2.4 The Governing Body delegate responsibility for health and safety matters affecting staff and pupils to the Head.
- 2.5 The Head retains an overall responsibility for the implementation of the School's Health and Safety Policy but has appointed the Business Manager as the School's Health and Safety Co-ordinator.
- 2.6 To ensure the health and safety standards are maintained / improved, the table below indicates the primary areas of responsibility for the following people or bodies:

Name	Responsibility
The Governing Body	Monitoring and reviewing the School's Health and Safety Policy and ensuring that information is disseminated. The Governing Body acknowledges its legal duty to notify the Health and Safety Executive of major accidents and dangerous occurrences. The Governing Body ensures that a high standard of health and safety is maintained in the School and this implies financial commitment.
The Head	Overall responsibility for the implementation of the School's Health and Safety Policy but has appointed the Business Manager as the School's Health and Safety Co-ordinator. Instigates an investigation and, where appropriate, authorises remedial work or action and reports on a termly basis to the Governing Body.
The Business Manager	Delegated responsibility from the Head as the School's Health and Safety Co-ordinator
The Health and Safety Committee	<p>Chaired by the Business Manager and comprises both selected Governors and key staff, is responsible for the day-to-day co-ordination of the School's Health and Safety Policy to include:</p> <ul style="list-style-type: none"> • <i>Regular inspections and risk assessments.</i> • <i>Liaising with contractors.</i> • <i>Initiating action on reported hazards and accidents.</i> • <i>Fire and emergency procedures.</i> • <i>Maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the School's agreed policy prior to the commencement of their duties.</i>
First Aid	Cover is provided by the School Welfare Officer and designated, trained members of Staff. Refer to the School Medical Policy which provides full information and a List of First Aiders.

This Policy relates to health and safety whilst on School premises. The School's separate Educational Visits Policy relates to health and safety issues relating to off site visits – please see section 26 of this policy for details.

- 2.7 All staff also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with the School in order to comply with the law. All employees must:
 - 2.6.1 co-operate with supervisors and managers on health and safety matters;
 - 2.6.2 undertake their work in accordance with training and instructions
 - 2.6.3 not interfere with anything provided to safeguard their health and safety;
 - 2.6.4 take reasonable care of their own health and safety; and
 - 2.6.5 report all health and safety concerns to the Business Manager (as detailed in this Policy and the Staff Handbook).
- 2.7 Staff having curriculum responsibilities and those representing non-teaching, community staff or those who have buildings responsibilities also have a responsibility to manage safety in those areas on a day-to-day basis by:
 - 2.7.1 Checking that areas and equipment are safe before commencing an activity.
 - 2.7.2 Ensuring safe procedures are followed and use protective equipment as required.
 - 2.7.3 Encouraging pupils and visitors to comply with the Policy.
- 2.8 The exact responsibilities of employees will depend in part on their management control. Therefore, for example Heads of Department are expected to carry out greater responsibilities than classroom teachers, and chief cooks more responsibilities than kitchen assistants. Duties are clearly identified in Job Descriptions, Contracts and the Staff Handbook.
- 2.9 In addition teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils.
- 2.10 All pupils and visitors must:
 - 2.10.1 co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
 - 2.10.2 take reasonable care for their own health and safety and that of others at the School;
 - 2.10.3 observe standards of dress consistent with safety and / or hygiene;
 - 2.10.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and
 - 2.10.5 report all health and safety concerns to a member of staff.

3 Risk assessment - health and safety

- 3.1 The School promotes and safeguards the health and safety of employees, pupils and others through the systematic assessment of risks posed by its operation.

3.2 The School undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

3.3 Risk assessments will be conducted / reviewed for new and / or expectant mothers, employees aged under 18 and / or lone workers.

3.4 Risk assessments will include key areas of risk including:

- supervision arrangements, school trips, hazardous or adventure activities;
- personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, and fire safety;
- use of high risk areas, such as the gym, the art room and the science room.

3.5 Risk assessments are the overall responsibility of the Business Manager who will delegate their completion to the following people:

Name	Risk assessment responsibility
Heads of Phase (Head of Upper School, Head of Lower School, Head of Early Years)	Supervision arrangements Hazardous or adventure activities
Subject Co-ordinators	Use of high risk areas such as the gym, the art room and the science room Use of personal protective equipment Supervision arrangements
School Trip Leaders	School trips Hazardous or adventure activities Supervision arrangements
Caretaker	Use of high risk areas, as above Use of personal protective equipment Manual handling operations Substances hazardous to health Noise at work Asbestos at work Fire safety
Business Manager will deal with HR related assessments	New mothers Expectant mothers Employees aged under 18 Lone workers

3.6 The findings of the risk assessments will be reported to the appropriate Head of Phase.

3.7 Action required to remove / control risks will be approved by the Business Manager and / or the Head.

3.8 The Business Manager will be responsible for ensuring the action required is implemented.

- 3.9 Risk assessments will be reviewed annually or when the activity changes, whichever is soonest.
- 3.10 Further guidance on risk assessment can be found in The School's Risk Assessment Policy and Appendix 1 of this document.

4 Risk assessment - welfare issues

- 4.1 The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in :
- The Safeguarding and Child Protection Policy and Procedure and associated appendices
 - The Anti-Bullying Policy
 - The Pastoral Care and Pupil Support Policy
 - Appendix 1 of the Health and Safety Policy: Guidance on Risk Assessment

5 Consultation with employees and pupils

- 5.1 The School will consult with employees through the regular departmental team meetings chaired by Heads of Phase in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.
- 5.2 Heads of Phase will be provided with sufficient information to enable them to manage and participate fully in the consultation process.
- 5.3 Staff representatives are appointed to the School's Health and Safety Committee; the complete membership list is as follows:
- Head
 - Business Manager (Chair)
 - Deputy Head
 - Head of Lower School
 - IT Teacher/Network Manager
 - EYFS Leader
 - PE Specialist
 - Art Co-ordinator
 - Head of Science
 - Caretaker
 - Welfare Officer
- 5.4 The School also consults with pupils, where appropriate, through the School Council which has two pupils appointed in each Year 2 to Year 6 classes, which meet twice each term.

6 Information, instruction and supervision

- 6.1 The Health and Safety Law poster is displayed in the Staff Room, Medical Room and leaflets are also available from the Business Manager.
- 6.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 6.3 The School will display a certificate of employers' liability insurance in the School Office.

- 6.4 Health and safety advice is available from the Business Manager.
- 6.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by the appropriate Head of Phase.
- 6.6 The Business Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

7 Competency for tasks and training

- 7.1 All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 7.2 All employees are given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.
- 7.3 The School will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate.
- 7.4 Job specific training will be provided by the Head of Phase, where applicable, otherwise it will be arranged by the Business Manager
- 7.5 The School will provide further training if risks change and refresher training when skills are not frequently used.
- 7.6 Training records are kept by the Business Manager
- 7.7 Training will be identified by the appropriate Heads of Phase, and arranged and monitored by the Business Manager.

8 Workplace safety

- 8.1 The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.
- 8.2 The School will take all reasonable steps to ensure that the School premises are maintained in such a way, (to include ensuring that all pedestrian traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils, parents/carers and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).
- 8.3 The School Premises are regularly inspected by both the Head and the Business Manager and, on a daily basis, by the Caretaker. This includes a review of issues such as heating and lighting, cleanliness, sanitary provision, temperature, desks and seating, the condition of floors and facility arrangements for providing staff room facilities and the provision of drinking water.
- 8.4 The Caretaker will manage regular surveys of the School premises and its maintenance and repair.
- 8.5 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.
- 8.6 The School will ensure that access to high risk areas, including the art room, the science room and gym and out of bounds areas of the grounds is appropriately

controlled and restricted.

9 Vehicle safety

- 9.1 The School will ensure that there is adequate segregation of pedestrians and vehicular parking on the School site.

10 Safe plant and equipment

- 10.1 The Caretaker will be responsible for identifying all equipment / plant needing maintenance.
- 10.2 The Caretaker will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 10.3 Any defects or problems found with plant / equipment should be reported to The Business Manager and the plant / equipment should be immediately taken out of use until it has been made safe.
- 10.4 The Caretaker will check that new plant and equipment meets health and safety standards before it is purchased.
- 10.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 10.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

11 Testing of electrical equipment, gas appliances etc

- 11.1 The Caretaker will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.
- 11.2 In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1988 (SI 1998/2451).
- 11.3 Staff are forbidden from bringing personal items of electrical equipment into the school (such as mobile phone chargers, radios, kettles etc, only if new or PAT tested). If permission is granted to bring such items into the school by the Fire Safety Manager, (Business Manager) a record will be maintained and the cost of the inspection under the Electricity at Work Regulations will be met by the staff member. Any equipment found to be faulty will immediately be taken out of service and the cost of any repair or replacement will be met by the staff member.
- 11.4 Portable appliance testing is currently undertaken by the Caretaker
- 11.5 The fixed electrical installation will undergo inspection at the intervals recommended in BS7671:2001 which is currently every 5 years, or earlier if judged to be necessary.

12 Visual display units (VDUs) and display screen equipment

- 12.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792). Please see the Schools Display Screen Equipment Policy, appendix 6.

13 Manual handling

- 13.1 The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.
- 13.2 Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793). However, basic guidance is:
- Keep the back straight
 - Bend the knees to get down to the load.
 - Position your feet correctly. They should be slightly apart, with one foot slightly in front of the other to ensure proper balance.
 - Hold the object correctly, never try using just the fingertips but use the whole of the fingers and palm of your hand.
 - When lifting and carrying, always pull the load into your body and keep your elbows into your sides.
 - Lift the load by straightening your legs. By tucking your chin in you assist in straightening your neck and back - this should be done prior to commencing the lift.

14 Safe handling and use of substances

- 14.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (COSHH) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment. Please see the School's COSHH Risk Assessment and record of the Safety Data Sheet for each substance used by the school (mainly cleaning products).
- 14.2 For details please refer to the School's Fire Policy.

15 Working at height

- 15.1 Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Take a sensible approach when considering precautions for work at height. There may be some low risk situation where common sense tells you no particular precautions are necessary. Hazards identified will be evaluated by the Business Manager for the likelihood of the hazard causing harm.
- 15.2 Please see the School's Working at Height Policy and Risk Assessment.

16 Asbestos

- 16.1 The School recognises that all types of asbestos are dangerous and the risks presented by asbestos containing materials (ACM) or presumed ACMs in line with the Control of Asbestos Regulations 2012 (SI 2012/632). The identified areas of asbestos on the school premises was removed in July 2018. Certification of the removal is available from the Business Manager.

17 Emergency procedures - general

- 17.1 In a health and safety emergency, the following staff can be contacted using the

below contact details:

Name	Contact details
Business Manager Mrs J Brodie	Internal extension: 218
Caretaker Mr S Sheridan	Internal extension: 215 Can also be contacted via walkie-talkie from the main School Office.
These staff can also be contacted via the School Office	Internal extension: 201 Direct dial: 020 8449 0225

18 Emergency procedures - fire and evacuation

18.1 The Management and Governors of Lyonsdown School will comply with the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) to ensure the safety of all employees, members of the public and contractors etc who may have reason to be in our premises. We recognise the need to take precautions to maintain the safety of all persons to the premises against the threat of fire or any other emergencies including an attack within the surrounding area or directly against the School for which we would activate our Lockdown procedure.

18.2 For full details please refer to the School's Fire Policy.

19 Accidents, first aid and work-related ill health

19.1 This Policy should be read in conjunction with the School's Medical Policy.

19.2 The School will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.

19.3 The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.

19.4 A list of First Aiders can be found in the School's Medical Policy Appendix 1: List of First Aiders / Defibrillator / EpiPen

19.5 A list of where first aid boxes are situated can be found in the School's Medical Policy.

19.6 Health surveillance is required for maintenance staff.

19.7 Health surveillance will be arranged by the Business Manager.

19.8 Health surveillance records will be kept by the Business Manager.

19.9 All accidents are to be reported to Welfare Officer and recorded in the accident book (see section 19 below).

19.10 The book is kept by the Welfare Officer in the Medical Room.

19.11 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on

staff.

- 19.12 All work-related ill health including work-related stress should be reported to The Business Manager.

20 Reporting requirements and record keeping

- 20.1 The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**). Reporting is most easily done online at www.riddor.gov.uk. Fatal and 'specified' injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found in The Schools Medical Policy, appendix 11.
- 20.2 The Business Manager is responsible for ensuring that the School complies with its reporting and record keeping obligations.
- 20.3 The Business Manager is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.
- 20.4 If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at www.hpa.org.uk.
- 20.5 The Business Manager will also consider whether the School is required to report the accident incident to any other regulatory body or organisation.
- 20.6 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given
- 20.7 The School must also notify DfE of any serious accident, illness or injury to, or death of, any pupil or other child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.
- 20.8 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury. Details of recording accidents can be found in the Schools Medical Policy.
- 20.9 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 20.10 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations. See the Schools Retention of Records Policy.
- 20.11 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained as long as any living person may bring a claim:
- the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be

retained at least until that person's 25th birthday, or;

- the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

21 Monitoring and internal investigation

- 21.1 The School monitors health and safety both actively and reactively. The Governing Body have overall responsibility for monitoring health and safety performance and for ensuring that the School meets the required health and safety standards.
- 21.2 At an operational level the Business Manager is responsible for, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations termly and brought to the Health and Safety Committee at their termly committee meetings. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.
- 21.3 The Business Manager is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 21.4 Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
- 21.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- 21.6 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 21.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

22 Hirers, visitors and contractors

- 22.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:
- observe the rules of the School, including Safeguarding procedures and no mobile phone policy;
 - ensure that they report to the School Office where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
 - ensure that they are familiar with the School's fire and emergency evacuation procedures and Lockdown procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 22.2 Contractors will be selected and managed in accordance with *Use of contractors* (HSE, INDG368 (revision 1) June 2012) and, where appropriate, in accordance

with the Construction (Design and Management) Regulations 2015 (SI 2015/51).

- 22.3 All contractors who work at the School are required to comply fully with the provisions of the School's Contractors Engagement Policy.
- 22.4 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises.
- 22.5 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised. The Caretaker will be responsible for this and the coordination of contractors' activities on site.
- 22.6 All contractors must report to the Caretaker before any work takes place and prior to each working session and in consultation with the Business Manager inform the contractor of any conditions which may affect their safety and that of others.
- 22.7 The Business Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all persons on site. This might be achieved by the posting of suitable notices by the Caretaker, or contractor, in consultation with the Business Manager.

23 Security

- 23.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 23.2 The School has a policy of restricting access to the School premises to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
- 23.3 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School building and grounds) by ensuring that:
- there are sufficient security arrangements in place to protect the security of the premises and persons on it;
 - security assessments are conducted and reviewed regularly;
 - all employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
 - visitors to the premises are appropriately identified;
 - there are adequate supervision arrangements in place;
 - all security breaches or incidents are reported to the Business Manager and / or to the Head and / or to the police or other emergency services as appropriate;
 - security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

24 Protection from violence and harassment

- 24.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or

placed in fear for their own safety.

- 24.2 Incidents or acts of violence or harassment by pupils will also be dealt with in accordance with the School's behaviour policy.
- 24.3 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Business Manager and / or Head and / or the Police as appropriate.
- 24.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

25 Lone workers

- 25.1 The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).
- 25.2 There is a risk assessment in place for work activities involving lone workers. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response. Please see the School Lone Working Policy.

26 Policy and procedures for off-site visits, including residential visits and any school-led adventure activities

- 26.1 Please refer to the separate School's Off Site Visits Policy. This policy is regularly updated and reviewed by the Business Manager and should be read in conjunction with the School's Medical policy.



HEALTH & SAFETY POLICY

APPENDIX 1:

Guidance on Risk Assessment

Updated	Review Date	Version
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HEALTH AND SAFETY POLICY

Appendix 1: Guidance on Risk Assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

More guidance can be found in the schools Risk Assessment Policy.

The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involving or consulting with workers

Step 4: Record your findings and implement them

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template (see Appendix 3)

A health and safety checklist for classrooms can be downloaded from <http://www.hse.gov.uk/risk/classroom-checklist.htm>.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?



HEALTH & SAFETY POLICY

APPENDIX 2:

Guidance on RIDDOR Reporting

Updated	Review Date	Version
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HEALTH AND SAFETY POLICY

Appendix 2: Guidance on RIDDOR Reporting

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**):

Accidents involving staff

The School will report:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

Further guidance can be found in *Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers* (EDIS1 (revision 3)), and at <http://www.hse.gov.uk/riddor/resources.htm>.

More guidance is in the Schools Medical Policy



HEALTH & SAFETY POLICY

APPENDIX 3:

Template Risk Assessment

Updated	Review Date	Version
April 2019	April 2020	2019.01

Signed: _____ (Chair of Governing Board)

Next Review: April 2020 (annual)

Details

School:	Year Group:
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Risk Assessment Title:

Who is at Risk?

People at Direct Risk:	Other People Who Could be Affected:
-------------------------------	--

Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk

Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete ?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:



HEALTH & SAFETY POLICY

APPENDIX 4:

Health and Safety Policy Summary

Updated	Review Date	Version
April 2019	April 2020	2019.01

Signed: _____ (Chair of Governing Board)

Next Review: April 2020 (annual)

HEALTH AND SAFETY POLICY
Appendix 4: Health and Safety Policy Summary

This is the statement of general policy and arrangements for	Lyonsdown School
Overall and final responsibility for health and safety is that of (give name and position)	The Governing Body of Lyonsdown School
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	The Head

Statement of general policy	Responsible person (position and name)	Operational responsibility (position and name)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Business Manager, Mrs J Brodie	Caretaker
To provide adequate training to ensure employees are competent to do their work	Business Manager, Mrs J Brodie	SLT
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Business Manager, Mrs J Brodie	
To implement emergency procedures - evacuation in case of fire or other significant incident	Business Manager, Mrs J Brodie	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Business Manager, Mrs J Brodie	Caretaker Science Leader Art Co-ordinator
Health and safety law poster is displayed	Business Manager, Mrs J Brodie	Caretaker
First aid box and accident book are located	Business Manager, Mrs J Brodie	Welfare Officer, Miss G Howell
Accidents and ill health at work reported under RIDDOR	Business Manager, Mrs J Brodie	Welfare Officer, Miss G Howell
Signed		Date
Subject to review, monitoring and revision by	Business Manager, Mrs J Brodie	Every 12 months or sooner if work activity changes



HEALTH & SAFETY POLICY APPENDIX 5: *Guidance to Cleaners*

Updated	Review Date	Version
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GUIDANCE TO CLEANERS

Listed below are some simple rules for all cleaners in the School to help take care of themselves and prevent accidents:

- Check equipment before use – report defects to the Business Manager/Caretaker
- Take special care when moving or handling equipment or furniture be wary of wet floors when working
- Alert others in the building of the existence of wet floors or trailing leads
- Do not mix cleaning materials unless permitted by instructions
- Use the minimum quantity of chemical cleaner necessary to do the job and return the container to the safe store when finished
- Be careful about personal hygiene and always wash before eating
- Do not transfer chemical cleaning agents from the original to an unsuitable container such as milk bottles or jam jars
- Do not use materials from containers with indistinct or no label
- *Always* ensure that cleaning cupboards are locked
- Do not unplug computer equipment for any reason and always replace safety plug covers

When cleaning Science Room or Art Room, be aware of the following:

- Be careful when emptying waste bins – glass/sharp objects or contaminated objects/towels may have been accidentally left in them
- Take extra care when cleaning sinks, always wear your gloves Do not touch any equipment or electrical apparatus
- Do not mop spillages without first asking the teacher in charge of Science or Art, or the Business Manager, if it is safe to do so.

Computer Equipment

- Never damp clean computer equipment or screens
- Always dry dust computer equipment with special dusters that are been provided

ALWAYS REMEMBER – IF IN DOUBT, FIND OUT!



HEALTH & SAFETY POLICY

APPENDIX 6:

Road Crossing Procedure

Updated	Review Date	Version
April 2019	April 2020	2019.01

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ROAD CROSSING PROCEDURE

All staff and pupils are trained annually in the Road Crossing procedures. This happens before a particular year group goes on a trip during the year. They are trained to give the most realistic road conditions, while maintaining a safe environment. The agreed procedure is as follows:

- 1. The best option is to use an official crossing point. For example, zebra or pelican crossing.*
- 2. One option is to cross toes to pavement as one line. This can only be done on a relatively straight section of road with good visibility and a long enough crossing and receiving section of pavement. Staff at both ends of the line check for traffic and indicate to each other when it is safe to cross. Other members of staff disperse themselves evenly amongst the pupils.*
- 3. We also use the traditional crocodile crossing, with pairs crossing one after another. This should only be started when the front and next teacher are both in position and there should always be a teacher in the middle of the road directing the operation and watching for/stopping traffic. Staff should pass this role in a relay system until the entire set has crossed.*
- 4. The trip leader uses their best judgment to decide on which option to use.*

During training, the pupils and staff walk through options 1 and 2.



HEALTH & SAFETY POLICY

APPENDIX 7:

Guidance on Display Screen Equipment

Updated	Review Date	Version
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Objectives

The objectives of this policy are:

- to ensure that those who regularly use display screen equipment are identified;
- that all users are aware that suitable workstation assessment should be undertaken;
- to ensure, so far as is reasonably practicable, that the health and safety of users is not adversely affected by the use of Display Screen Equipment ("DSE");
- to ensure that where required, ancillary equipment is provided.

WORKING WITH DSE

Members of Staff

Members of staff who work regularly for most of the working day with DSE (eg more than one hour = user), are entitled to assess their work station. Any identified problems should be reported to the IT Network Manager and Business Manager. If deemed applicable the school can arrange for them to be provided with or provide:

- Suitable chairs
- Anti-glare screens
- Window blinds
- Advice to safeguard the user against risk of illness or injury.

Self-assessments should be reviewed on a regular basis or when there has been a significant change in the work environment. This assessment should cover the length of time generally spent using DSE, the display screen, the keyboard, work desk and chair as well as the environment and any health issues involved.

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Business Manager. Occupational health assessments may be required to be undertaken by users.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

Pupils

Although pupils do not spend most of the school day working with DSE, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHCE.

Blinds are fitted to classrooms, and the school provides pupils with chairs that provide proper support.

TRAILING CABLES

Trailing cables are an obvious trip hazard. ICT installers are instructed to install work stations, interactive screens and projectors safely, and to ensure that rubber cable covers are used where there is no alternative.

Portable Appliance Testing

The arrangements for the regular testing of portable appliances in the school are described in the Health & Safety Policy.



HEALTH & SAFETY POLICY

APPENDIX 8:

Lone Working Policy

Updated	Review Date	Version
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LONE WORKING POLICY

The Governing body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when staff, especially the caretaker and key holders, work alone or in isolated situation. This however may introduce risks for a normally non-hazardous work activity.

Categories of lone worker

Within Lyonsdown School a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building, or where not usually frequented
- Those who work in the school grounds
- Those responding to an alarm call out after normal school hours
- Those who work during the school holidays

Definition of lone worker

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk assessment

It is the responsibility of the Head and Business Manager to ensure that an annual risk assessment is undertaken and that members of staff are aware of the content of this as well as the risks of lone working. The risk assessment will take into account the type of tasks undertaken, health and safety instruction and training received, where necessary.

Hazards identified will be evaluated by the Head and Business Manager for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate, as is reasonably practical to do so, to adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the Business Manager to complete a lone working risk assessment as necessary and receive the appropriate information.

Controls

Staff should inform the Head when intending to work alone in the building outside of normal school hours. This would only affect a key holder. Other members of staff would always have a key holder on site. Staff should inform the keyholder on site upon arrival and when leaving the site in case of fire.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Head and Business Manager. Whenever possible it is recommended that staff work with a colleague.

Staff should not enter the school premises if there are signs of intruders, but are advised to immediately call the police.

When lone working, staff should ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with the telephone contact number (Head or Business Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

Staff will receive information and/or training to help ensure they understand the risks associated with lone

working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's fire and emergency procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, they should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow the Lyonsdown School Working at Height Policy and procedures.

It is the responsibility of all school staff and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety the Head and/or Business Manager. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Staff should be proactive in bringing to the attention of the Head and/or Business Manager any aspect of work related risks.

The Head, Business Manager and Governing Body will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.



HEALTH & SAFETY POLICY

APPENDIX 9:

Engaging Contractors Policy

Updated	Review Date	Version
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1	Statutory requirement
2.	Definitions
	• Contractor
	• Demanding Manager
3.	General Statement
4.	Duties
	• Demanding Manager
	• Head Teacher
	• All Employees
5.	Arrangements
	• Construction Work That Comes Within the Scope of the Construction (Design and Management) Regulations 2015
	• Construction Work That Does Not Come Within the Scope of the Construction (Design and Management) Regulations 2015
	• Non Construction Contracts
6.	Records

1.0 STATUTORY REQUIREMENT

1.1 The Health and Safety at Work Act 1974 (HSWA) requires both employers and the self employed to ensure the health and safety of both their employees and non-employees. To this end clients and contractors must therefore pay close attention to the requirements of section 3 of HSAWA.

2.0 DEFINITIONS

2.1 **Contractor.** Workers not directly employed by Lyonsdown School carrying out work activities on the School site at the request of the School or Governors.

2.2 **Demanding Manager.** The Manager demanding the work of a contractor; typically, this will be a Governor, Head or Business Manager. Only the Head can appoint and authorise a manager to undertake this role.

3.0 GENERAL STATEMENT

3.1 Lyonsdown School as site occupiers, will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on-site and the public.

3.2 The organisation will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by in the case of contractors appointed prior to this policy by their record of operating safely and competently for the school over the length of their contract. For new contractors; a selection and evaluation procedure will be used to ensure that only competent contractors are used by Lyonsdown School.

3.3 Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or time-scales. In the case of existing contractors this is to be done retrospectively.

3.4 The school will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly steps required to protect contractors' employees from other contractors and their employees, as well as the day-to-day activities of the employer's workplace.

3.5 Plant and equipment, such as temporary access platforms, ladders, personal protective equipment, lifting equipment and electrical equipment, will not be loaned to contractors unless exceptional circumstances prevent contractors from using or hiring their own. Even in these circumstances, contractors will only be permitted to use such equipment with written authority to do so for a specified task and period, provided the equipment is in a sound condition and the contractor is competent to use it.

4.0 DUTIES

4.1 Demanding Manager.

The demanding manager must:

4.1.1 Ensure that adequately detailed specifications for the work to be done are produced. This specification is to include health, safety and environmental matters.

4.1.2 Request which Health and Safety Regulations apply to the proposed contract. It is recommended that this is undertaken at the earliest point practical in the contract cycle.

4.1.3 Ensure the requirements laid down in the General Statement detailed above are met. The demanding manager, if they have no relevant knowledge or experience in the task being contracted are to appoint a competent named individual to co-ordinate the contract. The appointed competent person or the demanding manager will be required to visit the area the contractors are working at least daily and be available for out-of-normal-hours communications if necessary. This individual will be expected to encourage and develop the right safety culture amongst contractors.

4.1.4 If appointing a competent person to assist them, present their nominee's to the Business Manager.

4.1.5 Evaluate potential contractor's method statements. Copies of method statements and tendering documentation should be forwarded to either the tendering award panel for large contracts and via the Business Manager for verification of medium and small contracts.

4.2 Head Teacher

4.2.1 Must ensure that a person competent to assess the health, safety and environmental issues of the proposed contract are included in the tender evaluation process and that their views are documented.

4.2.2 Appoint and authorise managers who can by their position or relevant work experience assume the role of demanding manager. Appoints may be either specific to one project or rolling.

4.2.3 Confirm when appropriate the Demanding Manager's choice of a competent named individual to co-ordinate the contract.

4.3 All employees.

All employees of Lyonsdown School will be expected to report danger (within their capability to recognise unsafe practices) to their manager or supervisor, who will be expected to either:

4.3.1 Stop the work if serious or imminent danger to persons or property, other than the contractor's employees, is foreseen

4.3.2 Notify the individual responsible for co-ordinating the work by telephone or in writing, depending on the circumstances.

4.4 Contract Evaluation Panel. It is important that the same person or team of people evaluates the tenders, in order to ensure a consistent evaluation approach. Subject to the size of the contract or degree of risk Lyonsdown School will form an evaluation panel. The panel is to consist of people who have experience in the particular aspects to be covered. Members should include:

- A Governor.
- The Head teacher
- The Demanding Manager who will co-ordinate the efforts of other personnel
- Contracts officer
- A competent Health and Safety Advisor

5.0 ARRANGEMENTS

5.1 Construction Work That Comes Within the Scope of the Construction (Design and Management) Regulations 2015

5.1.1 Where any construction work is carried at Lyonsdown School that is subject to the Construction (Design and Management) Regulations 2015, the organisation will appoint a Principal Designer as soon as possible, but no later than the initial design/preparation stage. The school will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently.

5.1.2 Lyonsdown School will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared.

5.1.3 Lyonsdown School will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection.

5.2 Construction Work That Does Not Comes Within the Scope of the Construction (Design and Management) Regulations 2015

5.2.1 Lyonsdown School, as a client, will do the following for all construction projects.

- Appoint the right people, advice is to be sought from relevant trade associations and the Contractor's references and work experience.
- Allow adequate time
- Provide information to the construction team. The team will need information about what Lyonsdown School want, how you will use it, the site and existing structures or hazards, such as asbestos.
- Ensure Lyonsdown School and the Construction Team communicate and co-operate
- Ensure suitable management arrangements are in place
- Ensure adequate welfare facilities on site
- Ensure workplaces are designed correctly

5.3 Non Construction Contracts

Lyonsdown School will:

5.3.1 Carry out an assessment of the risks to the health and safety of the school's own employees and persons not in their employment, i.e. contractors; that might arise as a result of their (the employer's) work activities.

5.3.2 Ensure co-operation with other employers, who have employees working in the same premises, on health and safety arrangements

5.3.3 Supply any necessary health and safety information to the employers of any visiting employees

5.3.4 Inform any such employees of any qualifications or skills necessary for them to carry out their

work safely.

5.3.5 Inform contractors of any health surveillance arrangements

5.3.6 Inform any employment agency of any qualifications or skills necessary for that employment agency's staff to carry out their work safely, and of any specific health and safety features of the work to be carried out.

6.0 RECORDS

6.1 Lyonsdown School will retain the contractor evaluation documentation for the duration of the contract and archived for a further 2 years.