



## **Altrincham Preparatory School**

# **HEALTH AND SAFETY POLICY AND MANUAL**

Author:	Mr Peter Bleeze – Health and Safety Consultant
Responsible Person:	Mr Alan Hurst – Governor with responsibility for Health and Safety
Date of last review:	September 2020
Summary of changes:	Replace existing Health and Safety Policy
Date of next review:	September 2021

## CONTENTS

1. POLICY STATEMENT .....	4
2. REVIEW.....	5
3. RESPONSIBILITIES .....	6
3.1. Designated responsibilities.....	6
3.2. Employee responsibilities .....	7
3.3. Health and Safety organisation .....	7
4. THE MANAGEMENT OF HEALTH AND SAFETY .....	7
4.1. Information .....	7
4.2. Risk assessments .....	7
4.3. Young workers .....	7
4.4. Method Statements .....	8
4.5. Competency and training.....	8
4.5.1 General induction .....	8
4.5.2 First aid training.....	8
4.6. Consultation and communication.....	8
4.6.1. Consultation .....	8
4.6.2. Formal lines of communication.....	8
4.6.3. Consultation not using elected representatives.....	9
4.6.4. Informal lines of communication .....	9
5. FIRST AID .....	9
5.1. Nominated first aiders .....	9
5.2 The reporting and recording of accidents.....	9
6. FIRE AND EMERGENCY PROCEDURES .....	9
6.1. Fire wardens.....	9
6.2. Raising and hearing the alarm .....	10
6.3. Firefighting equipment .....	10
7. HEALTH .....	10
7.1. Stress.....	10
7.2. Safe handling of hazardous substances (i.e. COSHH).....	11
7.2.1. Dermatitis.....	11
7.3. Manual Handling .....	11
7.4. Noise.....	11
7.5. Welfare facilities.....	12
7.6. Record keeping .....	12
8. SAFETY .....	12
8.1. Access.....	12
8.2. Ventilation .....	12
8.3. Temperature .....	12
8.4. Lighting.....	12
8.5. Housekeeping/slips and trips .....	13

8.6. Visual Display Units (VDU's).....	13
8.7. Cleanliness and waste materials.....	13
8.8. Electrically operated tools.....	13
8.9. Personal protective clothing and equipment.....	13
8.9.1. Footwear.....	13
8.10. Special activities and safety critical workers..	13
8.10.1. Protection against the actions of others.....	13
8.10.2. Liquefied petroleum gases (LPG) and highly flammable liquids (HFL).....	13



## 1. POLICY STATEMENT

It is the policy of Altrincham Preparatory School to recognise, accept and implement our management responsibilities as an employer to prevent injury and ensure a healthy, safe working environment for all our employees. The School also accepts its statutory duties to conduct its undertaking in such a way so as to ensure those persons not in our employment and who may be affected by our work activities, are not exposed to risks to their health and safety.

We strive to provide the safest and healthiest working conditions possible. So far as is reasonably practical we will:

- a. provide and maintain plant and systems of work which are safe and without risk to health;
- b. provide a safe place of work with safe access and egress;
- c. provide a safe working environment that is without risk to health;
- d. ensure safety, and absence or control of risks in use, handling, storage and transport of articles and substances;
- e. provide adequate welfare facilities and arrangements for welfare of work;
- f. provide adequate supervision as is necessary to ensure the health and safety of employees;
- g. provide adequate instruction and training as necessary to ensure the health and safety of employees;
- h. provide adequate information including information on legal requirements to ensure the health and safety of employees;
- i. ensure, so far as is reasonably practicable, that the conduct of the School's activities do not endanger persons not in our employment but who may be affected by operations under our control e.g. sub-contractors, visitors and the public;
- j. ensure our employees are aware of their responsibilities:
  - 1) to exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
  - 2) to co-operate with the School, as far as may be necessary, to enable them to carry out their H & S obligations.

The School expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work. They should exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The School will give full backing to this policy and will support all those who endeavour to carry it out.

This policy is reviewed annually or as required.

Signed:

signed on behalf of the Board of Governors

Name: Mr Alan Hurst

Dated: 26 August 2020

## **2. REVIEW**

The School's policy and procedures will be reviewed as necessary and not less than annually. These reviews will take account of the results from monitoring activities, both active and reactive, and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards are introduced, the risk assessments, method statements and, where necessary, the health and safety policy will be revised to ensure all necessary controls are in place to safeguard the health and safety of the School's employees and others affected by our work activities.

If any amendments to current practices and procedures are made and/or any new work equipment introduced, those employees affected will be consulted in a timely and efficient manner.

### 3. RESPONSIBILITIES

#### 3.1. Designated responsibilities

Officers of this policy are: **Andrew Hill** - Chairman of the Board  
**Mike Furness** - Secretary  
**Alan Hurst** - Governor with responsibility for Health and Safety  
**Andrew Whittaker** - Head Master

Mr Alan Hurst has overall responsibility for health, safety and welfare responsibilities within the School and will ensure that the policy is implemented, monitored and reviewed, in accordance with the relevant statutory provisions.

The above person also has specific responsibility for:

- insurance and employee liability;
- office health, safety and welfare, fire prevention and security;
- licenses, notifications, certification and statutory records;
- day to day co-ordination on health and safety;
- liaison with clients and fellow contractors;
- accident investigation;
- safety of work equipment;
- prescribed notices and safety signs;
- workplace health, safety and welfare, fire prevention and security;
- reporting accidents etc. to Health & Safety Executive;
- over check, monitor statutory inspections;
- method statements and risk assessments;
- waste disposal operations, control of discharges;
- environmental pollution, noise and nuisance;
- recruitment, health and safety induction and employee training;
- stores control, issue of protective clothing and
- control and maintenance of transport;
- competent corporate and construction H&S advice;
- assess competence of contractors.

Mr Alan Hurst may delegate a duty listed above to a responsible person within the School but the accountability remains with him.

Mr Alan Hurst will arrange health surveillance with subject records kept in the office.

Mr Alan Hurst is responsible for ensuring that the School's employees working at locations under the control of other employers are given relevant health and safety information.

Mr Alan Hurst is responsible for ensuring that a safe system of work is provided to all employees to this end the following is carried out by the School to enable all employees to carry out their tasks in a safe and efficient manner.

Supervision of young workers or trainees will be arranged, undertaken and monitored by the relevant site foreman depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents.

### **3.2. Employee responsibilities**

The School expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

All employees must:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and consider that of others;
- Report any health and safety concerns;
- Use Personal Protective Equipment where it is provided; and
- Report immediately to a supervisor or manager any unsafe acts or omissions.

### **3.3. H&S organisation**

Andrew Hill – Chairman

Mike Furness – Secretary

Alan Hurst – Governor with responsibility for Health and Safety

Deborah Stephenson - Governor

Andrew Whittaker – Head Master

Denise Barber, Samina Diveney, Lindsay McKenna, Maria Myatt, Paul Garner, Sue Kelly - Health and Safety committee

## **4. THE MANAGEMENT OF HEALTH AND SAFETY**

### **4.1. Information**

The School is committed to active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower the employees with the necessary information and instruction to work safely. Health and safety issues are brought to employees attention through the use of:

- *Safety notices including posters;*

The Health and Safety Law posters are displayed at the office and on each site where the School is principal contractor. Health and Safety advice is available from the School's Health and Safety adviser Peter Bleeze Telephone: 07984 901840

### **4.2. Risk assessments**

The Management of Health and Safety at Work Regulations 1999 place a duty on the School to carry out risk assessments on its premises, tasks and hazardous substances. Risk assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

COSHH assessments are completed prior to work commencing and the information is passed directly to employees.

### **4.3. Young workers**

Supervision of young workers or trainees will be arranged, undertaken and monitored by Mr Alan Hurst depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents or guardian.

#### **4.4. Method Statements**

Where work exceeds or differs from the normal working practices, the School produces Method Statements which are issued to all relevant site managers for use. All operatives are obliged to read these documents and sign the appropriate Method Statement or subject register to acknowledge that they are aware of and understand the information contained within.

#### **4.5. Competency and training**

The School carries out training to ensure the competence of management and operatives in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities. Training records are kept by Mrs Denise Barber, relating to induction and specific site training e.g. operators, etc.

##### **4.5.1. General induction**

All new staff will be provided with relevant health and safety information and a copy of this health and safety policy for which they must acknowledge receipt. Managers must also brief new employees on health and safety matters relevant to their location and role. Induction training will be provided for all employees by Mrs Denise Barber.

##### **4.5.2. First Aid**

Persons appointed as first aiders/appointed person will be provided with a suitable first aid training course recognised by the Health and Safety Executive. Training will be identified, arranged and monitored by Mrs Denise Barber.

#### **4.6. Consultation and communication**

##### **4.6.1. Consultation**

The School will pro-actively involve its employees in all issues relating to health and safety in the workplace. The School will consult on decisions affecting or involving:

- Any change which may substantially affect the health and safety at work of staff, for example in procedures, equipment or working methods;
- The School's arrangements for getting competent persons to help satisfy health and safety laws;
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;
- The planning of health and safety training; and
- The health and safety consequences of introducing new technology.

All employees are encouraged to submit suggestions for better health, safety and welfare to their immediate supervisor or direct to their line management.

##### **4.6.2. Formal lines of communication**

Employees may refer health, safety and welfare matters to their immediate line manager and/or their appointed safety or elected representative. Wherever possible, the supervisors will rectify unsatisfactory conditions, eliminate hazards or otherwise will resolve problems referred to them by the Business Support Manager and will enlist the aid of the Health and Safety Consultant.

In instances where necessary action is beyond the resources of the foremen or where the action taken or proposed is unacceptable to the Business Support Manager, the matter will be referred through the normal management reporting line, to the Head and Business Support Manager.

In the event that the resolution of a problem is beyond the resources of the Head or in instances where proposed action cannot be agreed, the matter will be referred to the Health and Safety Consultant.



In all instances, employees will be informed of the action taken in respect of the matters they raise and if no action is to be taken they will be informed of this, together with the reasons. Where necessary action involves some delay, the employee will be given the details and kept informed of progress.

#### **4.6.3. Consultation not using elected representatives**

In complying with the requirements of the Employee (Consultation) Regulations 1996 the School will consult with staff on these matters on an individual basis.

This will be achieved by writing to each individual on any issues and provide adequate time for them to respond either verbally or in writing, normally within 7 days. On urgent issues senior managers will consult individuals on a personal basis and record where necessary comments to reflect decisions made. The School does not have formally elected employee safety representatives.

#### **4.6.4. Informal lines of communication**

An open door policy is encouraged, and all employees comments relating to health and safety are welcomed by the School and if an employee does not want to discuss an issue with their direct line manager head they can contact Mrs Denise Barber or the Health and Safety Consultant Mr Peter Bleeze

Staff will be fully expected to co-operate with this Health and Safety policy to ensure successful implementation. They will be made aware of any changes made to it through induction training. Copies will be placed on the main notice boards in the staff rooms.

## **5. FIRST AID**

### **5.1. Nominated first aiders**

Mrs Denise Barber will ensure that adequately trained first aiders are available on site. A list of trained first aiders will be displayed at all sites & offices.

Mrs Denise Barber is responsible for maintaining suitable first aid facilities. First aid containers are kept at appropriate locations. First aiders are responsible for ensuring that their local first aid boxes are checked on a regular basis and replenished as necessary.

### **5.2. The reporting and recording of accidents**

Any accidents/injuries, near misses or dangerous occurrences must be reported as soon as possible after the incident to Mrs Denise Barber who will ensure accidents are recorded and investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. All accident records are retained for a minimum period of ten years. Where appropriate, she shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to:

*Incident Control Centre  
Caerphilly Business Park  
Caerphilly  
CF83 38G  
Tel: 0845 300 9923  
Fax: 0845 300 9924  
Website: <http://www.riddor.gov.uk>*

## **6. FIRE AND EMERGENCY PROCEDURES**

### **6.1. Fire wardens**

Mr Alan Hurst is responsible for ensuring the fire risk assessment is undertaken, reviewed and implemented and ensuring that fire extinguishers, alarms and evacuation procedures are tested every year.

Mrs Samina Diveney is the office fire warden who is responsible testing alarms and checking fire routes.

The School will train site fire wardens who subsequently are allocated on a site-by-site basis. If they are unavailable then they will nominate a suitable responsible employee to deputise. These wardens are responsible for checking escape routes.

## **6.2. Raising and hearing the alarm**

All staff must raise the alarm immediately if:

- fire is discovered;
- flammable/toxic gas build up is suspected or
- a major accident/incident occurs.

Upon hearing the alarm, all persons are to evacuate the building/site immediately and congregate at nominated fire point or points. The Fire Warden will contact the emergency services and retrieve the site records indicating who is on site. The Fire Warden will take the roll call and ensure that everybody is accounted for. Under no circumstances are rescue attempts to be made, or a return to the site allowed until the emergency services has given the all clear.

When the School is the principal/main contractor the following fire/emergency procedure must be followed. All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors' book. Conversely they must sign out upon departure so that the nominated fire warden knows exactly who is on site in case of an emergency. There are no exceptions to this rule.

When the School is subcontracted, either to a principal/main contractor or directly to a client, e.g. college or council property, employees must ensure that they are aware of the fire/emergency evacuation procedures for the site/building.

## **6.3. Fire fighting equipment**

Employees should ensure that they are aware of the location of the nearest fire fighting equipment. Fire extinguishers must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected site managers every month. Any fire extinguisher not in working order must be reported to Mrs Denise Barber who will immediately take it out of service and replace it with a working fire extinguisher.

## **7. HEALTH**

The School has put in place procedures for dealing with hazards to health, including health surveillance, as well as providing general welfare and hygiene facilities.

### **7.1. Stress**

The School recognizes the negative effects that stress may have on employees, and will provide suitable support mechanisms for employees suffering from the negative effects of stress. The School acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload;
- working environment;
- relationships with others at work, and
- communication arrangements.

The School also recognizes that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The School will:

- ensure, as far as possible, that excessive stress is eliminated from the work environment;
- provide suitable support mechanisms for employees suffering from the negative effects of stress;

- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves;
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- provide information to employees in general on the effects of stress at work; and
- undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the School will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to their line manager, wellbeing representative, an occupational health specialist or an independent employee counseling service.

## **7.2. Safe handling of hazardous substances (i.e. COSHH)**

All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervision/management and employees have the necessary information to effectively control any associated hazards. COSHH assessments will be undertaken by Mrs Denise Barber. All relevant employees shall be informed about the assessments. COSHH assessments will be reviewed every 12 months.

Adequate ventilation will be provided. When hazardous materials, especially solvent based paints, are being used additional ventilation / extraction will be provided to control emissions wherever possible. Employees who work on or with lead paints or use a paint sprayer must ensure that they follow the guidance provided in 'Site Safe and You'.

### **7.2.1. Dermatitis**

Occupational dermatitis is caused by the skin coming into contact with certain substances at work. To prevent and control dermatitis the School will:

- Wherever possible, avoid using chemicals, etc. which cause dermatitis and use a safer alternatives;
- encourage its employees to keep hands clean, wear gloves and other PPE; and
- encourage its employees to regularly inspect their hands and report any concerns to their management.

## **7.3. Manual Handling**

The School, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. This includes the manual handling of heavy loads i.e. loads above 20 kg.

When manual handling is necessary, the School prevents injury by:

- identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The School will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling;
- all employees receive training in safe lifting techniques and sensible handling of loads; and
- ensuring routes are clear of obstructions and trip hazards.

Where avoidance is not reasonably practicable, the School makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads. This assessment is formally recorded.

## **7.4. Noise**

The School will check which of its activities will involve noisy equipment and assess how much noise from this work is going to affect employees working at the site and the members of the public. Information will be requested from

manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the School chooses low noise tools and equipment.

To control noise emissions the School shall wherever practicable:

- assess the risks to your employees from noise at work - this includes:
- identify where there may be a risk from noise and who is likely to be affected;
- gain a reliable estimate of your employees exposures and compare with the limit values;
- identify what you need to do to comply with the law;
- identify any employees who need to be provided with health surveillance;
- take action to reduce the noise exposure that produces those risks;
- provide your employees with hearing protection if you cannot eliminate or reduce the noise exposure enough by using other methods;
- make sure the legal limits on noise exposure are not exceeded;
- provide your employees with information, instruction and training; and
- carry out health surveillance where there is a risk to health.

## **7.5. Welfare facilities**

Welfare facilities for all employees meet the requirements of Workplace (Health, Safety and Welfare) Regulations 1992.

- clean mess facilities, including facilities to heat up food, hot drinks;
- fresh drinking water;
- toilet facilities acceptable for the number of employees with washing facilities incorporating hot and cold running water, soap and towels.

Any problems with welfare or hygiene on site should be reported to Mrs Denise Barber.

## **7.6. Record keeping**

Records are kept by Mrs Denise Barber of all staff participation in health monitoring. The records will contain details of the employees, the health care professionals conducting the surveillance procedures, dates and conclusions but the health care professionals conducting surveillance will hold the actual medical records as these are confidential.

## **8. SAFETY**

### **8.1 Access**

Clear, safe access should be maintained at all times. Materials must not be placed in gangways and any holes in the floor or loose carpeting or problems with machinery and equipment must be reported to Mrs Denise Barber.

### **8.2 Ventilation**

Adequate ventilation will be provided. Most windows open, and fans are provided around the office.

### **8.3 Temperature**

A reasonable temperature will be maintained in office environments during working hours i.e. a temperature of at least 16°C after the first hour of work.

### **8.4 Lighting**

Suitable and sufficient lighting will provided at each office including passages, stairs, entrances, exits etc. Lighting will be from natural light wherever possible.

## **8.5 Housekeeping/slips & trips**

Rubbish should not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times.

## **8.6 Visual Display Units (VDU's)**

Workstations will be assessed Mrs Denise Barber to ensure that they are correctly set up for the individual using that station. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation.

Upon request to Mrs Denise Barber the School will provide employees with an eye and eyesight test. The School will provide special corrective appliances (usually glasses) to continue working with VDU if required.

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to Mrs Denise Barber.

## **8.7 Cleanliness and waste materials**

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each shift. Floors, corridors, stairs etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area.

## **8.8 Electrically operated tools**

A number of fatalities and injuries on construction sites relate to/from electricity. Electricity gives no advance warning of danger, and can kill instantaneously. Before using electrically operated hand tools, leads etc, and all employees will have been trained in their correct use of each tool. All portable electrical equipment will be subject to frequent user checks, periodic formal visual inspection.

## **8.9 Personal protective clothing and equipment**

The School is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it, not to cause it damage or treat it with neglect.

The Catering Manager is to wear chef's whites.

### **8.9.1 Footwear**

When working in the kitchen there is a risk of injury from:

- Slips on floor

Therefore, it is this School's policy only non-slip foot wear to be worn at all times.

## **8.10 Special activities & safety critical workers**

### **8.10.1 Protection against the actions of others**

There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases.

### **8.10.2 Liquefied petroleum gases (LPG) and highly flammable liquids (HFL)**

Accidents relating to these products result from the unsafe storage and use of LPG and HFL's. Fire and explosion are not the only hazards – many of these materials are highly toxic (poisonous). Where employees are involved in using or storing such materials, they must make sure they know and observe the rules for each type of gas or liquid.