



SPGS  
INTERNATIONAL

# SPGS International School Chengdu Health and Safety Policy



# SPGS International School Chengdu

## Health and Safety Policy

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## 1. STATEMENT OF INTENT

SPGS International School Chengdu is committed to ensuring that the highest standards of health and safety are implemented and maintained across the school. This will be done by adopting, wherever possible, the highest international standards possible across our campus and across all of our external activities. We will adopt the very best procedures to ensure the safety and welfare of all members of the school community, including visitors, and we will expect high standards of conduct and adherence to safety protocols from staff, students and visitors alike.

### 1.1 GENERAL POLICY

It is the policy of SPGS International School to identify those hazards which pose a significant risk of harm to their employees, students and all other persons who are likely to be affected by their operations and to do everything that is reasonably practicable to prevent harm from occurring.

In line with the expectations and strategy set by the Board of SPGS International Schools, SPGS International School Chengdu will:

- Identify clearly the person or body ultimately responsible for health and safety in the school
- ensure that appropriate control measures are implemented and maintained so as to avoid or minimise such risks
- ensure that all employees and others who may be affected by the school's activities are advised of the risks to their health, safety and welfare and of the measures taken by the school to avoid or minimise such risks
- promote and provide a safe and healthy working environment
- ensure that properly trained first aiders are available in the school at all times the school is occupied at a ratio of at least 1 to 150 for EYFS and 1:600 for Junior and Senior School.
- ensure that premises are safe and provide adequate amenities for all those who are likely to use them
- provide safe means of access to and from places of work which are under the school's control
- ensure safe arrangements for the use, handling, storage and transport of all articles and substances used in connection with the school's operations
- source and maintain safe equipment
- establish safe systems of work for all activities and equipment which are undertaken or used in the day-to-day operation of the school
- to ensure the competence of all staff, contractors and others who may be required to undertake activities at or on behalf of the school
- conduct regular inspections to ensure that the safest possible environment and work methods are maintained
- engage a source of competent advice on health and safety matters to ensure continuing compliance with legislation and best practice in safety management
- provide sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to the safety and health at work of themselves and others

- encourage the participation of all staff to establish and maintain an effective process for consultation on health and safety matters
- periodically review its activities and ensure that the health and safety policy and the procedures, risk assessments and control measures associated with it are kept up-to-date and relevant to the school
- ensure that adequate resources are provided for the implementation and monitoring of the policy.

## 1.2 COLLECTIVE RESPONSIBILITY

It is the responsibility of all those who work at SPGS International School Chengdu to establish and maintain the high standards of health and safety management which are expected at SPGS International School.

Employees have a duty to assist the school in meeting its health and safety objectives and it is essential that all staff read this written statement of safety policy and meet all their obligations, with particular regard to the following:

- staff must take all reasonable care to avoid injury to themselves or to other persons likely to be affected by their activities at work and to co-operate in meeting any duty or requirement imposed on the school by any statutory provisions
- they must not intentionally or recklessly interfere with or misuse anything provided by the school in the interests of health and safety
- they must only use equipment provided by the school in accordance with any instruction and training provided by the school
- they must report any shortcomings in the school's arrangements to manage health and safety and they must report immediately any work situation which they consider has the potential to cause harm.
- They must work within the agreed framework for risk assessment when seeking to determine whether an activity should take place.

This policy will be monitored to ensure it remains effective. It will be regularly reviewed and revised as circumstances may require and in any event, at intervals of no more than 12 months.

Full copies of the policy may be obtained from the school office

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Principal

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Chair of Health & Safety Committee

## 2. Responsibilities

The IFM provider is ultimately responsible for the provision of a safe working and learning environment in which the school can operate. This means that the school building and all resources inside the school provided by the company are safe and free from known faults. Any equipment provided will be tested regularly to ensure it remains safe and representatives of the IFM company will undertake regular health and safety inspections of the school, in collaboration with the Health & Safety Officer and across the year, senior leaders from the school. Representatives of the IFM company will regularly monitor this policy to ensure that it is being correctly implemented and that it remains effective. Where necessary, they will make recommendations for its revision and establish that measures are in place for the effective communication of any significant changes.

### 2.1 The Principal

The Principal is responsible for the implementation of the policy and ensuring that the school operates in a safe manner on a daily basis, in which capacity he/she will:

- ensure that adequate resources are available, that the policy is properly prepared, implemented throughout the school's premises and is brought to the attention of employees and students
- ensure that the policy is kept under review, so that changes and improvements are incorporated and it remains relevant to all activities
- ensure that all individuals with delegated health and safety roles are made aware of their responsibilities and that all senior management is encouraged to show leadership by good example and to be enthusiastic advocates of the policy
- monitor the effectiveness of the policy within the school and report back to his/her employer and the SPGS Advisory Board as appropriate
- arrange meetings of the school's Health and Safety committee on a weekly basis; acting as chair or delegating this responsibility to the Health & Safety Officer at the meetings; ensuring that the various areas of school are represented and that copies of the minutes and recommendations for action are communicated to all appropriate interested parties
- consult regularly with the Health & Safety Officer to ensure that properly trained first aiders are available in school at all times .
- ensure there are first aid kits available in the medical room and Room 104. Additionally, there is an AED at the reception of the RF building.
- ensure that any medically trained staff, such as a school nurse has and maintains the proper qualifications and has the necessary resources to undertake his/her role.
- ensure that the school has access to appropriate medical support and advice where a qualified nurse is not engaged on the premises.
- ensure that all staff are aware of and comply with the school's arrangements for fire precautions and keeping records of the training that has been undertaken relating to all aspects of health and safety
- ensure that effective risk assessment and risk management underpins all of the actions of the school to ensure that all activities and areas of the school are as safe as possible, all potential risks are identified and all appropriate possible mitigation measures are put in place

- recommend changes to the policy which may become necessary in the light of experience or changed circumstances
- encourage the co-operation of staff at all levels in adhering to the principles contained in this policy
- ensure that due consideration is given to the health and safety implications of any changes to the curriculum and to systems of work at the school.
- ensuring that a positive health and safety culture is actively promoted throughout the workplace.

## 2.2 Health & Safety Officer and Operations team

The Health & Safety Officer and Operations team are the school's nominated safety co-ordinators and are responsible for:

- advising the Principal on all aspects of health and safety
- advising on the assessment of safety risks and ensuring that a common approach is adopted throughout the school
- developing and maintaining a culture for the reporting of all significant incidents, particularly near misses, and ensuring that all such incidents are investigated, records made and data analysed to identify means of avoiding possible recurrence
- fulfilling the role of 'responsible person' for the reporting of workplace incidents and ensuring that they are notified to the enforcing authority as required
- ensuring that fire precautions and fire-fighting equipment comply with current legal requirements
- ensuring that all measures for the safe management of asbestos comply with legal requirements
- ensuring that statutory test, inspection and maintenance regimes are followed
- ensuring that measures are in place to establish that all organisations or individuals who are contracted to undertake work at the school are suitably qualified and competent
- liaising with external organisations and individuals who may from time to time use the facilities of the school, and ensuring that appropriate action is taken to ensure they have sufficient knowledge of the school's procedures and that appropriate steps are taken to protect the school from any claims arising out of their activities
- ensuring that meetings with the enforcing authority, insurers and other external influences on health and safety including appropriately qualified advisors are suitably managed and that any consequent recommendations are actioned
- liaising with the school's external health and safety advisors to ensure that the school remains aware of and compliant with current regulatory and inspection requirements
- ensuring that the school is advised of changes to health and safety legislation and is kept up-to-date with best practice in health and safety management

- ensuring that suitable personal protective equipment is available, issued and used where required, that it is suitably stored and efficiently maintained and that a programme is in place for its replacement
- ensuring that all risk assessments have been carried out in an agreed format to an appropriately high standard and are stored centrally having been signed off by Health & Safety Officer

## 2.3 Management

Senior Leaders and Line Managers are responsible for:

- setting a personal example and fostering a positive culture within the school towards health and safety
- ensuring that all those under their control understand and comply with the school's safety policy provisions and that they are being effectively carried out and adhered to
- ensuring that all machinery, equipment and structures are fit for purpose and if there are faults, ensuring they are reported to the Principal and the Health & Safety Officer and preventing access by any person to the defective apparatus until the faults have been rectified
- ensuring that employees are adequately instructed in the safe operation of equipment, machinery or apparatus
- ensuring that all persons under their control are given adequate instruction, information and training to carry out the health, safety and welfare requirements and responsibilities delegated to them and are able to effectively implement safe systems of work
- ensuring that all those under their control understand and comply with the school's safety policy provisions for the use and maintenance of all safety / personal protective equipment, first aid, fire and welfare facilities
- advising staff of their responsibilities under this policy
- communicating with all those under their control to ensure the effective dissemination of health and safety information and attending any meeting as required in respect of health and safety
- ensuring that staff under their control are aware of the importance of the timely reporting to the Principal and Health & Safety Officer of incidents, both those which cause harm and near-misses, and dangerous occurrences
- ensuring that those under their control do not take unnecessary risks
- assisting with the identification of all hazards in the school, including, but not limited to, substances, equipment, premises, workplace conditions and school activities; assisting the school in carrying out risk assessments of such hazards and producing safe systems of work to eliminate or reduce the risk of injury to employees, students or any other persons who could be affected.



## 2.4 Employees

Employees are required to:

- refrain from any act or omission which might endanger themselves or others
- use all equipment safely, including that provided for their personal protection
- comply with all safety instructions or procedures
- follow safe systems of work and ensure that all work equipment is used in a safe and responsible manner
- report to the maintenance staff any defects in equipment or other dangers (i.e. acts or conditions) immediately, or as soon as it is safe to do so
- report any dangerous incident, however minor, even though it may not have caused injury to persons, damage to property or other harm
- co-operate in the investigation of accidents and incidents
- ↳ be familiar with, and comply with all safety procedures detailed in this policy document and with any specific instructions on safety matters given verbally or in writing by the Principal, Health & Safety Officer or a health and safety specialist who, although they may not be an employee of the school, is recognised by it for the purposes of this policy
- familiarise themselves with the first aid and specific fire emergency evacuation procedures which are posted on notice boards in every area of the school or as advised verbally at staff briefings and be prepared to comply with them in the event of an incident.

## 2.5 Line Managers

Every manager with a supervisory role is responsible for ensuring the health and safety of employees, students and other persons in their area of responsibility and also anyone else who may be affected by their work activities. In the areas listed below, the persons named have overall executive authority for safety:

School facility	Job title
Classroom areas	Deputy Head Academic
Sports Facilities	PE Teachers
Art Department	Art Teachers
Music Department	Junior School / Senior School Music Teacher
Office Areas	HR Manager
School Canteen	Catering Manager
School Grounds	IFM Manager
Labs	Head of Science and lab teachers
DT room	DT teacher

The school nurses are responsible for tendering advice and assistance and, in collaboration with the appropriate senior leaders, in preparing accident reports where they have been involved in dealing with an injury or medical concern.

All estate related plant is the responsibility of the IFM Manager (under the direction of the Operations Manager), who is also responsible for day to day supervision of contractors on site, and ensuring their compliance with the health and safety policy.

All those with executive responsibility should notify the Health & Safety Officer (as safety co-ordinator) of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved.

Every senior leader and every employee with a supervisory role should report to the Health & Safety Officer and the Principal any breach of the safety arrangements. When nominated staff or others in charge of areas, employees, students or visitors are to be, or are, absent, adequate substitution must be made and communicated to persons affected (See Appendix i)

Executive responsibility throughout the school has been delegated to the IFM Manager to ensure compliance with the policy in the following areas:

- Ensuring that arrangements are in place for contractors visiting or working at the school
- Ensuring that maintenance tasks are risk managed through appropriate procedures and training.
- Control of electrical safety including 5-year testing of all electrical systems and devices and annual testing of all portable electrical devices used on the school site whether owned by the school, staff or students
- Arranging for a suitably qualified person to change and dress abrasive wheels and arranging for contractors or suitably qualified staff to check machinery which the maintenance department is responsible for annually.

### **3. Advisory Responsibility for Safety**

Where appropriate, the school will bring outside experts in to advise on specific aspects of health and safety. Their advice will be transmitted to the staff as appropriate through the head or other senior leaders. If their advice is not taken by any employee (or student) of the school, the Principal must be informed. Exceptionally, if they discover any risk which requires immediate action, they should take the necessary action and subsequently inform the Health & Safety Officer.

#### **3.1 Health and Safety Committee**

The school has a health and safety committee. Membership of the committee includes and is overseen by the Principal.

Other members include:

- Health & Safety Officer
- Head of Junior School
- Head of Operations

- Operations Manager
- Operations Officers
- School Nurse
- Head of Science
- Representative from the P.E Department
- Head of Co-Curricular and Education Visits Coordinator
- IFM Manager
- Catering Manager

The purpose of the committee is to oversee and monitor the effective implementation of the health and safety policy within the school and to review regularly the contents of the health and safety policy. The committee will also maintain an action plan that is updated at each meeting which sets out any actions that need to be carried out to maintain the highest standards of health and safety. The committee usually meets on a weekly basis. Copies of the minutes of its meetings will be shared with the school Governing Board each term during committee meetings.

SPGS International School Chengdu

Supplementary Health and Safety Information

## **1. Accident / Incident Reporting**

All incidents/accidents must be reported, even if they have not caused any harm. This will enable the incident to be investigated to determine its immediate and underlying causes so that we can introduce measures to prevent a recurrence. This is particularly important with near misses; today's near miss is potentially tomorrow's accident.

The Incident/Accident report forms are available from the medical team.

## **2. Alcohol and Drug Abuse**

The misuse of drugs and alcohol can put the health, safety and welfare of employees and others at risk. It can lead to poor performance at work, reduced efficiency, poor decision-making and lack of concentration, all of which can increase the likelihood of an incident.

Substances in this respect include alcohol, illicit drugs, prescription drugs or any other substance which is capable of impairing behaviour, judgment or job performance.

Abuse is the incorrect, improper or harmful use of any substance.

It is the school's policy that no illegal drugs may be brought onto its premises, and that the consumption of alcohol within the school is only permitted at officially approved events. Any breach of this rule will result in disciplinary action being taken against the offender, which may include summary dismissal in the case of employees or instant removal from site in other cases.

Additionally, no employee or student should be working under the influence of alcohol or drugs, illegal or otherwise, whilst on the school's premises, or whilst conducting the school's business or representing the school at any other premises.

## **3. Consultation with Employees**

Consultation helps to promote a safe working environment and strengthens the school's health and safety culture. Consultation affords the opportunity to motivate staff and create health and safety awareness, which in turn, makes the school more efficient, and reduces the likelihood of accidents, incidents and ill-health.

All employees are encouraged to contribute to the management of health and safety. Any employee who does not understand our existing policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Operations Officer.

Health and safety notices and emergency procedures are published at key locations throughout the school, and all employees are encouraged to read these on a regular basis. Developments in legislation and information specific to the school's business will be notified to staff.

## **4. Contractors**

The school follows procedures designed to ensure, so far as is reasonably practicable, that it only engages contractors who are competent. Where applicable, contractors will supply to the IFM Manager all appropriate paperwork including their health and safety policy, licences to operate and any regulatory documents.

The IFM Manager will ensure that any contractors are properly inducted on the school site.

When contractors are working on site and students are present, they will either be fully supervised or have undertaken the necessary safer recruitment checks in accordance with the Safer Recruitment Policy.

## **5. The Control of Substances Hazardous to Health**

All substances which have the potential to cause ill-health or harm to staff or students will be appropriately assessed in accordance with the local regulations and as far as is reasonably practicable, measures will be introduced to minimise risk, which will include their replacement with less hazardous substances wherever possible.

Risk assessments will be undertaken for those activities in which hazardous substances or materials are used, or places in which items are stored (including waste products) to identify and evaluate the risks associated with their use, storage and disposal and to implement control measures to limit exposure to employees and others who may be affected by those activities.

If, as part of a control measure, personal protective equipment is deemed necessary, employees will be provided with the appropriate equipment, which will be selected, stored, maintained, repaired and tested. Training if required will be provided for all staff who may need to use such equipment.

New substances may not be introduced into the workplace until they have undergone a risk assessment.

All risk assessments will be reviewed annually.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances, including information on the results of risk assessments.

Appropriate information and training will also be provided to any non-employees who may be exposed to hazardous substances.

All contractors bringing chemicals or hazardous substances onto school premises will be required to declare that they are doing so and to supply the school with a copy of their assessments and appropriate safety data sheets.

## **6. Display Screen Equipment (DSE)**

Health risks to display screen operators may include postural problems and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries e.g., picking up boxes of paper, etc.

Postural problems often manifest themselves in the form of back and neck pain as well as work-related upper limb disorders (WRULDs) including sprains and strains of such areas as fingers, hands, wrists, elbows and shoulders, and medical conditions such as tendonitis, tenosynovitis, and carpal tunnel syndrome.

Contributory factors include:

- sitting in an immobile position for long periods
- high rates of repetitive finger movements, with the wrists bent
- poor circulation to the legs
- pressure from the seat/chair upon the thighs caused by incorrectly adjusted seating

Visual fatigue can result in eyestrain, headaches or other related symptoms and can be caused by:

- poor screen display, such as low contrast or flickering

- high levels of ambient light compared to the screen display
- reflections or glare

Employees will conduct assessments of their own workstation and will forward results to the IT Manager. Where an assessment discloses potential problems for the employee, a second assessment will be undertaken by the IT department or other suitably qualified person, and remedial action will be taken as necessary.

Where assessment indicates a need, the school will offer a free eyesight test to any member of staff who requests one and a contribution towards corrective spectacles if they are prescribed specifically for use with DSE. It will also provide footrests and document holders where they are requested and their need is recognised, and will design work activities such that staff may have the opportunity to take regular, brief rest-periods away from the workstation.

Workstation users will be provided with suitable and sufficient training and information regarding their workstation.

## 7. Electricity at Work

### 7.1 Fixed Wiring

In order to maintain the fixed wiring installation which supplies electrical sockets, lighting and other hard-wired equipment, the school will ensure that the system is inspected by a competent specialist electrical contractor at least once every five years.

### 7.2 Portable Appliances

Staff should not use portable appliances on the premises without them being approved for use by the IFM Manager.

### 7.3 Electrical Contractors

The school will ensure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body and comply with all relevant safety standards.

### 7.4 Electric Shock

If there is any accident involving electrical injury to a person the school nurse should be summoned immediately.

### 7.5 General

Electrical equipment must not be tampered with.

Employees should report loose wires or defects in equipment to the IFM Manager who will decide what action to take. If it is safe to do so, defective electrical equipment should be disconnected from the power supply and clearly marked as being out of use.

Employees who wish to bring their own electrical equipment onto the school's premises must not do so until they have obtained prior permission from the Operations Manager.

## **8. Fire Safety (see also Fire Safety policy and fire emergency plan)**

It is important that the school safeguards its employees, students and others against exposure to the hazards associated with fire. Exposure to fire can result in burns and/or inhalation of smoke, either of which can be fatal. Fires can also cause massive destruction to the building structure, services, equipment, and contents.

The school has a Fire Safety policy and emergency plan outlining procedures and arrangements. As part of staff induction, employees are required to read these documents as well as the staff fire awareness training notes which include information on:

- how to raise the alarm on discovering a fire
- the means of escape from the premises
- what to do in the event of fire
- the fire assembly point and roll call procedures
- measures for disabled employees where applicable

Line managers will show the new members of staff the nearest exit points and fire assembly point. All staff are reminded of fire evacuation procedures at the start of each academic year and during fire drills.

## **9. First Aid**

9.1 The school makes sure it has adequate provision for first aid in respect of all persons at the school, should they sustain injury or become ill at work, including those travelling or working away from our premises. Properly trained first aiders are available in School whenever it is open. First aiders are present at a ratio of at least 1:150 for EYFS and 1:600 for Junior and Senior School. Training is updated regularly (at least every 3 years), of trained first aiders alongside certified first aiders which are recorded and monitored. A record is kept by the junior school nurse.

Risks to employees and others are assessed in order to make appropriate first aid provision, taking into account the number of people employed, the size and geographical spread of our facilities, and the hazards involved in the school's activities. First aid provision is made for all school trips and covered as part of the risk assessment for the trip.

First-aid provisions are assessed annually, or whenever circumstances change.

Contractors on the school premises must either have made adequate first aid provisions, or if their work involves no special risks, the contract may allow their use of the school's facilities, by agreement.

A detailed first aid policy can be obtained from the PA to the Principal or the school nurse.

### **9.2 First Aid Boxes**

First aid boxes are located throughout the school with particular provision being made in potentially high hazard areas such as the science rooms, art room, kitchens, sports facilities etc.

Their contents are approved by the school nurse and they are checked regularly by first aiders to ensure that they remain compliant and adequate to fulfil the needs recognised by risk assessments.



## **10. Housekeeping**

All employees have a responsibility to ensure that their own work area and the workplace in general is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls.

All school areas are cleaned on a daily basis by the school's cleaning staff.

Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls.

Materials must not be allowed to encroach onto designated pedestrian walkways. Stacking should be avoided but where this is not possible, materials should be stacked in a stable manner so that, so far as is reasonably practicable, the risk of them falling is reduced to a minimum.

Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately. This is an individual responsibility which should be undertaken at the time of the spill and not left until the next scheduled visit by cleaning staff.

The school will promote good housekeeping by positive supervision and through a system of regular workplace inspection.

Waste or surplus materials should be placed in a waste bin or returned to their source and not left lying around to cause a hazard.

Electrical switch/plant rooms are not to be used for storage unless the items stored are related to the equipment within them.

## **11. Legionella Prevention**

The IFM Manager is responsible for ensuring that the school's water systems are operating in accordance with school policy and regulatory guidance. The IFM Manager also ensures that a set of precautionary measures are carried out to minimise the risk of exposure to legionella and other associated risks with water systems.

## **12. Lone Working**

There is no general legal prohibition on working alone but it is important to ensure that any particular hazards associated with lone working are assessed and measures are put in place to control them.

- Staff (except when involved in an event or working a late shift) are required to contact the IFM Manager if they are unable to vacate the premises by the normal closing time.

The school will avoid putting lone workers at any greater risk than other employees by introducing control measures which take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

## **13. Manual Handling**

13.1 Manual handling can be defined as the use of bodily force to transport or support a load, including:

- lifting and lowering
- putting and taking
- pushing and pulling
- twisting, turning and stretching
- carrying or moving by hand or bodily force

Injuries are likely to be caused through incorrect lifting techniques, or insufficient provision for rest, or by not taking account of the weight, size, shape of the load, or by working in a difficult environment.

Employees are reminded that manual handling should be avoided where reasonably practicable and they must not engage in manual handling activities that are beyond their capabilities, due to the size, weight or nature of the item to be moved.

The results of risk assessments will be communicated to employees and where appropriate, suitable training will be given to staff in correct lifting techniques.

Risk assessments of manual handling operations will be carried out by departmental staff who have the knowledge, experience and training required to ensure their competence.

### **13.2 Hierarchy of Measures**

- i) avoid or eliminate the hazardous manual handling task
- ii) if it is unavoidable, conduct a specific assessment taking into account the task itself, the nature of the load, the capabilities of the individual and the environment where the work is to take place
- iii) introduce measures to reduce the risk of injury from the task to the lowest reasonably practicable level.

## **14. Monitoring and Review**

To ensure that the various procedures and policies set out in the arrangements section of our Health and Safety policy are being adhered to and being implemented as intended, we will undertake a review of our procedures each term. These reviews will be implemented by the Operations Manager and the Health and Safety Officer and conducted by internal staff.

The findings of the audits /reviews will be communicated to the Health and Safety Committee, management and staff together with a review of the effectiveness of the arrangements contained in this section of the policy, supported by the health and safety instructions which may be obtained from the Principal and passed to their PA.

In addition, the Health and Safety policy will be reviewed at least annually to ensure that it remains valid and will be updated to reflect any necessary changes.

## **15. Nursing and Expectant Mothers**

The school recognises that nursing and expectant mothers are particularly vulnerable and a specific risk assessment will be undertaken when a female employee notifies her manager that she is pregnant or nursing an infant. They will be informed of any additional risks they may face in the school as a consequence of their condition, which will be particularly applicable to those whose role requires physical effort or exposure to hazardous substances.

If additional risks to nursing and expectant mothers cannot reasonably be reduced, alternative work with no loss of terms or conditions of their employment will be offered, or paid leave will be authorised if alternative work is not available.

The school can only take these extra precautions if it is made aware that an employee is pregnant or a nursing mother. Staff must inform the school of their condition in writing.

## **16. Other Occupiers**

The school will co-operate on health and safety matters with other organisations which share any premises the School uses by keeping them fully informed of any risks specific to our business to which their staff may be exposed.

The school will also ensure that we obtain details from other organisations of any specific risks associated with their work activities.

## **17. Risk Assessments**

The school will make suitable and sufficient assessments of the significant hazards arising from its business activities that could affect school staff or others.

Different areas of the school present varying levels of risk and it is appropriate, therefore, that assessments should be conducted by departmental staff, who are the people who are most familiar with them. Heads of Department are responsible for ensuring that all risks in areas under their control are suitably and sufficiently assessed and for ensuring that outcomes and control measures are communicated as required.

The Head of Co-Curricular and Education Visits Coordinator checks risk assessments for school trips and visits as part of the visit paperwork. All such risk assessments must be signed off by the Principal before an activity is allowed to take place.

Each department should keep all its risk assessments in a central file where they can be readily accessed for reference or review.

An example risk assessment form is available from Health & Safety Officer which may be used, however departments can use the most suitable format for their purposes.

Risk assessments will be conducted in all areas but with particular reference to the following:

- Management of Health and Safety – general risk assessments
- Fire prevention, detection, alarm systems, evacuation procedures
- Personal Protective Equipment assessments
- Health and Safety (Display Screen Equipment) and workstation assessments conducted by HR
- Manual Handling assessments

- Control of Substances Hazardous to Health – assessments of hazardous substances including chemicals, dusts, vapours etc.

Information, instruction and training will be given to employees following an assessment where appropriate.

Risk assessments are reviewed within departments as required (i.e. upon changes in circumstances or following an accident/incident) and formally by the Health and Safety Committee in accordance with the review schedule.

## **18. Smoking at Work**

Smoking (including vaping) is not permitted on school premises or within 150m of school entrances.

All employees who are working away from the school's premises are reminded that they must observe the smoking restrictions which apply at remote sites.

## **19. Training**

All new employees undertake induction and training relevant to their role. As part of this induction they are required to read the school's Fire Safety policy, First Aid policy and the Health and Safety Policy. All staff are required to sign a declaration that they have read and understood these documents, that they will read any subsequent revisions and that they will implement the rules and procedures which may from time to time be in force.

Job-specific health and safety training needs are identified by line managers and provided to staff as appropriate.

All health and safety training is recorded in a central register and will include (where applicable):

- employees' duties and responsibilities
- safety notices
- good housekeeping
- fire safety
- accident reporting and first aid arrangements
- hazard reporting
- need for personal protective equipment
- hygiene
- manual handling
- hazardous substances
- display screen equipment

All employees have a responsibility to co-operate with the school's training programme. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided. Employees must also follow any revised working procedures once they have been given the appropriate information, instruction and training. Any employee who does not comply with the requirements to attend or undertake training or who does not follow the health and safety instructions and procedures they have been given may face disciplinary action.

## **20. Temporary Workers and Volunteers**

Managers will ensure that all temporary workers and volunteers are given health and safety induction training covering identified hazards, together with the emergency procedures and the management controls appropriate to those risks before they commence their duties.

Agencies which provide temporary staff will be advised of any specific risks associated with the school's activities of which the agency would be otherwise unaware.

## **21. Violence**

The school will not tolerate any instances of work-related violence, including verbal abuse, to its staff. All employees have the right to be treated with consideration, dignity and respect; all cases of inappropriate behaviour will be investigated and where the circumstances are sufficiently severe, the school will consider prosecuting the offender.

This policy applies to all staff working on our premises, including contractors, and agency and temporary workers.

Staff should report incidences of violence to their manager or to human resources so that an investigation may be undertaken to determine what action should be followed.

Managers are required to treat any reports of work-related violence, threats or abuse seriously and respond to them promptly. For their part, staff have a responsibility to act in a way that does not incite or increase the likelihood of violence.

## **22. Visitors**

Visitors are required to be supervised whilst on the school site as set out in the *Visitor Policy*.

In the event of an emergency which requires evacuation of the school's buildings, the person who is accompanying the visitor will assume responsibility for them and will escort them to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this should be reported to the Health and Safety Officer on an incident report form.

All visitors must:

- sign in and out at the front gate
- be issued with a visitor's pass (red in colour), which must be worn at all times.

## **23. Work at Height (over 2 metres)**

Work at height should be avoided wherever possible but in an environment such as a school, there will be tasks associated with both curriculum activities and maintenance work when this will not be possible.

Where work at height cannot be avoided, the activity will be assessed for risk and where necessary, the school will provide suitable and appropriate work equipment such as scaffolding, cherry pickers, ladders, stepladders etc.

The IFM Manager will ensure that anyone who is required to work at height is competent to do so. All activities which require work at height will be thoroughly assessed for the risks they present and the control measures required to minimise them.

## **24. Work Equipment**

In order to minimise the risk of injury from work equipment, the school puts in place arrangements for the assessment of risks and create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- all equipment will comply with the local regulations relating to the use of equipment
- an assessment will be made of all new or second-hand equipment purchased to ensure it is suitable for its intended use
- all equipment purchased will comply with any relevant product safety standards
- all hired or rented equipment will be required to comply with the regulations, and will include the provision of comprehensible information on its safe use
- ↳ all equipment will be maintained in efficient working order and in good repair and will be regularly inspected and tested, including, where applicable, statutory inspection and testing which will be undertaken either by the IFM Manager or other competent person appointed by him/her or within the department using the equipment
- adequate and identifiable means of isolation will be provided, where appropriate
- equipment will be safeguarded to prevent risks from mechanical and other hazards
- suitable and effective safety devices and controls will be provided together with suitable and readily comprehensible signs and warnings
- suitable general, task and emergency lighting will be provided to ensure safe operation of the equipment in both normal operation and under cleaning or maintenance conditions
- adequate and effective training, information and instruction will be provided for operators
- a system will be maintained for the reporting of any difficulties, hazards or defects encountered or identified with work equipment
- ↳ a full list of equipment and the frequency with which it needs to be maintained (and statutorily inspected if applicable) will be held by the IFM Manager who will also ensure that all necessary statutory inspections and/or maintenance activities are carried out at the appropriate time, and will keep safe the records, certificates and documentation.

These arrangements will be reviewed on any significant change in the type, nature or use of equipment.

## **25. School Visits and Activities out of School**

The Head of Co-Curricular and Education Visits Coordinator is the Educational Visits co-ordinator. The School's Educational Visits policy sets out the procedures for organising trips and visits out of school, copies of which are available from the office of the PA to the Principal.