



YAVNEH COLLEGE ACADEMY TRUST

Health and Safety Policy

Signed:
Executive Headteacher – Mr Spencer Lewis

Date :

Signed:
Chair of MAT Board – Mrs Sue Nyman

Date :

Signed:
Chair of Premises Committee – Mr Daniel Album

Date :

Policy Approved: June 2018

Date for Review: June 2020

SECTION A

1.0 General Statement of Policy

In order to conform to the Health and Safety at Work Act 1974, every workplace is required to publish a policy statement on Health and Safety for the benefit of employees and people using the premises. It is also a requirement of the Act that all employees shall co-operate in the application of that policy statement on Health and Safety, and to bring to the attention of the employer any method by which Health and Safety in their working environment can be improved.

It is the policy of Yavneh College Academy Trust to give the highest priority to the Health and Safety of its employees, pupils and visitors whilst they are on the premises, and the school will take all practical steps to provide the safest and healthiest conditions possible. The Executive Headteacher has been made responsible for achieving this aim, and all employees are asked to support him by the methods detailed below.

It is anticipated that all members of staff will co-operate in maintaining the highest standards and lines of communication available at all times so that every employee can be involved.

Negligence could cause serious injury and risk to life, therefore the Governors regard such neglect with the same gravity as they regard behaviour resulting in damage of equipment or assaults on the staff or pupils.

The following statement of the school's policy on Health and Safety includes details of the allocation of duties for safety matters and the particular arrangements made to implement it.

A copy of this policy is available to all staff, and a copy of the Act is available for reference in the Administration office in the Yavneh College building.

The policy will be kept up to date, particularly as the school changes in nature and size. To ensure this, the premises committee will review the policy and the way in which it has operated every year.

2.0 RESPONSIBILITIES

- 2.1 The Trustees of the Yavneh College Academy Trust as the employer are ultimately responsible for health and safety and are responsible for:
- Ensuring adherence to the legislative requirements;
 - Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
 - Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
 - Monitoring, reviewing and evaluating the school's health and safety performance.
 - Providing appropriate resources within the establishment's budget to meet statutory requirements;
 - Receiving from the Headteacher or other nominated member of staff reports on health and safety matters;
 - Seeking specialist advice on health and safety which the establishment may not feel competent to deal with. Yavneh College has nominated Hertfordshire County Council to act as our 'competent person' in this respect; Promoting a positive H&S culture and high standards of health and safety within the school.
 - Ensuring that when awarding contracts health and safety is included in specifications and contract conditions

The named/lead Trustee for Health and Safety is Daniel Album

- 2.2 Day-to-day responsibility for this policy being carried out at the school is that of: Spencer Lewis – Executive Headteacher (Yavneh College), Caroline Field – Headteacher (Yavneh Primary) and, in their absence, Hayley Fraser.

As manager of the establishment and of all the activities carried on within it, the Executive Headteacher/ Headteacher of Yavneh Primary will advise Trustees of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Executive Headteacher / Headteacher has responsibility for:

- Co-operating with the MAT board to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;

- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance.

The task of overseeing health and safety on the site has been delegated by the Executive Headteacher & Headteacher of Yavneh Primary School to Hayley Fraser.

It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Headteacher / Headteacher of Yavneh Primary School from the overall day to day responsibilities for health and safety within the school.

Within departments this task is further delegated as follows

Staff Member	Area
Suzie Sharadski	Science laboratories and prep room
Paul Kirk	PE facilities
Colin Jackson	ICT rooms
Ian Taylor	Design technology teaching areas, storerooms & prep room
Emily Linton	Art rooms
Hannah Saunders	Music rooms
Hannah Saunders	Drama rooms

These staff will apply the school's health and safety policy to their area of work and be directly responsible to the Executive Headteacher for the application of the health and safety procedures and arrangements;

- 2.3 Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities and must co-operate with allocated staff to achieve a healthy and safe workplace and to take reasonable care of themselves and others who may be affected by their actions.

All employees have responsibility to:

- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent/ have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.4 Consultation between staff and management is provided by direct liaison with Hayley Fraser.

2.4.1 The Premises Committee (which is the subcommittee of the MAT Board responsible for Health & Safety) meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

2.5 Communication of Information

The staff handbook details the normal communication methods within the school.

The Health and Safety Law poster is displayed in the Staff Room.

2.6 Other people responsible for:

Health & Safety Induction Training	Hayley Fraser
Carrying out safety inspections	Any competent person* (See Appendix 1)
Investigating accidents	Spencer Lewis & Hayley Fraser
Monitoring maintenance of plant and equipment	Alan Carter

*A competent person is some-one who has a knowledge and understanding of:

- a) the work involved
- b) the management and prevention of risk
- c) the relevant health and safety standards

The capacity to apply this knowledge. This may include relevant HoDs who are detailed in 2.4

3.0 LOCAL ARRANGEMENTS

3.1 FIRST AID (including management of medical conditions and intimate care see Staff Handbook)

3.1.1 For a full list of first aiders and location of first aid boxes, see the First Aid Policy as found in the Staff Handbook.

3.1.2 Hayley Fraser will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

3.1.3 Minibus drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

3.1.4 The relevant department (including office staff) will be responsible for the first aid boxes in their control and ensure these are regularly checked and replenished as required.

3.2 ACCIDENT REPORTING

3.2.1 Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately by the most senior person in the building at the time to the Health and Safety Executive (HSE) on 0845 300 9923

3.2.2 Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

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

3.2.3 Incidents are to be investigated by Spencer Lewis or Hayley Fraser with specialist assistance as is required.

3.2.4 Reports on incidents are to be completed on a YCAT IDDOR form which are available from either School Office or can be found on the Shared Drive. The completed forms should be returned, with any additional information, to Judith Wilson who will then pass on to the relevant member of the SLT to investigate further and make any necessary recommendations to practice to the Headteacher, if required. Copies of these reports should be stored in the Health & Safety folder in the School Office and filed in the relevant staff/pupil file.

3.2.5 An accident book must be maintained and must be kept available at all times in the Reception office and the Office of Yavneh Primary School. An accident report should be completed by the First Aider or teacher who looks after the injured party or who was responsible for the injured party at the time of the accident. A copy of the accident report will be filed in a folder in the Reception Office and in the pupil/staff personal folders. If an accident occurs to a visitor, the report will be stored in the folder in the Reception Office and the Office of Yavneh Primary School.

Accident Report forms will be kept:

- For an adult – for a minimum of 3 years.

- For a pupil – Until the pupil reaches at least 21 years of age.

3.3 GENERAL FIRE SAFETY

3.3.1 The Executive Headteacher is responsible for ensuring the fire risk assessment is undertaken for the premises and this is located in the Plant Room and reviewed on an annual basis.

3.3.2 Fire Instructions and evacuation procedures are made available to all staff via the staff handbook and included in the establishment's induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

3.3.3 Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book, which is located in the Plant Room;

3.3.4 Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Fire fighting equipment is available in all practical subject rooms and on corridors near offices and standard classrooms. Details of the types of fire fighting equipment and locations will be explained as part of the Staff Induction.
- **Details of service isolation points** (i.e. gas, water, electricity) Plant Room to isolate the entire campus. Science Labs, the Kiln Room and Technology Rooms also have individual gas and power isolation valves. If the fire alarm is sounded all gas across the campus will be automatically isolated.

3.3.5 Escape routes and fire alarms will be checked weekly by the caretaker. The checks should be recorded in a log book kept in the Plant Room.

3.3.6 Fire fighting equipment will be checked annually by a suitably appointed company to service and replace, if necessary, any equipment. If staff see any equipment that has been moved or looks like it has been activated or damaged they must inform Alan Carter immediately.

3.3.7 Under no circumstances should fire doors be propped open by fire extinguishers. Fire Extinguishers should only be used to extinguish fires.

3.3.8 The maintenance company appointed for each building will check fire alarms quarterly. This is the overall responsibility of the Headteacher.

3.4 ADVICE AND CONSULTANCY

3.4.1 Local inspector's offices and telephone numbers and the contact safety officer at Hertfordshire County Council are given in Appendix 3.

- 3.4.2 The school's health and safety advisor is James Ottery - the schools' safety officer at Hertfordshire County Council

3.5 TRAINING AND SPECIAL TRAINING

- 3.5.1 Induction training which will include basic health, safety, security and welfare information will be provided by Andrew Davis or another appointed member of the Senior Leadership Team, for new members of staff, and will be carried out on the first day for which they come to work in the school. A programme will be drawn up by the Executive Headteacher for ongoing training.
- 3.5.2 A copy of this policy will be available on the staff intranet (Shared Drive) for inspection and an understanding of its contents included in the induction training.
- 3.5.3 Where required, more extensive health and safety training will be provided on external health and safety courses.
- 3.5.4 Training records are held by Hayley Fraser in the Business Manager's Office who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.
- 3.5.5 Special training may be required for staff taking children on school outings. The need for such training will be identified by the Headteacher in consultation with the EVC and provided on external courses.

3.6 CONTRACTORS AND VISITORS

- 3.6.1 All contractors and visitors shall:
- i comply with this Health and Safety policy and in the case of contractors, shall comply with the safety rules for contractors set out in Appendix 6
 - ii sign in and out of the Visitors book and wear an identification badge
 - iii be made aware of the emergency procedures
 - iv work safely
 - v not obstruct escape routes
 - vi will comply with a Permission to Work scheme, where this has been put in place by the school

3.6.2 School managed projects

Where the school undertakes projects direct, the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by Hayley Fraser, Business Manager who will ensure, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency Hayley Fraser, Business Manager will undertake appropriate competency checks prior to engaging a contractor

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

4.0 HAZARDS

4.1 RISK ASSESSMENT

- 4.1.1 The Executive Headteacher & Headteacher of Yavneh Primary School is responsible for ensuring that hazard identification and risk assessments have been carried out for all relevant activities, teaching and non-teaching, premises and one off activities on the school premises.
- 4.1.2 These risk assessments are available for all staff to view and are held centrally in the School Office and on the Shared Drive.
- 4.1.3 Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.
- 4.1.4 **Curriculum Activities**
Risk assessments for curriculum activities will be carried out by relevant Heads of Department and/or subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.
Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use schemes of work / lesson plans etc.

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

[BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]

¹ CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.
Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.
In such instances it is recommended that an agent be used to work on the schools behalf.

CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

[Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>]
[Topics in safety, 3rd Edition ASE 2001]

[National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>]

[Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>]

4.1.5 All offsite visits will be planned following guidance contained in the [Hertfordshire County Council Children Offsite Visits Manual](#)

4.1.6 The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator or to Hayley Fraser who will check the documentation and planning of the trip and if acceptable approve the visit on behalf of the Executive Headteacher and Headteacher of Yavneh Primary School for all non residential UK based visits. Residential or international based visits will then need the approval of the Executive Headteacher and the Chair of the MAT Board prior to the commencement of the visit.

4.1.7 Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by their specific line manager (in the case of staff) , the Assistant Headteacher responsible for the year group (in the case of a pupil) at YC or by a member of SLT at YPS

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

4.2 Monitoring and inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by Hayley Fraser.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by Hayley Fraser.

The person(s) undertaking such inspections will complete a report in writing and submit this to Hayley Fraser. Responsibility for following up items detailed in the safety inspection report will rest with Hayley Fraser.

A named trustee, Daniel Album, will be involved/undertake an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the [appendix 1](#)

4.3 HOUSEKEEPING AND PREMISES

4.3.1 Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to required timescales. Records of such monitoring will be kept in the Business Manager's Office by Hayley Fraser.

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

4.3.3 Staff should immediately report any potential hazards via email to Alan Carter and Andrew Davis via Judith Wilson.

4.3.4 Cleanliness is everyone's responsibility. All areas shall be kept clean and tidy and cleaned daily by cleaners. Care must be taken to avoid the accumulation of large quantities of unconfined paper.

4.3.5 All sanitary waste shall be put in the special bins provided which will be emptied regularly by a specialist contractor and the contents incinerated.

4.3.6 All materials shall be stacked and stored in the places provided. Care should be taken not to stack to an unstable height.

4.3.7 All emergency exit routes shall be marked in accordance with the current legislation. All gangways and emergency exit routes shall be kept clear at all times.

4.3.8 Equipment shall be checked by the user before each use and regularly by the designated keepers of the equipment.

4.3.9 Portable gas appliances e.g. heaters and stoves shall not be brought onto or used on the school premises.

4.4 ELECTRICAL EQUIPMENT

4.4.1 All electrical equipment should be inspected by the user before each use and any defects reported. All electrical equipment shall be used in accordance with the manufacturer's instructions. Always ensure that the power is turned off before connecting to or disconnecting from the mains supply.

4.4.2 Faulty equipment is to be labelled and not used until repairs have been carried out.

- 4.4.3 No member of staff is to engage in any electrical work where technical knowledge or experience is necessary to prevent danger.
- 4.4.4 No electrical equipment should be brought from your home to be used on the school premises. Any second hand electrical equipment bought for the school should be inspected and tested before use.
- 4.4.5 All extension leads should be properly fused and switched. Cables should not be placed across gangways or corridors. A multi-gang extension lead should be used instead of double or triple socket adapters.
- 4.4.6 Portable Appliance testing (PAT) shall be undertaken at the required intervals, as advised by the school's Health & Safety Officer at Hertfordshire County Council, by a competent contractor.
- 4.4.7 Major fixed wiring circuits will be checked at least once every five years.

4.5 **SCHOOL COMPUTERS/EQUIPMENT**

- 4.5.1 Only authorised staff are allowed to amend or change the set-up on any computer including relocating / re-positioning equipment.
- 4.5.2 Each member of staff will be given his/her own personal log-on and password to the network system. This log-on and password MUST be kept completely confidential and must not be accessible to, or used by, any other person including staff members.
- 4.5.3 All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, Business Manager etc. shall have a DSE assessment carried out by their line manager.
- 4.5.4 Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

4.6 **MACHINERY**

- 4.6.1 Machinery is only to be used by competent people with the permission of the Executive Headteacher or Hayley Fraser.
- 4.6.2 Equipment is to be maintained in accordance with the manufacturers' instructions and the school's procedures. Maintenance is to be undertaken by competent people.

4.7 HAZARDOUS SUBSTANCES

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Alan Carter.

Suitable personal protective equipment (PPE) will be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiatons and Radioactive sources.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- Member of staff in charge of radioactive sources (RPS) is Andrew Macaulay and is responsible for ensuring all records pertaining to radioactive sources are maintained.

4.8 SECURITY/PERSONAL SAFETY

SEE SAFEGUARDING AND SECURITY SECTIONS IN STAFF HANDBOOK

4.8.1 Staff should not visit unoccupied premises on their own without making special arrangements for reporting their safety. This includes the school premises at weekends and 'out-of-hours'.

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

4.8.2 Staff are to report any incidence of violence to the Headteacher. Staff are to report any incidence of security breach to the Security Supervisor and Andrew Davis.

4.8.3 Personal belongings are to be kept in a safe place.

4.9 Manual handling

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Hayley Fraser and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A

copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

5.0 Asbestos

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

The Establishment's Asbestos Authorising Officers are Alan Carter refresher training is required 3 yearly.

The authorising officers shall ensure:

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

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to Alan Carter who will contact the Asbestos Helpline on 0845 6030369.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Alan Carter.

5.1 Work at Height

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

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

The establishments nominated person(s) responsible for work at height is Alan Carter

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

[Detail any specific restrictions on staff using steps and ladders, restrictions on use by pupils, contractors etc.]

5.2 Vehicles

Hayley Fraser maintains a list of nominated drivers who have the relevant classification on their driving licence in order to drive a minibus and conducts an annual check of their driving licence. ²

Ian Taylor is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows County Guidance.

Appendix 1

Aide Memoir to Health and Safety Inspection

Appendix 2

Fire Marshals

Appendix 3

Contact Details for Advice and Consultancy

Appendix 4

Safety Rules for contractors

² All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

AIDE MEMOIR TO HEALTH AND SAFETY INSPECTION

The Premises Committee will conduct an annual H&S audit which can be found in the H&S section on the Shared Drive and is based on the Hertfordshire County Council proforma.

APPENDIX 2

FIRE MARSHALS

Fire marshal	Area
Alan Carter	Whole site

APPENDIX 3

CONTACT DETAILS FOR ADVICE AND CONSULTANCY

Health and Safety Executive	01582 444200
Hertfordshire County Council – General Enquiries	01992 555827
Health and Safety	01992 556478
Education Welfare	01923 231451

APPENDIX 4

SAFETY RULES FOR CONTRACTORS

These are general safety rules which should be brought to the attention of all contractors working on site by the Headteacher or other designated person.

SITE SECURITY

1. All reasonable steps must be taken to report your presence on site before commencing work.
 - a. On arrival, you must report to the designated person in charge of contractors' works and you must enter and leave through front Reception only, unless otherwise agreed.
 - b. The badge issued to you must be worn at all times conspicuously. It must be returned to Reception when you leave the site.
 - c. Parking arrangements will be agreed and authorised by the designated person in charge of contractors' works.
 - d. Ensure your possessions and materials are protected, secured and not left unattended.
 - e. You are strictly forbidden from entering any other departments or areas in which you are not working.
 - f. Fire Procedures, Emergency Procedures - see posted Notices.
 - g. Vehicles and baggage may be liable to search on exit from the site.
2. You and your employees will conform in all respects to your legal duties and responsibilities as laid down by the Health and Safety at Work Law, some of which are listed below.
3. The School will retain the right to stop any operation, erection of plant or equipment or the action of any of your employees if it is considered that there is a danger to the safety and health of employees or of others. The School will not accept any responsibility for any increased costs arising out of such action. In the event of the School taking this action your site representative will be notified verbally and will have confirmation in writing from the School's representative supervising the contract ordering such a stoppage.
4. The School will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on School premises involving you or your employees.
5. **NO SMOKING**
Smoking is not allowed in any building, or in the vicinity of any storage area, except in designated smoking areas.

6. **PROTECTIVE CLOTHING**
Safety Shoes/boots, glasses, hearing protection and other protective clothing must be worn where required. You must obtain protective clothing and equipment suitable for the hazards for the work in which you are engaged from your employer.
7. **EQUIPMENT**
All tools and equipment brought onto the site **MUST** comply with acceptable standards of safety. Electrical equipment must be battery operated, 110v or supplied via a Residual Current Circuit Breaker. The School's representatives have the right of examination and to reject equipment considered to be unsatisfactory. The School's' equipment may not be used.
8. **DISTURBANCE**
Noisy and dirty operations are only permitted within times agreed with the designated person in charge of contractors' works. The use of radio/cassette players is forbidden.
9. **RUBBISH CLEARANCE**
All rubbish must be placed in bins or skips. High standards of cleanliness must be observed through-out the site and work areas must be kept tidy. Contractors must make their own arrangements for prompt removal of rubbish skips from site.
10. **VEHICLES**
Are not allowed on site without the permission of the designated person in charge of contractors' works. The speed limit and other warning notices must be observed and adhered to at all times.
11. **EMERGENCIES**
If the fire alarms sound, you must stop work immediately, and report to the designated Evacuation Assembly Point.
12. **ACCIDENTS AND DANGEROUS OCCURRENCES**
All injuries or incidents involving damage to plant, buildings or equipment must be reported immediately to the designated person in charge of contractors' works. The School retains the right to stop any operation or action of any contractor, if it is considered that there is a danger to the safety & health of employees or other site users. Any costs caused by this stoppage will be borne by the contractor.
13. **CATERING**
No catering is provided on site. No intoxicating liquor may be bought on or consumed on site.
14. **RISK ASSESSMENTS**
Any activity which may put the health and safety of staff at risk must be communicated to the designated person in charge of contractors' works or Health and Safety Co-ordinator.

15. **CHEMICALS**

No chemicals, solvents, glues, etc., may be used on site without permission from the designated person in charge of contractors' works. Residue chemicals must be removed from the site by the Contractor.

16. **ROOFS**

The roofs of buildings on the site are not normally guarded, and adequate guarding must be provided prior to any work being carried out.

17. **SCAFFOLDING**

Scaffolding must not obstruct emergency equipment including fire extinguishers and access ways.

18. **WORK AT HEIGHTS**

Where it is possible to fall more than two metres in height, suitable precautions must be taken, using scaffolding or cradles. Ladders are not normally permitted for work above two metres high.

19. **EXCAVATION (Digging)**

Must not be commenced until the person designated in charge of contractors' works has been contacted and the position of all underground pipes and cables is known. All excavated areas must be made safe using fencing, signs, etc.

20. **HOT WORK**

Must not be carried out until permission has been obtained from the Site Manager, and all precautions followed.

21. **FIRE SAFETY**

Contractors must adhere to the following:

- The use of Permit to Work Systems where appropriate.
- Fire extinguishers are not removed from their locations or used as a door stopper.
- Escape routes to be maintained, alarm points not obstructed, smoke/fire alarms not restricted and fire doors not wedged open.
- All equipment to be adequately maintained and suitable for the task.