



Health, Safety & Environmental Policy

Torquay Boys Grammar School

Shiphay Manor Dr,
Torquay
TQ2 7EL

Issue Date: May 2017



Health, Safety and Environmental Policy

Revision Status

Revision	Date Issued	Approved by	Signature
1.0	May 2017	Board of Trustees	
1.0	May 2018	Chair of Trustees	

On receipt of this document / revision, please destroy all previous and now obsolete copies.
The next review is due: May 2018.

Contents

Section 1.0 Statements of Intent

Health & Safety Policy Statement of Intent

Environmental Policy & Statement of Intent **Section**

2.0 Roles & Responsibilities

2.1 Introduction

2.2 School HSE Organisation Chart

2.3 Local Governing Body

2.3.1 Duties Under the Construction (Design & Management)
Regulations 2015

2.4 Land & Buildings Committee



Health, Safety and Environmental Policy

- 2.5 Head Teacher
- 2.6 Heads of Department / Senior Management Team
- 2.7 Employees
- 2.8 Contractors
- 2.9 Students
- 2.10 Health, Safety & Environment Advisor - External

Section 3.0 General Arrangements for Health, Safety & the Environment

- 3.1 Advice and Guidance
- 3.2 Review and Update
- 3.3 Communication and Consultation
- 3.4 Contractor Management
- 3.5 Training and Competence
- 3.6 Risk Assessments and Safe Working Procedures
 - 3.6.1 Permit to Work
- 3.7 Personal Protective Equipment
- 3.8 Employment of Young Persons
- 3.9 Employment of New and Expectant Mothers
- 3.10 Employment of Persons with Disabilities
- 3.11 Occupational Health and Wellbeing
 - 3.11.1 Health Monitoring and Surveillance
 - 3.11.2 Health Referrals
- 3.12 Workplace Monitoring and Safety Inspections
- 3.13 First Aid Provision
- 3.14 Incident Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses
- 3.15 Enforcement Authority Visits
- 3.16 Fire Safety
- 3.17 Smoking Policy
- 3.18 Alcohol and Controlled Substances
 - 3.18.1 Prescribed Drugs & Over the Counter Medicines
- 3.19 Violence towards Employees
- 3.20 Visitors
- 3.21 Lone Workers
- 3.22 Working from Home
- 3.23 Mobile Phones
- 3.24 Waste Management
- 3.25 Welfare Provision
- 3.26 Environmental Management



Health, Safety and Environmental Policy

- 3.27 Safety Signage
- 3.28 Access and Egress
- 3.29 Security

Section 4.0 Workplace Arrangements for Health, Safety & the Environment

- 4.1 Abrasive Wheels
- 4.2 Air Conditioning Systems
- 4.3 Asbestos and Asbestos Containing Materials (ACMs)
- 4.4 Blood Borne Diseases / Infectious Diseases / Health Hazards
- 4.5 Bottled Gases
- 4.6 Chemicals / Hazardous Substances
 - 4.6.1 Domestic Cleaning Products
- 4.7 Confined Spaces
- 4.8 Display Screen Equipment
- 4.9 Driving on School Business
- 4.10 Dust and Fumes
- 4.11 Electricity and Portable Electrical Appliances
- 4.12 Flammable Liquids / Fuels
- 4.13 Gas / Oil Installations and Appliances, Plant Rooms
- 4.14 Hot Works
 - 4.14.1 Soldering
 - 4.14.2 Welding, Cutting and Burning
- 4.15 Housekeeping
- 4.16 Legionella / Water Hygiene
- 4.17 Local Extraction Ventilation (LEV) Systems
- 4.18 Lifting Operations and Lifting Equipment
 - 4.18.1 Passenger Lifts
- 4.19 Manual Handling Operations
- 4.20 Noise
- 4.21 Plant, Work Equipment and Machinery
 - 4.21.1 Workshop Machinery
 - 4.21.2 Hand / Small Tools
- 4.22 Slips, Trips and Falls
- 4.23 Storage Racking
- 4.24 School Trips
- 4.25 Vibration
- 4.26 Weather Conditions
- 4.27 Working at Height / Working on Fragile Surfaces



Health, Safety and Environmental Policy

- 4.27.1 General
- 4.27.2 Risk Assessment
- 4.27.3 Scaffold Towers
- 4.27.4 Ladders and Stepladders
- 4.27.5 Fragile Surfaces



Health, Safety and Environmental Policy

Section 1.0 Statements of Intent

Health & Safety Policy Statement of Intent

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Torquay Boys Grammar School.

All persons conducting activities under the name of Torquay Boys Grammar School will adhere to this Health & Safety Policy.

Torquay Boys Grammar School will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the School;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by School activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the School; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed

Date

May 2018

Director Responsible for

Review Date

May 2019

Health, Safety & Environment



Health, Safety and Environmental Policy

Environmental Policy & Statement of Intent

Torquay Boys Grammar School considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such Torquay Boys Grammar School will work with clients, contractors, suppliers and the workforce towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Torquay Boys Grammar School.

All persons conducting activities under the name of Torquay Boys Grammar School will adhere to this Environmental Policy.

It is the Policy of the School to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to personnel at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all its operations;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed _____ **Date** May 2018

Director Responsible for

Review Date May 2019

Health, Safety & Environment



Health, Safety and Environmental Policy

Section 2.0 Roles & Responsibilities

ROLES & RESPONSIBILITIES

2.1 Introduction

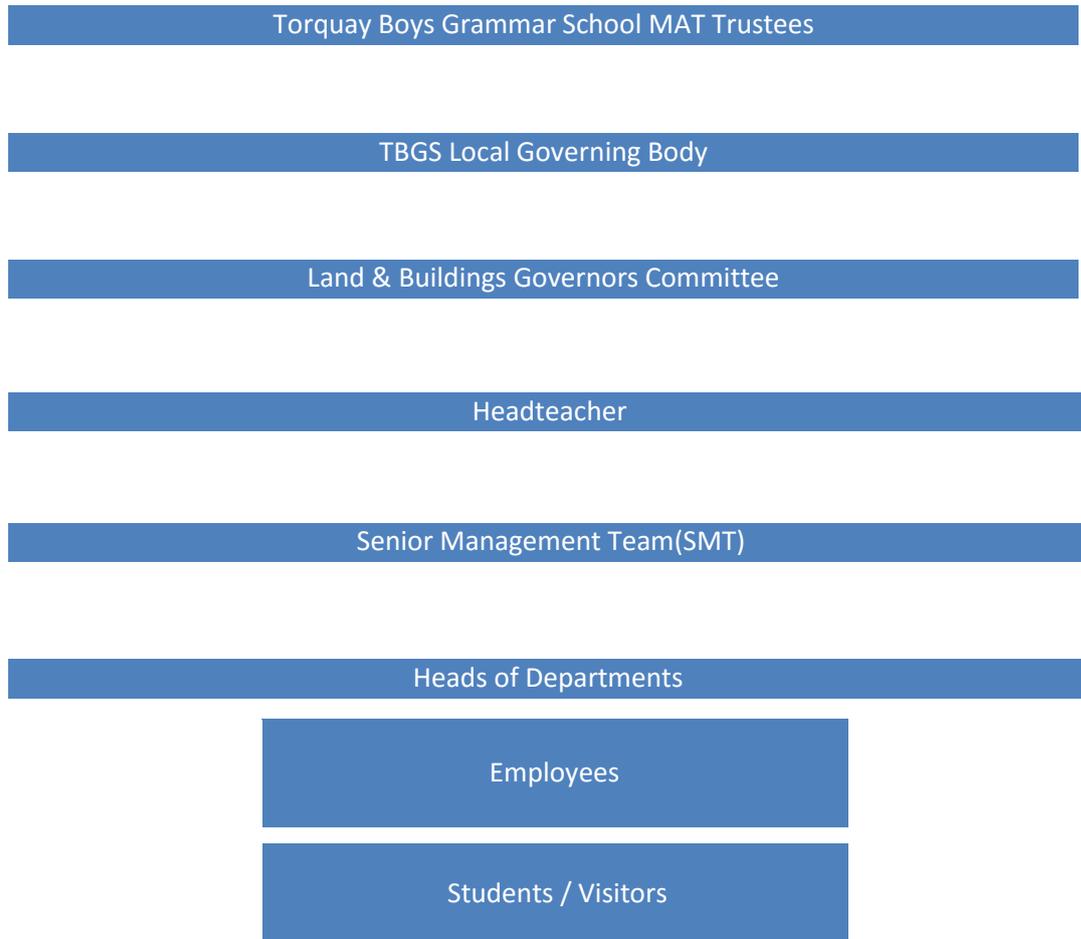
Health, safety and environmental (HSE) management is the responsibility of all personnel of Torquay Boys Grammar School and is a joint responsibility with contractors. It is the responsibility of the Director Responsible for HSE, Managers, Supervisors and Team Leaders to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high HSE standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Torquay Boys Grammar School and those self-employed persons who undertake work on behalf of Torquay Boys Grammar School.
- Contractors are deemed to be those persons who work for Torquay Boys Grammar School but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.



Health, Safety and Environmental Policy

2.2 School HSE Organisation Chart



2.3 Local Governing Body

The Board of Trustees has delegated authority and responsibility to the Local Governing Body (LGB) of TBGS for all matters relating to health and safety at TBGS.

The LGB has overall responsibility for the health, safety and welfare of all School employees, for the environmental impact of School activities and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him, the LGB will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the School HSE Policy, ensuring that it meets current legislative requirements and accurately reflects School activities.



Health, Safety and Environmental Policy

- Ensure adequate resources are available to implement the School HSE Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on HSE issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the School.
- Ensure all employees receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of School activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the School and to others who may be affected by the activity.
- Ensure employees are provided with PPE as identified by risk assessment.
- Ensure employees are trained in the use and maintenance of PPE.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving School employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the School and ensure employees are aware of the School HSE Policy and other HSE matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive Inspectors;
 - Concerns by employees or others, of HSE standards; and
 - Accidents, incidents and near misses involving School employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that HSE management within the School is periodically audited to ensure that high standards of HSE performance are being maintained and to identify areas where improvements are to be made.
- Ensure that HSE performance is regularly reviewed.



Health, Safety and Environmental Policy

2.3.1 Duties Under the Construction (Design & Management) Regulations 2015

Client Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the School is the **Client**, the Director Responsible for HSE will ensure that:

- Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:
 - the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
- Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.
- Arrangements identified above are maintained and reviewed throughout the project.
- Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:
 - A Principal Designer who controls the pre-construction phase
 - A Principal Contractor who controls the Construction Phase
- Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.
- Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- A Construction Phase Plan is drawn up before the construction phase begins.
- The Principal Designer prepares and maintains a Health and Safety File.
- The HSE are notified in writing when a project is notifiable. A project is notifiable when:
 - It lasts longer than 30 working days and has more than 20 persons on site at any one time
 - Exceeds 500 person days
- All parties involved with the project cooperate with one another.



Health, Safety and Environmental Policy

Land and Buildings Committee

The committee will meet a minimum of termly, follow a set agenda distributed before the meeting, document and disseminate minutes to department management. The agenda will include Health and Safety as a standing agenda item.

The function of the committee includes but is not limited to:

- Recommendations to Full Governing Body & Finance Committee as appropriate
- Reviewing and approving the annual H&S Audit;
- Monitoring progress against annual H&S targets and programmes set from the annual H&S audit;
- Reviewing accident statistics and outcomes of investigations;
- Monitoring and reviewing H&S Policy;
- Identifying areas for improvement;
- Communicating with department management and employees, through the Head teacher, and introducing relevant issues onto the agenda.
- Driving and communicating relevant H&S issues to academic and non-academic departments through the Head teacher.

Head Teacher

Responsibility for the management of H&S on a day to day basis is delegated to the Head teacher. The Head teacher has overall responsibility for the health, safety and welfare of all school employees and students and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

The Head Teacher will:

- Understand the Torquay Boys Grammar School HSE Policy.
- Ensure that the Torquay Boys Grammar School HSE Policy is effectively communicated to the personnel under their control.
- Ensure that employees comply with the School HSE Policy.
- Establish and maintain high standards of HSE performance within their area of responsibility.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed.
- Develop, implement, record, communicate and monitor the effectiveness of workplace arrangements for HSE specific to their work activities.
- Allocate necessary resources for HSE management within their area of responsibility.



Health, Safety and Environmental Policy

- Ensure that suitable and sufficient risk assessments have been undertaken for work activities within their area of responsibility.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Maintain all relevant HSE registers, records and documentation, as required by current legislation.
- Carry out routine documented safety inspections of working areas, plant and equipment to identify shortcomings in HSE standards and to initiate remedial action.
- Immediately bring to the attention of the Director Responsible for HSE matters relating to HSE standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the School HSE Policy and all prevailing legislation.
- Ensure personnel at all work locations are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate HSE matters to employees and contractors via induction training or briefings.

Heads of Department (HOD) and Senior Management Team (SMT)

The Heads of Department and Senior Management Team are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and School policies are observed within their area of responsibility. Authority is delegated to (HOD) and (SMT) to oversee and enforce the implementation of the School HSE Policy in the workplace. Supervisors report to Managers.

Supervisors will:

- Understand the Torquay Boys Grammar School HSE Policy.
- Ensure that employees comply with the School HSE Policy.
- Ensure high standards of HSE performance are maintained within their area of responsibility.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Assist Managers in the risk assessment process.



Health, Safety and Environmental Policy

- Maintain all relevant HSE registers, records and documentation as required by current legislation.
- Carry out routine documented safety inspections (minimum monthly) of workplaces, facilities, plant, machinery and equipment so as to maintain HSE standards.
- Immediately bring to the attention of Managers management matters relating to HSE standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the School HSE Policy and all prevailing legislation.
- Ensure personnel within their area of responsibility are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported to Managers as soon as practicable.
- Communicate HSE matters to employees via induction training or briefings.

Employees

All employees of Torquay Boys Grammar School have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Director Responsible for HSE, Managers and Supervisors to enable legal duties to be met.
- Comply with ALL requirements of the Torquay Boys Grammar School HSE Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the School in the interests of HSE.
- Actively promote a positive health and safety culture throughout the School.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all School health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the School.
- Make themselves aware of all workplace first aid, fire and emergency procedures.



Health, Safety and Environmental Policy

- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the School Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the School as their employer is made aware of any form of health condition or disablement that is likely to affect their ability to undertake the work they are assigned. Line managers must be made aware at the earliest opportunity of any health condition or physical impediment to an employee so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

Contractors

All contractors who undertake work on behalf of Torquay Boys Grammar School have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Torquay Boys Grammar School will:

- Co-operate with the Director Responsible for HSE, Managers, Supervisors and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Torquay Boys Grammar School HSE Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the School in the interests of HSE.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Director Responsible for HSE and Managers prior to commencement of work, if they are not following the Safe System of Work provided by Torquay Boys Grammar School.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on School premises, follow all School health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment, in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by Torquay Boys Grammar School and their own Employer.



Health, Safety and Environmental Policy

- Make themselves aware of all School first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the School Accident Book and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

Students

Pupils and students at TBGS will be expected to play an active role in keeping themselves safe as follows:

- Use school equipment as instructed.
- Not to misuse anything provided in the interests of safety.
- Report promptly to a member of staff any potential health hazards that they come across.
- Comply with health and safety arrangements (including arrangements for fire-drills / bells).

Health, Safety & Environment Advisor - External

Torquay Boys Grammar School utilises the services of an external School to fulfil the role of Health, Safety & Environment Advisor (HSE Advisor).

SSG Training and Consultancy is appointed as Competent Persons under the Management of Health & Safety at Work Regulations 1999 to advise School personnel on matters of HSE policy, management, good practice and legislation.

SSG Training and Consultancy provides the following services according to requirements:

- Monitor the Torquay Boys Grammar School HSE Policy and associated procedures pertaining to HSE and advise on updates as required by legislation and good practice.
- Provide appropriate support for HSE matters to School personnel.
- Advise on HSE training needs.
- Annually audit and review HSE management at Torquay Boys Grammar School.
- Provide an annual report to the Torquay Boys Grammar School.
- A copy of the SSG School CV is made available to Torquay Boys Grammar School on an annual basis.



Section 2 General Arrangements for Health, Safety & the Environment

GENERAL ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The attainment and maintenance of high standards of HSE within Torquay Boys Grammar School will be achieved by the identification of hazards associated with the activities undertaken by the School. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

2.11 Advice and Guidance

The external HSE Advisor to Torquay Boys Grammar School is **SSG Training and Consultancy** of Plymouth who are available on 01752 201616.

2.12 Review and Update

- The School's HSE Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to School's HSE Policy, including the organisational structure and associated arrangements, without the prior consent of the Director Responsible for HSE.

2.13 Communication and Consultation

- HSE information, where it relates to School activities will be communicated throughout the School as it becomes available by the quickest possible means.
- Meetings and briefing sessions will be held at all levels in the school. At a minimum these will comprise:
 - School induction
 - Safety briefings / toolbox talks
 - Termly HSE Committee meetings
 - Annual 1:1s / staff appraisals
- Concerns over the standards of HSE within the School or issues relating to HSE are to be brought immediately to the attention of the Head teacher /SMT / Premises Team.
- The School consults with its employees on HSE matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.
- In the absence of elected health and safety representatives, the School will consult staff individually or in groups on matters of health and safety.
- The School will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will



Health, Safety and Environmental Policy

include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

2.14 Contractor Management

- Contractors are formally assessed to ensure that they are competent to conduct required work and to determine whether their systems for managing HSE meet School standards and requirements, including where appropriate, sub-contractor management.
- A list of approved contractors (and their sub-contractors) authorised to work for the School is compiled and maintained.
- The use of contractors who are not on the approved list is prohibited.
- Contractor performance is assessed on completion of work and approved status is reviewed / updated accordingly.

Management will ensure that:

- Only contractors on the Approved Contractor List and who are competent to perform the work are sub-contracted to undertake work on behalf of the School.
- All contractors receive an induction on arrival at School premises and the induction is recorded and repeated at appropriate intervals.
- Contractors receive suitable information, instruction and training to assure their competence for the work they are to undertake.
- An appropriate level of supervision is provided to contractors working on School premises.
- Contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect School employees and other persons.
- Electrical appliances to be used by contractors have been tested and are safe to use.
- The quality of contractor's work is monitored to ensure that it is being conducted safely.
- All contractors on School premises are accounted for.

2.15 Training and Competence

- All new School employees will receive induction training as soon as reasonably practicable.
 - A record of the induction process will be maintained.
- Workplace-specific induction training will be given to employees and contractors whenever work commences in a new place of work. A copy of the workplace-specific induction training record will be retained by the School.
- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Individual training needs are initially identified on induction and are reviewed annually.
- Employees will be provided with a suitable level of supervision until deemed competent to undertake tasks unsupervised.



Health, Safety and Environmental Policy

- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate bodies.
- Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the School office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

2.16 Risk Assessments and Safe Working Procedures

- Risk Assessments will follow a standard format.
- Risk Assessments will reviewed at least annually or:
 - When School operations change;
 - Following an incident / near miss;
 - Following a change in legislation or industry best practice.
- The School will generate Safe Working Procedures as and when required.

Management will ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate Risk Assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999;
- Safe Working Procedures are produced based on the findings of Risk Assessments;
- That all Risk Assessments and Safe Working Procedures are communicated to all who may be affected by the activity;
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessment must be undertaken and appropriate changes to the safe system of work effected before the work is continued;
- That master copies of all Risk Assessments and Safe Working Procedures are maintained on the server with working copies held on file within departments.



Health, Safety and Environmental Policy

2.17 Personal Protective Equipment

Department Heads will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE is provided to employees as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used.
- Contractors provide and wear PPE to required standards.

Information, instruction and training will be given to all employees on the safe use and maintenance of PPE.

Employees and contractors will, in accordance with instructions given, make full use of all PPE provided by the School and maintain it in a serviceable condition and report its loss or defect immediately.

- Managers will check PPE use and enforce compliance. Disciplinary action may be taken if employees fail to wear PPE as directed.

2.18 Employment of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the School.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.
- Young persons will be supervised at all times when performing any task which may put them at risk.

2.19 Employment of New and Expectant Mothers

- Risk assessments of the activities undertaken by Torquay Boys Grammar School will take into account the needs of pregnant employees and new mothers, in accordance with the



Health, Safety and Environmental Policy

Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

2.20 Employment of Persons with Disabilities

- School risk assessments take into account the needs of employees with disabilities, in accordance with the Equality Act 2010.
- Employees are to ensure that the School, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

2.21 Occupational Health and Wellbeing

- School employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- The School is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work.
- To the extent that is reasonably practicable, the School will endeavour to balance job demands and pressures with individual capabilities, and to support staff suffering from stress or common mental health problems (CMHPs) such as anxiety and depression.
- A personal risk assessment may be undertaken to identify the extent and causes of employees' stress, together with reasonable adjustments to support staff, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to staff.

2.21.1 Health Referrals

- Employees will be referred to a medical professional as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.

2.22 Workplace Monitoring and Safety Inspections

- Monitoring systems will be put in place to ensure that the activities of employees and contractors are carried out in a safe manner in compliance with School risk assessments and safe systems of work.



Health, Safety and Environmental Policy

- Monitoring systems will be put in place to ensure that plant, equipment and the general working environment are maintained in a safe condition in line with School risk assessments and safe systems of work and where appropriate, manufacturers' requirements.
- Periodic, documented workplace safety inspections will be conducted by Department Heads.

2.23 First Aid Provision

- The School will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.
- Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid. These details will be prominently displayed throughout School workplaces and will be communicated via induction training.

A qualified First Aider or Emergency First Aider shall be present or immediately contactable for assistance at all times whilst routine work is being undertaken.

School employees will familiarise themselves with workplace first aid arrangements and facilities.

- All injuries occurring no matter how trivial are to be recorded in the Accident Book held on the school premises.
- First Aid kits shall be held in all School vehicles with the contents checked on a regular basis, and restocked if necessary.
- Tablets and medicines are not kept in first-aid kits as first aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice. First aiders keep a small amount of aspirin to hand, separate from first aid kits, for this purpose.
- Employees who have their own medication such as inhalers for asthma or epipens for the treatment of severe allergic reactions (e.g. to peanuts, bee stings) are expected to administer this themselves if able to do so and must not use these to treat any other employees. First-aiders should not administer medication to other employees, but may assist employees to do so themselves and/ or contact emergency services as appropriate.

2.24 Incident Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses

- All accidents, near misses and dangerous occurrences involving School employees or third parties will be thoroughly investigated.
- In the event of a specified injury or fatality occurring to a School employee or third party, statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
- All accidents, dangerous occurrences and near misses occurring on School premises are to be reported to the Director Responsible for HSE so that an investigation can be conducted.



Health, Safety and Environmental Policy

- Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.

2.25 Enforcement Authority Visits

- HSE Inspectors, ISI Inspectors, Environmental Health Officers and Fire Officers all have statutory authority to visit School premises and work sites to enforce legislation under their control.
- Management will ensure the fullest co-operation with all visiting enforcement officers and the School will always be responsive to recommendations and advice received. The Director Responsible for HSE and School management will liaise with visiting Enforcement Officers and ensure that they are accompanied, as required, during their visits.

2.26 Fire Safety

- A Fire Risk Assessment to identify fire and explosion risks for the School premises will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs on School premises.

- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout School premises.
- An adequate Fire Plan will be in place, prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors on induction.
- In the event of a fire on School premises, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, personnel are not put at risk and they are confident and competent to do so. The person should remain available to brief the fire authorities on arrival. Under no circumstances should a person attempt to extinguish a larger fire. The primary aim should be to evacuate from the building.
- A designated Fire Warden and deputy are appointed for the office premises, tasked with maintaining the Fire Log, ensuring that checks of systems and appliances are conducted as specified in the Fire Log and conducting fire drills and workplace inspections.
- The designated Fire Warden and deputy (and other employees as considered necessary) will be trained in basic fire safety and the use of portable fire fighting appliances, as found on the premises and in School vehicles.
- Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.



Health, Safety and Environmental Policy

- Maintenance of the fire detection and alarm system will be conducted by a competent, specialist authority under contract.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.
- Whilst working on sites or carrying out works within Client's premises as a contractor, the fire arrangements of the Client are to be adhered to and communicated to School employees by site-specific induction training prior to commencement of any work.
- Whilst working on School premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

2.27 Smoking Policy

- In compliance with the Smoke-free Regulations 2006, School premises and workplaces are smoke-free. Disciplinary action will be exercised if employees smoke whilst on School premises or in School vehicles.
- "No Smoking" signage is clearly displayed on School premises.

Smoking is only permitted in those external areas designated by management. Designated areas will be advised to employees on induction.

Smoking is strictly prohibited in areas where flammable liquids are stored or used.

2.28 Alcohol and Controlled Substances

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter School premises, work sites or drive School vehicles.
- School employees and contractors shall not have alcohol or controlled substances in their possession whilst working on School premises, work sites or driving School vehicles.
- Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from School premises / work site immediately.

2.28.1 Prescribed Drugs & Over the Counter Medicines

- Staff must notify their Line Manager if using prescribed drugs or over the counter medicines to ensure that their work is not adversely affected by the use of such drugs (e.g. some antihistamines can cause drowsiness, a particular risk while driving or using machinery).

2.29 Violence towards Employees

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that School employees are faced with aggression or threat of violence, a nonconfrontational position is to be adopted.



Health, Safety and Environmental Policy

2.30 Visitors

- Visitors to School premises are to be accompanied at all times and remain the responsibility of their host during fire, evacuation or other unusual, or unplanned, circumstances.

2.31 Lone Workers

- Wherever practicable, School employees are not to work alone in high-risk activities or areas.
- Lone working is not permitted where there is a reasonably foreseeable risk that the work may result in an accident, violence or harm.
- Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or School procedure which will be communicated to all persons potentially involved.
- Lone workers are included in the School Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

2.32 Working from Home

- A risk assessment is carried out in conjunction with the Line Managers for each homeworker to identify any potential risks.

Home visits are undertaken as and when required depending on the outcome of the risk assessment.

2.33 Mobile Phones

- No calls are to be made or received by the driver of a moving vehicle when driving on school business unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
- No calls are to be made / received on mobile phones while operating any plant, machinery or equipment unless the plant, machinery or equipment has been safely stopped, switched off or made safe.
- Mobile phones must not be used whilst employees carry out hazardous work activities.

2.34 Waste Management

- The School has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.
- Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.



Health, Safety and Environmental Policy

- Routes exist for the legal disposal of waste arising from all materials in use by the School, in accordance with current legislation and best practice. All waste shall be disposed of via an authorised disposal route.
- Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
- Emissions from air extraction systems will be monitored and tested on an annual basis.
- Waste management procedures will be communicated to all employees during induction training.
- Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the School.
- Recycling of waste will be encouraged wherever possible.

2.35 Welfare Provision

- The School is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.
- Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.
- In offices, temperature will be maintained not less than 16°C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

- Eating and rest facilities with adequate access to boiling water and a means to heat food will be provided.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.
- Suitable storage and drying facilities for clothing will be provided, as required.
- Workstations will be comfortable, with safe and suitable chairs and sufficient space.

2.36 Environmental Management

- The School will ensure that all staff are trained in the Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all School operations.
- Management is responsible for the implementation and monitoring of the Environmental Policy and for dealing with any complaints in connection with environmental issues which may arise in the course of the School work activities.



Health, Safety and Environmental Policy

- Current environmental legislation will be regarded as setting the minimum standards of environmental performance for the School.
- The School will implement measures to ensure that the business makes the most economic use of transport. Sharing of School vehicles will be optimised and travel to the School premises will be minimised to reduce the School use of fuel.
- Waste will be minimised through careful planning of design and use of materials. The School will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.
- The School will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
- The School will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The School will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- The School will ensure that its operations do not cause a nuisance to the community through the generation of dust, noise or odour.
- In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.

2.37 Safety Signage

- Appropriate safety signs and notices will be posted throughout School premises, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

2.38 Access and Egress

- All workplace access and egress routes are kept clear at all times.

Emergency escape routes are unobstructed. Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- If employees are unable to access their working area safely, they must inform their Head of department and not take personal risks.

2.39 Security

- Access to School premises is restricted to authorised persons only and all reasonably practicable security measures are taken to prevent unauthorised access. All unauthorised persons are immediately escorted off the premises.



Section 3.0 Workplace Arrangements for Health, Safety & the Environment

WORKPLACE ARRANGEMENTS FOR HEALTH, SAFETY & THE ENVIRONMENT

The following topics have been identified as significant in terms of workplace hazards and detail the School's policy on how the risk to personnel exposed to them will be reduced or controlled.

3.1 Abrasive Wheels

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by management are permitted to change any class of abrasive wheel.
- The School will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.
- All operators will be trained and competent to operate machinery with abrasive wheels.

3.2 Air Conditioning Systems

- A written scheme of inspection is in place for air conditioning systems that operate at 0.5 bar above atmospheric pressure in accordance with the Pressure Systems Safety Regulations 2000.
- Air conditioning systems that incorporate evaporative condensers / cooling towers are registered with the local authorities Environmental Health Department under The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.
- Air conditioning systems are fit for purpose and maintained in good working order, according to manufacturers' guidelines. Filters are regularly cleaned and replaced.
- Records are kept of all inspections, tests and maintenance performed on air conditioning systems.
- Air quality is periodically tested to ensure a sufficient supply of fresh / purified air from air conditioning systems, uncontaminated by injurious or offensive fumes, gas or vapour.

3.3 Asbestos and Asbestos Containing Materials (ACMs)

- The School will comply with its duty to manage asbestos in School premises as required under the Control of Asbestos Regulations 2012.



Health, Safety and Environmental Policy

- An Asbestos Management Survey will be conducted for all School premises constructed prior to 2000 by a competent surveyor to assess the risk and determine appropriate controls.
- The School will act on the recommendations of the survey report in order to manage any associated risk.
- Prior to any refurbishment work a Refurbishment & Demolition Survey will be conducted.
 - All locations where asbestos or ACMs are identified as being present will be recorded in an Asbestos Register.

School employees shall not generally conduct work involving exposure to asbestos / ACMs. If asbestos / ACMs are discovered or suspected that have not previously been identified in the Asbestos Survey then the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos / ACM remains undisturbed; and
- School management / the Client are to be informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day UKATA approved asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on School premises on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products will be undertaken by a suitably competent contractor.

3.4 Blood Borne Diseases / Infectious Diseases / Health Hazards

- Employees are briefed in the risk of exposure to, and the symptoms of biological hazards such as tetanus and the precautions to take.
- Health monitoring / surveillance is undertaken as and when identified as appropriate via risk / CoSHH assessment.
- Employees who are at risk of contracting blood-borne viruses / needle-stick injuries are advised to have a Hepatitis B vaccination and to inform management of the date of vaccination.
- Employees are advised to keep inoculations against tetanus up to date.

3.5 Bottled Gases

- Gas bottles shall be stored in a designated, secure gas storage facility in the open air when not in use. Cylinders are secured in position to prevent toppling.
- Bottled gas storage facilities comply with BCGA Guidance Note GN2: Guidance for the Storage of Gas Cylinders in the Workplace, including minimum recommended separation distances.
- Clear signage is displayed on gas storage facilities identifying products stored, warning of access restrictions and prohibiting smoking / naked flames.



Health, Safety and Environmental Policy

- Segregation rules shall be observed at all times. Cylinders of oxidant gases are separated from cylinders of flammable gases by a distance of at least 3m or by a 30 minute fire-resisting wall. Empty and full cylinders are stored separately.
- Only those cylinders in use or connected to equipment may be kept in work areas. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable.
- Empty gas cylinders are collected by the supplier on a regular basis to prevent build-up.
- An inventory of gas cylinders stored on site (location and quantity) is maintained and provided to emergency services in the event of an incident.

3.6 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the School will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

School management will ensure that:

- All hazardous substances / chemicals used by the School are identified and inventoried.
- REACH Safety Data Sheets for all hazardous substances used by the School will be obtained from suppliers
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient PPE / RPE is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of any specialist PPE / RPE.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

3.6.1 Domestic Cleaning Products

- Where possible, non-hazardous domestic cleaning products will be used in office premises.
- All domestic cleaning products are to be securely stored when not in immediate use.
- Bleach is not permitted for use within the school.



Health, Safety and Environmental Policy

3.7 Confined Spaces

- A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of serious injury from hazardous substances or conditions within the space or from nearby.
- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system shall be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.

3.8 Display Screen Equipment

- All School workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the School will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

3.9 Driving on School Business

- All staff driving on School business must be qualified and medically fit to drive the vehicle and hold adequate insurance. Employees must inform the School of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.
- All staff who drive on School business possess a valid driving licence.
- Where considered necessary employees will be provided with School vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the School and where agreed for their private use.
- The School will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a School vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are



Health, Safety and Environmental Policy

adhered to. Defects are to be immediately reported to the School office and remedial action taken at the earliest opportunity.

- All those driving on School business will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- All those driving on School business will drive courteously and in a non-aggressive manner.
- All those driving on School business will plan their journeys to ensure that sufficient time is allowed for the journey, taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation whilst driving on School business.

3.10 Dust and Fumes

- All processes conducted by School employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

If considered necessary, a dust / fume survey will be undertaken in order to establish dust / fume concentrations and the requirement for LEV / RPE.

- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to dust or fumes are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure.
- Where identified by risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

3.11 Electricity and Portable Electrical Appliances

The School recognises the need to ensure that all fixed electrical installations shall be safe at all times. This will be achieved by:

- Conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, identifying the circuits and equipment they control.
- Restricting access to all rooms containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).



Health, Safety and Environmental Policy

The School recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used.
- Sufficient socket outlets will be provided. The use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Workplace tools used will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;

Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

3.12 Flammable Liquids / Fuels

- All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management will ensure that:

- Only the required quantity of flammable liquids / fuels is stored on School premises for immediate use.
- All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.
- The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
- All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
- When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume).



Health, Safety and Environmental Policy

- Containers are located in designated areas away from the immediate work process area and do not jeopardise the means of escape from the area.
- Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C will be stored on school grounds.

3.13 Gas Installations and Appliances, Boiler Rooms

The School recognises the need to ensure that all gas installations and appliances shall be safe at all times. Management will ensure that:

- Gas-fired boilers, appliances and associated pipework / flues are inspected and serviced by a GasSafe registered engineer every 12 months and that records are kept on file.
- Oil-fired boilers, appliances and associated pipework / flues are inspected and serviced in accordance by a competent Oftec registered engineer every 12 months and that records are kept on file.
- Plant / boiler rooms are kept locked / secure, with access restricted to authorised persons only.
- Adequate signage is in place warning of access restrictions and potential hazards (fire, explosion).
- Smoking and naked flames are strictly prohibited in plant / boiler rooms.
- Hot surfaces / pipes are insulated to retain heat and protect against burns.

Plant / boiler rooms are maintained in a clean and tidy state. Storage of materials and equipment in plant / boiler rooms is not permitted.

- Clear access is maintained to all control panels.
- Emergency shut-off / isolation switches are installed and clearly labelled as to function.
- Carbon monoxide detectors are installed in all plant / boiler rooms and in rooms containing gas / oil appliances.

3.14 Hot Works

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Soldering and brazing
- Welding and cutting
- Use of blow lamps

All hot work will be subject to risk assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:



Health, Safety and Environmental Policy

- Appropriate fire fighting provisions shall be available;
- All sources of fuel shall be removed prior to work commencing;
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
- No hot work shall be conducted within 30 minutes of the end of the working day.

All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.

3.14.1 Soldering

The School recognises the need to minimise exposure to solder flux fumes. This will be achieved by:

- Monitoring employees' exposure to solder flux fumes;
- Utilising a CoSHH assessment to determine the potential health risks caused by exposure to solder flux fumes and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers health , including suitable health checks (health surveillance);
- Putting in place appropriate safe systems of work and controls, e.g. tip extraction, local extraction ventilation, to prevent or control exposure to solder flux fumes and keeping equipment in efficient working order;
- Providing adequate washing facilities;
- Informing the workforce of the potential health risks caused by working with solder flux fumes and the precautions to be taken;
- Training workers in the use of any control measures and protective equipment.

In addition, the School will report any instances of medically confirmed occupational asthma or dermatitis to the Health and Safety Executive in accordance with RIDDOR 2013.

3.14.2 Welding, Cutting and Burning

- Welding, cutting and burning operations are only to be undertaken by trained and competent personnel.
- All welding, cutting and burning activities are subject to risk assessment.
- All welding equipment is maintained in good working order and stored securely.
- All welding equipment, including gas bottles, hoses and connections, is inspected prior to use for leaks and damage / defects
- Damaged / defective welding equipment is put out of service until replaced / repaired.
- On oxyacetylene rigs, flashback arrestors are fitted to regulators on both the fuel and oxygen supply.
- Arc welding rigs are fitted with appropriate fuse protection and mechanical interlocks to prevent the plug being inserted or withdrawn with the switch in the 'on' position.



Health, Safety and Environmental Policy

- All welding equipment is checked annually by a competent inspector and replaced every five years.
- Welders wear appropriate clothing i.e. gloves (chromed leather, gauntlets), flame retardant coveralls (BS EN 470), safety boots (BS EN 4676) and eye protection (EN 175, EN 169, EN 379).
- Adequate ventilation is to be provided to remove the various gases and fumes emitted during welding processes. Where adequate ventilation cannot be achieved suitable respiratory protection will be provided to protect personnel from the harmful effects of exposure to gas and fumes.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens will be utilised at all times.
- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists. All welding activities are halted 30 minutes before the end of the working day.

3.15 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout School premises.
- All materials will be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat / ignition sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of on a regular basis.
- All spillages will be cleared up immediately.

Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

3.16 Legionella / Water Hygiene

- Legionnaires' disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable Legionella bacteria. Given the right conditions, the bacteria can grow in hot and cold water systems, air conditioning, etc. The bacteria grow rapidly in water temperatures that range between 20°C - 45°C. Those most at risk at contracting the disease are the elderly and people whose immune system is impaired.
- A Responsible Person and deputy shall be appointed who shall be responsible for identifying and assessing sources of risk and putting in place a management plan (including a written scheme for the prevention and control of the risk for each water system) to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.



Health, Safety and Environmental Policy

- Appropriate control measures for individual premises will be identified in legionella risk assessments.
- Call-out arrangements for automatic water systems are in place.
- Annual audits of the arrangements in place to control legionella in water systems will be undertaken.

3.17 Local Extraction Ventilation (LEV) Systems

- Where required due to generation of high volumes of dust / fumes, an air survey will be carried out to determine the requirement and specifications for LEV.
- Where there is a requirement for LEV to be installed, the LEV system will be designed, installed and commissioned by a competent supplier / engineer in accordance with a written specification.
- Where required, cutting / soldering equipment will be fitted with on-tool extraction.
- Equipment operators are trained in the correct use, cleaning and maintenance of LEV and on-tool extraction systems, in accordance with manufacturers' / suppliers instructions.
- Extraction units are regularly emptied using disposable waste bags.
- LEV and on-tool extraction systems are maintained in good working order, in accordance with manufacturers' recommendations for servicing and testing frequency.
- LEV and on-tool extraction systems are subject to a detailed and systematic examination at least every 14 months.
- Records are kept of all checks, inspections, tests, maintenance (planned and reactive) and thorough examinations.

3.18 Lifting Operations and Lifting Equipment, Passenger Lifts

The School recognises the need to ensure that lifts are used safely and maintained in a safe working order at all times. This will be achieved by adherence to the following:

- New lifts are manufactured and installed according to the Lifts Regulations 1997 and have a current declaration of conformity.
- Only suitably competent persons, accredited by the United Kingdom Accreditation Service to BS EN 45004, are selected to inspect, examine, test and maintain lifts.

A preventive maintenance programme is in place for all lifts.

- Different contractors are used to perform routine maintenance and to conduct inspections / examinations of lifts.
- All lifts are thoroughly examined by a competent person at statutory intervals (every 6 months for those carrying people), or in accordance with an examination scheme drawn up by a competent person, as required by the Lifting Operations and Lifting Equipment Regulations 1998. Records of examination reports are kept available for review / inspection for at least two years



Health, Safety and Environmental Policy

- A thorough examination is also performed following substantial and/or significant changes to a lift, a long period of inactivity or following damage to, or failure of, the lift.
- Any reported defects / problems with lifts are promptly addressed - where necessary, lifts are taken out of service whilst awaiting remedial maintenance.
- All lifts are fitted with emergency stop / alarm devices that are easily identifiable and accessible
- A risk assessment will be carried out on all lifts.

3.19 Manual Handling Operations

The School recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a fork lift truck or other suitable mechanical means. Where manual handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

3.20 Noise

- The School aims to protect employees hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use.

In no situation will the exposure limit value (ELV) be exceeded.

- All employees will use hearing protection provided for their protection.



Health, Safety and Environmental Policy

3.21 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- School employees will only use plant and work equipment that is correct and suitable for the job and will ensure that the plant / equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate plant / work equipment safely.
- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the main office.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.
- Plant and work equipment must not be used when unprotected members of the public are present.

3.21.1 Workshop Machinery

- Machinery within the Workshop will only be operated by trained and qualified personnel authorised by management.
- Personnel under the age of 18 will not be permitted to operate woodworking machinery unless they have completed approved training and are under the supervision of a competent person.
- Guards on machinery will be in place at all times and correctly adjusted prior to use.
- Defective machinery shall be immediately reported to management, and taken out of service.
- Hearing protection provided will be worn at all times by all personnel within the Workshop subject to a noise assessment.



Health, Safety and Environmental Policy

Sufficient clear and unobstructed working space will be provided around the machines to allow persons to work without the risk of injury.

- Adequate lighting and ventilation will be provided to allow personnel to operate machinery safely.
- Local Exhaust Ventilation and dust extraction equipment must be checked running prior to the use of equipment.

3.21.2 Hand / Small Tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Employees are adequately trained in the use of hand / small tools.

3.22 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

3.23 Storage Racking

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Materials will be stored and stacked to reduce the risk of manual handling injuries.
- All storage racking will be visually inspected on a weekly basis and a record of inspections will be kept on file.

3.24 School Trips

- Any member of staff planning a school trip shall complete a proposal which shall be submitted to the SMT.
- The proposed trip shall be assessed and if successful signed off to run by the Systems Manager.
- The Evolve system shall be used for the completion of risk assessments for school trips.
- It is the responsibility of the trip organiser to complete the risk assessment.
- Category C trips must be signed off by the LA designated H&S officer.

3.25 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:



Health, Safety and Environmental Policy

- Hand held power tools
- Hand guided power equipment
 - Powered machines which process hand held materials

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the School.

3.26 Weather Conditions

Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.

- Employees are aware of the increased risk of slips, trips and falls in wet, muddy, and icy conditions and the need to wear appropriate footwear.
- Employees are aware of the effects of working in cold conditions and the precautionary measures to take to avoid hypothermia or cold stress.
- Employees are aware of the effects of strong sunlight and the precautionary measures to take to avoid sunburn or heat exposure.

3.27 Working at Height / Working on Fragile Surfaces

3.27.1 General

- All work at height will be conducted in accordance with the Work at Height Regulations 2005 (as amended).
- The School's overriding principle is to do all that is reasonably practicable to prevent anyone from falling.
- The School shall:
 - Avoid work at height where they can;
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height;



Health, Safety and Environmental Policy

- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.
- The School will ensure:
 - All work is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected; The risks from fragile surfaces are properly controlled; The risks from falling objects are properly controlled.

3.27.2 Risk Assessment

- Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.

3.27.3 Scaffold Towers

- Where Torquay Boys Grammar School use portable tower scaffolding the person responsible for erecting, dismantling and using the equipment will be trained (PASMA) and competent.

3.27.4 Ladders and Stepladders

- All persons using ladders and stepladders will be fully trained and aware of the hazards and risks
- Ladders, including stepladders, used by the School will be of the correct type (Class 1 or EN 131) and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

3.27.5 Fragile Surfaces

- Fragile surfaces are provided with adequate means of support / protection (platforms, coverings, guard rails) for anticipated loads. Suitable and sufficient warning notices are prominently displayed on approaches to fragile surfaces.
- When working at height or on fragile surfaces, all employees will wear PFPE identified through risk assessment. Appropriate training will be given in its use and maintenance.