

CAMS HILL SCHOOL HEALTH & SAFETY POLICY



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Statutory

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Statement of Intent

Cams Hill School recognises its obligations to ensure the health, safety and welfare of its employees and those affected by its actions. Cams Hill School understands the benefits of creating a strong and healthy safety culture within the organisation and appreciates the need for all levels of the workforce to be involved in implementing the policy.

Cams Hill School is fully committed to encouraging a culture of openness within our workforce regarding health and safety. We regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.


Good safety leadership begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy. The Executive Headteacher is appointed as the person responsible for health and safety. They will take responsibility for the effective implementation of this policy.

Cams Hill School, will so far as is reasonably practicable:

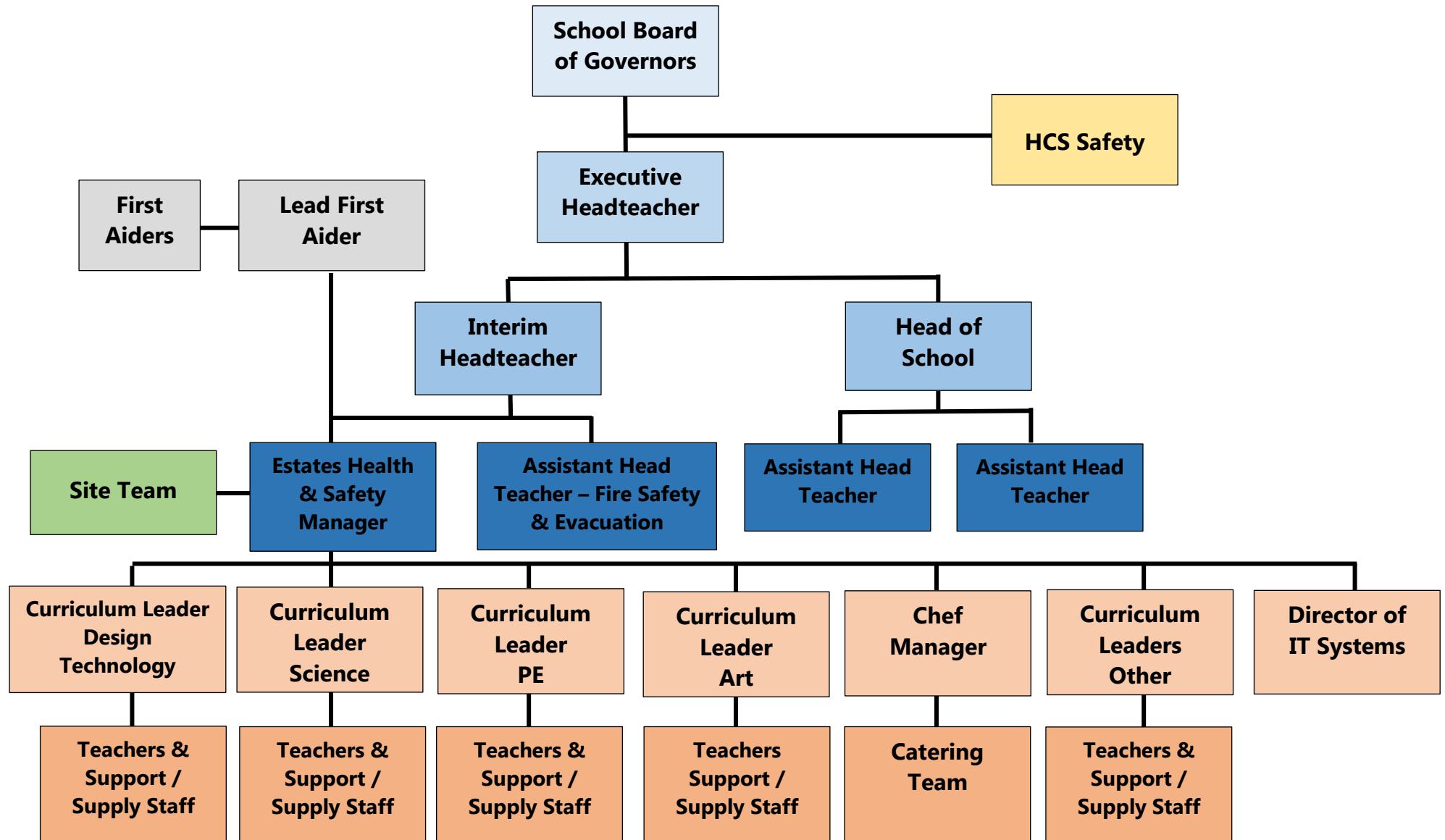
- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety and welfare.
- Provide and maintain safe systems, equipment and machinery and systems of work that are safe and without risk to health.
- Arrange safe healthy systems for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction and training for all our employees as is necessary for them to conduct their work activities in a safe manner.
- Provide the correct level of supervision for everyone including pupils.
- Provide and maintain means of access and egress to and from the workplace that are safe and without risks to health.
- Provide and maintain adequate facilities and arrangements for the welfare of our employees and pupils whilst on school property.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- Assess risks, record significant findings and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and, when circumstances arise, may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and Governors will be instrumental in its implementation.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Name	Signature	Position	Date
Mr Ian Hudson		Interim Headteacher	18 July 2023

Organisational Chart



Health and Safety Responsibilities

Governing Body - The Chair of Governors

The Chair of Governors has overall responsibility for Health and Safety but nominates a Governor for Health and Safety and, in addition to the Committee's health and safety involvement, they will monitor, report and review performance (supported with HSE guidance on Leading Health and Safety at Work) at least once a year to ensure the school is adhering to legal obligations under Health and Safety legislation.

Governing Body - Governor Resources Committee

The aim of the Resources Committee is to support and challenge the assessment of health and safety related matters, in terms of maintenance and development of the premises and grounds including Health and Safety regulations. This Committee meets on a half-termly basis to monitor and discuss on-site health and safety risks and feedback from the Pastoral Committee on Health and Safety in the learning environment, and recommend any actions necessary to ensure risks are eliminated as far as is reasonably practical, and that measures are taken to address Health and Safety issues arising in the learning environment should this performance appear or prove to be unsatisfactory. The Committee also has responsibility for monitoring and approving the Accessibility Plan and Building Development overview. Governors and staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Executive Head Teacher

The Executive Headteacher is the Responsible Manager for the premises who will work with the Governing Body to:

- develop a safety culture throughout the school.
- consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
- assess and control risk on the premises as part of everyday management.
- ensure a safe and healthy environment and provide suitable welfare facilities.
- make operational decisions regarding health and safety.
- ensure periodic safety inspections are carried out.
- ensure significant hazards are assessed and risks are managed to prevent harm.
- ensure staff are aware of their health and safety responsibilities and have knowledge of this policy and that they are updated when any changes are made.
- periodically update the Governing Body as appropriate.
- produce, monitor and periodically review all local safety policies and procedures.
- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- authorise health and safety expenditure.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.
- ensure that any contractor appointed or self-employed person working on behalf of the school are competent to do the work.
- ensure that equipment used by Cams Hill School is to a suitable standard.
- sign and date the general statement of intent and ensure that this policy is reviewed at least annually.
- give support and encouragement to all managers for whom they are responsible.
- initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.

Interim Headteacher and Head of School

The Interim Headteacher and Head of School are accountable to the Executive Head Teacher for implementing the relevant requirements of the school's health and safety policy within the departments and disciplines for which they are responsible.

In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of all work activities for which they are responsible.
- identify health and safety training needs in conjunction with the health and safety consultants.
- ensure the provision of adequately trained and competent supervision and personnel to meet this policy's requirements.
- give support and encouragement to all managers for whom they are responsible.
- monitor the implementation of this policy in all activities for which they are responsible.

Estates and Health & Safety Manager (EHSM)

The Estates and Health & Safety Manager (EHSM) is responsible to the Interim Headteacher and Head of School, their role includes a wide range of health and safety related duties on behalf of and under the direction of the Executive Headteacher. The EHSM works within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices.

The EHSM also has overall management of general premises facilities and acts on behalf of the Executive Headteacher and is responsible for the local management and completion of day-to-day premises matters and duties. The EHSM is required to work within their level of competence and seek appropriate guidance and direction from the Executive Headteacher and the school's external health and safety support contractor as required.

The EHSM is responsible for ensuring all administration relating to health and safety matters is organised, up-to-date and kept secure.

The EHSM is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

The EHSM, together with the Interim Headteacher and Head of School, are responsible for the management and development of the health and safety strategy. They will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of, the Executive Headteacher.

The EHSM is the nominated competent person for asbestos on the premises and acts on behalf of the Executive Headteacher to provide the necessary competence to enable asbestos to be managed safely. The EHSM has attended training and will refresh at intervals not exceeding three years. With assistance from the Interim Headteacher and Head of School, they will ensure all staff have a reasonable awareness of asbestos management and dangers. The EHSM is to ensure that the site team are competent in the use of the asbestos register and that asbestos is managed in accordance with school requirements. The Interim Headteacher, Head of School and Curriculum Leaders will be advised of any condition or situation relating to asbestos which may affect the safety of any premises' users.

The on-site trained Accident Investigator is the EHSM who will lead on all accident investigations in accordance with school procedures.

The EHSM is the nominated competent person for Legionella on the premises and acts on behalf of the Executive Headteacher to provide the necessary competence to enable Legionella to be managed safely. They have attended training and will refresh this training at intervals not exceeding three years and all training records are retained. The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8). They will advise the Interim Headteacher, Head of School and Curriculum Leaders of any condition or situation relating to Legionella which may affect the safety of any users of the premises. They are to work within their level of competence and seek appropriate guidance and direction from the Interim Headteacher and Head of School and the school's external health and safety support contractor as required.

Curriculum Leaders

Curriculum Leaders are responsible to Interim Headteacher and Head of School, they manage the day-to-day health and safety within their own Department,

In particular, they will:

- Ensure compliance with this policy in all activities for which they are responsible.
- Ensure that adequate resources are made available for the safe conduct of all activities under their control.
- Ensure the provision of adequately trained and competent personnel for all work activities under their control.
- When visiting areas under the control of others, report any non-conformities observed to the hosts to ensure that standards are maintained at the high level expected by Cams Hill School.
- establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- Identify health and safety training needs in conjunction with the teachers and support staff.
- Give support and encouragement to all personnel for whom they are responsible.
- take note of any comments on health and safety matters raised by staff at all levels and pass these on to the Interim Headteacher / Head of School / Executive Headteacher as appropriate.
- Are responsible for carrying out workstation risk assessments of Display Screen Equipment as required under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002). Advice can be obtained from the Estates and Health & Safety Manager when required.
- The Health & Safety Committee consists of one member of staff within each high-risk department (Science, Design & Technology, PE, Art and Site). They are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and training.
- The safety committee is to meet once a term to monitor and discuss on-site health and safety performance within their own departments and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health & Safety Committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- The Special Educational Needs and Disabilities Co-ordinators (SENDCo) will be responsible for the health and safety of all children on the SEND register. By their very nature, there are often particular issues for children with SEND that the SENDCo must ensure other staff are aware of, for example, some SEND children will be less secure in following fire safety evacuation. The SENDCo must ensure that individual attention is given to the children on the register, in considering needs of health and safety. The SENDCo will make sure relevant staff are aware of additional adjustments or equipment needed to ensure their safety whilst in school. This includes individual evacuation plans.

*Please also see **Special Educational Needs Policy** for further details.*

Assistant Headteachers

The Assistant Head Teachers are responsible to the Interim Headteacher and the Head of School and support them in their role. They will:

- Check compliance with this policy in all activities for which they are responsible.
- Ensure that adequate resources are made available for the safe conduct of all work activities for which they are responsible.
- Monitor effectiveness of the health and safety training provided to employees.
- Ensure the provision of adequately trained and competent supervision and personnel to meet this policy's requirements.
- Give support and encouragement to all managers for whom they are responsible.
- Monitor the implementation of this policy in all activities for which they are responsible.

Assistant Head Teacher - Fire Safety & Evacuation Manager

The Assistant Headteacher – Fire Safety & Evacuation Manager has responsibility for managing the co-ordination of a fire evacuation and planned practice fire drills. They will work with the EHSM to ensure that practice drills are carried out on a termly basis and any actions that may arise are managed accordingly. They will ensure that:

- The Fire Safety Co-ordinators are the competent persons for fire safety on the premises.
- They have attended an appropriate fire safety training course (Fire Risk Assessor) and will refresh this training every three years.
- The Fire Safety Manager is responsible for the oversight of the local management and checks completion of day-to-day fire safety manual.
- The Fire Safety Manager will ensure that all school Fire Safety Co-ordinators have the correct level of competence and understand their role as fire safety co-ordinators.

The Estates and Health & Safety Manager and the Assistant Headteacher – Fire Safety & Evacuation Manager are the Fire Safety Co-ordinators.

*Please also see **the Evacuation and Fire Procedures Policy** for further details.*

Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator (EVC) is responsible for ensuring all off-site visits, trips and residential activities comply with the policy and guidance laid down in the Hampshire County Council Outdoor Educational Procedures and that all relevant forms and checks are completed, and that attending staff are suitably qualified to undertake such ventures. The role of EVC is undertaken by the Senior Whole School Administrator – Transition & Admissions.

Lead First Aider/Pupil Admin Support

The Lead First Aider has a valuable role to play in providing a support service for pupils, dealing with illness, injury and emotional wellbeing. As well as ensuring records are completed and the upkeep of the First Aid Room, they must ensure that first aid equipment is available and well-maintained across the school and available for all school trips.

The Lead First Aider manages all accidents and records details via SIMS, the Accident Data Spreadsheet and completes the necessary Accident Form and Risk Assessment if applicable. The EHSM has oversight of the accident data and is the Accident Investigation Officer.

First Aid Trained Staff

First Aid trained staff manage any first aid needs that may arise and support the Lead First Aider where required. All First Aid trained staff must regularly update their training in line with the requirements of national legislation.

All staff that manage/cover the First Aid Room must be trained at least to the standard of the 3-day First Aid course/certification.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Health & Safety Assistance and Advice

An external health and safety support contractor is the competent source of safety guidance for the school as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the external health and safety support contractor must be sought.

All Staff - Teachers, Support & Supply Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- supporting the school's health and safety arrangements.
- ensuring their own work area remains safe at all times.
- not interfering with health and safety arrangements or misusing equipment.
- complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- reporting safety concerns to their staff representative or other appropriate person.
- reporting any incident that has led, or could have led to damage or injury.
- assisting in investigations due to accidents, dangerous occurrences or near-misses.
- not acting or omitting to act in any way that may cause harm or ill-health to others.
- undertaking periodic health and safety training as required.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Cams Hill School and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved, so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting and Investigation

Any accident, incident or injury involving pupils, staff, visitors or contractors must be reported immediately to the Lead First Aider (or the Site Team outside of the school day) and recorded sufficiently in 'SIMS' (the school's data management information system). All accidents, no matter how small or insignificant will be recorded in the school accident book.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety Ltd for advice immediately. Accidents that are reportable under RIDDOR will be investigated with assistance from HCS Safety Ltd and a report produced to identify the causes and make recommendations to

prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on **0345 300 9923**.

Specified Injuries

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalplings (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- accident in connection with a school premises failing.
- accident that was a result of inadequate supervision
- accident resulting in an injury that arose out of or in connection with a work activity and pupil is taken directly from the scene of the accident to hospital for treatment (as per HSE guidance for reportable RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Pupil/Staff/Visitor accident forms are kept in the First Aid Room and the Lead First Aider (or another trained member of staff) is to complete the form and subsequent risk assessment if required.

Accidents that are notifiable to the Health & Safety Executive (HSE), are to be reported using the HSE's online RIDDOR (F2508) reporting system. This also applies to dangerous occurrences and diseases. More detailed information from the HSE school's guidance for incident reporting can be found on the following pdf link: <http://www.hse.gov.uk/pubns/edis1.pdf>

All significant accidents and incidents are to be immediately reported to the Executive Headteacher/Interim Headteacher. The trained accident investigator for Cams Hill School will conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent recurrence.

The Executive Headteacher/Interim Headteacher will ensure that the Governing Body and Head of School are appropriately informed of all notifiable accidents. All accident/incident reports will be monitored by termly reports to the Board of Governors for trend analysis and include detailed actions in order that repetitive causal factors may be identified to prevent recurrences.

Premises hirers and community third party users must report all incidents related to unsafe premises or equipment to the school through the Site Team. The school can then appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Supporting Pupils with Medical Conditions

*Arrangements regarding medicines are set out in the **Medical Policy**.*

Asbestos Management

Asbestos management on site is controlled by the Asbestos Competent Person. The Asbestos Register is located in Main Reception and is to be shown to all contractors who may need to carry out work on site.

Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information requires recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Executive Headteacher/Interim Headteacher and/or the Asbestos Competent Person who will immediately act to cordon off the affected area and contact a licenced asbestos contractor. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Asbestos Competent Person. Additional action will be taken in the area to prevent further distribution of ACM's around the environment.

Asbestos inspection surveys are to be carried out on an annual basis or when any changes are made to the existing infrastructure.

In April 2018, the school undertook an Asbestos Management Survey which was conducted by an external Asbestos licenced contractor. The survey report numbered PR04166 issued to the school on 16 May 2018 details the school's Asbestos Action Plan and Risk Assessment. This is managed in conjunction with the Health and Safety 'Bring Up Diary'.

*Please see **survey report number PR04166** for further information.*

Child Protection

*Arrangements regarding child protection are set out in the school's **Child Protection and Safeguarding Policies**.*

Community Users/Lettings

The Estates and Health & Safety Manager will ensure that:

- third parties and other extended service users operate under hire agreements.
- a risk assessment for the activity is completed.
- the premises are safe for use and are always inspected prior to, and after each use.
- means of general access and egress are safe for use by all users.
- all provided equipment is safe for use (if applicable).
- fire escape routes and transit areas are safe and clear of hazards.
- hirers are formally made aware of fire safety procedures and equipment.

Contractors on Site

The Executive Headteacher and/or Estates and Health & Safety Manager must ascertain competence prior to engaging contractors' services by the need for the contractor to demonstrate evidence of competence against their safe working practices for specific work being undertaken. A method to demonstrate competence is set out in PAS91:2013. Cams Hill School will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's

procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor. All contractors will be required to present their Risk Assessments and Method Statements to the school representative before work start along with any competency certificates.

All contractors must report to Reception where they will be asked to show ID, read the Health and Safety Guidance Leaflet for Contractors (yellow copy) and sign the visitor's book and asbestos register. Signing in indicates that they have read and understood the information. All contractors must be issued with the local project specific contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements from the EHSM.

The EHSM and/or responsible member of staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Contractor work on site during holiday periods must be pre-arranged via the EHSM. The same rules as above apply.

*Please also see the **School Visitors and Contractors Policy** for further information.*

Curriculum Activities

All safety management and risk assessments, including COSHH, for curriculum-based activities will be carried out under the control of the relevant Curriculum Leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Science, Design & Technology, Music, Physical Education & Sport, Art and Drama as issued by CLEAPSS, Ray West and any Hampshire County Council Outdoor Ed, PE & Sport Service SLA requirements, as appropriate. Curriculum Leaders and the appropriate subject teachers/technicians will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Higher level risk classrooms have appropriately trained staff to undertake higher level Risk Assessments. This training is monitored by the EHSM.

In addition, the EHSM will monitor, record and review procedures with the relevant members of staff to ensure compliance. Records will be kept in the Health and Safety bring-up diary system.

Display Screen Equipment (DSE)

All users must complete periodic workstation assessments and any issues will be actioned as necessary by the DSE Assessor who will carry out a risk assessment with support from the relevant Department/Line Manager. Workstation assessments are to be routinely reviewed at intervals not exceeding three years. Reviews must be completed when changes to a workstation are made.

Following initial set up at induction, new staff are invited to complete an assessment within their first month if any changes become necessary to their workstation. Staff whose optician confirms that spectacles are necessary for DSE work are entitled to a free eye test and £60.00 towards the cost of spectacles every two years.

All staff are considered DSE users.

Duties - Pupil Safety

A statutory duty rota has been produced to ensure that adequate supervision is available outside of lesson times across all areas of the school, including roads, play areas, pathways, car parks and gates.

- Duty staff ensure pupils have an adequate amount of freedom within the school, commensurate with enjoying a healthy and safe environment.
- Duty times include before school, break/lunch times and after school.
- Duty staff must report any Health and Safety concerns as soon as possible.
- Staff are given access to radios to support communication while on duty.

*Please also see the school's **Child Protection Policy**.*

Electrical Equipment

The Estates and Health & Safety Manager will ensure that:

- only authorised and competent persons are permitted to install or repair equipment.
- equipment is not to be used if found to be defective in any way.
- defective equipment is to be reported and immediately taken out of use until repaired.
- all portable electrical equipment will be inspected annually.
- computer equipment will be inspected, and PAT tested annually.
- equipment inspection is carried out by suitably competent and qualified persons.
- private electrical equipment is not brought onto the premises or used unless its use is approved by a competent PAT tester and it has been tested.
- ad hoc testing will be undertaken by a competent person(s).
- new equipment purchased by the school will be tested by a competent person prior to use.

Cams Hill School have fully trained PAT testers on site within the Site, IT, Technology and Science Departments. External competent suppliers to PAT test items such as microwave ovens, ovens and washing machines will be contracted to complete works on an annual basis. Records of inspections are kept with the site team and included in the bring-up diary system. Monitoring and reviews are conducted periodically by the EHSM.

Fixed plant electrical equipment and mains fixed electrical equipment testing is carried out by an external contractor and completed within the 5-year statutory guidance (or schedule of 20% coverage once a year over a 5-year period). Records kept are kept with the site team, defect items are addressed as per recommendation and added to the Spiceworks scheduling system. Records will also be kept in the health and safety bring-up diary system.

The EHSM will email periodical reminders to all staff about electrical safety using the Health & Safety bring-up diary to manage communication and record. Any defective or suspected defective equipment, systems of work, fittings, etc must be reported to the Site Team and attended to as soon as possible. Staff can do this via email to siteteam@camshill.com.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school's emergency evacuation procedures. The school has a fire emergency procedure for fire related emergencies and an emergency evacuation procedure for all non-fire emergencies (lockdown).

All staff will receive a brief and/or a copy of the emergency evacuation procedure at induction and they will be periodically provided with updated information as the emergency evacuation procedure is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans (PEEPs) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. This includes pupils and staff. All staff are emailed by the Lead First Aider to alert them that a new PEEP is in place. Lead First Aider holds the PEEPs on file in the First Aid Room.

Please also see the **Evacuation & Fire Procedures (including Lockdown)**, **Disaster Procedures (Contingency Plan)** and **Examinations Emergency Evacuation Procedures** for further information.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual, a copy of which is held in the 'Health & Safety Staff Resources IT Folder'. The EHSM and the Assistant Headteacher – Fire Safety & Evacuation Manager are the schools' Fire Safety Co-ordinators and the competent persons for fire safety on the premises and are the immediate point of contact for all fire safety related enquiries on site.

The Executive Headteacher will ensure through the Fire Safety Co-ordinators that:

- all staff complete fire safety training at intervals not exceeding three years.
- fire safety procedures are readily available for all staff to read.
- fire safety information is provided to all staff at induction and periodically thereafter.
- evacuation routes and assembly points are clearly identified.
- staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- all staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked as flammable.
- fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with premises fire safety manual.
- the fire risk assessment is reviewed annually by the fire safety co-ordinators and amended as new hazards or required amendments are identified.

Please also see **Evacuation and Fire Procedures (including Lockdown)** for further information.

First Aid

Arrangements regarding first aid provision are set out in the **Medical Policy**. The names and locations of the first aid trained staff on site are listed on the training spreadsheet, held by HR.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

Please also see **Medical Policy** for further information.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (including boilers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors. Curriculum Leaders will work with the site team and technicians to ensure this is carried out accordingly and within the required timescales.

Records of inspections are kept with the site team and included in the bring-up diary system. Monitoring and reviews are conducted periodically by the Estates and Health & Safety Manager.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Staff can do this via email to siteteam@camshill.com. Emailing siteteam@camshill.com is also to be used for reporting general Health & Safety matters which need urgent attention such as maintenance, repair or removal from use. Monitoring and reviews are conducted periodically by the EHSM.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- all corridors and passageways are kept free from obstruction.
- shelves in storerooms and cupboards are stacked neatly and not overloaded.
- floors are kept clean and dry, and free from slip and trip hazards.
- emergency exits and fire doors are not obstructed in any way.
- supplies are stored safely in their correct locations.
- rubbish and litter are cleaned and removed at the end of each working day.
- poor housekeeping or hygiene conditions are immediately reported.

The EHSM will email periodical reminders to all staff about the importance of good housekeeping using the Health & Safety bring-up diary to manage communication and record.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH or CLEAPSS assessment has been undertaken and reviewed/approved for safe use by the trained COSHH assessor. The school’s COSHH assessor acting on behalf of the Executive Headteacher is the EHSM.

COSHH & CLEAPSS safety data sheets and risk assessments are stored in the relevant departments/chemical location and copies are held with the Lead First Aider in the Medical Room.




When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH & CLEAPSS assessment completed for that hazardous substance.







Staff must never attempt to use a harmful substance unless they have received guidance/instructional brief on COSHH Awareness from the onsite COSHH Assessor and then only when using the safe working practices and protective equipment identified in the COSHH & CLEAPSS assessments.

All hazardous substances are to be stored in a secure and signed storage unit when not in use. These are located in the following areas:

- Design and Technology staff storeroom (yellow chemical cupboard)
- Science chemical storeroom
- Site - grey storage unit in site office hut
- Cleaning - cupboards/storerooms located throughout the school

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
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	Gasses under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

These storage areas are to remain locked at all times and, for emergency usage, are quickly identifiable on a site map which is located with the Site Team and in the Fire Manual/grab bag for emergency services.

Hot Work Permits

All hot works will be strictly controlled, and a permit-to-work procedure will be in place before any work commences. This will be included into any site-specific risk assessment which may include control measures as described below:

- the work area will be surveyed prior to the start of any works to ensure it is cleared of all loose combustible material; checks will be made by the EHSM.
- work will be planned to ensure all work areas are cleared of personnel with signs and barriers in place to ensure these areas cannot be accessed during the hot work activities.
- all necessary fire-fighting equipment will be available and will have been checked and deemed suitable extinguishing media.
- a telephone will be available at all times for emergency and will be readily accessible from the work area.

All hot works will cease not less than one hour before the end of each day and a thorough inspection will be carried out in the vicinity of the work to ensure there is no risk of fire.

*Please also see the **School Visitors and Contractors Policy** for further information.*

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded and reported to the EHSM/Site Team via siteteam@camshill.com

Monitoring and inspections of individual departments should be carried out by Curriculum Leaders and/or the subject teachers/technicians as nominated by the Curriculum Leaders. This includes classroom checklists which are to be completed at the beginning of each term. Any defects or issues raised during these routine documented inspections are to be reported to the site team as above and actioned/recorded. Any identified high-level risks or safety management concerns must also be reported to by the EHSM who will update the Governing Body at the Resources Committee.

The EHSM is to remind staff at the beginning of each term to complete the classroom checklists and monitor progress. They will also conduct ad-hoc inspections to ensure minimum health and safety requirements are being met.

Routine documented inspections of the premises will be carried out every month (site walk) in accordance with the site monthly inspection schedule (recorded in the bring-up diary system). A member of the Governing Body will also attend the site walks. Inspection findings are to be recorded and records retained. High level items to be reported at the Governor Resources Committee.

All inspections are recorded on the Health and Safety Bring-Up Diary System and monitored by the Estates and Health & Safety Manager.

Legionella Management

Legionella management on site is controlled by the Legionella Competent Person who is the EHSM and licenced external contractor. They will manage and undertake all procedures regarding Legionella in accordance with procedures, risk assessments and guidance from the Health and Safety Executive. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be recorded in the Health and Safety 'Bring-Up diary' with paperwork to support stored in the Site Office.

Any high-level risk concerns must be reported to the EHSM who will liaise directly with the Governing Resources Committee to resolve the issue.

Lone Working

Site team members of staff have been identified as the only persons working in the school who are authorised to conduct work alone. The times of day lone working may be conducted include before 07:00 and between 19:00-21:30 Monday to Friday plus weekends/holiday time.

When site staff are lone working, they must not work at height, use equipment or chemicals.

Any other staff who decide to work 'out of their normal working hours' (eg weekends) must ensure they seek permission from their Line Manager and the Estates and Health & Safety Manager to ensure access to the school.

Definition of a lone worker:

A lone worker (LW) is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them and so a risk assessment may be required.

Machinery & Equipment

Maintenance of all school equipment is carried out on a regular basis to ensure that the school complies with its obligations under section 2(2) (a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

- general inspections of equipment by trained staff.
- annual checks on portable electrical equipment - with regular monitoring.
- annual service of heating equipment.
- annual service of fire extinguishers.
- servicing of fire alarm systems under contract.
- servicing of catering equipment under contract.
- five-yearly checking of fixed electrical wiring.
- emergency lighting under contract.

Minibuses

The Estates and Health & Safety Manager is responsible for the operation and maintenance of the school's minibuses in accordance with school procedures.

Drivers of the school minibuses must be aged 21 or over. Within the last four years, they must have been tested and passed by an instructor who has qualified under the Minibus Driver Awareness Scheme (MiDAS). In

exceptional circumstances, drivers who have not been tested may drive the minibus with the prior approval of the Estates and Health & Safety Manager, but will not be permitted to drive with more than two front seat passengers. All drivers of the school minibuses will have submitted their driving licence to the school to comply with Insurance Company requirements. Drivers who have exceeded six penalty points on their licence cannot drive the school minibuses. Drivers who exceed this limit after their inclusion on the list of registered drivers must immediately inform the Training Co-ordinator (HR Department).

*Please also see **Minibus Use Policy** for further information.*

Moving and Handling

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items or equipment unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any pupils supporting a member of staff with light moving and handling must have received instruction on how to do so safely and be closely supervised at all times.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Staff within the Site Team, Technology, IT, Music, Drama and Science Departments are expected to undertake regular physical work which would typically include significant moving and handling; therefore, they must attend a formal moving and handling course specific to their work requirements.

Staff who regularly carry out significant moving and handling must wear sensible clothing and footwear of a 'sensible' nature which should be worn appropriately. 'Sensible' includes no excessively high heels, bare feet, slippers, flip-flops, or other backless shoes/sandals which could impede safe lifting and handling or cause a hazard when walking around the school site (especially up and down stairs).

New and Expectant Mothers

Once informed in writing that an employee is pregnant, the Cams Hill School Lead First Aider will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers, additional support will be with the EHSM. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in the workplace.
- threat of violence in the workplace.
- long working hours.
- excessively noisy workplaces.

Cams Hill School will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

Cams Hill School will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.

Off-Site Activities

Arrangements regarding off-site activities are managed in accordance with Hampshire County Council's Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the **Good Behaviour Policy**.

*Please also see the **Child Protection Policy** for further information.*

Personal Protective Equipment (PPE)

High Risk departments such as Science, Technology and Art follow the CLEAPSS procedures.

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work (Amendment) Regulations 2022 the following procedure will be applied by the school:

- provide suitable PPE, free of charge.
- assess present PPE.
- maintain PPE.
- provide accommodation for PPE.
- ensure PPE is compatible.
- replace PPE where lost or damaged.
- ensure PPE is used properly through instruction and training of staff.

Under the same Regulations, staff will:

- use the PPE correctly.
- always wear PPE.
- report any loss or defect.

Provision of Information

The Estates and Health & Safety Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are provided through staff meetings, department meeting minutes, verbal and signature-based receipt of communication and email distribution.

The **Health and Safety Law** poster is displayed in Main Reception.

The Health and Safety Folder located within the Staff Resources Drive holds copies of all the current policies and associated procedures, plus risk assessment information and any updates to Health and Safety Law and Regulations.

Staff are directed by the EHSM on a regular basis to view this folder and its associated documents as appropriate to the health and safety related communications issued.

Risk Assessment

Cams Hill School ensures that risk assessments are carried out for the types of work and maintenance that involve significant risks to employees or others. Any self-employed personnel working on Cams Hill School's behalf will be required to work in accordance with these risk assessments.

Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved by the EHSM prior to them being permitted to start work.

The person within Cams Hill School responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is the EHSM.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

The school's approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

All risk assessments and associated control measures are to be approved by the appropriate departmental member of staff (for example Curriculum Leaders) or their delegated member of staff prior to implementation. Each Risk Assessment will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the health and safety bring-up diary system.

Smoking and Vaping

Smoking and/or vaping is not permitted on the premises.

*Please also see **Smoking Policy** for further information.*

Stress and Wellbeing

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Cams Hill School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. The school provides staff with an occupational health support service and support is also available from the school's insurer's counselling service. Further information is available from the HR Department.

Cams Hill School aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Cams Hill School aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Cams Hill School will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work:

- demands – this includes issues such as workload, work patterns and the work environment.
- control – how much say the person has in the way they do their work.
- support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- change – how organisational change (large or small) is managed and communicated in the organisation.

Cams Hill School will undertake research among employees to gauge how well they believe the management standards are being implemented.

Traffic Management

Cams Hill School will ensure that premises under Cams Hill School's control are designed and maintained to ensure provision of suitable segregation of vehicles and people.

- Separate pedestrian and vehicle traffic routes will be provided wherever possible, using measures such as one-way systems, barriers and signs.
- Separate entrances and exits will be provided for vehicles and pedestrians where possible, and vision panels will be installed to doors that open onto vehicle traffic routes.
- Delivery vehicles to the school premises will be under the control of EHSM, who will ensure that safe movement of vehicles and pedestrians can be achieved and maintained at all times.
- A traffic management plan will be prepared, which will clearly detail the traffic routes, turning areas, parking zones, pedestrian routes and loading/unloading areas. The Traffic Risk Assessment is available in the Risk Assessment folder of the Health and Safety folder on the staff resources drive.

Drivers on site should:

- comply with the Traffic Safety Site Risk Assessment;

- drive carefully.
- observe the speed limits.
- park sensibly taking into consideration other car users.
- be vigilant of children crossing.

Please see **Road Safety Policy** for further details.

Training (Health and Safety Related)

The Estates and Health & Safety Manager, on behalf of the Interim Headteacher/Head of School, will monitor the levels of training within the various school departments, ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist. Areas covered include Health & Safety Policy and associated procedures, security arrangements, good housekeeping, PAT testing, fire safety and evacuation, first aid and additional training requirements identified for their role.

All staff will be provided with the following as a minimum training provision:

- induction training regarding all the requirements of this Health & Safety Policy (as outlined above);
- updated training and information following any significant health and safety change.
- specific training commensurate to their own role and activities.
- periodic refresher training as identified specific to their role that will not exceed three yearly intervals.

Training records are held by the HR Department which is responsible for co-ordinating (with support from the EHSM) all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance the Staff Health & Safety Induction Checklist.

All training requests are managed by the Interim Headteacher/Head of School, together with HR, and records are renewed on a regular basis for forthcoming refresher/renewal training.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Cams Hill School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents must be reported to the a member of the SLT team and records are kept securely.

Please also see the **Good Behaviour Policy, Managing Aggressive Behaviour Policy, Child Protection Policy, Parent/Carer Code of Conduct** for further information.

Visitors

Please see the **School Visitors and Contractors Policy** for further information.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions, etc) working or visiting the premises, a risk assessment will be completed, and appropriate procedures implemented to ensure their health, safety and welfare whilst on site - this includes Personal Emergency Evacuation Plans (PEEPs).

The Lead First Aider will complete the risk assessment supported by the EHSM and review periodically.

Work at Height

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible.
- use an existing safe place of work.
- provide work equipment to prevent falls.
- mitigate distance and consequences of a fall.
- instruction and training and/or other means.

At Cams Hill School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task or by outside contractors (who will carry their own Risk Assessments).

The Competent Persons for Work at Height on the premises who have attended relevant training are the EHSM and Site Assistants who are authorised to:

- use steps, stepladders and leaning ladders in accordance with their training.
- provide step stool instructional training briefs to staff in accordance with policy.
- provide stepladder and steps training to staff (not leaning ladders).
- carry out periodic inspections of all on-site ladders, stepladders and podium steps.
- remove access equipment from use if defective or considered inappropriate for use.

The Competent Persons for Work at Height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers (PASMA training) and mobile elevated work platforms (IPAF Training).

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools if they have received a local instructional training brief from the Ladder and Stepladder Competent Person(s).
- Staff may only use stepladders if they have received training from the Ladder and Stepladder Competent Person(s).
- Staff may only use leaning ladders if they have personally attended the relevant Ladder & Stepladder Safety course within the last three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be those provided and are never to be lent to or borrowed from third parties or contractors;

- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

When scaffolding is selected or provided by another for our use the school will:

- ensure the scaffold has been erected by a competent organisation.
- ensure the scaffold has been regularly inspected by a competent person and that the scaffold inspections register is up to date. Inspections must occur following completion of any section of scaffold, following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant, following any addition or adaptation and at regular intervals not exceeding 7 days.
- ensure the scaffold has been adapted as necessary to suit the differing needs of users.
- ensure the scaffold meets the requirements of the NASC guidance TG20:21, which provides compliant scaffold designs in accordance with BS EN 12811-1 Temporary Works Equipment – Scaffolds.
- any scaffolds that cannot be erected in accordance with TG20:21, will require a bespoke design. No one will be permitted to access the scaffold, until a copy of the design is provided to site and an initial check has been made to ensure compliance.
- authorisation from the EHSM must be gained before using any scaffold.

When mobile access towers are selected, the school will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).
- be aware of the limitations of the equipment, including weather and weight limitations.
- not allow our towers to be loaned to other contractors.

When Mobile Elevated Work Platforms are selected, the school will:

- ensure that it is suitable for its purpose in terms of the reach and capacity of the machinery.
- ensure the work area, ground conditions, overhead obstructions and public safety have been considered prior to it starting work.
- ensure the equipment is operated only by a competent person in possession of a certificate of training achievement issued by the International Powered Access Federation (IPAF) or equivalent certificate issued by a recognised training authority.

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. Cams Hill School will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- access routes to and from the roof, including emergency access and egress.
- the specific locations of work to be done on the roof.
- how falls are to be prevented, or the distance and consequences of that fall minimised.
- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- how risks to health will be controlled.
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.

- what equipment will be needed.
- what competence and/or training is needed.
- who will supervise and check that the control measures are effective.

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform.
- where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof.
- if access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof, or a harness system used; and
- where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

Waste Disposal

General waste - the disposal of this waste is carried out by an external contractor on a weekly basis (twice a week).

Recyclable waste - the disposal of this waste is carried out by an external contractor on a weekly basis (once a week).

Food waste - this waste is similarly disposed of by external contractor once a week.

Medical and Hygiene waste - this waste is also disposed of through an external contractor on a regular basis.

Hazardous waste - where there is a requirement to dispose of hazardous waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, the WEEE Directive will be taken, and specialist contractors will be employed to carry out the disposal. Relevant records will be kept in the Health and Safety Bring-Up Diary System.

Health Surveillance

It is the aim of Cams Hill School that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of Cams Hill School will be provided with a questionnaire which should be completed and returned. The questionnaire will highlight where additional health surveillance is required.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and HR Dept. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

Welfare

As an employer, Cams Hill School is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and Construction Design Management (CDM) Regulations 2015 / The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state:

- sanitary conveniences
- chairs with backs
- washing facilities
- drinking water
- facilities for rest and preparing food
- changing rooms with lockers

Our staff are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the EHSM as soon as possible.

Silica Dust

Respirable Crystalline Silica can be a serious health hazard when inhaled. The products and processes that would cause most concern for the Company's work activities, include:

- bricks – when drilling and chasing out
- blocks – when drilling and chasing out
- mortars – when chasing out or mixing
- ceramic tiles – when drilling

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- silicosis
- COPD (Chronic Obstructive Pulmonary Disease)
- tuberculosis
- lung cancer

The Workplace Exposure Limit for Silica dust is 0.1mg per m³ over an 8-hour period. In order to reduce exposure below this limit, Cams Hill School will:

- avoid producing the dust at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source by wetting down the cutting operation or by using suitable extraction equipment.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for the Company's work activities include:

- sanding timber
- cutting timber
- routing
- planing

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- occupational asthma
- nasal cancer
- lung cancer

The Workplace Exposure Limits for the most common products are:

- soft wood dust 5 mg per m³ over an 8-hour period
- hardwood dust 3 mg per m³ over an 8-hour period
- MDF (formaldehyde) 2.5 mg per m³ over an 8-hour period

In order to reduce exposure below this limit, Cams Hill School will:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable extraction equipment.
- clean up using industrial vacuum equipment instead of sweeping where possible.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Noise

Excessive noise can cause permanent damage to your hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower exposure action value 80dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs. Provide training about noise.
Upper exposure action value 85dB(A)	Introduce controls to eliminate/reduce risk. Provide hearing protection and ensure this is worn. Create Hearing Protection Zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Daily Exposure Limit 87dB(A)	Exposure must not exceed this.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs
- action levels and time limits
- choosing hearing protection
- estimating noise levels

Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values.

Cams Hill School will protect its employees by taking the following action at the levels indicated below:

<p><100 points (Below Exposure Action Value)</p>	<p>Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure employees remain below the Exposure Action Value.</p>
<p>100 - 400 points (At or above Exposure Action Value)</p>	<p>Introduce controls to eliminate/reduce risk including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.</p>
<p>>400 points (Exposure Limit Value)</p>	<p>Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.</p>

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Cams Hill School will take into account the specifics of condition and use that may affect vibration output.

Workshop

The school recognises that works carried out in the workshops are potentially hazardous and need close management, control and supervision in order to maintain the safety of workers. The Curriculum Leader – Design and Technology has specific responsibilities which are detailed in the responsibilities section of this policy.

Maintenance of machinery will be checked and approved by the Curriculum Leader – Design and Technology, who will ensure:

- daily, weekly and monthly checks and maintenance on machines are carried out in accordance with manufacturers’ guidelines. The school will take these standards as the basis for its own continuing improvement in machine safety.

- daily checks are carried out by the machine operators; these will include daily cleaning with the aid of the extraction equipment.
- weekly checks and maintenance will be carried out by the machine operators and will include changing or sharpening of saw blades, and any other requirements as stated by the manufacturers.
- thorough monthly checks and maintenance will be carried out.

Particular care will be given to access routes and good housekeeping, including:

- keeping access routes clear in the workshop.
- not allowing materials to build up in any areas that may impede access, particularly fire exits or any other external doors.
- access to machine controls will always be kept clear, as will access to any electrical sockets or controls.
- the Local Exhaust Ventilation system must always be accessible.
- any fire extinguishers and first aid equipment must always be accessible.

Construction (Design and Management) Regulations

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Cams Hill School, will take on the duties of Principal Contractor and Contractor. For work on Company premises, the school will also take on the duties of the Client. The following summarises these duties.

Responsibilities for all parties under CDM 2015

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

Responsibilities as a Designer Under CDM 2015

When undertaking the role of Designer Cams Hill School will comply with its duties as follows. Project specific details will be found in individual contributions to Pre-Construction Information and Health and Safety Files, the nature of which will vary depending on the project. To comply with the Designers' duties, we will:

- not begin work on any project unless satisfied that the Client is aware of their duties.
- take into account both the Pre-Construction Information and the general principles of prevention, as set out in the Management of Health and Safety at Work Regulations 1999, when efforts are made to eliminate and reduce risks that may be created by their designs.
- consider the future safety and health of those involved in constructing, maintaining and using the buildings over which they have an influence through their designs.
- provide information to the Principal Designer concerning the residual risk where the Company is unable to eliminate risks.
- provide information on residual risks for the Health and Safety File.
- along with designs, provide sufficient information to assist the Client, other Designers and Contractors to comply with their own duties under CDM.

- ensure that should they ever require to engage the services of another Designer from outside the UK to work on their behalf that that Designer will comply with the duties specified above.

Responsibilities as Principal Contractor Under CDM 2015

On projects with more than one contractor, the Company may be appointed by the Client to undertake the role of Principal Contractor. Project specific details on how these duties will be achieved will be found within Construction Phase Plans. To comply with the Principal Contractors' duties, the school will:

- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.
- plan, manage, monitor and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- take into account the General Principles of Prevention when making decisions regarding the design, technical and organisational aspects of a project, when estimating time required and when programming work.
- organise cooperation between contractors (including successive contractors on the same construction site).
- coordinate implementation by the contractors of applicable legal requirements for health and safety.
- ensure that employers and self-employed persons apply the general principles of prevention when undertaking their work.
- ensure that employers and self-employed persons follow the construction phase plan.
- provide a suitable site induction.
- take the necessary steps to prevent access by unauthorised persons to the construction site.
- provide suitable and sufficient welfare facilities throughout the construction phase.
- liaise with the Principal Designer for the duration of their appointment and share information with the Principal Designer relevant to the planning, management and monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase.
- make the necessary arrangements for cooperation between themselves and all others involved in the work.
- make the necessary arrangements to consult with the workforce on site in good time.
- provide the facilities necessary to enable workers to take copies of relevant information.

Responsibilities as a Contractor Under CDM 2015

When undertaking the role of Contractor, Cams Hill School will comply with the Contractors' duties and will:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only undertake construction work once they are satisfied that the client is aware of their duties.
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- ensure that information is provided in a comprehensible form and as soon as is practicable.
- cooperate with others involved in all projects in order to promote health and safety standards.
- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

For multiple contractor projects where the Company is NOT Principal Contractor, the school will:

- comply with any directions given by the Principal Designer or the Principal Contractor.
- adhere to relevant parts of the Construction Phase Plan.

For projects when the Company is the only contractor the school will:

- take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Linked Policies and Procedures

Child Protection Policy

Disaster Procedures (Contingency Plan)

Evacuation and Fire Procedures (including Lockdown)

Good Behaviour Policy

Managing Aggressive Behaviour Policy

Medical Policy

Minibus Policy

Road Safety Policy

Safeguarding Policy

School Visitors & Contractors Policy

Smoking Policy

Special Educational Needs Policy