

ALDRO



11. Health and Safety

For information relating to the Coronavirus pandemic please refer to these documents, which can be found on the Aldro website:
Covid-19 Aldro Risk Assessment and Covid-19 Phased return to School

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HEALTH AND SAFETY POLICY

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This Health and Safety Policy forms an essential element of our safeguarding the welfare of pupils, staff and visitors on site. In implementing this policy, staff must recognise the links between the Health and Safety Policy and other school policies and arrangements, including the Risk Assessment Policy, Fire Risk Assessment, Fire Procedures, First Aid Policy, Healthcare Policy and School Journey Policy.

HEALTH AND SAFETY POLICY

1 Statement of General Policy

Aldro School Educational Trust Limited is, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

All employees are safeguarded fully in respect of health, safety and welfare whilst at work.

Pupils and members of the public including parents, visitors and contractors' employees, who enter our premises, are not exposed to any health and safety risks during the course of their business.

No work is carried out by the School or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.

All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Board of Governors has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Head is responsible for implementation of this policy within the school, but this is generally delegated to the Bursar. Matters that cannot be resolved at this level must be referred to the Board of Governors.

1.1 The School's objectives are:

To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.

To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.

To provide means of access and egress which are safe and without risks to health.

To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.

To ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.

To ensure safe arrangements are made for the storage of hazardous substances.

To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all staff and pupils are familiar with them.

1.2 This policy is largely dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School and use health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed and received sufficient training as to the dangers and the precautions to be observed
- Regularly inspect their work areas to identify and act on any health and safety hazards

1.3 This policy has reference to the following Aldro policies:

- Behaviour (9a)
- Fire Risk Assessment (12a)
- Fire Procedures (12b)
- First Aid (13a)
- Healthcare and Pastoral Care Policy (13b)
- Risk Assessment Policy (16a)
- School Journeys Policy (14d)

2 ORGANISATION ARRANGEMENTS

2.1 Responsibilities

The following is an outline of the organisational responsibilities for health and safety.

Governors

The Board of Governors of Aldro is the employer under the terms of the Health and Safety at Work Act of all those who work within the School, and has a statutory duty to ensure health and safety on the premises.

The responsibilities of the Governors include:

- To appoint a Governor responsible for health and safety.
- To receive the report of Health and Safety Committee meetings.
- To consider and agree on the annual report produced by the Bursar including allocation of any resources (or more frequent if appropriate).
- To monitor the effectiveness of the Health and Safety Policy.
- To include health and safety on the agenda of all Governors' Meetings.

Headmaster

- To be responsible for the management of health, safety and welfare issues within Aldro and during off-site activities, with particular emphasis on pupil health and safety, but encompassing all employees, contractors and visitors to the School
- To communicate with staff on health and safety issues including communicating to the appropriate staff the findings of risk assessments.
- To determine that all health and safety actions have been carried out effectively.
- To act as co-ordinator for all educational visits.

Bursar

- To monitor the practical implementation of the Health and Safety Policy.
- To chair the Health and Safety Committee and to provide the minutes to the Governors.
- To make arrangements for any appropriate health and safety training as advised, and make resources available.
- Arranging for accident and general health and safety investigations to take place.

Estates Manager

- To be responsible for health and safety arrangements around the site, monitoring and reviewing repair and maintenance.
- To ensure overall site security.
- To ensure that all visitors and contractors on the site are made aware of the School's Health and Safety Policy and fire procedures.
- To act as the "Responsible Person" in terms of the fire safety.
- To act as Fire Warden and ensure that regular testing of the fire detection system is undertaken.
- To ensure that regular health and safety inspections are undertaken.

- To ensure that appropriate action has been taken resulting from risk assessments undertaken.
- To ensure that all equipment is inspected and serviced at recommended intervals.
- To ensure that the asbestos management plan is drawn up and the register is maintained, and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.

Deputy Head

- To attend the School's Health and Safety Committee.

Housemaster

- To be familiar with the School's Health and Safety Policy
- To be familiar with the School's Fire Policy.
- To ensure that all boarding staff have adequate training and instruction, particularly with regards to fire safety.
- To ensure that a regular fire drill is undertaken in the boarding house.
- To ensure that the appropriate welfare aspects of Boarders are adequately covered and the requirements for compliance with The Children Act 1989, as amended by the Care Standards Act 2000 where it applies to Boarding Schools, are satisfied.

Matrons

- To be responsible for treating injuries and illness within the School in so far as it is within their jurisdiction and training, using outside medical authorities as appropriate and necessary.
- To ensure that they are fully familiar with the First Aid Policy and the Healthcare Policy.
- To ensure that all relevant staff have adequate training and instruction and are trained on the contents of the Healthcare and First Aid policies.
- To ensure there is adequate First Aid cover for all School home matches.
- To ensure that the accident reporting procedure is followed.

All Staff

- To ensure that they comply with the requirements of the Aldro Health and Safety Policy.
- To undertake visual inspections of their areas to ensure that any hazards identified are suitably controlled as far as reasonably practicable.
- To use personal protective equipment as identified.
- To bring to the immediate attention of the Bursar any defects in the structure of the School or its equipment.
- To take part in health and safety training as requested.

2.2 Health and Safety Committee

The Health and Safety Committee meets at least once each term. Members of the committee:

The Bursar (Chair), Deputy Headmaster, Matron, Estates Manager, Housemaster and two co-opted members of the teaching staff.

The terms of reference for the Health and Safety Committee are:

- To promote health and safety throughout the School.
- To consider and introduce any safety rules that may be required following the risk assessment process.
- To receive and consider reports from the Bursar on the effectiveness of the implementation of the School's Health and Safety Policy.
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- To investigate any special hazards and consider the control action and make recommendations to the relevant Head of Department.
- To consider what material, publicity or training should be used in order to help promote health and safety throughout the School.
- To consider any reports or communication received from the Health and Safety Executive and recommend action to be taken as appropriate.

3 ARRANGEMENTS FOR THE IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

3.1 Training and Risk Assessment

3.1.1 Training

The School believes that safety training is a vital part of the management of health and safety. It is therefore essential that every employee in the School is trained to perform his or her job effectively and safely.

All staff receive health and safety induction. Further training to all staff is undertaken on a regular basis to promote the culture of health and safety and safe working practices. School provides staff with access to online training using SafeSmart/SmartLog where staff are required to undertake annual Fire Awareness Training. Access to other online training is tailor to job roles. Specialist training is provided as necessary.

The Bursar retains all training records.

3.1.2 Risk Assessment

In order to effectively implement the School's Health and Safety Policy, risk assessments are undertaken throughout the School in accordance with the Management at Work Regulations 1999/2002.

Risk assessment is a systematic process that has three main purposes:

To identify all things and activities which may cause harm i.e. *what could go wrong?*

To consider the risk of that harm occurring to the pupils; staff and visitors to the school i.e. *what would be the result of that harm?*

To put controls in place to eliminate the hazards or to reduce it to an acceptable risk.

The School acknowledges that the list of activities that are risk assessed is not exhaustive and therefore the risk assessment process is continually managed by the Health and Safety Co-ordinator (Bursar). The Bursar retains all completed risk assessments and compiles an action plan where the risk assessment identifies that further controls are required to reduce the risk to a safe level.

The responsibility for completion of the risk assessments is allocated to the relevant Head of Department, activity teacher or group leader for an off-site visit.

The findings of the risk assessments, including the identified controls, will be cascaded through departmental meetings. All staff are responsible for ensuring that all controls are adhered to. Where structural hazards are identified, the Bursar must be notified immediately.

The risk assessments are reviewed on an annual basis by the responsible person. Reviews are undertaken sooner if:

- A major incident/ accident / near miss occurs in the department.
- There is a structural change in the department.

3.2 Staff Consultation

The School will hold Health and Safety Meetings, not less than once per term and any points raised will be duly minuted, reported to senior management and actioned accordingly.

3.3 Reporting

The School recognises the need to record all accidents to pupils and staff in order to monitor any trends in accidents and put procedures in place to prevent recurrence and to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR) 2013.

The School Nurse and/ or School Matron is responsible for recording all accidents to pupils, visitors and contractors. The staff are responsible for recording accidents they sustain at work.

The record must include:

- The date and time of accident causing injury;
- Details of the pupil or staff/visitor/contractor;
- Location of accident;
- Brief description of circumstances and nature of injury.

3.3.1 Reporting of Major Accidents or Dangerous Occurrences

The following incidents will be notified to the Bursar immediately who will subsequently submit an appropriate online report under RIDDOR or contact the Incident Contact Centre (telephone 0345 300 9923)

Work related accidents to employees or self-employed:

- Accidents that result in death or major injury. These must be reported without delay
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment
- Accidents that prevent the injured person from carrying out his/her work for more than 7 days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident. Records of any accidents which prevent the injured from carrying out his/her work for more than 3 days must be kept for at least 3 years.
- Cases of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing.

Incidents to pupils and other people who are not at work:

- Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school if they result in the death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment.
- The accident occurs as a result of lack of supervision or a failure in the way in which the activity was organised; the condition of the premises; the plant or machinery at the premises (includes electrical equipment; experiments).

Playground accidents due to collisions or a fall and the pupil has been taken to hospital from the site, are *only* reportable where the cause of the accident is attributable to the condition of the playground or lack of supervision.

Dangerous Occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR. They typically include:

- the collapse or failure of load-bearing parts of lifts or lifting equipment;
- the accidental release of biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion

3.3.2 Accident Monitoring and Investigation

In order for the School to meet its health and safety objectives, it regularly reviews the accident records to identify trends and highlight any potential hazards that require further control.

All health and safety emergencies are to be reported to the Bursar immediately. During the out of hours' emergencies are to be reported to the Duty Caretaker in first instance. Contact information for Duty Caretaker is displayed in the staff room and circulated on a termly basis.

For all major accidents (those that are reportable to the HSE) an investigation will be instigated by the Bursar to identify the cause of the accident and make recommendations to the Headmaster.

3.4 Off Site Trips

In order to manage the risk of offsite educational visits, all curriculum visits and boarders' trips are accompanied by effective planning and risk assessment.

The School Journeys Policy (14d) gives further information.

3.5 First Aid

The School follows the requirements of the Health and Safety (First Aid) Regulations 1981 as amended and the Education (Independent School Standards) (England) Regulations 2014. The School has a separate Health Care Policy – 13a.

3.6 Access to Drinking water

Access to drinking water is available to pupils, staff and visitors across the site. Drinking water is clearly labelled.

3.7 Occupational Health – Work Place Stress

Aldro has a duty of care to all its employees and is therefore committed to ensuring that staff are able to raise any potential issues confidentially within the School. Staff with any concerns regarding stress can raise them with, in the first instance, their line manager, and then with the relevant member of the senior management team. All necessary support will be provided to identify the cause of workplace stress and remedial measures undertaken. There is also a confidential helpline available from the school's insurers.

3.8 Workplace Safety for Staff and Pupils

All Staff, Governors and Contractors working unsupervised have undergone enhanced DBS checks.

All staff are required to regularly inspect their classrooms and work areas to identify and act on any health and safety hazards. Where pupils are required to wear personal protective equipment such as in science, design technology and physical education, the relevant staff are responsible for ensuring that it is worn correctly and it is fit for purpose.

3.8 Site security

Visitors and contractors are required to sign in at the main reception and must display their badge at all times. All visitors are to be accompanied at all times on premises unless the School has carried out enhanced DBS checks for them. All regular contractors who undertake work whilst the school is in operation undergo DBS checks.

The school operates a CCTV system which is monitored by the Bursar.

Close down procedures are undertaken by the Caretaker and Boarding staff.

3.9 Violence in the workplace

Violence in the workplace is unacceptable in any form. The Behaviour Policy 9a outlines the procedure for the management of boys' behaviour. School Secretary will call for assistance from

the Bursar's Office in the event that a visitor or intruder should act in an aggressive or violent fashion. Control of entry and CCTV surveillance mitigates the risk.

3.10 Manual Handling

The School recognises the need to assess all manual handling activities to minimise the risk of injury to staff and pupils and to comply with legislation.

Manual handling tasks associated with the school may include lifting and carrying, pushing and pulling of trolleys.

It is the duty of each Head of Department to identify any manual handling tasks within their department and assess the activity to consider whether they are likely to cause injury to the individual(s) concerned.

For those tasks that present a risk of injury, and cannot be avoided, the Head of Department must assess the activity and put in adequate control measures.

The School provides mechanical aids such as trolleys as identified in the risk assessment process.

All identified staff receive instruction and training on manual handling activities.

3.11 Slips and Trips

The School is committed to preventing slips and trips to boys, staff and visitors.

The following principles are used to prevent slips and trips:

- All walkways are kept clear, free of obstructions and trailing leads. It is the responsibility of all staff and boys to remove (or report) any obstructions noticed in the walkways;
- Any work which is being carried out in the walkways is undertaken in such a manner that it can be clearly visible by anyone approaching the area. Ideally such work should be carried out outside of main school hours or when boys and staff are at break/ games;
- Area suitable floor is installed – any damage to flooring must be reported to Bursar and the area cordoned off;
- Any spillage is to be cleared immediately – wet floor area signs to be utilized;
- Wet floor area signs to be utilized during and after cleaning;
- Outside areas to be kept clean; treated to prevent any slips on wet or slippery surfaces;
- All stairs are provided with hand-rails;
- All areas are well-lit – especially stairs and narrow passageways

Any slips, trips or near misses are to be reported to School's Matron and accident report is to be completed.

3.12 On Site Vehicle Movement

Whilst the school will take all reasonable precautions, it is unable to accept responsibility for personal property, including vehicles, brought onto the site.

Staff car parking is available outside the Dining Hall and behind the Aston Sports Centre.

Vehicles must not be parked in any place within the school grounds other than that which has

been allocated for the purpose and must not be parked in a way that could restrict access for emergency vehicles or cause inconvenience to our neighbours.

Vehicles must be driven with great care on the school site and due regard must be paid to notices displayed in this respect and to other traffic and pedestrians. Speed limits should be observed at all times.

Visitors' car parking is available within the main School Car Park (off Lombard Street.).

3.13 Control of Asbestos

Under the Control of Asbestos at Work Regulations 2012 the School has taken all reasonable steps to manage asbestos. For this purpose, an asbestos register has been produced and an asbestos management plan implemented and is available in the Estates Manager's Office. All reasonable steps have been made to remove the asbestos as required in the management plan.

Any contractors, which may be undertaking work in the area where asbestos is present at the school are made aware if the asbestos register contains any references to this area.

3.14 Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires the School to prevent both the staff and pupils being exposed to substances hazardous to health or, if prevention is not reasonably practicable, to adequately control the exposure.

Substances hazardous to health are defined in five categories. The following two categories are relevant to the School:

- Those substances which have certain dangers e.g. very toxic, toxic, harmful, corrosive, irritant (these are marked with an orange hazard warning label) and dusts.
- All reasonable steps are taken to prevent the exposure of staff and pupils to substances hazardous to health or to control any exposure to within acceptable limits. Therefore, the hazardous substances are managed in the following way:
 - All departmental heads are required to identify any hazardous substances in their department.
 - Using the safety data sheet accompanying the hazardous substance, compile a written COSHH assessment stating what the risk is.

Precautions are determined to reduce the exposure to an acceptable level.

This may involve:

- replacing the substance with a non-hazardous alternative

- Using a safer procedure
- Using suitable equipment
- Controlling the exposure at source e.g. use of local exhaust ventilation
- Providing personal protective equipment.
- All staff are provided with understandable information on the nature of the hazardous substances they work with.

Protocol for dealing with body fluids and blood soils is included in First Aid Policy 13a.

Storage of Chemicals

All hazardous substances which are present at the school are store safely and access to them is restricted to authorised staff.

- Chemicals required for practical experiments by the science department are stored in a locked purpose built store within the science block. Access to the store is limited to the authorised staff;
- Chemicals used in DT department are stored in a secured locked cabinet within the DT workshop – access to the cabinet is restricted.
- Cleaning chemicals are used by domestic staff – they are stored securely in various cleaning cupboards across the site. Each member of the domestic team has access to her/his store cupboard. In additional a small stock of cleaning products is also stored in locked container located in kitchen store room.
- Cleaning chemicals used by the catering team are stored securely in the kitchen store room in locked container.
- Any chemical products used by the caretaking team are stored in the locked workshop – access to which restricted to premises staff only.

Body Fluids

Procedures for how to handle any spills of body fluids can be found in Policy 13a First Aid.

3.15 Control of Contractors

In order to ensure that the School takes all reasonable precautions to reduce the risk to the pupils, staff, visitors and contractors whilst contractors are on site, the following factors are considered:

Where work is covered under the Control Design and Management Regulations then site health and safety is managed by the contractor. For all other work undertaken by long term contractors, the following factors are considered:

- Establishing that contractor's personnel have been correctly vetted.
- Establish that appropriate health and safety systems including any health and safety policy and risk assessments are in place for the contractor.
- Contractor accident records with details of any prosecutions.

- Assessment of contractor competence from previous experience or recommendation.
- Level of liability insurance held by the contractor.

For all short term contractors, conditions of work are displayed in Reception and all contractors are required to sign acknowledgement of these conditions.

3.16 Maintenance

3.16.1 Use of Equipment

Many types of equipment are so familiar that it is easy to forget the hazards they can present, electrical equipment being a good example. Other types of equipment are particularly dangerous because they have moving parts.

It is the policy of the School to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998/2002.

Through the co-operation of all the staff, the School ensures that:

- All equipment used at work is safe and suitable for the purpose for which it is used. This includes tools and equipment used in physical education, science, art, design technology, play and maintenance activities. For this purpose, the School ensures that all equipment in these departments is regularly serviced and maintained.
- All staff and where applicable pupils are trained to use the equipment correctly.
- Damaged or faulty equipment is taken out of use until repaired by an authorised competent person

All staff ensure that if equipment is found to be damaged, broken or showing signs of not working correctly, then the procedure is as follows:

- Equipment is taken out of use.
- Equipment is labelled as "out of order" and stored in a safe place.
- The fault is reported to the Bursar.
- Neither academic nor non-authorised non-academic staff are to undertake any repairs to equipment.

3.16.2 Working at Height

The School acknowledges that under the Working at Height Regulations 2005, 'Working at Height' is defined as "work in any place where, if precautions weren't taken, a person could fall and be injured". The School recognizes that according to the HSE statistics there are a number of falls below 2m in the education sector which result in injury. Working at height therefore encompasses not only the maintenance activities but also the academic department activities such as putting up displays, retrieving items off shelves.

The School continually assesses all working at height activities and ensures that:

Work at height is avoided wherever possible.

Where it cannot be avoided, a risk assessment will be undertaken to establish work equipment or other measures will be used to prevent a fall, e.g. suitable steps, ladders; barriers.

If the risk assessment identifies that the tower scaffold is required, this is erected and used by trained school maintenance staff.

Information and instruction is provided to all staff on suitable controls specific to their task. This also encompasses specific training in the use of ladder and tower scaffold.

The condition of all ladders and step ladders within the School are visually checked by the Caretakers on a termly basis to ensure they are fit for purpose.

All staff are requested to notify the Bursar or Estates Manager if any ladders are defective.

3.16.3 Personal Protective Equipment

Where hazards cannot be eliminated then the risk assessment process will identify where personal protective equipment (PPE) must be provided. Where identified the School provides suitable PPE. Examples of PPE provided are gloves, safety goggles/ glasses, dust masks as appropriate.

The School, via the Bursar, ensures that the PPE is:

- Suitable for the purpose for which it is used
- Suitable for the person who will wear it
- Maintained in good condition
- Replaced as and when necessary
- Correctly used by all staff and pupils at all times

It is each staff member's responsibility to:

- Wear the correct type of PPE
- Wear the PPE correctly
- Keep the PPE clean and in good working order
- Ensure that the PPE fits.
- Teaching staff must ensure that pupils follow the above

3.16.4 Electrical Safety

The School recognises the potentially fatal hazards associated with electrical supply. The Electricity at Work Regulations 1989 requires employers to ensure, so far as is reasonably practicable, that all electrical equipment and installations are safe and without risk to health. Staff also have a responsibility to co-operate with the School and to comply with those regulations that are within their control.

The School ensures that all electrical systems are designed, installed and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and the latest edition of the IEE Wiring Regulations.

The safety of portable electrical appliances is managed by the following:

All portable electrical equipment is subject to a visual check before it is used. In addition, it receives bi-annual appliance test.

All staff ensure that electrical faults and hazards are reported immediately to the Bursar who ensures that the relevant corrective action is taken.

Once a faulty piece of equipment is identified, it is not used and if possible (without risk to personal safety) it is isolated from the mains supply. If there is any likelihood of the equipment being reconnected by mistake, then the plug is removed by the Caretaker.

All staff are made aware that no person is to attempt to repair any faulty electrical appliance or carry out any electrical work.

The School will keep a record of all formal inspections and repairs carried out to equipment or installations.

The School maintains its fixed hard wiring on a five- year rolling programme.

3.16.5 Gas Safety

All gas supply to boilers and appliances are inspected on an annual basis by a Gas Safe registered engineer. Inspection certificates are kept by the School.

3.17 Fire Safety

The School has separate policies to manage Fire Safety – 12a and 12b.

3.18 Lone Working

On very infrequent occasions staff may be classed as lone workers at the School. A generic risk assessment for lone working on the School premises is undertaken and issued to all staff that are identified as lone workers. This risk assessment provides detailed control measures required to be undertaken to minimise the risks of working alone. Staff and contractors are required to adhere to the control measures at all times.

The repairing of any live electrical equipment is prohibited for any lone workers.

Working at height tasks are prohibited where there is only one person on the school site.

3.19 Display Screen Equipment

It is the School's policy to comply with the Health and Safety (Display Screen) Regulations 1992. In order to minimise the risk of ill health from display screen equipment, the School undertakes the following:

- a. Identification of all "display screen users". A "user" is someone who habitually uses such equipment for a significant part of his/her normal work. If requested, the school will arrange for them to be provided with:
 - Suitable chairs
 - Foot rests
 - Anti-glare screens
 - Wrist rests
 - Window blinds
- b. Assessment of the risks to the health and safety of those "display screen users" from the use of visual display equipment. The assessment includes environmental considerations; workstation design; workstation users.
- c. Assessment of the workstations and identification of all necessary ergonomic preventative and protective measures needed.
- d. If deficiencies are identified in work practices or arrangement of workstations, then corrective steps are taken.
- e. In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist

Although pupils do not spend most of the school day working with VDUs, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHE.

Blinds are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.

TRAILING CABLES

Trailing cables are an obvious trip hazard. The IT staff are trained to install work stations, interactive screens and projectors safely, and to ensure that rubber cable covers are used where there is no alternative.

3.20 Employee Pregnancy

The school recognises that it has a duty of care to all pregnant employees.

On receiving written notification that an employee is pregnant the School will assess the specific risks to that employee and take action to ensure that she is not exposed to anything that will damage her health or that of the unborn child.

If the assessment reveals that there is a risk, the School will inform the employee and indicate what measures can be taken to ensure that neither she nor the unborn child is injured.

The school will then assess if there are any practical ways that the risk can be avoided e.g. adjusting the working conditions and/or hours of work. If that doesn't remove or adequately control the risk, then the School will aim to provide suitable alternative work.

These steps only apply where the School, having undertaken the risk assessment, identifies occupational hazards which arise from normal pregnancies.

All such risk assessments are reviewed throughout the pregnancy, recorded and agreed and signed by the employee.

3.21 Use of Minibus

The School operates 16-seater minibuses which are 3.5 tonnes or less, unless modified with equipment for accessibility. The School, as operator of the minibuses holds the requisite number of minibus permits.

Authorised Drivers

Only those authorised by the Bursar will be eligible to drive a School minibus. The Estates Manager retains a list of all authorised drivers and details of their licence. The School has determined that all drivers must be over 21 years of age and must have a driving licence eligible in the UK, which includes category B or D1. Drivers who hold B licence are only able to drive the minibuses which have been modified with accessibility equipment.

No drivers holding endorsements under the following categories will be allowed to drive the minibus:

- Disqualified driver (code BA)
- Careless Driving (code CU)
- Reckless /dangerous driving (code DD)
- Drink or drugs (code DR)

Medical Conditions

Any medical conditions that may affect driving must be notified to the Bursar. The driver must not drive whilst taking any medication which states that the user may become drowsy.

Training

All drivers undergo a Minibus Evaluation Course run by a specialist body. Refresher training is provided every 5 years.

Driver Times

To ensure the safety of pupils and staff driving the minibus, the driving time of the minibus is restricted. Where the driver has worked at the School during the day the maximum driving time is 2 hours.

For longer journeys the total driving time must not exceed 9 hours. The maximum time driving without a break must not exceed 2 hours, after which a 15 minute rest period must be taken. During this time the driver must not supervise the pupils as this will be the responsibility of the 2nd driver or escort.

Use of an Escort

Where the journey distance exceeds 25 miles or the pupils are in Year 3 then a second adult escort must be provided.

Risk Assessment

Where the driving of the minibus forms part of the educational visit then the educational visits risk assessment will include the hazards and controls for the use of that minibus.

Use of Seatbelts

It is the driver's responsibility to ensure that all passengers are wearing a seatbelt.

All pupils who are under 1.35m and under 12 must be transported using approved child seat. High-back booster seats and booster cushions are appropriate for pupils weighing more than 15kg. It is the responsibility of the driver to ensure that child seats are used when required.

Responsibilities:

Estates Manager

- To ensure that the vehicle is taxed, insured and covered by an up to date MOT certificate.
- To hold authorised list of drivers.
- To arrange annual review of drivers' licences.
- To arrange driver training.
- To ensure that the vehicle is properly serviced and maintained and that detailed records are kept.

Caretaker

To ensure that weekly checks are made on the minibus.

Driver

Responsibility of the driver is:

- To assess and plan the journey in advance in terms of its time, and their own and the passengers' comfort. Where necessary a suitable place for rest and refreshment must be identified in advance.
- To ensure that the vehicle is roadworthy before use (N.B although the school caretaker also undertakes checks it is also a legal requirement of the driver).
- Checks should include:
 - Lights; horn indicator and brake lights and reflectors

- Brakes
- Windscreen washer and wipers
- Tyres pressures and condition
- Engine oil, fuel water and brake fluid levels
- Bodywork damage.
- To report any defects to the Estates Manager.
- To ensure that all passengers are wearing a seatbelt and that no pupils are allowed in the front seat of the minibus.
- To ensure that driving is for a limited period.
- Bags and luggage are stored securely and are not blocking exit doors.
- To ensure car seats are being used if appropriate
- To ensure that pupils are not left unaccompanied in the minibus.

Mobile telephones are not to be used whilst driving.

Emergency Procedures

Information packs to be taken on all minibus journeys when pupils are being transported.

4 MONITORING AND REVIEW

To ensure the effectiveness of the School's Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring and audit are established:

All School staff and contractors are required to routinely and regularly inspect the areas within their control and ensure that all identified hazards are controlled and managed.

Records of accidents and incidents are reviewed by the Health and Safety Committee to establish any changes in practices and procedures that may be required.

All Aldro employees are required to bring to the attention of a senior member of staff any areas of the School policy for Health, Safety and Welfare that appears to be inadequate.

At regular intervals the School Health and Safety Committee meets to discuss accident reports and the performance of the School in compliance with the Health and Safety Policy, to establish areas where improvements in procedures and training could be made.

APPENDIX I

Reference Legislation and Documentation:

Health and Safety Advice on legal Duties and Powers 2014

HSE guidance Sensible health and safety management in schools

Management of Health and Safety at Work Regulations 2006

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Construction (Design and Management) Regulations 2015

Electricity at Work Regulations 1989

The Gas Appliances Safety Regulations 1995

The Gas Safety (Installation and Use) Regulations 1998

The Pressure Systems Safety Regulations 2000

Provision and Use of Work Equipment Regulations 1998

The Lifting Operations and Lifting Equipment Regulations 1998 /2002

The Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002/2005

Control of Asbestos Regulations 2012

Manual Handling Operations Regulations 1992 /2002

Personal Protective Equipment Regulations 1992 /2002

Head Protection Regulations 1989

Health and Safety (First Aid) Regulations 1981

Workplace (Health, Safety and Welfare) Regulations 1992 /2002

Consultation with Employees Regulations 1996

The Work at Height Regulations 2005

The Regulatory Reform (Fire Safety Order) 2005

The Control of Vibration at Work Regulations 2005

The Smoking Ban Provisions 1st July 2007

Non-statutory advice Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies 2013

Smoking Policy

To ensure that statutory requirements are met.

2.2 To protect non smokers from the adverse health effects of environmental tobacco smoke in the workplace

2.3 To demonstrate the school's commitment to promoting the health of pupils and staff

The purpose of the Aldro Smoking Policy, is to ensure that the statutory requirements set in the Smoke-free (Premises and Enforcements) Regulations 2006 are met; to protect the non-smokers from the adverse health effects of tobacco smoke in the workplace and to demonstrate the School's commitment to promoting health of pupils, staff and visitors.

Smoking is forbidden on all School premises including the grounds, car parks and School minibuses.

Any member of staff found smoking on the School premises or during a School related activity will be committing a serious offence and will be subject to disciplinary action.

Members of staff have the right to complain if the rules of this policy statement are not followed.

No member of staff shall suffer any detriment by exercising their rights under this policy.

Senior members of staff are responsible for ensuring that the policy is adhered to by all members of staff.

Any member of staff who needs assistance to adapt to the smoking policy is encouraged to come forward and ask for assistance. Employees should contact the Bursar in the first instance for advice.