

## HEALTH AND SAFETY POLICY



### THE COURTYARD

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## HEALTH AND SAFETY POLICY STATEMENT

### THE COURTYARD

The health and safety of all the people who work or learn at **The Courtyard** are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children/students, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, our school children/students, their parents and anyone else that may be affected by our activities.

**The Courtyard** especially recognises its duty of care towards others that are not in our employment, particularly the school children/students. These people also include; parents, visitors and contractors with whom we interact both within **The Courtyard** premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children/students, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in **The Courtyard** rests with the Governing Committee, led by the Head of Governors:

Signed: ...Jonathan Rust..... **Chair of Governors**

Signed: .....Debbie Shepherd..... **The Courtyard: Headteacher**

Dated:...12-10-2016... ..

## LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into **The Courtyard**.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a persons health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter **The Courtyard**.

We are particularly conscious of our responsibilities towards the children, and their parents, of **The Courtyard**.

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against **The Courtyard** and or its management. This can result in penalties, i.e. fines and/or imprisonment.

## **LEGAL DUTIES OF EMPLOYEES**

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

### **Section 7 ‘Health and Safety at Work etc Act 1974’**

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children.
  
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

### **Section 8 ‘Health and Safety at Work etc Act 1974’**

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

## **HEALTH AND SAFETY RESPONSIBILITY**

### **Overall**

The overall responsibility for health and safety within **The Courtyard** rests with the Chair of Governors.

They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **The Courtyard** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

### **Specific Responsibilities of the Headteacher of The Courtyard**

The Headteacher of The Courtyard is responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines;
4. make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher of The Courtyard in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **INDIVIDUAL RESPONSIBILITIES**

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

**Executive Director**

Other duties will include:

- Identifying hazards present within any school activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

## **RESPONSIBILITIES OF STAFF TOWARDS PUPILS & OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;

9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher of The Courtyard.

### COMPETENT ASSISTANCE

The competent assistance and advice is provided by:

**Employment Law Advisory Services Ltd**

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **The Courtyard** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

**Employment Law Advisory Services Limited** will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.



## ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

### HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the ‘approved form’ and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the name and the address of the Enforcing Authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster, and when the leaflet is provided, you should specify the information in a written notice.

The poster ‘Health and Safety Law’ – ‘What You Should Know’ will be displayed in a prominent position in the workplace where it can be read by all our employees.

Information on the poster states who has overall responsibility for health and safety within **The Courtyard** and the name of any safety representatives that have been identified.

### NOTICES

All notices whether on **The Courtyard** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **The Courtyard** should be communicated to your line manager for assessment and feasibility.

All employees and others who may be affected by the contents of this Policy are advised and a master copy of the ‘Health and Safety Policy’ statement for **The Courtyard** is retained in the main office. The policy contains detailed information relating to the school activities and a copy is available for you to read.

**The Courtyard** consider themselves responsible employers, we will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.

**THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES)  
REGULATIONS 1996**

Where there are employees, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, talks, use of the notice board and an open door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employees representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the school to carry out this duty consultation with employees will be the responsibility of:

**Academy (Courtyard) Health & Safety Committee**

The elected or nominated person/s to act as the employees' representative is:

**Facilities Manager**

Health and Safety will be a regular topic on departmental meeting agendas.

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

**The Courtyard Office**

## **IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS**

### **RISK ASSESSMENTS**

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our school activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

**The Courtyard** will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our school activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is:

**The Courtyard: Headteacher**

The risk assessments will be made available to all our employees who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner?

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The **Control of Substances Hazardous to Health Regulations 2004 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for any hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is:

**Facilities Manager**

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner?

### **LOCAL EXHAUST VENTILATION (LEV)**

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times.

A competent person will inspect the extraction system every fourteen months.

The competent person for inspecting the LEV system is:

**N/A**

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

## **BIOLOGICAL HAZARDS**

### **Control of Infection**

To control the risks associated with biological hazards such as viruses' from blood, faeces, and urine there must be **infection control policies** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is:

**Facilities Manager**

The Infection Control Policy must address such issues as:

- Education and training of employees and especially children in infection control issues especially hand washing and personal hygiene.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste.
- Legionella

The person responsible for carrying out the Water Temperature and Legionella checks is:

**Facilities Manager**

Any questions about the policy must be directed to:

**Facilities Manager**

The policy must be reviewed annually or when any significant change occurs which ever is soonest

The policy will be reviewed by:

**The Courtyard: Full Governing Body**

## **DRUGS AND MEDICINES**

If a child suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and he/she may require daily medication. If so, the parent should bring the medicine to school in a clearly labelled container to be kept in a box in the child's classroom (refer to asthma policy). The medicine will be administered by the First Aider.

A register of children requiring such medication is to be available at reception and provided to First Aiders. All medication will be accepted/stored/dispensed in accordance with the administration of medication policy.

## MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably Practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:

**The Courtyard: Headteacher**

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

**The Task** - What you are going to do

**The Individual** – The persons own capabilities

**The Load** - The weight, size and shape of the load

**The Environment** – The environment to which the task is being undertaken

**If in doubt get help**

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

## **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

**Facilities Manager**

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

**Facilities Manager**

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

## WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **The Courtyard** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

**Facilities Manager**

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below,

All lifting equipment will be inspected at six or twelve month intervals as required by the **Lifting Operations and Lifting Equipment Regulations 1998 as Amended**, records will be retained.

The competent person responsible for inspection of lifting equipment is:

**Facilities Manager**

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

The competent person responsible for inspection of electrical equipment is:

**Facilities Manager**

Pressure systems will be inspected at regular intervals as determined by the written scheme of examination.

The competent person responsible for inspection of pressure equipment is:

**Facilities Manager**

Records of these inspections are kept in:

**Premises Office (Academy Main Building)**



## WORK EQUIPMENT - Cont

All defects of any work equipment must be reported to:

**Facilities Manager**

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

**Premises Office (Academy Main Building)**

### Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, requires that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its employees.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

### Stop Buttons and Guards

Under the **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16**, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in his vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work.

## DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

**Facilities Manager**

The assessments will be reviewed annually or when any significant change occurs.

### Eyesight Tests and Corrective Glasses

**The Courtyard** accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

**The Courtyard** will not pay for any other type of eyewear, such as bi focal or varifocal if an employee requires these then they must pay the cost difference.

## THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with our school activities and premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of both the staff and Governing body, when defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out:

### **Weekly**

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

### **Facilities Manager**

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

### **Facilities Manager**

Any electrical defects must be reported to:

### **Facilities Manager**

In order to maintain a safe and health workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

## SMOKING

“Smoking” is not allowed in any part of the premises, including the vicinity of the playgrounds and entrances. It is also our policy to ensure that this legislation is fully applied and also includes our vehicles and therefore “Smoking” is not allowed. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

## **Good Housekeeping is Everybody’s Responsibility**

## **THE WORKPLACE** Cont

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

**Facilities Manager**

## CONTROL OF CONTRACTORS

All contractors (for example electricians, window cleaners, painters, and decorators, plumbers) must report to reception on arrival and departure from the school. This is to ensure that the Headteacher of The Courtyard can make necessary arrangements to ensure the safety of staff and pupils.

We also understand that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our school activities.

Prior to any contractor carrying out any work at our school premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

**Facilities Manager**

## ASBESTOS

**Under the Health and Safety at Work Act 1974 Section 2 and the Control of Asbestos Regulations 2012** we are required to protect the health and safety of our employees and others who may be affected by our undertaking, whether the work is for us or not.

Asbestos substances or materials will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

The person responsible for ensuring that a risk assessment has been undertaken and an Asbestos Survey or Register is obtained before any work is undertaken is the responsibility of:

**Facilities Manager**

We recognise that Asbestos Exposure requires us to provide health surveillance of our employees. The level of health surveillance is dependant upon the level of exposure and the hazardous substance involved. This will be determined at the Asbestos assessment stage and form part of the control measures required.

## LONE WORKING

The Courtyard has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

**The Courtyard** will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

**The Courtyard: Headteacher**

The person responsible for developing procedures for the lone working activity is:

**The Courtyard: Headteacher**

## **SECURITY**

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Headteacher of The Courtyard, staff and governors regularly review security arrangements for the site.

1. Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and breaks. These doors once open are monitored at all times and locked when not in use.
2. Signs point out the main entrance and detail the need to register with the school office staff.
3. Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
4. Children arriving late or needing to leave the school before the end of the day **must** register at the office.

### **However, the whole community is encouraged to keep our school safe and secure by**

1. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm light is flashing or siren sounding.
3. By reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.



## **FIRST AID**

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

The School's appointed first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our school activity presents (low, medium or high risk).
- The proximity of our school (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

**Louise Norman and Alison Rush (Courtyard Personnel)**

The first aid boxes are located at:

**The Courtyard: Office**

All accidents are to be reported and entered in the relevant accident book, which are located in:

**The Courtyard: Office**

All accidents will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents is:

**Facilities Manager**

## **REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES (RIDDOR) REGULATIONS 1995 (AMENDED 2013)**

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonable be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means.
- Diseases
- Dangerous Occurrences

you only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

**The Courtyard: Headteacher**

**You must still keep a record** of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

### **Online**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### **Telephone**

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

## **FIRE SAFETY**

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

### **Essentials**

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, kettles etc. If equipment is needed to be left on or in standby mode they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

### **FIRE DRILLS**

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

In the Autumn term the staff and children will be informed before the first drill is to be held and all staff and pupils will be walked through the procedure. No warning will be given on subsequent occasions and there will be additional drills during the year.

The alarm system will be tested weekly with records maintained by:

**Facilities Manager**

The person responsible for carrying out the evacuation practices at least three times each academic year and then recording the results is:

**Facilities Manager**

The fire marshals are:

**The Courtyard: Headteacher**

## **FIRE SAFETY** Cont

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:

**Facilities Manager**

The emergency lighting will be tested monthly and any defects found reported and repaired the person responsible for this is:

**Facilities Manager**

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals the person responsible is:

**The Courtyard: Headteacher**

### **Flammable Liquids and Compressed Gases**

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker and employees will return them to the locker after use.

**Flammable Liquids are not to be left near sources of heat or ignition.**

Compressed gases are kept in a compound away from other sources of ignition and fuel, When a bottle is exchanged the empty will be returned to the compound immediately and not left in the working area.

## **FIRE ACTION**

The Fire Procedure is as follows:

### **If you discover a fire:**

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.

### **Contact with Emergency Services:**

In the event of the alarm being triggered automatically all staff are to follow the procedures laid down in the emergency evacuation procedure.

### **Upon hearing the alarm:**

All pupils will stand in silence and form a line to leave the working area. The person in charge of the pupils will instruct the pupils to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire assembly point in an orderly manner.

Nominated members of staff must be responsible for checking toilet areas on the way out of the building to ensure that no children are left behind.

To ensure that no one is left in the toilets please follow this course of action:-

- Nominated staff to check toilets/cloakroom for classes in each area.

The assembly point is situated at:

**St Mary Magdalene Gardens**

The registers will be used to ensure that all people (including visitors and contractors) are present. This will be coordinated by:

**The Courtyard: Headteacher**

### **Once Evacuated from the building**

- Any missing persons must be reported to the Headteacher of The Courtyard.
- The Headteacher of The Courtyard will inform the fire service of any missing persons.
- The Headteacher of The Courtyard may direct that the children be moved to another place of safety depending on the circumstances.
- Do not re-enter the building until the Premises Manager informs the Headteacher of The Courtyard that it is safe to do so.



## **DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES**

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to control the risks to safety from fire and explosions.

DSEAR stands for the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.

### **WHAT ARE DANGEROUS SUBSTANCES?**

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, compressed gases (such as oxygen cylinders, calor gas, etc).

### **WHAT DOES DSEAR REQUIRE?**

Employers must:

- Find out what dangerous substances are in their workplace and what the fire and explosion risks are;
- Put control measures in place to either remove those risks or, where this is not possible, control them;
- Put controls in place to reduce the effects of any incidents involving dangerous substances;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

## STRESS

**The Courtyard** recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, **The Courtyard** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to:

**The Courtyard: Headteacher**

Stress counselling will be provided if and when necessary by:

**The Courtyard: Headteacher**

## VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.



## PREGNANCY

It is important to **The Courtyard** that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

### **Facilities Manager**

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work.

## YOUNG PERSONS (AS WORKERS)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by:

### **The Courtyard: Headteacher**

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

## FOOD SAFETY

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food safety within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

The Person responsible for food safety is:

**Catering Manager/ The Courtyard: Headteacher**

All employees have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

All employees have a duty to ensure a high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping; if applicable is:

**Facilities Manager**

## WASTE MANAGEMENT

The **Environmental Protection Act 1990** places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence.
- To prevent the escape of waste
- To transfer waste only to an authorised person.
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

To enable the premises to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste is in place. The person responsible for the development and implementation of this system of waste management is:

**Facilities Manager**

There are two categories of waste produced by the premises, domestic waste and special/controlled/clinical waste.

Domestic waste will be collected and disposed of by:

**Premises team**

Special/Controlled/Clinical waste will be collected and disposed of by:

**Initial**

Who are properly licensed and authorised waste disposal agencies.

Records of waste transfer will be kept in the **Site Managers Office** and a receipt **must** be obtained from the disposal agency on collection of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

The system will be audited by:

**Facilities Manager**

## NOISE EXPOSURE

The **Control of Noise at Work Regulations 2005** requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

The current noise exposure levels are set as follows:

The **Lower Exposure Action Values** are:

- A daily or weekly exposure level of **80dB(A)**
- A peak sound pressure level of **135dB(C)**

The **Upper Exposure Action Values** are:

- A daily or weekly exposure level of **85dB(A)**
- A peak sound pressure level of **137dB(C)**

The **Exposure Limit Values** are:

- A daily or weekly exposure level of **87dB(A)**
- A peak sound pressure level of **140dB(C)**

The **Exposure Limit Value** will take into account the effectiveness of any hearing protection that is provided and worn.

So as to ensure that our noise levels are maintained to the lowest levels possible we will ensure that a suitable and sufficient risk assessment is carried out. It is the policy **The Courtyard** to use equipment with low noise emission levels or to provide covers, enclosures or sound damping equipment to reduce the amount of noise in our business premises and activities.

Personal protective equipment such as earplugs and ear defenders will be provided as a last resort. This personal protective equipment will be suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- At or above the **Upper Exposure Action Level** hearing protection will be provided for all employees and visitors. In areas where the noise levels are above 85 dB(A) it will be mandatory for employees and visitors to wear the hearing protection. Employees found to be in breach this rule will be subject to disciplinary action. A visitors refusing to wear the hearing protection will not be allowed in the area. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.

Health Surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the Upper Exposure Action Level will be expected to attend audiometric testing.

The person responsible for carrying out and reviewing the noise risk assessments is:

**Facilities Manager**

## VIBRATION EXPOSURE

The **Control of Vibration at Work Regulations 2005** requires **The Courtyard** to take measures to protect employees from the effects of exposure to vibration in the workplace. The vibration can be as a result of the use of work equipment in use or the process itself. There are two particular subject areas that require consideration; these are vibration exposure to the hand and arms or vibration exposure to the whole body.

To ensure that **The Courtyard** complies with these regulations we will ensure that:

- We consider vibration exposure when we are carrying out specific risk assessments for the use of particular pieces of work equipment. This is particularly important when our employees are using hand held tools or are carrying out plant driving activities.
- When we consider that the levels of vibration exposure are fairly high and there is a possibility that the levels of vibration are likely to cause long-term health problems. Then we will call on the services of a competent body to carry out a survey. The results of the survey will enable us to determine whether we are within the Exposure Action Value of  $2.8 \text{ m/s}^2 \text{ A}(8)$ . We must also consider whether the Exposure Action Limit is being exceeded this is currently set at  $5 \text{ m/s}^2 \text{ A}(8)$ . If the results show that the limit is being exceeded then we must take immediate action to reduce the level exposure.
- In order to control the level of risk from vibration we will consider as far as reasonably practicable the following:
  - The equipment we purchase in order to ensure that vibration exposure is suppressed to low levels.
  - We will ensure that all our equipment is well maintained and/or replaced as and when required.
  - We will reduce the length of time that employees are likely to use the equipment by eliminating the need to use the equipment or by job rotation.
  - We will provide our employees with sufficient information and instruction to raise their awareness of the exposure health risks. Typical information provided will be the recognition of the effects of hand arm vibration and vibration white finger.
  - We will provide personal protective equipment and emphasise the importance of maintaining heat in the body's extremities.
- Employees must inform management of any symptoms that they feel they are suffering as a result of vibration exposure. The symptoms may be:
  - Tingling of the hands and fingers.
  - Joint pains and numbness.
  - Back pain after driving activities.
  - Whitening of the fingers especially during cold weather.
- Employees identified as being regularly exposed to vibration may be requested to enter into a health surveillance programme. This programme will enable us to monitor our employees and ensure that our control measures are working effectively.

The person responsible for ensuring a vibration risk assessment is carried out is:

N/A

## **WORKING AT HEIGHT**

The **Working at Height Regulation 2007** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Consideration whether there is a specific need to work at height or can the operation or task be carried out using an alternative method.
- Identify and assess whether the equipment is suitable for the task involved and allows ease of access to the working area.
- Ensure the equipment used to access the work area is maintained and records retained.
- Ensure the employees are suitably trained to carry out the task and is their level of fitness acceptable for the task.
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is:

**Facilities Manager**

## EDUCATIONAL VISITS

The Headteacher of The Courtyard may delegate the task of co-ordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment **must** be made for every visit.

In particular we will ensure that reputable companies are hired to transport children on school outings. The Governing Body insist that only transport with seat belts be hired for such purposes.

The Class-teacher will have undertaken a preliminary visit to the location of the outing and assessed risks, emergency facilities, standby vehicle etc.

All trip applications must follow the documented procedure including adequate risk assessment and formal approval by the Vice Principal

The Class teacher will ensure that adult: pupil ratios are in line with DCSF guidelines or more favourable whenever possible.

The Class teacher or Assistant will provide a checked medical box and other equipment necessary for the outing.

The Class teacher or Assistant will be aware of any medical conditions which may affect any child during the outing. Necessary precautions to deal with problems should be taken.

The Class teacher or Assistant must check that there is a signed consent form from the parent of each child taking part in any outing.

### **Review**

Teachers are encouraged to review each visit both in terms of educational value and the safety performance; for example did the coach company comply with the collection/pick-up arrangements?

We will ensure that where the review identifies serious failings that we learn from that experience and consider finding alternatives.



## TRAINING

**The Courtyard** recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out the person below has been appointed to identify any training needs:

### **The Courtyard: Headteacher**

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file, the employee will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:

### **Headteacher of the Courtyard**

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

## TRANSPORT

The road transport safety of our employees is important to **The Courtyard**. To ensure that vehicles and users are safe at all times the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for ensuring that the risk assessment is carried out; is:

### **Facilities Manager**

- Only authorised employees will be allowed to drive school vehicles.
- All drivers will hold full clean UK driving licenses.
- If required, the driver must under go a through medical examination and eyesight test.
- All drivers must report any ill health which may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list
- All vehicles will have a valid Road Fund Tax disc.
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use.

**The Courtyard** vehicle insurance provider is:

### **QBE**

- All vehicles will have a current MOT certificate if required.
- A competent garage will service all vehicles regularly.
- Employees responsible for school vehicles must fill in a weekly check sheet and report any defects immediately.
- Privately owned vehicles may only be used on school business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle
- Privately owned vehicles used for school business must have all the relevant documentation.

The rules and assessments will be reviewed annually or if any significant change takes place.

### **Mobile phones**

It is an offence under the **Road Traffic Act** to use a hand held mobile phone whilst driving this includes waiting at traffic lights and in traffic queues.

**The Courtyard** will not place pressure on any employee to use the phone whilst driving. Therefore the school cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

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## ENGLISH AS A SECOND LANGUAGE

**The Health and Safety at Work etc Act 1974** and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees and students with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances, as long as it can be understood by everyone. For employees or students with little or no understanding of spoken or written English, we will make special arrangements.

The person responsible for ensuring that employees and students with little understanding of English are given suitable information, instructions, training and supervision is:

**The Courtyard: Headteacher**

## GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **The Courtyard** as contained in the Contract of Employment.
- You must not invite visitors onto **The Courtyard** premises without permission from your Manager.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.