



TOWNLEY
EST 1937
GRAMMAR SCHOOL

Health and Safety Policy

Health and Safety Policy

Statement of Intent

Townley Grammar School Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff it employs, for the students on roll and for visitors and contractors, who come onto the premises.

Townley Grammar School Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, as well as those other Regulations, Approved Codes of Practice and Guidance made under this legislation. Townley Grammar School Trust will ensure that appropriate policies are in place and kept up to date.

To this end, Townley Grammar School Trust will procure the services of appropriate Health and Safety staff and/or consultants to advise the staff of the Trust on all related matters and to provide the Trust with up-to-date information in relation to its Health and Safety responsibilities.

Every member of staff of Townley Grammar School Trust must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under Townley Grammar School Trust's Health and Safety Policy.

The arrangements through which Townley Grammar School Trust and its staff aim to fulfil the requirements are set out in the Health and Safety Policy and its appendices. Any revision of the Health and Safety Policy will be after appropriate consultation and negotiation.

Townley Grammar School Trust will ensure that sufficient resources are allocated by itself and its academies to ensure as far as is reasonably practicable that employees, students and visitors are kept healthy and safe. Townley Grammar School Trust is committed to establishing and implementing arrangements that will:

- Ensure staff, students and visitors are safeguarded when on the premises of the Trust, or engaged in off-site activities
- Ensure the premises for which they are responsible have safe access and egress for staff students and visitors
- Provide adequate facilities and arrangements for welfare
- Provide and maintain safe plant and safe systems of work without risks to health
- Ensure safe use, handling and transport of articles
- Provide suitable information, training, instruction and supervision to keep staff, students and visitors safe
- Ensure all relevant records of statutory compliance are maintained
- Ensure all measures to keep staff, students and visitors safe and secure are reviewed.



Signed: Tharushi Wijesena
Acting Chair (On behalf of Board of Trustees)

Health and Safety Policy

1. Purpose

Townley Grammar School Trust undertakes to meet fully its obligations under the Health and Safety at Work Act 1974, and as such will take all reasonable and practicable steps to prevent injury and ill health to students, staff, visitors and other users of our sites. This policy sets out the framework under which Townley Grammar School Trust will manage health and safety within its academies.

Health and safety will be managed by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- Periodic review of compliance by external health and safety professionals
- Bi-annual review of the health and safety policy

2. Roles and Responsibilities

The responsibilities of Trust personnel for Health and Safety are:

Trustees

The ultimate responsibility for all aspects of health and safety at work within the Trust rests with the Board of Trustees. This obligation is discharged through the appointment of the Headteacher who is accountable for all health and safety matters, and through the work of the Audit and Risk Committee who review the policy and monitor compliance through receipt of periodic reports from external health and safety professionals.

The Headteacher

The Headteacher is accountable to the Trustees for all health and safety matters within the Trust and has day to day responsibility. The Headteacher appoints the Site Manager as the Nominated Safety Advisor for the Trust.

The Headteacher is responsible for the effective implementation of the policy across the school. In carrying out this role, Headteacher must:

- Ensure that employees within their school understands their responsibilities regarding health and safety through staff induction, regular briefings and training
- Ensure there is enough staff to safely supervise pupils
- Ensure that risk assessments for hazardous or off-site activities are undertaken and reviewed
- Ensure, with the Estates Manager, that the requirements of any enforcement officer are complied with
- Ensure that the emergency evacuation procedures are in place and tested at least termly (three times a year)
- Ensure that there is adequate provision of first aiders at any time
- Investigate accidents on site involving students, staff or visitors and take the necessary action to prevent recurrence

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- Consult with and follow advice from the Site Manager, as Nominated Safety Advisor

Site Manager

The Site Manager will act as the Nominated Safety Advisor for the Trust. The Site Manager is responsible for maintaining the site and buildings to the standard set out in this policy. In carrying out this role, the Site Manager must:

- Maintain a safe working environment for students, staff and visitors that is fully compliant with all statutory regulations around buildings, facilities and sites
- Arrange formal inspections of premises, plant and equipment as required by law
- Undertake routine checks of school equipment
- Ensure security of access to plant rooms by authorised personnel only
- Ensure a health and safety inspection is conducted on an annual basis
- Ensure that all building and site works are carried out to a high standard of safety.
- Advise Headteacher on all health and safety matters
- Report any health and safety concerns to the Headteacher
- Report any accidents in line with this policy

All Staff

All employees of Townley Grammar School Trust have a legal obligation under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and others. Each member of staff must adhere to this policy and any other health and safety advice given by their line manager, the senior team, or the Nominated Safety Officer. Each member of staff must:

- Undertake any health and safety training requested by the Headteacher or Estates Manager
- Make themselves aware of and comply with any requirements identified in a risk assessment before carrying out a hazardous activity
- Manage their workspace safely (e.g., shelves not overloaded, desk drawers closed, floors free from debris and spills, walkways and exits free from obstruction)
- Report any health and safety concerns to the Site Manager
- Report any defective equipment, machinery, or damage to building fabric to the site team via the Every portal <https://auth.every.education/Account/Login>
- Raise with their line manager or Headteacher any training needs
- Report any accidents in line with this policy

3. Safe environment

3.1 Fire safety

Scope:

The Trust will ensure that the risk associated with fire will be managed in compliance with The Regulatory Reform (Fire Safety) Order 2005.

How we assess risk:

Under the Regulatory Reform (Fire Safety) Order 2005, Townley Grammar School Trust is required to carry out a fire safety risk assessment and keep this up to date. Townley Grammar School Trust undertakes to conduct, on each site, a full fire risk assessment every two years, and a review in intervening years. Townley Grammar School Trust does not directly employ staff who are qualified to carry out such risk assessments, and therefore this work is contracted out to a Fire Risk Assessment Certification Scheme (FRACS) qualified practitioner.

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How we control hazards:

The Site Manager will:

- Implement the recommendations from the Fire Risk Assessment
- Commission an annual inspection and maintenance of firefighting equipment (e.g., extinguishers, blankets)
- Commission an annual inspection and maintenance of the fire alarm system and undertake any remedial works
- Carry out weekly testing of the fire alarm system
- Conduct a monthly inspection of passive fire protection systems (e.g., fire doors)
- Conduct periodic checks of escape routes
- Carry out any remedial works identified in the above
- Work with the Headteacher to raise and resolve any issues

The Headteacher will:

- Comply with any requirements from the Fire Risk Assessment
- Conduct a full evacuation exercise once a term (three times a year)
- Appoint and train fire wardens
- Ensure all staff undertake Fire Safety training
- Ensure a Personal Emergency Evacuation Plan (PEEP) is carried out for staff and/or students with special educational needs or disabilities

Records of all control activity will be maintained for inspection

How we react to events:

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services will be contacted
- Fire extinguishers may only be used by staff who are trained in how to operate them and are confident in their ability to use them without putting others at risk
- Staff and pupils will congregate at the assembly point. Which is the Sports Field
- Form tutors/class teachers will take a register of pupils, which will be checked against the attendance register of the day
- The Headteacher will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

There will be special arrangements in place for those with mobility needs and fire risk assessments will pay particular attention to those with disabilities.

3.2 Asbestos

Scope:

The Trust will ensure that the risk associated with asbestos will be managed in compliance with the Control of Asbestos Regulations 2012 and the Approved Code of Practice and Guidance.

How we assess risk:

The Site Manager will maintain an Asbestos Management Survey (including risk assessment) for each site. Townley Grammar School Trust does not directly employ staff who are qualified to undertake such risk assessments and therefore this work is contracted out to a UKAS accredited asbestos surveyor.

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How we control hazards:

The Site Manager will:

- maintain an Asbestos Management Plan for each site setting out how asbestos will be managed and maintained safely on the site.
- Ensure a copy of the Asbestos Management Survey is held in reception and shared with and signed by contractors before starting any work on the premises.

The Site Manager is the responsible person for asbestos management.

How we react to events:

In the event that asbestos is discovered that was not recorded on the Asbestos Management Survey, or where damage to asbestos material has occurred, the Site Manager will arrange to seal the area, call in an accredited expert to conduct sample testing and take the necessary steps to make the area safe.

3.3 Water hygiene (ACoP L8)

Scope:

The Trust will ensure that the risk associated with water hygiene will be managed in compliance with the Approved Code of Practice (ACOP) L8 for the control of legionella bacteria in water systems.

How we assess risk:

The Site Manager commissions a full risk assessment on each site annually. Townley Grammar School Trust does not directly employ staff who are qualified to undertake such risk assessments and therefore this work is contracted out to a City & Guilds accredited risk assessor.

How we control hazards:

The Site Manager will commission /ensure that site teams conduct the following tests in compliance with ACOP L8 and commission any remedial works required:

- Monthly temperature checks
- Weekly flush of seldom used outlets
- Three monthly clean and descale of shower heads

The Site Manager will commission the following tests from an accredited contractor and commission any remedial works required:

- Quarterly microbiological water sampling
- Six monthly water storage tank inspections
- Annual clean and chlorination of down services
- Annual cold-water storage tank drop test

Full records of all above testing will be maintained by the Estates Manager

How we react to events:

If legionella is detected above safe levels, the affected area will be taken out of service until remedial action has been taken in compliance with ACOP L8. The area will be brought back into use only following a clear microbiology test.

3.4 Pressure vessels and boiler systems

Scope:

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The Trust will ensure full compliance with the Pressure Systems Safety Regulations 2000 and that the risk associated with pressure systems will be managed in compliance with the Approved Code of Practice (ACOP) L122 Safety of Pressure Systems.

How we assess risk:

In accordance with regulation 8 of the Pressure Systems Safety Regulations 2000, The Site Manager will commission a written scheme of examination from a competent person setting out the nature and frequency of examination for a pressure system, including all pipework, vessels, safety devices and other parts that could give rise to danger. Townley Grammar School Trust does not directly employ staff who are qualified to undertake such work, and therefore this is contracted out to a HVAC qualified engineer.

How we control hazards:

All pressure systems are operated within the manufacturers specified operating limits. The Site Manager will ensure that all pressure systems identified in the written scheme of examination are examined by a qualified engineer at the intervals specified in the scheme, and that any remedial works arising from the examination are completed promptly.

How we react to events:

In the event of an emergency, the fire alarm will be sounded and staff, pupils and visitors will evacuate the premises in accordance to the fire evacuation procedure.

3.5 Gas fired appliances

Scope:

Townley Grammar School Trust recognises the inherent danger of gas escapes and the need for the safe and effective operation of gas fired equipment, and will comply with the Gas Safety (Installation and Use) Regulations 1998 to ensure the safe installation, operation and maintenance of all services which use mains natural gas or locally stored "bottled" liquefied petroleum gas. This section of the policy does not cover the use of any other specialist gases, such as the use of bottled gas in science departments (please see section 4.3 below).

How we assess risk:

Townley Grammar School Trust do not directly employ staff who are qualified to carry out works on gas systems, and therefore all gas maintenance and installation works are carried out by appropriately qualified Gas Safe registered companies or persons. Gas Safe is the recognised scheme of the Health and Safety Executive (HSE). Before selecting a contractor, the Site Manager will check that the Gas Safe register to ensure the company carries the appropriate commercial qualifications for the works commissioned.

How we control hazards:

Townley Grammar School Trust carries out the following statutory compliance testing on its gas appliances:

- Annual maintenance and inspection by qualified Gas Safe engineer of all gas fired boilers and calorifiers, gas supply in science labs, gas appliances in main production kitchen, domestic gas appliances in the food technology rooms
- Five yearly gas soundness and tightness test

All gas appliances are operated or supervised by an appropriately trained competent member of staff.

How we react to events:

In the event of a suspected gas escape or loss of supply, the standard operating procedure must be followed. This document is held in the reception area.

3.6 Electrical Safety

Scope:

The Electricity at Work Regulations 1989 places a requirement on employers to maintain all electrical equipment, including portable equipment and installations in order to protect employees, visitors and other users of the space.

How we assess risk:

In order to comply with the above, the Trust commissions an Electrical Installation Condition Report (EICR) on all fixed wiring from an appropriately qualified electrical engineer, at least every five years.

How we control hazards:

The Site Manager will:

- Ensure that any remedial works identified by the EICR are carried out promptly following inspection
- Ensure that any electrical works are carried out to British Standard BS7671, as published in the IET Wiring Regulations.
- Commission a portable electrical appliance test (PEAT) by a competent and appropriately trained PEAT inspector once a year. Any equipment which fails will be immediately removed from use. Any remedial works will be commissioned by the Estates Manager.

All staff are responsible for:

- Ensuring that any electrical equipment brought onto the site is CE certificated and approved for use by the site team prior to use.
- Ensure that sockets are not overloaded and extension leads are not used unless approved by the site team.
- visual checks on the portable appliances within their work area, and reporting any faulty appliances to the site team.

How we react to events:

In the event of an electrical fire, the fire alarm must be sounded and staff, pupils and visitors will evacuate the premises in accordance to the fire evacuation procedure. In the event of injury, first aid equipment including first aid kits and eye wash stations will be provided to relevant areas. If any incident is serious then the emergency services will be called to assist. All incidents, accidents and near misses will be reported in accordance with section 5 of this policy.

3.7 Maintenance of work equipment

Scope:

The Trust will ensure full compliance with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations (PUWER) 1998, which require the employer to select suitable work equipment (regulation 5) and to 'ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair'.

How we assess risk:

The Site Manager will maintain a register of portable electrical equipment used on the site. A risk assessment is undertaken for the devices in each department. The Site Manager is responsible for risk assessments for equipment operated by the site team and Curriculum Leaders are responsible for those pertaining to curriculum areas. These risk assessments will be reviewed annually.

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Curriculum Leaders are responsible for maintaining a risk assessment for any hazardous activities undertaken by staff or students in their department. The risk assessments must be made known to all teaching and support staff and reviewed regularly

How we control hazards:

Once a year the Site Manager will commission a machine inspection from a contractor specialising in PUWER. This will include any maintenance machinery used by the site team, and any machinery used in the technology department for delivering resistant materials or textiles courses. Any remedials identified in the inspection report will be actioned by a suitably qualified engineer.

The Site Manager will also commission an annual inspection of PE and playground equipment including (but not limited to) wall bars, ropes, beams, vaulting horses, benches and mats. Any faulty equipment must be taken out of use immediately.

Curriculum leaders are responsible for ensuring that all operators of machinery or equipment are properly trained in their safe operation. Curriculum leaders are supported in carrying out this responsibility by membership of CLEAPSS.

How we react to events:

Reaction to any event involving machinery or equipment will be entirely dictated by the nature of the event. First aid equipment including first aid kits and eye wash stations will be provided to relevant areas. If any incident is serious then the emergency services will be called to assist. All incidents, accidents and near misses will be reported in accordance with section 5 of this policy.

3.8 Site Access and Security

Scope:

Townley Grammar School Trust is committed to ensuring that access and egress to the site is safe, and that sites are secured from criminal intrusion, in compliance with the Health and Safety at Work Act 1974

How we assess risk:

Site access and security is reviewed annually as part of the annual management plan.

How we control hazards:

The site teams will carry out routine testing and maintenance of alarm systems.

Any changes to buildings, access and egress arrangements must be properly considered by the Site Manager and any risk managed before implementation. Consideration should be given to separating pedestrian and vehicular accesses as far as practicable.

All staff are responsible for challenging any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

How we react to events:

Reaction to any breach of site security will be dictated by the nature of the event, but could range from checking CCTV footage and reporting the incident to the police, to implementation of lockdown procedures.

4.0 Safe Working Practices

4.2 Control of substances hazardous to health

Scope:

Townley Grammar School Trust recognises that materials or substances used or created at work could harm health and will ensure compliance with the Control of Substances Hazardous to Health Regulations 2002.

How we assess risk:

The Site Manager maintains a register of all hazardous substances used or produced on site. A COSHH risk assessment is undertaken for each hazardous substance. The Site Manager is responsible for risk assessments of those substances which pertain to site maintenance, and Curriculum Leaders are responsible for those pertaining to curriculum areas. These might include (but will not be limited to):

- Cleaning products
- Paint
- Dust produced during general maintenance or practical lessons
- Fumes, liquids, gels, powders, chemicals and radioactive waste produced in practical lessons
- Blood and other biohazards

How we control hazards:

The risk assessment will identify control measures to be put in place. These might include (but will not be limited to):

- Use a safer alternative
- Change the process to eliminate use
- Enclose the process or activity as much as possible to minimise the escape or release of the harmful substance
- Use closed transfer and handling systems and minimise handling of materials
- Extract emissions of the substance near the source
- Restrict access to those people who need to be there
- Plan the storage of materials, and use appropriate containers. Check that storage containers are correctly labelled and that incompatible materials, for example acids and caustics, are separated
- Plan the storage and disposal of waste
- Ensure appropriate protective clothing is used when handling hazardous substances
- Exposure to hazardous substances can occur during cleaning, so plan and organise the workplace so that it can be easily and effectively cleaned
- Smooth work surfaces will allow easy cleaning
- Have the right equipment and procedures to clear up spillages quickly and safely
- Clean regularly using a 'dust-free' method – vacuum, don't sweep

Curriculum leaders are responsible for ensuring that all staff and students coming into contact with hazardous substances do so in a safe and compliant manner, and that hazardous substances are stored and disposed of safely. Curriculum leaders are supported in carrying out this responsibility by membership of CLEAPSS.

How we react to events;

Our reaction to any event involving a hazardous substance will be entirely dictated by the nature of the exposure as well as the substance involved. First aid equipment including first aid kits and eye wash

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stations will be provided to relevant areas. If any incident is serious then the emergency services will be called to assist.

Radiation Protection Officer Service is provided by the Bexley SLA annual contract 1st April to 31st March and renewed each year.

School Radiation Protection Supervisor – Matthew Llewellyn (Head of Physics)

4.3 Compressed Gases

Scope:

Townley Grammar School Trust will ensure that all cylinders containing compressed gas (regardless of quantity of gas) are utilised and stored in accordance with the code of practice 44 from the British Compressed Gases Association.

How we assess risk:

The curriculum leader will complete a risk assessment for the storage of any compressed gases on site. The risk assessment should take into consideration:

- The quantity of cylinders requiring to be stored. This should be kept to the minimum necessary.
- The hazard classification of the gases.
- The densities of gases stored.
- Fire risk, including detection, of the gases in the chosen location

How we control hazards:

All compressed gases stored on site must be appropriately labelled and/or colour coded to identify the contents of the gas cylinder.

Storage sites must have adequate signage to provide warnings and safety information, to include the following:

- No smoking
- No naked flames
- No sources of ignition
- No access for unauthorised persons
- No mobile phones or other electronic devices
- No storage of oil, grease or combustible materials

Gas cylinders must only be handled by suitably trained and authorised persons. This would normally extend to members of the site team and the science department.

Empty and unwanted cylinders should be disposed of promptly to ensure that the quantity of cylinders stored is kept to a minimum. Oxidising gases will be stored separately from inert gases and typically in areas where fire resisting structures provide 60-minute protection.

How we react to events:

All instances of an unintentional release of gas should be treated as an emergency incident and managed with assistance from the emergency services. If the school is evacuated, it will only be reoccupied once it has been declared safe by the incident manager.

Townley Grammar School Trust is responsible for the operations for bottled gases utilised in delivering the curriculum.

4.4 Manual Handling

Scope:

Townley Grammar School Trust complies with the Manual Handling Operations Regulations 1992.

How we assess risk:

The Site Manager will carry out risk assessments for all site team members on an annual basis. In conducting the risk assessment, the Site Manager review the HSE guidance which includes (but is not limited to) the physical suitability of the employee, appropriate clothing, knowledge and training and employees especially at risk. For unusual activities involving hazardous manual handling the Site Manager may need to consider conducting a bespoke risk assessment before the activity is undertaken. Risk assessments will be reviewed following any changes to personal circumstances which might increase the risk to the employee from manual handling, such as a health condition or pregnancy.

How we control hazards:

The risk assessment will consider ways to avoid manual handling operations wherever possible by redesigning the task to avoid moving the load or by automating or mechanising the process. If unavoidable, manual handling activities should only be carried out by staff who have been trained in manual handling. The Site Manager will ensure all members of the site team receive manual handling training.

How we react to events:

In the event of an accident the emergency services will be called to assist. The Site Manager will ensure that the circumstances are fully reported to the Headteacher and the Finance, Audit and Risk Committee, and in the case of a reportable injury the Health and Safety Executive will be informed.

4.5 Working at Height

Scope:

Townley Grammar School Trust complies with the Working at Height regulation 2005.

How we assess risk:

The Site Manager will undertake a risk assessment before any member of staff is permitted to work at height. In the majority of cases, working at height will be conducted by a specialist contractor, who will be required to submit risk assessments and method statements prior to commencing works.

How we control hazards:

Townley Grammar School Trust operates a permit to work system for working at height, preventing any member of staff or contractor from working at height without approval from the Estates Manager. No works will be permitted unless the Site Manager is assured that work can be undertaken safely.

How we react to events:

In the event of an accident the emergency services will be called to assist. The Site Manager will ensure that the circumstances are fully reported to the Headteacher and the Audit and Risk Committee, and in the case of a reportable injury the Health and Safety Executive will be informed.

4.6 Confined Spaces

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Scope:

The safety of employees and others working in confined spaces is governed by the Confined Spaces Regulations 1997. A confined space is a place which is substantially enclosed and where serious injury can occur from hazardous substances or conditions within the space or nearby, e.g. lack of oxygen.

How we assess risk:

The Site Manager will identify and maintain a register of all confined spaces and will either prohibit access into those spaces or where this is impractical, will complete a risk assessment for each identified confined space.

How we control hazards:

Townley Grammar School Trust operates a permit to work system for confined spaces, preventing any member of staff or contractor from entering a confined space without approval from the Estates Manager. Authorisation will be granted on receipt of a satisfactory risk assessment and method statement including emergency escape procedures.

How we react to events:

Emergency incidents involving personnel working in confined spaces will be managed with the assistance of the emergency services.

4.8 First Aid

Scope:

Townley Grammar School Trust complies with The Health and Safety (First-Aid) Regulations 1981

How we assess risk:

A first aid risk assessment is maintained by the first aid champion.

How we control hazards:

First Aid boxes are located in designated areas in the school, clearly marked. A travelling first aid box is available for outside activities, visits and trips.

The Headteacher will ensure that there are sufficient numbers of trained and qualified first aiders within the school and an on-call rota. The HR department will maintain the list of first aiders.

No medication should be administered by staff to any student unless a written instruction is received from the parent or guardian and then it should be dispensed by a competent member of staff. Written records will be kept in all instances.

How we react to events:

All injuries and medical incidents to any individual whilst on the premises will be reported to the Headteacher within 24 hours of occurrence and recorded on an accident form / within the accident book. Any accident resulting in a serious injury involving ambulance attendance or referral to hospital must be reported to the Estates Manager.

4.9 Lone working

Scope:

Townley Grammar School Trust is committed to establishing a healthy and safe working environment for lone workers.

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How we assess risk:

A risk assessment must be drawn up for any job role which requires regular lone working. The member of staff line managing the lone worker is responsible for conducting this risk assessment, and this must be done in consultation with the lone worker.

How we control hazards:

The control measures included within the risk assessment may include (but will not be limited to):

- Amending working hours to avoid lone working
- Avoiding hazardous activities during lone working hours
- Make arrangements for supervision or buddying
- Communication during and at the end of lone working hours
- Ensuring access to first aid facilities and Standard Operating Procedures

How we react to events:

An emergency incident involving a lone worker should be reported to the emergency services by the worker or their buddy/supervisor.

4.10 Display Screen Equipment

Scope:

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for continuous periods of an hour or more.

How we assess risk:

Employers must carry out a [DSE workstation assessment](#) for all DSE workers.

How we control hazards:

Risks may be reduced by:

- Optimising posture through adjustments to workstation. Use the HSE document [Working with Display Screen Equipment \(DSE\)](#) for guidance
- making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers

How we react to events:

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious, but in the event of such complaints the workstation assessment should be repeated to ensure that all reasonable steps have been taken.

4.11 Managing Contractors on Site

Scope:

This will apply to all contractors appointed by Townley Grammar School Trust to carry out work on school premises. It will extend to any work which falls under the Construction (Design and Management) Regulations 2007.

How we assess risks:

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The School will always check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work. If the project exceeds 30 days or involves more than 500 person days of work, the following must take place:

- Notification of the Health and Safety Executive (HSE)
- The appointment of a principal designer
- If more than one contractor is on site, the appointment of a principal contractor
- Production of a health and safety file and construction phase plan
- Notify the HSE via form F10

Both the School and the Contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

How we control hazards:

Before commencing work on site, the following information must be requested from contractors:

- Previous experience of the work
- Clear health and safety procedures
- Accident reporting systems
- Membership of any relevant trade or professional bodies
- Who to contact for references
- Copies of safety method statements and risk assessments before commencing work

The school's asbestos survey must be reviewed and signed by the contractor, and emergency procedures discussed with them before work commences.

Contractors may be required to hold Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of work being carried out. A contractor will require a DBS check if they meet the criteria determining 'regulated activity'.

Regulated activity is determined as:

- Frequent contact – once a week or more on an ongoing basis
- Intensive contact – on four or more days in a 30day period
- Overnight contact – between 2am and 6am

Contractors working outside, without contact with students, do not require a DBS check. In keeping with the law, the school will not ask contractors to undergo checks, unless the activity is deemed to be 'regulated activity'. Where possible, the school will aim to effectively manage the risk of potential harm via segregation.

How we react to events:

In the event of an accident the emergency services will be called to assist. The Estates Manager will ensure that the circumstances are fully reported to the Headteacher and the Finance, Audit and Risk Committee, and in the case of a reportable injury the Health and Safety Executive will be informed.

4.12 New and expectant mothers

Scope:

The Management of Health and Safety at Work Regulations 1999 (MHSW) implement the health and safety requirements of the Pregnant Workers Directive (92/85/EEC) into UK law.

How we assess risk:

When an employee provides written notification that she is pregnant, has given birth within the past six months or is breastfeeding, the HR should immediately liaise with the line manager to undertake a workplace risk assessment.

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How we control hazards:

Control measures should be put in place to mitigate risks which might include (but not limited to) the following:

- Working with hazardous substances
- Stressful environments
- Movement around the site (including stairs and distances between classrooms etc.)
- Doing duties that involve physical effort which might be too arduous
- Standing for long periods
- Inherent risks in certain departments, e.g., PE, Science
- Manual Handling
- Working in a confined working space
- Using an unsuitable workstation
- Infectious diseases
- The provision of appropriate sanitary and rest facilities

How we react to events:

Reaction to any event involving new or expectant mothers will be entirely dictated by the nature of the event.

5. Accident reporting, investigations and lessons learned

Any accident, injury or near miss involving any persons on site, is to be reported to the Headteacher or nominated representative and entered in the accident report book, located in reception. The Headteacher or nominated representative is to ensure that the Site Manager is informed of all accidents of a serious nature involving ambulance attendance or hospital referral, and any dangerous occurrences or near misses.

The Site Manager will notify the Health and Safety Executive of any reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Site Manager will report any significant incidents, accidents or near misses to the Audit and Risk Committee via the termly monitoring visit reporting regime.

The Site Manager or Headteacher's nominated representative will carry out an investigation into any serious incident, accident or near miss, in order to determine causation and any measures that can be taken to prevent a recurrence.

6. Other Policies

The following policies should also read in conjunction with the Health and Safety Policy, for more detailed and specific advice:

- Business Continuity and Emergency Situations Policy
- Emergency Evacuation for Fire and Bomb Scares
- Managing Contractors Policy
- Educational Trips and Visits Policy
- Wellbeing Policy
- Anti-bullying and Harassment Policy
- Substance Misuse Policy
- First Aid Policy
- Minibus Policy