



Marches Academy Trust

**Date of last review:** September 2017

# Health and Safety Policy

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## 1. Introduction

Health and Safety in the Trust is the responsibility of us all and this is a particularly demanding responsibility when the vast majority of those using our premises are children between the ages of 11 and 16. It is necessary for us to think not only for our own and our colleagues' safety but also the safety of those who frequently are unaware of the dangers in which they place themselves and others.

The teaching of health and safety matters and the gradual development of the awareness in children is quite properly dealt with as part of the curriculum. However, this document is concerned with all the activities that go on within the school in terms of the way we manage those activities and the procedures that we adopt. In extreme situations this can be a matter of life and death. Much thought has gone into co-ordinating this document and a great deal of time has been taken to ensure that we cover our legal responsibilities and our duty of care to the children and each other.

## 2. THE TRUST HEALTH AND SAFETY POLICY STATEMENT

**The Board of Trustees and Headteacher's recognise their responsibility to provide a safe and healthy environment for all employees, students/pupils, visitors and contractors on the school site's and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Trustees and Headteacher will, so far as reasonably practicable, ensure a safe place of work and a safe system of work.**

In carrying out the above policy effectively the Board of Trustees and Headteacher will undertake so far as is reasonably practicable to:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and students/pupils, including adequate provision for first-aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling (including manual handling), storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
- undertake to make all contracted and temporary employees, students/pupils, visitors and contractors aware of their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary.
- identify, eliminate, or apply risk reduction measures for hazards which exist at the place of work or elsewhere through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and, where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.

In addition to assist in the proper implementation of this policy they will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records; and
- bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed at least annually and amended as necessary.

Chair of Trustees:

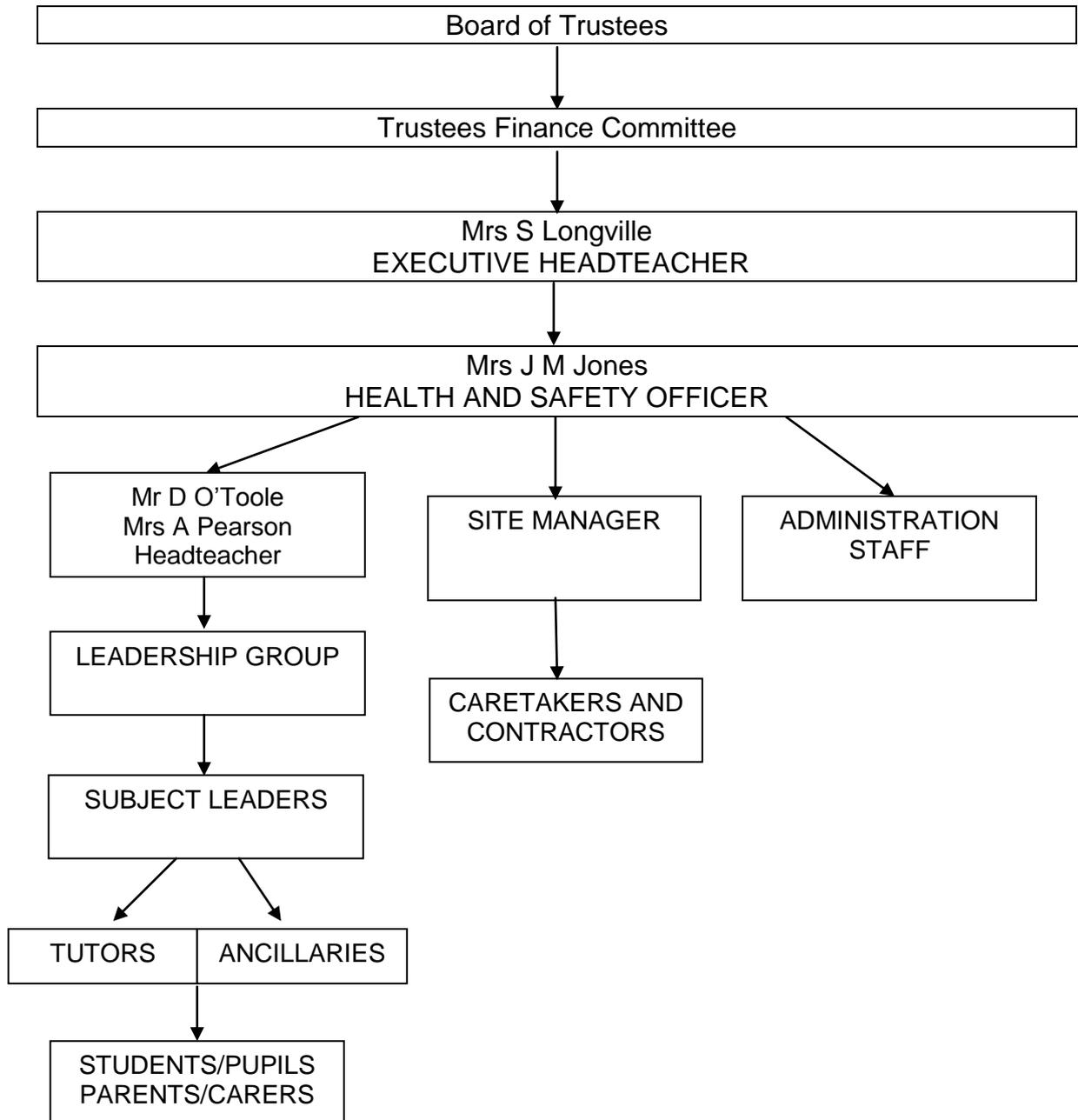
Executive Headteacher:

Date:

Date:

### 3. STATEMENT OF ORGANISATION

#### HEALTH AND SAFETY ORGANISATION CHART



## 4. ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

<b>Policy-Makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
<b>Employees</b>	Irrespective of their position within the structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

	Policy-makers	Planners	Implementers	Assisters	Employees
Board of Trustees					
Exec Head					
Headteacher					
School Leadership Team					
Deputy Headteacher					
Health and Safety Co-ordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Adviser					
Occupational Health Staff Specialist Technical staff HR Adviser					

## 5. THE RESPONSIBILITIES OF POLICY MAKERS, PLANNERS, IMPLEMENTERS, ASSISTERS AND EMPLOYEES WITHIN THE POLICY

Policy-Makers	
Board of Trustees Executive Headteacher	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Trust's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy-Makers:

- will be familiar with the overall responsibilities;
- must ensure that each school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively;
- will promote an interest in, and enthusiasm for Health and Safety throughout the school.

As Policy-Makers the Board of Trustees:

- must ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given;
- must ensure that sufficient competent persons are in place to advise each school on Health and Safety issues;
- will set Health and Safety targets (with Planners) to improve performance;
- is required to monitor that the Health and Safety targets are being met and each school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis;
  - *(The Health and Safety Co-ordinator may be delegated the responsibility to collate these KPI's on the Headteacher's behalf (see **Assisters** below))*
- will seek advice from Health and Safety Advisers and their Trust Health and Safety Co-ordinator as appropriate and take actions as necessary;
- must ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit;
- will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

As Policy-Maker the Executive Headteacher:

- will be responsible for the implementation of the Trust Safety Policy and will liaise with the Trustees to ensure full compliance with its requirements;
- will appoint persons to deal with the day to day issues on Health, Safety and Welfare, and ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Safety Policy which affect them or the responsibilities that are individually allocated;
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- will monitor the safety performance of each school and take such steps as may be necessary to improve the performance;
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually (completion may be delegated to another responsible person);
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the nominated contractor and an Asbestos Management Plan is completed and reviewed annually;
- will be responsible for the formulation and execution of Health and Safety Training for staff, in order for them to undertake their work activity safely;
- will ensure that a suitable and sufficient assessment of the risks to the Health and Safety of all persons on Trust premises is carried out. The assessment to be recorded including the hazards identified, the level of risk, any group of people identified as being especially at risk and details of action required (if any);
- will provide ongoing recommendations and present an annual report on Health and Safety to the Board of Trustees;
- will be responsible for dealing with visits from the Health and Safety Executive. Although the day to day liaison with the HSE can be delegated, perhaps, to the Safety Liaison Officer or Safety Co-ordinator, the HSE do expect to talk to the Executive Headteacher on overall policy matters.
- The Executive Headteacher and appointed Safety Liaison Officer will be responsible for reviewing and where necessary, the amending of this policy statement.

<b>Planners</b>	
Executive Headteacher Headteachers of each school Members of the School's Leadership Team's Trustees Deputy/Assistant Headteacher Health and Safety Co-ordinator Heads of Department Site Services Manager	Develop the local plans to achieve Trust/school health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.

The Planners will:

- be familiar with the overall responsibilities laid down for **Planners**;
- take overall responsibility for the day to day health and safety management of each school and school activities taking place outside school premises;
- determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day accountability for health and safety within the school.);*
- as part of their management of health and safety:
  - appoint a Responsible Person
  - identify a member of staff who can act as a Health and Safety Co-ordinator (see **Assisters** below);
- ensure that these staff receive appropriate Health and Safety training;
- ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- keep up to date with changes or updates in Health and Safety management;
- ensure that suitable and sufficient training, instruction and information is provided when required;
- set health and safety objectives as part of the Trust/school planning process;
- include Health and Safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- advise Trustees of the resources and arrangements needed to manage Health and Safety effectively as part of the Trust/school planning process;
- communicate any Health and Safety actions outlined in the planning process to relevant staff and Trustees;
- develop management arrangements for the identification of hazards and control of risks (risk assessments); ensure these take place and that results are communicated to staff;
- develop local policies and procedures as necessary for health and safety.
- seek help from the Health and Safety Adviser or other specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the Board of Trustees where issues arise which cannot be managed at a local level, need additional resources or require external support;
- ensure that an annual Premises Health and Safety Evaluation is carried out.

(This duty may be delegated to other members of school staff);

- ensure that an Annual Self Audit of the management of Health and Safety is carried out;
- draw up any Action Plans required from the results of the Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly;
- advise the Board of Trustees and others of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this; and
- consult with staff as necessary on matters of health and safety which may affect them at work.

<b>Implementers</b>	
Headteacher (also Policy-Maker, Planner) School Leadership Team (also Planners) Heads of Department (who may also be Planners) Teaching Staff [Including Supply Teachers] Managers Teaching Assistants Learning Support Staff Admin Staff Site Services Manager/Caretakers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.

The Implementers will:

- maintain an understanding of the Health and Safety Policies developed within school
- demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying Health and Safety problems and rectifying them if possible
  - Challenging poor Health and Safety performance or attitudes
  - Communicating regularly about Health and Safety;
- be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy Makers and Planners;
- understand and own the plans in place for Health and Safety as part of the overall planning process, monitor progress in these areas and advise Planners of the results or any deficiencies;
- ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- ensure that individuals have Health and Safety objectives as part of their annual review process (these may reflect the overall Health and Safety plans);
- encourage participation in Health and Safety and ensure that communication about Health and Safety issues takes place;
- assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment, etc.) and the results of risk assessments communicated;
- ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;

- ensure that staff in these roles have received appropriate training;
- ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- consult with staff as necessary on matters of Health and Safety which may affect them at work and receive Health and Safety reports from Health and Safety Representatives, responding as necessary;
- supervise work adequately to ensure that good Health and Safety standards are maintained;
- ensure that adequate monitoring of Health and Safety takes place, e.g., by taking part in Premises Health and Safety Evaluations and carrying out own inspection of work areas;
- carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future;
- avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively;
- monitor Health and Safety standards at the local level by retaining statistics to identify patterns and trends in events;
- seek advice from the Health and Safety Adviser or other specialist as required;
- make use of other resources provided to promote Health and Safety at work (e.g., intranet/newsletters, trade magazines, Health and Safety Executive website).
- *In addition to the above, teaching staff are responsible for the health and safety of all students/pupils under their control whilst involved in organised work activities both on site e.g., classrooms, laboratories, workshops, etc., and off site, e.g., school trips.*

### **Site Services Manager**

**In addition to those previously stated, Premises Managers have specific responsibilities. These are:**

1. To maintain an understanding of the Site Services Manager’s responsibilities, including an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
2. To ensure that staff within their departments are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information in Health and Safety matters is provided.
3. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
4. Ensuring adequate security arrangements are maintained.
5. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
6. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
7. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.

8. Ensuring that plant and equipment is adequately maintained.
9. Arranging for the regular testing and maintenance of electrical equipment.
10. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
11. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
12. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
13. Undertaking thorough investigation of all premise related accidents/incidents. Ensuring the availability of an accident book at the premise.
14. Ensuring the adequate provision of health and safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
15. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
16. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request.
17. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
18. Liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning.

<b>Assisters</b>	
Health and Safety Co-ordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

The Health and Safety Co-ordinator:

- is familiar with the responsibilities of Assisters;
- has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy Makers as necessary;
- will keep up to date with Health and Safety issues and changes by making use of available resources, e.g., (Health and Safety Executive website, trade magazines, etc.);
- may take on certain functions such as communication, collation of statistics, co-ordination of Health and Safety Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment;
- may collate and produce an annual report on Health and Safety performance including essential KPIs for Governing Bodies to view as part of their monitoring process.

## **Employees**

Irrespective of their position within the structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

### **Employees (including temporary and volunteers)**

**Employees** – Irrespective of their position within the structure, all staff are employees and therefore all the employee responsibilities apply to everyone.

- All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.
- All employees must also co-operate with the Board of Trustees and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.
- All employees will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines such as CLEAPPS Laboratory Handbook.
- All employees must report all accidents, dangerous occurrences and potentially dangerous practices and situations in accordance with the relevant procedure.

### **Students/Pupils (This section should be drawn to attention of all students/pupils)**

All students/pupils/pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All students/pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes, e.g., fire extinguishers etc.;
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and Safety at Work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Board of Trustees is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via Health and Safety Officer on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal

duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

### **The School Minibus Co-ordinator**

The School Minibus Co-ordinator:

- will ensure that the school minibus is maintained in safe condition.
- will ensure that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition;

### **The School Safety Liaison Officer (Co-ordinator)**

The School Safety Liaison Officer (Co-ordinator):

- will create a positive approach to accident prevention and the Health and Safety of staff, students/pupils and others on the school premises;
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of Health, Safety and Welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of safety performance;
- will ensure that they are conversant with current legislation affecting the Health, Safety and Welfare of staff, students/pupils and others;
- will advise the Headteacher of all matters requiring action;
- will liaise with outside Safety Advisors, Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, etc.), the Fire Safety Officer, etc.;
- will liaise with the nominated Deputy Headteacher and Union Representatives;
- will co-ordinate the activities of other persons with Health and Safety responsibilities;
- will ensure that all electrical leads and plugs are regularly checked. (This may be delegated to the Site Staff.) All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher (or delegated person) – as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The Site Services Manager will be responsible for checking items of electrical equipment.

## **6. ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

### **6.1 INTRODUCTION**

No safety policy is likely to be successful unless it actively involves the work of people themselves. The Headteacher of each school will, therefore, ensure that there are effective channels of communication; and consultation with employees and their representatives at all levels to inform and to seek the view, support and commitment of employees. Employees are reminded of their own duties under section 7 of the Health and Safety at Work Act to take care of their own safety and that of others and to co-operate with the Headteacher so as to enable the responsibilities to be carried out successfully.

It is the primary responsibility of managers and supervisors to ensure safe conditions of work. The school will provide competent technical advice on safety and health matters where this is necessary to assist line management in its task.

### **6.2 SAFETY STANDARDS**

Where guidance has been issued:

Employees are made aware of written advice issued by the Trust and to work to such recommendations. Written communication will take the form of circulars, or health and safety notes. Often new aspects of policy or reminders of current policy will appear in the weekly bulletin.

A master file of current documents will be maintained by the Health and Safety Officer.

In the absence of specific guidance:

Where specific guidance has not been issued, staff are expected to make their own assessments of their activities to establish:

- a) the hazards - (the potential to cause harm)        }
- b) the risk – (the likelihood that injury could occur) } Risk Assessment
- c) the level of precautions appropriate to the risk        }

Such assessment should then be the subject of discussion with their immediate supervisor, senior colleague or Health and Safety Officer.

### **6.3 MONITORING AND REVIEW**

#### **6.3.1 INTERNAL**

The school has made arrangements to carry out a systematic and regular programme of monitoring and reviewing:

1. All accident reports;
2. All advisory reports received;
3. All termly audit reports (where appropriate);
4. The annual audit report;

5. Incident reports i.e. near misses and violence;
6. Other information about changes in requirements as they occur.

Aspects of these will be reported to the Board of Trustees Committee responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

In this Trust this will happen on a termly basis.

### **6.3.2 VISITS FROM ENFORCING AUTHORITIES**

The Headteacher will be responsible for dealing with visits from the **Health and Safety Executive**. Inspectors do not have to make an appointment to visit or inspect the premises and have **extensive powers** under section 20 of the Health and Safety at Work Act. If the officer is not recognised they should be challenged and asked to produce their warrant. (HASAWA Section 19(4)).

All staff must co-operate fully with any Health and Safety Executive Inspector. It is a separate offence in law not to do so. (HASAWA Section 33(i)(h)).

Although the day to day liaison with the Health and Safety Executive can be delegated to the Safety Liaison Officer or Safety Co-ordinator, the Health and Safety Executive do expect to talk to the Headteacher and **Union representatives** when visiting a school.

Local authorities' **Environmental Health Department** Officers have similar powers to Health and Safety Executive Inspectors when carrying out the functions of visiting/inspecting, with regard to food safety, environmental and waste disposal matters.

**Fire Officers** also have powers of entry and inspection under the Regulatory Reform (Fire Safety) Order 2005.

### **6.4 OUTSIDE TRIPS AND ACTIVITIES**

The requirements for running school trips are detailed in the Trust Educational Visits Policy.

### **6.5 FIRE SAFETY**

The Headteacher and Trust Business Manager are responsible for ensuring that the termly fire drills are carried out but may delegate the carrying out of the drill to the Site Supervisor. All drills are to be recorded in the fire log book. The reviewing of the fire risk assessments is carried out by the Trust Business Manager in consultation with the Site Manager/Supervisor and where necessary external Health and Safety Advisors. The Headteacher, Trust Business Manager and Site Supervisor are responsible for ensuring that fire exits and escape routes are kept free at all times, but staff must ensure that they do not place objects which may cause an obstruction. The Site Supervisor is responsible for maintaining fire extinguishers, emergency lighting and carrying out alarm tests.

## **Fire Warning Systems**

The primary purpose of giving warning in case of fire is to provide the occupants of the workplace with sufficient time to reach a place of safety before the escape routes become impassable due to heat and smoke.

The fire alarm is a continuous ringing of the school bell. When the alarm sounds the whole school will be evacuated.

## **Means of Fighting Fire**

An adequate supply of appropriate types of extinguishers will be available and maintained to deal with different fire risks. The method for use will be clearly indicated. Only Staff that have been trained in the selection and use of fire extinguishers are to operate them. Fire extinguishers should only be used where it is safe to do so or in order to affect escape from a building.

## **Fire Prevention**

Fires do not just happen, there is always a cause:

- Keep all areas clear of rubbish and waste, particularly storerooms, boiler and other plant rooms and under staircases;
- Check electrical equipment;
- When work stops - Switch off all equipment;  
Check that all equipment for use overnight is safe;  
Close all fire doors.

## **Instruction and Training**

All employees will be given appropriate instruction and training as necessary to ensure that they are familiar with the fire precautions to be taken and observed in the workplace, including:

- The means of escape in case of fire;
- The action to be taken in the case of fire;
- The location of, and method of operating equipment for fighting fire;
- The location and use of the means of giving warning of fire.

Every person identified in the emergency planning as a person responsible for supervising and controlling the putting into effect of the plan and the conducting of fire drills shall be given access to assessments and to the emergency plan and also be given additional instruction.

## **Persons who are physically disabled or sensory impaired**

The Headteacher will ensure that Personal Emergency Evacuation Plans (PEEPs) are developed for all employees and students/pupils who have been identified as having physical disabilities or sensory impairments. All employees will be made aware and briefed on specific PEEPs.

## **Fire Equipment Maintenance/Fire Drills**

The Site Services Manager will arrange to have the fire fighting equipment checked regularly, properly maintained, and kept to a standard to enable persons to extinguish a small fire.

All escape routes and fire exit doors will be kept free from obstructions at all times. To this end no random storage will be allowed in any common parts i.e., corridors, landings, etc.

An annual assessment of the risks of fire, and interim assessments as deemed necessary will be carried out by the person allocated for this duty. If, as a result of the assessment, any shortfalls in arrangements are identified, the school will treat them with high priority and rectify them accordingly.

Each fire alarm call point will be tested at least every 13 weeks.

### **Fire Information**

The following persons will be briefed on fire arrangements and emergency evacuation, which may include bomb threats or similar situations:

- All employees
- All students/pupils
- Support staff (cleaners and catering staff working at the premises part time)
- Visitors to the building (persons not accompanied within the building but present for several hours)

This includes:

- Contractors (especially those working alone)
- Visitors for meetings
- Groups using the school facilities (especially after school hours)
- Short stay supply teachers and similar

Suitable fire action notices will be posted in prominent positions and not obstructed by other notices or displays.

Where appropriate, comprehensive fire action information sheets will be issued to individuals for personal reference.

Where any staff have doubts with regard to fire safety or procedures they are to raise the matter with the Headteacher and/or the person allocated to dealing with fire arrangements.

A suitable Fire Log Book will be maintained by the Health and Safety Officer in which details of any fire incidents, evacuations, drills, fire training, and fire equipment inspections etc., will be entered.

### **Fire Instruction Notices**

Fire instruction notices will be displayed in every room together with a map of the school site showing the location of the cage.

## **6.6 CRISIS MANAGEMENT POLICY**

The Crisis Management Policy should be adopted in the event of any emergency on a school site (i.e. a bomb threat) or outside school (i.e. an incident on a school trip).

The staff member receiving the information **MUST** obtain as much factual information about the emergency as possible and immediately alert the Headteacher (or a Deputy in their absence). The Headteacher (or Deputy) will then decide whether or not to activate the Emergency Management Team.

Once activated the Headteacher (or Deputy) takes overall responsibility for the incident with members of the Emergency Management Team deployed as detailed in the policy to provide supporting functions across the school.

The Trust's Crisis Management Policy is reviewed and updated annually. The policy is shared with new employees during their induction and amendments and updates shared with all staff across the Trust as they are implemented. Members of the Emergency Management Team hold detailed information to assist them in the event of an emergency and are briefed annually to ensure full understanding of their roles and responsibilities.

## **6.7 MEANS OF SAFE ACCESS/EXIT**

The Headteacher will ensure that the premises are organised in such a way that pedestrians and traffic can circulate in a safe manner. Consideration will be given to persons using wheelchairs with the provision of ramps and other devices.

The Site Services Manager will ensure that:

- All access routes are maintained in a safe condition and are free from any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall.
- Handrails are provided and maintained on all stairways, edges or opening where persons have access.

All staff will ensure that emergency exit doors and routes are not obstructed by random storage at any time.

## **6.8 USE OF PREMISES OUTSIDE SCHOOL HOURS**

The letting of school premises is controlled by the Headteacher. Each new hirer is provided with information concerning safe use of the premises and equipment, first aid and other facilities.

The hirer has to conduct their own risk assessments and submit these to the Trust Business Manager for review, prior to hire agreement being finalised.

Electrical equipment brought into the school must be submitted to the Site Supervisor for inspection to certify that it is safe.

A control on numbers of persons attending functions at the school will be exercised and the maximum occupancy numbers advised in the Fire Risk Assessment adhered to.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

Close liaison with school facility users will be established before commencement and during the time the premises will be used.

### **6.9 FIRST AID PROVISION**

Notices detailing location of first aid equipment/facilities and the names and locations of all trained first aid persons are displayed in prominent positions around the premises.

If a child is in need of minor first aid they should be sent with another child to a first aider in the appropriate area where first aid will be administered and recorded in the accident book by the first aider.

If a child needs attention at the scene of the accident then, where there are 2 adults on duty, 1 should fetch a senior first aider to assess the injury / illness who will give instructions to call for emergency services as necessary. Where a teacher is alone then a responsible child should be sent to fetch the nearest first aider.

If a member of staff finds themselves in a situation where it is obvious that immediate emergency first aid is required then 2 responsible children should be sent to the nearest classroom to fetch an adult, who should then be sent to the office to call the emergency services or use their own mobile phone if this is quicker and 2 children should be sent to fetch a senior first aider.

The school will ensure that adequate and appropriate facilities are provided to enable first aid to be rendered to staff and students/pupils should they be injured or become ill.

The minimum number of trained first aiders required is determined by risk assessment, which will be reviewed annually by the Health and Safety Officer.

Arrangements for first aid training courses will be made through the Health and Safety Officer.

#### **Equipment**

- The contents of first aid boxes will be checked within each school during each termly safety check.
- Students/pupils should know the position of telephones in the school, and who to contact in case of emergency.

### **6.9.1 First Aid Facilities**

- First aid boxes are located in each departmental office, laboratory and workshop in a clearly identified accessible location.
- Each first aid box will contain sufficient quantities of suitable first aid material and nothing else.
- Contents of the box will be replenished as soon as possible after use in order to ensure there is always an adequate supply of all materials.
- Sufficient quantities of each item will be made available in every first aid box in compliance with the contents card, as recommended by current guidance.
- Records of all cases treated will be made in the accident report log held by the school Medical Officer

### **6.10 ADMINISTRATION OF MEDICATION**

All requests from parents/guardians for the administration of medicines should be handled by the Medical Officer.

- Only requests to administer medicines which have been prescribed by the student's/pupil's doctor will be considered.
- The treatment should be straightforward, such as giving medicines or tablets, and not involve medical training or knowledge. If requests are received to give treatment which is not straightforward, these should be considered after consultation with all parties involved.
- If the treatment is short term, (one week for instance), parents should provide a written request for the treatment to be given. If the matter is urgent, a verbal request may be accepted.
- If treatment is long term parents should be asked to complete the appropriate form.
- The medicine should be brought to school in a container which must be clearly labelled with the following:
  - a) Students/pupil's name
  - b) Medication name
  - c) Dosage to be taken
  - d) Date

A log of all medicines administered will be maintained using the appropriate form.

For students/pupils on long term treatment an individual record sheet will be kept and filed with the students/pupils's personal papers at the end of the course of treatment.

All requests for the administration of medicines will be filed with the students/pupils's personal papers.

### **Administration of Pain Relievers**

The pain reliever which can be given to students/pupils is standard paracetamol or Ibuprofen.

Schools obtain permission to administer a dose of paracetamol/ibuprofen during the admission process.

### **Asthmatics**

All known asthmatic students/pupils are identified on our Asthma Register, a printout is securely kept in the medical room.

Children who require an inhaler should keep a named one in their classroom within reach. If an inhaler is given, then this should be logged by the class teacher on the Asthma Log Forms. All children requiring an inhaler must have completed an Asthma Care Plan.

If a problem arises the students/pupil's GP will be contacted.

## **6.11 ACCIDENT REPORTING, RECORDING AND INVESTIGATION**

Each School hold the following documentation;

- Accident record and treatment forms.
- Accident report forms.
- School near miss form.
- Guidance on near miss reporting.
- Violent Incident report form and guidance.
- Health, Safety and Welfare Policy.

### **Accident Reporting**

All accidents involving students/pupils should be recorded in ink, in the accident book. All children following an accident, other than very minor scrapes and grazes, should be sent to a first aider who in turn is responsible for completing the accident report entry in the accident book.

The Health and Safety Officer maintains a record of all incidents which result in personal injury. Accident, violence and near miss report forms are kept and issued by the Medical Officer; they are completed by the member of staff at the scene of the incident or the person rendering first aid. Once complete the form should be returned to the Medical Officer for referral to the Headteacher for signature. The school keeps a copy of each report filed in sequential order.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Under these regulations we are required to notify the HSE of all accidents which lead to fatal and major specified injuries, or any injuries that result in an employee being unable to work for more than 7 days, or any injury which results in a person being taken to hospital by ambulance directly from school.

If the accident causes death or serious injury this report must be made within 24 hours. In order to meet this requirement all accidents which come, or are likely to come, within this definition should be notified to the Trust Business Manager or the Health and Safety Officer immediately. The Trust Business Manager will advise the LA Health and Safety Team who under the provisions in their service level agreement with the school will notify the Health and Safety Executive by telephone. HSE Form F2508 must accompany the School's Accident Report Form. Form F2508 will be

prepared by the Trust Business Manager and submitted to the Health and Safety Executive.

### **Near Miss Reporting**

A near miss report form (available from the Health and Safety Officer) should be used by staff to bring a potentially dangerous incident or hazard to the notice of the Headteacher or Site Manager. Any action taken by the school will be entered on the form which should then be forwarded to the Health and Safety Officer on completion.

### **Violent Incident Reporting**

A violent incident report form (available from the Health and Safety Officer) should be completed whenever a member of staff or students/pupils is subject to violent, abusive or threatening behaviour from any source, whether a student/pupil or an adult. When completed the form should then be forwarded to the Headteacher.

### **Investigation**

Where accidents/incidents require investigation then the Trust Business Manager will assemble an appropriate Investigation Team to conduct an Accident Investigation in accordance with RIDDOR Regulations including appropriate notification where applicable and the completion of relevant forms.

### **Review**

Departmental/Faculty meetings have an agenda item on Health and Safety matters at least once a term, at which the record of accidents, near miss reports and associated investigation reports can be reviewed. The Health and Safety Officer will review all accident, near miss and violent incident report forms and prepare a summary report for discussion and signature by the Trustees Finance and Premises Committee. Copies of these reports are held on file by the Health and Safety Officer.

## **6.12 RISK ASSESSMENT**

The Management of Health and Safety at Work Regulations imposes specific obligations on managers to assess ALL risk to safety and health.

These Regulations relate not only to protecting employees from harm from work, but also any other person whose Health and Safety may be affected.

Suitable and sufficient assessments will be made of the risks to the health and safety of employees to which they are exposed whilst at work and the risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct of their work activity or undertaking.

The assessment must be recorded either in writing or by an easily accessible database.

This is to ensure that action may be taken to eliminate or reduce risks to an acceptable level for those employees or non-employees identified and documented as being exposed to harm.

The risk assessment only remains valid if up to date. Should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

Control measures identified to eliminate or reduce risks must, where appropriate, be incorporated into safe systems of work e.g. into lesson plans etc.

### **6.13 ASBESTOS**

The Site Manager is responsible for the Asbestos Management Plan, which is kept in the Trust Business Manager's office.

The Site Manager, or in their absence the Trust Business Manager, will ensure all contractors and other relevant workers read the Asbestos Management Plan and sign to confirm they understand the potential locations and action to be taken in the event of disturbance or suspected disturbance.

The Asbestos Register is kept in Reception and will be given to all contractors that will/or could potentially disturb the fabric of the building.

All Staff will be made aware of areas where asbestos has been identified and of the reporting procedure and immediate action in the event of disturbance.

In addition, all staff members are informed not to undertake any drilling or permanent fixings without the supervision and permission of the Site Supervisor.

All concerns are to be raised with the Site Supervisor or Trust Business Manager.

The Asbestos Register is kept in Reception and will be given to all contractors that will/or could potentially disturb the fabric of the building.

An external asbestos management company are contracted to conduct periodic reviews of the condition of the asbestos.

## **6.14 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

### **NO SUBSTANCES WILL BE USED OR GENERATED WITHIN A SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.**

Whenever a school intends to use, or create, a substance that could be a risk to the health of staff, students/pupils and others, the **Departmental COSHH Assessment Co-ordinator** will:

- Identify and control those substances
- Minimise the risk to staff and others exposed to those substances
- Arrange for the provision of information and training needed to do the job safely.

An assessment will be carried out on all substances used in each school and recognised as being hazardous to health. The purpose of the assessment is to identify the risks and to prioritise the measures that need to be taken.

Individual users of hazardous substances must use the safeguards provided and must:-

- Read and understand the information on labels, data sheets and risk assessment reports.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.

Guidance from CLEAPS and the LA Health and Safety team is provided to ensure appropriate standards of assessment and conformity.

## **6.15 PORTABLE ELECTRICAL APPLIANCE TESTING**

HSE Guidance Note GS 23 “Electrical Safety in Schools” and guidance Note PM 32 “The safe use of Portable Electrical Apparatus” is used to support the programme of portable electrical testing in school.

Trust Business Manager is responsible for ensuring the registration, inspection and testing of equipment.

On no occasion will electrical equipment or appliances be used where the safe use date labels indicate time expired, or where red defect labels are attached.

Electrical items must not be brought onto the premises by students/pupils or visitors/users unless certificated proof that the item is safe to use is provided by a competent person beforehand.

## **6.16 CONFIDENTIAL COUNSELLING SERVICE**

The school provides a confidential counselling service for all staff. Details of it will be retained by the Headteacher and displayed on the staff notice board. Full details are included in the Personnel Handbook for staff adopted by the Trustees.

## **6.17 TRAINING**

### **Training - Health and Safety, Fire, First Aid etc.**

All training needs will be addressed to provide all necessary information, instruction, training and supervision to ensure the health and safety at work of all employees, especially new employees, (including temporary staff, casual and voluntary workers). Retraining will be undertaken when staff take up new responsibilities or there is a change in equipment or systems of work procedures.

All new employees will be briefed on all health and safety matters relating to their particular areas of work. Further instruction will be included in induction courses.

Training records will be held by the School.

Health and Safety Training will be incorporated as part of the Trust's development and staff training plan, and will thus be considered particularly at the time of reviewing:

- The annual budget
- The school development plan
- Investors in people (IIP) programme

## **6.18 SMOKING AT SCHOOL**

The Trust has a **NO SMOKING POLICY** for **ALL** on the Trust premises and grounds.

## **6.19 GUARDING AND FENCING OF MACHINERY**

A risk assessment will be carried out to identify hazards presented by machinery. Any significant risks identified will be controlled or dealt with.

Guards or physical barriers which prevent access to the danger zones of machinery will be suitable for the purpose for which they are provided, and will be maintained in an efficient state, in efficient working order and in good repair.

Guarding provided to prevent or minimise hazards must not be interfered with, altered or dismantled from machinery and other work equipment, and shall not give rise to any increased risk to health or safety.

If machinery guards or barriers become damaged, or are inadequate, it is to be reported and the work equipment is to be taken out of use, being labelled as such and isolated where necessary.

The Site Services Manager will ensure that all controls of work equipment are clearly visible and identifiable, including by marking if necessary. Health and Safety warnings will be displayed where appropriate and will conform to any applicable legislation such as the Health and Safety (Safety Signs and Signals) Regulations 1996.

#### **6.20 USE OF MACHINERY AND HAND TOOLS (WORK EQUIPMENT)**

A risk assessment will be carried out to identify hazards presented by machinery. Any significant risks identified will be controlled or dealt with.

The employer shall ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided.

A risk assessment will be carried out by the Health and Safety Officer/responsible person with regard to the working conditions, and to the risks to the Health and Safety of all persons within the premises to ensure the best selection of work equipment.

The Site Services Manager/responsible person shall ensure that where any work equipment has a maintenance record, the record is kept up to date, and all maintenance is carried out by a competent person, as defined by Regulations 5 and 6 of the "Provisions and Use of Work Equipment Regulations 1998".

Where work equipment is used the employer shall ensure that suitable and sufficient lighting is provided, taking into account the operations to be carried out.

The employer will ensure that all users of work equipment shall have sufficient information, instruction, training and supervision to enable operations to be carried out safely. (This may include written instructions).

Employees have a duty to use correctly all work items provided by their employer in accordance with their training, and the instructions they receive to enable them to use the items safely.

#### **6.21 CURRICULUM SAFETY**

Safety guidelines specific to the following subjects can be found in the relevant Departmental Safety Policy Document:

- Laboratories
- Design Technology
- Home Economics
- Physical Education

## **6.22 GOOD HOUSEKEEPING**

The school will adopt policies and practices which lead to a safe working environment. Some examples are:-

- All spillages will be immediately cleaned up with safe disposal of the waste.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis.
- Hygiene standards will be of the highest attainable by all kitchen staff.

## **6.23 HEALTH AND SAFETY ADVICE**

All Health and Safety issues will be dealt with by the Health and Safety Officer who will, as necessary, seek expert advice. The Trust recognises the need for competent advice and have engaged the services of an external consultancy.

## **6.24 SAFETY ARRANGEMENTS DURING GROUNDS MAINTENANCE**

Areas where grass cutting etc., is being carried out are not to be used by staff and students/pupils. Activities such as sports will be arranged at such a time as not to coincide with grounds maintenance work.

Early liaison with ground maintenance staff will be arranged prior to their visit.

**This is particularly important when spraying with hazardous substances is to be undertaken.**

## **6.25 ROAD SAFETY**

The movement of students/pupils entering and leaving each school site at the beginning and end of the school day will be monitored by staff on a rota basis. School's monitor and restrict movement within certain areas.

## **6.26 VISITORS (INCLUDING CONTRACTORS)**

All visitors are directed to report to Reception on arrival and departure. A 'sign in' process is in place and all visitors are issued with badges.

Such a record will be used as a checklist of evacuees (non-staff and students/pupils) in the event of fire or other emergency.

Visitors are the responsibility of the person they are visiting. In the event of a fire or other emergency visitors will accompany their host to the appropriate assembly point. Visitors are not permitted to wander the premises without being accompanied by an approved staff member.

All contractors working on the school premises are to report to Reception prior to starting work and the Site Services Manager notified.

The Site Services Manager is responsible for arranging contractors' visits to the site, and will ensure that segregation of students/pupils from

contractors' work force and work activity is arranged. A statement of the school's fire safety arrangements will be given to each contractor; they must read and sign the Asbestos Register and will be expected to operate within the guidelines set. All contractors will be informed of the School's Emergency Procedures.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures under current health and safety legislation. Close liaison between the Site Manager and contractors will be maintained.

#### **6.27 SAFETY OF PREGNANT WORKERS**

The school will carry out a pregnancy risk assessment of agents and processes, or working conditions which may be hazardous to the safety and health of all new and expectant mothers. The risk assessment will also take into account the safety and health of the baby.

Where a risk is identified that may affect the safety and health of these employees, their Department will ensure that steps will be taken to avoid exposure to the risk by temporarily adjusting the working conditions or hours, moving the employee to another job, or if necessary the employee is to be given leave for the period.

The employee has a duty to inform a responsible person, in writing, if she is pregnant, has recently given birth or miscarried, or is breast feeding, as the employer does not have a duty to take action unless notified, or the employee's condition becomes undoubtedly noticeable.

Further clarification may be obtained from the School's Personnel Officer.

#### **Workplace**

Facilities within the workplace shall exist for pregnant women and nursing mothers to rest, which should be conveniently situated in relation to sanitary facilities.

#### **6.28 MANUAL HANDLING**

All staff must be made aware of the dangers associated with manual handling via staff handbook and during the induction.

Where necessary manual handling training by the Site Supervisor will be given. No lifting should be undertaken that falls outside the guidance given in this training. An annual update of manual handling instructions and guidelines should be delivered to the staff by the Site Supervisor.

#### **6.29 LONE WORKING**

Staff are discouraged from lone working in school but if absolutely necessary other members of staff should be informed and a system implemented to ensure communication is maintained.

#### **6.30 NOISE AT WORK**

The employer shall ensure that the risk of hearing damage to all staff who work in noisy environments, or with noisy equipment, is reduced to the lowest level reasonably practicable.

It is recognised that noise levels below those which cause hearing damage can still cause problems such as disturbance, interference to communications and stress.

Where an employee is, or may be, subjected to noise levels in excess of the daily personal dose rate (80dB (A)), then a noise assessment is to be conducted by a competent person. (As a rough guide, if a conversation cannot be held at a distance of 2 metres without raising the voice, then an assessment is required).

Assessments will be recorded and updated as necessary.

Information, instruction and training will be given to all staff who may be exposed to 80dB (A) or above, to ensure awareness of hearing problems, and measures to be taken to combat the effects.

Staff who are concerned about high noise levels should contact the Health and Safety Officer who will arrange for a noise assessment to be carried out.

## **7. Health and Safety communication**

The Trust Business Manager reports on a regular basis to the Finance Committee of the Board of Trustees and gives consideration of the following information:

- Any accidents and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- Examination of annual health and safety audit;
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act;
- Assistance in the development of safety rules and safe systems of work;

## **8. Cross-references related to this policy**

*LA Health and safety Policy and Codes of Practice*

*Section 2.2 Health and safety at work Act - Enforcement*

*Section 5 Medical Arrangements*

*Section 4.45 Noise at work*

*The Health and Safety at Work Act 1974*

*Management of Health and safety at Work Regulations 1999*

*Workplace (Health, Safety and Welfare) Regulations 1992*

*Provision and Use of Work Equipment Regulations 1998*

*Manual Handling Operations Regulations 1992*

*Control of Substances Hazardous to Health (COSHH) Regulations 2002*

*The Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995*

*Personal Protective Equipment at Work Regulations 1992*

*Health and Safety (DSE) Regulations 1992*

*Electricity at Work Regulations 1989*