



Health and Safety Policy

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Statutory Duties

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, as far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations. Due regard is also paid to information provided by the School's advisors including DFE Guidance 2011 Health & Safety Advice on Legal Duties & Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils and visitors.

3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways, which are safe, and without risk to health to both themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties.

General Statement

It is the policy of Tower Learning Centre Independent School to protect all persons including students, staff, parents, visitors and members of the public from potential injury and damage to their health, which might arise at the Centre. Tower Learning Centre Independent School will therefore provide and maintain safe working conditions, equipment and systems of work for all staff, and to provide such information, training and supervision, as they need for this purpose. The Centre will give a high level of commitment to health and safety and will comply with all statutory requirements.

Health and Safety is the collective responsibility of all: management, staff, students, parents & guardians, visitors and facility users. The Centre maintains that the safety and protection of the above category of persons is one of our greatest concerns. Safety is a priority at the Centre. Tower Learning Centre Independent School therefore complies with the national Health and Safety laws and all other applicable regulations. We make every effort to keep work areas safe and free from hazards. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous conditions.

The Centre will ensure that:

- the HEALTH AND SAFETY POLICY is fully implemented and, to ensure compliance, will monitor it on a regular basis;
- the Centre produces its own guidelines to supplement the procedures and that these are annually reviewed;
- the Safety Guidelines will be brought to the notice of all employees;
- the Centre has considered its health and safety obligations and has made provision for meeting those obligations;
- the Centre's staffing ratios appropriately reflect the responsibilities for carrying out the arrangements for health and safety;

- all reasonable facilities and information are provided to health and safety officials as appropriate.
- All equipment, plant and machinery will be to British Standards and will be maintained regularly in line with legislative regulations.

Safety Guidelines

Staff are made familiar with the following guidelines –

1. regular risk assessments of all departments of the Centre are undertaken with appropriate action when necessary.
2. accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
3. adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with guidance.
4. training needs are identified and arrange for those needs to be met.
5. all parts of the premises, plant and equipment for which the Centre has responsibility, are regularly inspected and maintained in safe working order.
6. goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
7. working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises
8. awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Appendices to Health and Safety

The following sections relate to specific aspects of Health and Safety. All Staff are made aware of their responsibilities.

1. Introduction

All persons employed by the Centre have a duty to themselves, their colleagues, pupils, the community and the environment, to work in a safe and responsible manner.

To that end employees must:

- Take action to prevent work related accidents, ill health and environmental incidents.
- Report unsafe processes, practices and equipment.
- Raise Health and Safety concerns.
- Report all Health and Safety incidents however minor.
- Follow the safety rules relating to their job.
- Use the control measures, protective clothing, equipment and devices, where issued.
- Co-operate in screening and health surveillance procedures as required.
- Assist the Centre in achieving its Health and Safety objectives.
- Co-operate with all Health and Safety Standards and Guidance documents.

2. Risk Assessment

The Management of Health and Safety at Work Regulations 1999 specify that risk assessments be undertaken to identify hazards arising from the work activity, assess the risks to the health and safety of employees or other persons who may be affected, and establish control measures to eliminate or reduce the risks to levels as low as is reasonably practicable and enable the employer to fulfil statutory obligations.

The proprietor will ensure assessments are undertaken and reviewed as necessary.

The assessments should:

- identify the significant risks arising out of the work.
- identify any group of employees or persons as being especially at risk.
- identify and prioritise the measures that need to be taken to comply with relevant statutory provisions.
- be appropriate to the nature of the work and such that it remains valid for a reasonable period of time.
- be reviewed if there is reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates.

The records of the significant findings should include:

- the significant hazards identified in the assessments which pose serious risks to workers or others who may be affected by the activity if not properly controlled.
- the existing control measures in place and the extent to which they control the risk.
- the population which may be affected by these significant risks or hazards, including any groups of persons who are especially at risk.

The following principles shall be applied in deciding upon preventive and protective measures:

- If possible the risk should be avoided altogether by not using the dangerous article, substance, process, etc.
- The risks should be combated at source, rather than by palliative measures.
- Wherever possible the work should be adapted to the individual, especially as regards the design of workplaces, the choice of work equipment and choice of working methods.
- Any advantages presented by technological or technical progress which offers opportunities for improving working methods and making them safer should be considered.

Priority should be given to those measures which protect the whole workplace and all those who are involved. The following areas will be addressed -

- The Management of Health & Safety at Work Regulations 1999
- The Manual Handling Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Work at Height Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Personal Protective Equipment Regulations 1992

3. Housekeeping

Housekeeping is one of the most important single items influencing safety. Make it a rule to keep the workplace clean and tidy so that it does not become an eyesore and a hazard. In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements should be adhered to.

- Do not store articles or substances anywhere other than in designated areas.
- Ensure the workplace is tidy and articles and substances have been put away at the end of the working day.
- Always keep stairways, passageways/gangways free of materials and obstructions of every kind.
- Always keep your job area and classrooms clean. Remove scrap and rubbish regularly to the allocated containers or disposal points.
- Clean down machines and equipment on a regular basis to avoid build up of dirt and residue build up.
- Clear up any spillages, etc immediately.
- Toilets and washing facilities are provided for pupil and teachers use and comfort. Please help to keep these facilities clean and tidy. Regular checks of pupil washroom facilities should be made to ensure hygiene standards are maintained to a high standard to avoid health issues.

4. Personal Protective Equipment

PPE will be issued in the following circumstances:

1. Where there is a legal requirement
2. Where its use is a condition of employment
3. As a means of controlling risk at work – this is normally a last resort when there is no other way to protect you.

Its effective use will be achieved only if:

- You have had sufficient information, instruction or training in its use.
- You follow manufacturer or employer's instructions.
- Your PPE fits and is comfortable to wear.
- Damaged or faulty PPE is immediately withdrawn for repair or replacement.
- When not in use, your PPE is stored in a clean fully operational condition.
- Statutory inspections are completed as part of site audits.

5. Display Screen Equipment

Where employees are required to use a computer screen or monitor for significant parts of their working day, an assessment of the workstation must be undertaken. A user is defined under the Health and Safety (Display Screen Equipment) Regulations 1992 as a person who "habitually uses display screen equipment as a significant part of their normal work".

- Make sure that your screen is suitable for you and for the work being carried out.
- Take care of screens issued to you – keep them clean and protect them from damage.
- Report the loss or defectiveness of glasses, and repair/replace.

6. Fire Safety

Employees must make themselves familiar with the evacuation procedure, fire alarm, fire points and fire assembly point at their designated place of work. They should also familiarise themselves with their escape routes. Fire Exits should be left clear and unobstructed at all times and all fire doors should be kept closed but not locked. On discovery of a fire then employees should follow the instructions they were given on their site induction. Under no circumstances should any employees attempt to fight any fire unless they have received the correct training and only then if it is safe to do so.

7. Fire Prevention

As with other emergencies, fire can have a significant effect on the community with loss of life being the ultimate example.

- You may not be able to limit the damage a fire can cause but you can take reasonable steps to prevent an outbreak.
- Empty waste bins regularly.
- Understand and follow all signs and instructions relating to fire prevention (ask if you are not sure).
- Never use portable electrical appliances, which are damaged or do not have an appliance test tag. Always disconnect from supply when not in use.
- Never place clothing or other combustible materials near a heat source.
- Where there is a danger of fire from your work operations, always ensure that the means to contain the spread and outbreak are to hand before you start work.

8. Flammable Liquids

To identify flammable liquids, read the labels on containers.

- When using flammable liquids, exclude all sources of ignition.
- Do not open more containers than you need for the task in hand. (keep the minimum amount in the workplace)
- Always replace container lids when not in use. Even empty containers give off vapours.
- Never store in direct sunlight.

9. Control of Substances Hazardous to Health (COSHH)

There are a number of statutory regulations for work with various hazardous substances, typically asbestos and lead.

Substances not covered by specific regulations are covered by the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

In any event:

- Always read the labels on containers before you take any action.
- Follow specific instructions on the label carefully.
- Report leakages and spills.
- Always use PPE identified by assessment and issued. Never consume food and drink when working with and around substances, and always wash hands thoroughly after use.

10. Legionella

Legionnaires Disease is a Pneumonia that principally affects those who are susceptible due to age, illness, immune-suppression, etc.; and may be fatal. Legionella Bacteria is found naturally in water sources such as rivers, lakes and reservoirs, usually in low numbers. As Legionella bacteria are commonly encountered in environmental sources they may eventually colonise hot & cold water services within establishments that use or store water.

11. Asbestos

The dangers associated with asbestos work are well known and have led to several sets of "Asbestos related" Regulations. Licenses to work with asbestos in certain situations are covered by the Asbestos (Licensing) Regulations 1983 (as amended), while prohibitions on certain asbestos imports and types of asbestos work are covered by the Asbestos (Prohibitions) Regulations 1992 (as amended). Managing the exposure of workers to asbestos in places of work is covered by the Control of Asbestos at Work Regulations 2002, which also revoke the Control of Asbestos at Work Regulations 1987 and its various amending Regulations.

12. Working at Height

The principle of work at height is to prevent injury where there is a risk of a fall that is liable to cause personal injury. The prescribed hierarchy for working at height is as follows;

- Avoid where possible work at height
- Prevent falls using work equipment or other measures where working at height cannot be avoided
- Minimise the distance of a fall should one occur with the use of work equipment when the risk of fall cannot be eliminated The Work at Height Regulations 2005 requires the following;
- All work at height is planned and organised to determine a safe method of work, when planning consider the following areas:
 - Can the work be carried out at another height
 - Ensure appropriate supervision for all work at height

Follow the prescribed hierarchy at all times:

When planning the work, take into account emergency measures, weather and environmental conditions. Ensure all those working at height are trained and competent to do so, and that they understand and comply with the risk assessments. All work equipment is used in the manner for which it was designed, ensuring it is properly inspected and maintained

- All equipment used for working at height must be inspected and maintained by a competent person.
- Equipment brought in from another business must be clearly marked with the last test date and when the next inspection is due.
- Equipment should be inspected after it has been installed or assembled ◦ Inspections records must be maintained
- Ensure the risk when working on or around fragile surfaces are managed correctly including:
- Suitable platforms, coverings, guard rails etc are provided ◦ If the risk of fall remains then you should minimise the distance of a potential fall
- Ensure prominent signage is used in the area
- Manage the risks from falling objects ensuring:

- No items are thrown or tipped from height where injury is likely
- Stored in such a way as movement will injure anyone

13. Accidents

Near Miss Incidents & Dangerous Occurrences

Most incidents, dangerous occurrences and accidents are avoidable. Unfortunately, in most cases, prevention results from the investigation of previous incidents. For every accident, there are at least 40 near misses, which do not hurt anyone. If all near misses reported are investigated and the results actioned, there should be a significant drop in the number of preventable accidents.

- Do not carry out any work which places you or others at significant risk without first discussing it with your Head of Centre
- Report hazardous situations to the Centre's designated person
- Do not use damaged plant and equipment, remove for repair / replacement. In the event of a near miss or dangerous occurrence:
- Ensure immediate location is safe from further risk.
- Report event on an incident report form.
- Do not touch anything, which may assist any investigation, if necessary, quarantine the area.

Accident Reporting

Should you be involved in an accident on the Premises, you should ensure details are entered into the accident book immediately, on the premises where the accident took place.

RIDDOR requires schools, as all employers, to report some accidents to the Health and Safety Executive (HSE) and keep a record of all reportable injuries, diseases and dangerous occurrences.

- Reporting and recording accidents to employees
- The following accidents must be reported to the HSE if they injure either the school's employees during an activity connected with work or self-employed people while working on the school premises: accidents resulting in death or major injury (including as a result of physical violence) accidents which prevent the injured person from doing the work that would reasonably be expected of them for more than seven days (including as a result of physical violence).
- You must keep a record of all reportable injuries, accidents and dangerous occurrences. In addition, employers with responsibilities under RIDDOR must keep a record of all over-three day injuries.

The record must include:

1. the date and method of reporting
2. the date, time and place of the event
3. personal details of those involved
4. a brief description of the nature of the event or disease.

Reporting and recording accidents to school pupils and visitors

- An accident that happens to pupils or visitors must be reported to the HSE if: the person involved is killed or is taken from the site of the accident to hospital; and the

accident arises out of or in connection with work.

14. First Aid

The Centre provides first aid facilities appropriate to the number of people employed and the particular risks of the work being undertaken.

- You should be aware of how to obtain first aid on site
- It is important to have all injuries properly treated. Even a minor wound can lead to major surgery if not attended to properly.
- Report all injuries to the Head of Centre in writing and make sure details are properly recorded.
- First Aid kits are located in reception and in the main office.
- Where pupils have been injured the accident book must be filled in.

15. Manual Handling

In manual handling you should be aware of the following simple rules -

- Report any problems or concerns associated with manual handling operations to a responsible person immediately.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive in order to prevent the onset of fatigue.
- Try to store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Ensure that walkways are free from obstructions before moving a load.
- Check for rough or sharp edges, which could cause injury.
- Make full and proper use of PPE including gloves.
- Minimise the need to stretch or twist.
- If the load is too heavy, seek assistance. Make full and proper use of aids to lifting and carrying, such as trolleys and access equipment.
- The person carrying out the lift should be close to the load with the feet about hip width apart, the lead foot slightly forward in line with the load.
- The knees should be bent so that the body is at the correct height. The load can then be lifted by straightening the knees, placing most strain on the muscles of the thighs and legs.
- The back must be kept straight but inclined at an angle not exceeding 20 degrees from the vertical.
- The head should be raised and the chin pulled in, to lock the upper part of the spine and avoid a sudden backward head movement damaging discs in the neck.
- The arms should be close to the body and the palms of the hands and upper parts of the fingers should be used to grasp the load.
- Body weight should be used to counterbalance the load by moving the rear leg a little further back as the load is being lifted.
- Pupils will not manually handle any items of furniture or equipment other than single chair without the supervision of teaching staff.

16. Noise

The Control of Noise at Work Regulations 2005 places legal duties on employers to protect workers from the risks caused by noise, and is designed to protect individuals from damage

to their hearing, both from exposure to sustained levels of noise over a working life, and from very high impulses of noise, which can give instant damage. The new regulation also defines the daily or weekly exposure limit of 87dB; peak sound pressure of 140dB which must not be exceeded, and if it is discovered that it has been breached immediate action must be taken to reduce exposure. The primary obligation remains for employers to control noise by means other than personal protection.

Activities which may exceed acceptable exposure levels often include maintenance functions and should not be overlooked when Risk Assessments are undertaken.

17. Vulnerable Persons

Where persons are at work they are subject to the protection of the full range of health & safety legislation – the Health and Safety at Work Act 1974 (HSWA 1974) and the various regulations made under it. Of particular relevance are the Management of Health and Safety at Work Regulations 1999 (SI 1999 No 3242) and their requirements for risk assessments. The potential vulnerability of some members of the workforce, contractors, visitors etc. will be taken into account during risk assessment in line with our commitment to health & safety.

Such persons include:

- Children and Young Persons
- New and Expectant Mothers
- Lone Workers
- Disabled Persons
- Inexperienced Workers

18. Smoking

There is a strict no smoking policy at the Centre - this includes open doorways, rest areas and washroom toilets. Whilst undertaking work activities at any location (other than personal domestic) smoking is forbidden.

Where teaching staff undertake home visits they are covered by legislation and should not be exposed to smoking under any circumstances, further guidance should be sought.

19. Stress at Work

We are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

20. Violence at Work

The risk of a violent attack at work whilst unlikely is a serious occupational hazard. The HSE uses the following definition of violence:

“Any incident in which an employee is abused, threatened, harassed or assaulted by member(s) of the public, pupil(s), visitor(s) to its premises, service user(s), or (an)other employee(s), arising out of the course of his or her employment.”

This definition includes actual or threatened assault, physical, verbal, mental or emotional including abuse or harassment (including that which may have a racial, or sexual motivation), or any form of aggression which is experienced as distressing or intimidating.

21. Lone Working

The Centre will ensure risk assessments are carried out to assess the risk from lone working. It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Consideration will be given to routine work and foreseeable emergencies which may impose additional or specific risks. Lone workers must be suitably experienced, have received suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

22. Welfare Arrangements - Washrooms

Suitable and sufficient washroom facilities will be provided for all staff, these will include hot and cold water, soap and means of drying and toilet facilities. They will be kept sufficiently ventilated, lit and in a clean condition at all times.

23. Drinking Water

An adequate supply of drinking water will be readily accessible at suitable places, conspicuously marked with adequate vessels provided to drink from.

24. Environment

We have a duty to ensure that the operations of all of our site activities are as environmentally friendly as we can be expected to make them.

25. Waste Disposal

A waste management system is operational and ensures that all classes of waste are disposed of in accordance with current requirements and local authority rules.

26. Electricity

The Centre holds an up to date electrical installation certificate in accordance with regulations. The following basic rules will help to prevent incidents:

- Assume all electrical supplies are live until proven otherwise.
- Unless you are authorised and competent to do so, never interfere with or try to repair any part of an electrical installation.
- Defective or damaged electrical equipment must be isolated, withdrawn from use and reported to the Head of Centre – NEVER continue using faulty equipment.
- Never improvise with electrical equipment – always use the correct component for the particular application.
- Portable Electrical Appliances (Appliances which are connected to an electrical supply by a plug and Socket)
- Check portable appliances and their cables for defects before plugging in.
- In checking for defects, make sure that the portable appliance carries a legible current inspection tag.

- Protect trailing cables from damage and from causing tripping hazards.
- If it is absolutely necessary to use an extension lead then please ensure that the lead is used at full stretch and not coiled up to prevent overheating.
- Do not use electrical appliances in hazardous environments unless you are sure it is safe to do so.
- Personal radios and portable electrical equipment should not be brought from home; they have not been tested for safety.
- Switch off and isolate all electrical equipment and appliances after use.