King Edward's
WITLEY

Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT

GENERAL
The governing body notes the provisions of the **Health and Safety at Work, etc. Act 1974**, together with subsequent amendments, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure and secure, so far as is reasonably practicable, the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It accepts that it has a responsibility to take all reasonable practicable steps in order to ensure the same. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the governing body is 'To provide a safe and healthy working and learning environment for staff, pupils and visitors."

The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils have a Duty of Care and must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

REVIEW
The governing body will review this policy statement, with the assistance of the Health and Safety Officer, annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Signed: _____ (For the governing body) Date: _____

Signed: _____ (Head) Date: _____

(THIS PAGE IS SIGNED ANNUALLY)

ORGANISATION AND RESPONSIBILITIES

MANAGEMENT STRUCTURE

The Duties of the Governing Body

In the discharge of its duty the governing body, in consultation with the Head, will:

(a) make itself familiar with the requirements of the **Health and Safety at Work, etc. Act** 1974, together with subsequent amendments, and any other health and safety legislation and codes of practices, which are relevant to the work of the School, in particular, the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No.3242)

(b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School

(c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made

(d) identify and evaluate all risks relating to:

  (i) accidents
  (ii) health
  (iii) school-sponsored activities (including work experience)

(e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

(f) create and monitor the management structure.

In particular the governing body undertakes to provide:

(a) a safe place for staff and pupils to work including safe means of entry and exit

(b) plant, equipment and systems of work which are safe

(c) safe arrangements for the handling, storage and transport of articles and substances

(d) safe and healthy working conditions which take account of all appropriate:

  (i) statutory requirements
  (ii) codes of practice whether statutory or advisory
  (iii) guidance, whether statutory or advisory

(e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by or considered necessary for the safety of staff, pupils and others than the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out.

(f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.

(g) adequate welfare facilities.

So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

(a) this policy

(b) all other relevant health and safety matters

(c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Head

As well as the general duties which all members of staff have the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff; non-teaching staff; ancillary staff; pupils, visitors and any other person using the premises or engaged in activities sponsored by the School and will take all reasonable practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head will:

(a) be aware of the basic requirements of the **Health and safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the School

(b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in school-sponsored activities

(c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities

(d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled

(e) consult with members of staff, including the safety representatives, on all health and safety matters

(f) arrange systems of risk assessment to allow the prompt identification of potential hazards

(g) carry out periodic reviews and safety audits on the findings of the risk assessment

(h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

(i) encourage staff, pupils and others to promote health and safety

(j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay

(k) encourage all employees to suggest ways and means of reducing risks

(l) collate accident and incident information and, when necessary, carry out accident and incident investigations

(m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

(n) monitor first aid and welfare provision

(o) monitor the management structure, along with the governors.

The Duties of Supervisory Staff

All supervisory staff (e.g., heads of departments, coordinators, science technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the School's Health & Safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

(a) safe methods of working exist and are implemented throughout their department

(b) health and safety regulations, rules, procedures and codes of practice are being applied effectively

(c) staff pupils and others under their jurisdiction are instructed in safe working practices

(d) new employees working within their department are given instruction in safe working practices

(e) regular safety inspections are made of their area of responsibility as required by the Head or as necessary

(f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others

(g) all plant, machinery and equipment in the department in which they work is adequately guarded

(h) all plant, machinery and equipment in the department in which they work is in good and safe working order

(i) all reasonable practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment in the department in which they work

(j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

(k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled

(l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety of others

(m) all the signs used meet the statutory requirements

(n) all health and safety information is communicated to the relevant persons

(o) they report, as appropriate, any health and safety concerns to the appropriate individual.

The Duties of All Members of Staff

All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc., Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work. They should:

(a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work

(b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

(a) be familiar with the safety policy and any and all safety regulations as laid down by the governing body

(b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils

(c) see that all plant, machinery and equipment is adequately guarded

(d) see that all plant, machinery and equipment is in good and safe working order

(e) not make unauthorised or improper use of plant, machinery and equipment

(f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied

(g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled

(h) report any defects in the premises, plant, equipment and facilities which they observe

(i) take an active interest in promoting health and safety and suggest ways of reducing risks.

Staff Consultative Arrangements

The governing body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards.

Codes of Practice and Safety Rules

In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education (DfE) the Health and Safety executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, it must be demonstrated to the satisfaction of the governing body that codes of practice and methods of working which achieve a similar or higher standard of health and safety have been already introduced.

Review

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

PROCEDURES AND INSTRUCTIONS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that all personnel in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of King Edward's School Witley that if a job is not done safely then it is not done effectively.

All personnel will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held once a term or as often as is deemed necessary and will provide another opportunity for personnel to express any fears or concerns they might have about their tasks.

The person with the responsibility for safety training is detailed below:

Job Title	**Name**	**Department**
Interim Health & Safety Officer	Steve Pope	Health & Safety Adviser

In the Health & Safety Officer's absence, in relation to any aspect of his role, the Head of Estates, Mr Richard Hooker, will deputise, reporting to the Director of Finance & Administration.

Workplace Inspections

It is the policy of King Edward's School Witley to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the School and workplaces will be conducted by the Health & Safety Officer. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature of the running of the School.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of King Edward's School Witley to comply with the law as set out in the Provision and Use of Work Equipment Regulations (PUWER) 1998 and 2002 amendment.

King Edward's School Witley will endeavour to ensure that all equipment used in the School/workplace is safe and suitable for the purpose for which it is used.

All personnel will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the School/workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All personnel will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of King Edward's School Witley to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All personnel who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by King Edward's School Witley will be properly assessed prior to its provision.

All personal protective equipment provided by King Edward's School Witley will be maintained in good working order.

All personnel provided with personal protective equipment by King Edward's School Witley will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

King Edward's School Witley will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees/staff.

Manual Handling Operations

It is the policy of King Edward's School Witley to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Display Screen Equipment

It is the policy of King Edward's School Witley to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

King Edward's School Witley will conduct health and safety assessments of all workstations staffed by employees/staff who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

- VDU screen users should take periodic breaks from the VDU by doing alternative work.

- Eyesight tests for regular VDU screen users will be reimbursed up to a maximum of £25 for VDU screen users on written request to the HR Advisor once every two years, unless recommended

more often, and in writing, by a qualified optician. The HR Department holds a record of which roles are regarded as "VDU users".

- Where prescribed, VDU screen users will be reimbursed a maximum of £65 towards the cost of basic glasses/lenses that are required **solely and specifically for VDU** use. (This does not include varifocal or bifocal prescriptions as these are for a variety of uses.) Evidence of the solely and specifically for VDU prescription, together with the receipt and a completed expenses claim form authorised by the DoFA will be required before reimbursement is made.

- All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Control of Hazardous Substances

It is the policy of King Edward's School Witley to comply with the law as set out in the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and 2004 amendment.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

King Edward's School Witley will ensure that exposure of personnel to hazardous substances is minimised and adequately controlled in all cases.

All personnel who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire Safety

King Edward's School Witley's Fire Safety Policy is to comply with the Regulatory Reform (Fire Safety) Order 2005 and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

Fire risk assessments are carried out and routinely reviewed to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The local fire service staff provide advice to enable compliance with fire safety and prevention codes, for reviewing School practices and procedures, testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

All personnel within the School have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 9 999).

All personnel have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when working, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Duty Fire Officer is responsible for the provision, maintenance and testing of fire prevention and detection equipment, together with testing fire fighting equipment.

Heads of Departments are responsible for keeping their departmental areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the School.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the School. Personnel are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the person should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the School have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the school. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the School in case of power failure.

Smoking

Smoking is prohibited in all areas of the School.

Fire Orders

King Edward's School Witley Fire Orders are on Firefly, are a separate policy on the School website and can be accessed through section VI of the Staff Employment Handbook.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare) all personnel must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly points for each house/department (see Annex B of Fire Orders). Practice fire drills (night and day) will be conducted every term to ensure personnel's familiarity with emergency evacuation procedures.

Accident Investigation & Reporting

It is the policy of King Edward's School Witley to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and 2013 amendment.

King Edward's School Witley sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in an injury under RIDDOR a report will be drawn up detailing:

- the circumstances of the accident including photographs and diagrams wherever possible
- the nature and severity of the injury sustained
- the identity of any eyewitnesses
- the time, date and location of the incident
- the date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the School's expense.

The completed report will then be submitted to the Health & Safety Officer who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. He will report the matter to the Health & Safety Sub-Committee.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

First Aid

The arrangements for first aid provision will be suitable to cope with all foreseeable major incidents.

At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the School. These locations will be determined by the Medical Centre Manager and Health and Safety Officer. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a school-related activity.

Accident Procedure

First aid stations are located in areas where personnel are concentrated around the school. All first aid stations are clearly marked and are easily accessible by all personnel during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

The Medical Centre is responsible for the day-to-day medical needs of all pupils in the School. They will provide medical cover to all first aid causalities being sent to the Medical Centre. Qualified first aiders are shown in appendix 2 of the First Aid Policy.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head or the coordinator will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the School premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:

- introduce equipment for use on the School premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the School.

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the **Health and** Safety at **Work, etc., Act** 1974 and must pay due regard to the safety of all persons using the premises in accordance with sections 3 & 4 of the **Health and Safety at Work, etc. Act 1974.**

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The governing body draws the attention of all users of the School premises (including hirers and contractors) to 5.8 of the **Health and Safety at Work, etc., Act 1974,** which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant sanitary provisions.

Safety Rules

General

All personnel should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

1. All personnel shall immediately report any unsafe practices or conditions to the Health & Safety Officer.

2. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the premises.

3. Horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.

4. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the premises if this might jeopardize the health and safety of that person or any other person.

5. Personnel shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.

6. All waste materials must be disposed of in accordance with the instructions and in such a way that they do not constitute a hazard to other personnel.

7. No person should undertake a task which appears to be unsafe.

8. No person should undertake a task until he or she has received adequate safety instruction and is authorised to carry out the task.

9. All injuries must be reported to the Health & Safety Officer or a delegated representative.

10. Personnel should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Head of Department or the Health & Safety Officer.

11. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

12. No personnel should use chemicals without the knowledge required to work with those chemicals safely.

13. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

14. All personnel are expected to attend departmental safety meetings.

Working Environment

1. Work sites must be kept clean and tidy.

2. Any spillage must be cleaned up immediately.

3. Waste materials and rubbish must be removed routinely.

4. All combustible waste materials must be discarded in sealed metal containers.

5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.

2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.

3. Trailing cables are a trip hazard and should not be left in any passageway.

4. Any change in the floor elevation of any walkway or passageway must be clearly marked.

5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

1. School machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.

2. It is the responsibility of all employees/staff to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.

3. All tools must be properly and safely stored when not in use.

4. No tool should be used without the manufacturers recommended shields, guards or attachments.

5. Approved personal protective equipment must be properly used where appropriate.

6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.

7. Employees/staff are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Lone Workers

1. All staff are expected to take reasonable responsibility for their own safety/security when working alone, taking such precautions as necessary.

2. Line Managers should agree procedures with employees who regularly work alone outside core school hours to enable them to contact the 24 hour Duty Person and for being able to account for them leaving the site.

3. Heads of Department, particularly in higher risk areas such as Art, D&T, Science, should make sure that staff working in these areas at weekends and in the evenings are aware of how to contact the 24 hour Duty Person and, if considered appropriate by the HoD, confirm their safe departure to the Duty Person.

4. During term time, the Medical Centre is staffed 24 hours a day and is an alternative contact to the Duty Person, especially if medical assistance is required.

Personal Protective Equipment

1. Employees/staff must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

2. Employees/staff who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their Head of Department or the Health & Safety Officer.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.

3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

5. Employees/staff should not attempt to lift or move a load which is too heavy to manage comfortably.

6. Where team lifting or moving is necessary one person should act as coordinator, giving commands to lift, lower, etc.

7. When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.