Health & Safety Policy

Introduction

This is a Statement of Organisation and Arrangements for The IDEAL Alliance. The statement does not replace Plymouth City Council's General Statement of Policy (see Plymouth City Council Health and Safety Manual) or the LAs Health and Safety Policy Statement for Education Establishments but is supplementary to them for the benefit of all users of the premises. Copies of the above documents, along with other information on health, safety and welfare matters will be found in the school's office.

This statement deals with those aspects over which the Governing Body has local control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety welfare and security of all persons using these premises and in particular to ensure that:

1. All teaching and non-teaching staff make themselves fully aware of relevant Health and Safety issues, regulations, practices and school procedures for both curricular and non-curricular areas of activity (e.g fire safety, bus duty, visits, etc);

2. Staff and pupils/children work collectively to secure safe environments and procedures;

3. A suitable management system has been developed to make sure that arrangements for health and safety are monitored and a regular report submitted to the governing body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved;

4. Training needs are identified and appropriate training is offered to staff and governors.

Aims

We aim to:

a. establish and maintain, so far as it is reasonably practicable, a safe and healthy environment throughout the premises and grounds;
b. establish and maintain, so far as it is reasonably practicable, safe working procedures and arrangements for staff;
c. establish and maintain, so far as it is reasonably practicable, arrangements which minimise the risk to the health and safety of all persons, including children, parents student teachers, governors and visitors to the premises who may be affected by the IDEAL Alliance's activities;
d. make arrangements for ensuring, so far as it is reasonably practicable, safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances;
e. provide, so far as it is reasonably practicable, sufficient information instruction and supervision to enable all employees and children to avoid hazards and to contribute to their own safety
f. maintain, so far as it is reasonably practicable, all places of work in a condition that is safe and minimise the risk to health and to provide and maintain means of access to, and egress from, those places of work that are safe and without risk.
g. formulate and practice effective procedures for use in case of fire and for safely evacuating the school premises;
h. lay down procedures to be followed in cases of accidents;
i. teach children basic tenets of health and safety awareness;
j. provide and maintain welfare facilities, so far as it is reasonable practicable, and to make recommendations through the governors therein to the Plymouth LA, when appropriate.

Guidelines for implementation

1. Within the general overall responsibility for safety and organisation and activities, the Chief Executive Officer (CEO) shall be responsible and accountable for the following functions:

a. the issuing of the IDEAL Alliance's instructions and guidance and ensuring that sufficient information is available to staff to cover their health and safety responsibilities;
b. arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations relating to activities inadequately covered by existing arrangements or instructions and revising delegated functions as appropriate;
c. dealing with day to day referrals to him/her on safety matters and giving appropriate instructions and advice or indicating sources of advice;
d. co-ordinating the implementation of the approved safety procedures on the premises;
e. seeking advice when appropriate from external agencies able to offer expert advice;
f. making recommendations to the Authority for improvements to premises, plant, tools, equipment, machinery etc;

g. arranging inspections and investigations of premises, equipment, furniture, places of work and working practices on a regular basis and ensuring that she is informed of all accidents and hazardous situations;
h. reviewing at least once a year
    a. *The provision of First Aid
    b. *Fire and evacuation procedures
i. reviewing regularly the dissemination of safety information;
j. ensuring that appropriate training has been given or will be given to staff to enable them to fulfil their responsibilities: this is particularly important for new staff;
k. maintaining an effective Risk Assessment regime.
l. For YFPS Delegate responsibility for locking the school gates at the end of the day, setting the alarms and locking the premises.

2. Staff will undertake responsibility for:

a. resolving or referring to the CEO any health and safety problems brought to their attention, by any member of staff, or child or visitor to the premises
b. carrying out regular informal safety checks of areas, equipment and furniture and activities for which they are responsible and, where necessary reporting to the headteacher on any risks to health and safety;
c. so far as is reasonably practicable, providing sufficient information, instruction, training and supervision to enable other employees, students and children to avoid hazards and contribute positively to their own health and safety;
d. integrating all relevant aspects of safety in to the teaching process and, where necessary, giving special instruction on health and safety issues;
e. ensuring that they are fully conversant with all the IDEAL Alliance's health and safety procedures
f. following safety working practices personally.

2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Local Management of Schools requires School Staff, the Governing Body and the LA to work together to that ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

2.1 The Governing Body

For Community Controlled Schools, in consultation with the CEO, the Governors will:

2.1.1 Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.

2.1.2 Monitor, via reports, the overall performance of the School's health and safety management systems.

2.1.3 Ensure that any decision made is in line with the Council's or School's own policies and procedures as they relate to health and safety.

Governing Bodies in Voluntary Aided or Foundations Schools are subject to additional responsibilities.

2.2 The Chief Executive Officer (CEO)

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the CEO who will:

2.2.1 Ensure the effective implementation of Council health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their School.

2.2.2 Implement the requirements of this Policy and ensure compliance with all health and safety legislation within their own School.

2.2.3 Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.

2.2.4 Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.

2.2.5 Ensure all School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

2.2.6 Ensure that School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.

2.2.7 Ensure the objectives and content of the Health and Safety Policy are fully understood by all School Managers/Leaders (SLT for YFPS) and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.

2.2.8 Ensure that this Policy is brought to the attention of all employees.

2.2.9 Ensure that School health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).

2.2.10 Ensure that health and safety is adequately resourced with both time and finances and that managers/leaders make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.

2.2.11 Ensure that the job descriptions of Managers/leaders, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.

2.2.12 Ensure suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.

2.2.13 Co-operate and work closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtain competent advice and guidance where necessary.

2.2.14 Ensure that within the School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and

safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management/leadership meetings.

2.2.15 Ensure his/her own attendance at IOSH Managing Safely training.

2.2.16 The CEO will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health, Safety and Wellbeing Team.

Full details of the CEO's responsibilities in relation to Health and Safety can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.3 Chief Executive Officers/Headteachers Who Are Directly In Charge Of Council Premises And Establishments ('Persons In Control Of Buildings')

The CEO is designated as 'The person in Control' of the premises, though they may delegate specific roles and functions to others.

Full details of the responsibilities of the Person in Control of Buildings can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.4 Employees

All Council Employees are directly responsible for:

2.4.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

2.4.2 Co-operating fully with their Manager/leader or Responsible Person on all matters pertaining to their health and safety at work.

2.4.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.

2.4.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.

2.4.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.

2.4.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.

2.4.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.

2.4.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.

2.4.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

2.4.10 Attending local health and safety and safety induction on their first day of employment.

2.4.11 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

2.5 Staff With Special Responsibility
The following staff have a special responsibility:

2.6 *Plym Bridge Nursery School and Day Care*: Hayley Hensman (First Aid), Chloe Langton/ Hayley Hensman (Fire Marshalls)

Ham Drive Nursery School and Day Care: Janet Pinkerton (First Aid), Jo Martin/ Debbie Morrison (Fire Marshalls)

Yealmpstone Farm Primary School Tracey Bowden and Mark Heard.

2.7 These job-holders will be responsible for:

2.7.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;

2.7.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification

2.7.3 the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Head of School/Headteacher/Assistant Headtecher for the application of the health and safety procedures and arrangements;

2.7.4 establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g chemicals, hot water, sharp tools, etc;

2.7.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they area unable to resolve within the resources available to them;

2.7.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;

2.7.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;

2.7.8 obtaining relevant advice and guidance on health and safety matters

2.8 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

2.8.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager/leader

2.8.2 exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;

2.8.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

2.8.4 give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)

2.8.5 set a good example by following safe working procedures personally;

2.8.6 ensure the use of protective clothing and guards where necessary;

2.8.7 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

2.8.8 build in safety education in curriculum planning.

2.9 School Health And Safety Representatives

Safety Representatives are appointed by recognised Trade Unions.
At present there are no such Representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.10 The Pupils

Pupils will be reminded that they are expected to:

2.10.1 exercise personal responsibility for the health and safety of themselves and others;

2.10.2 observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

2.10.3 observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;

2.10.4 use and not willfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the relevant prospectus.

2.11 Contractors

2.11.1 All contractors under local control will be appropriately selected and competent in terms of health and safety

2.11.2 Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.

2.11.3 The CEO will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.

2.11.4 The CEO must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the CEO, or by the contractor, in consultation with the CEO.

2.11.5 The CEO will consult the Capital Project Team, Asset Management Team or the Corporate Health, Safety and Wellbeing Team for any additional guidance on these matters.

2.11.6 All contractors must report to the CEO before any work takes place and prior to each working session. The CEO should then inform the contractor of any conditions which may affect his safety and that of others.

2.12 Visitors And Other Users Of The Premises

2.12.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. contractors

2.12.2 The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.

2.12.3 All visitors to Council establishments, must comply with the School and Council's Health and Safety Policy and procedures.

2.12.4 The CEO must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book/electronic visitor sign in

2.12.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the CEO, or their representative.

2.12.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

2.12.7 Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

2.12.8 Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

2.12.9 If the incident is of a serious nature or fatal the CEO and the Corporate Health and Safety Team must be contacted immediately.

2.12.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.

2.12.11 Persons 'hosting' visitors including meeting convenors must ensure:

a) Visitors are alerted to the establishment's fire procedures,

b) Visitors adhere to the School's 'No Smoking/Vaping' Policy,

c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,

d) Visitors record their presence on the premises in the appropriate log book,

e) Where applicable, visitors are provided with and wear an identification badge,

f) Visitors are accompanied or authorised to enter the premises,

g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,

h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,

i) Visitors report all accidents, incidents and near misses to the host,

j) Visitors wear protective clothing that is supplied, when necessary.

2.10.12 Lettings

The CEO will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school and Plymouth City Council's health and safety policies where appropriate.

3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the CEO to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

3.1 Premises/Site/Workplace/Classroom/Office Etc.

a) Heating and lighting

b) Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.

c) Room dimensions and space.

d) Sanitary provisions (male/female, children's and disabled toilet facilities).

e) Temperature of workplaces, the provision of thermometers.

f) Condition of premises including floors etc.

g) Workstations/desks and seating, use of computers etc.

h) Facilities and arrangements for:

- Provision of a wholesome supply of drinking water
- Canteens/Rest Place
- Designated Smoking Rooms
- Pregnant and Nursing Mothers

3.2 RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

a) Health & Safety Executive Guidance on Risk Assessment.

b) Specific Guidance and Codes of Practices,

c) Health and Safety Information for activities e.g. off-site Activities.

d) Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

3.3 ACCIDENT/INCIDENT REPORTING

a) The provision and location of accident records.

b) Accident/incident report forms.

c) PCC Guidance on Accident/Incident Reporting.

d) Recording and reporting of all incidents of Violence and Aggression on staff.

e) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

3.4 FIRST AID AND IT'S PROVISION IN THE WORKPLACE

a) Designated First Aiders (names displayed).

b) Identified location of First Aid Boxes.

c) The contents of First Aid Boxes are complete and up to date.

d) Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.

e) First Aid Room facilities (Medical room).

f) Travelling First Aid Kits.

3.5 FIRE AND EMERGENCY PROCEDURES

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

3.6 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK

a) Provide a list of the hazardous substances including cleaning materials used.

b) List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.

c) Completing of COSHH Assessments.

d) The School Science Service HAZCARDS.

e) Personal Protective Equipment (PPE) and Clothing.

f) Storage of hazardous substances and signage.

3.7 SECURITY OF PERSONS AND PREMISES

a) Security of Premises:

b) Perimeter Fencing/Exterior lighting

c) Burglar Alarm (externally monitored).

d) Use of toughened glass and safety glazing.

e) Identification of visitors.

f) Signing In/Out procedures.

g) Control of Access.

h) Security Personnel on duty.

i) Reception/waiting areas.

j) Security Assessments of premises

k) Installation and use of CCTV, neighbourhood watch schemes etc.

3.8 SAFETY IN KITCHENS

a) Safety of pupils/employees/kitchen staff.

b) Food Hygiene.

c) Responsibility for maintenance of premises and equipment.

d) Restricted access.

e) First aid arrangements, including accident/incident reporting.

f) Safe systems of work.

g) Lifting and handling of heavy and hot loads, liquids etc.

h) Safe use of machinery, equipment and appliances within the areas.

i) Removal of waste.

j) Pest control.

k) Use of knives.

l) Condition of workplace, including floors etc.

3.9 CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

a) School guidelines for the Management of Contractors.

b) Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations

c) Works are planned well in advance (where applicable) and health and safety issues have been addressed.

d) Contractors are controlled and managed on site.

e) Contractor is required to address the following:

f) Protection of children

g) Segregation of building works where possible.

h) Safe use and storage of any machinery brought onto site.

i) Guarding of site and machinery.

j) Restricted Access to unauthorised persons including children.

k) Requirement to use tools etc. of a voltage no greater than 110v

3.10 THE SAFE USE OF PESTICIDES

a) Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.

b) Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.

c) Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.

d) Safe systems of work in place for;

- Handling and Storage of pesticides.
- Application of Pesticides.
- The use of Personal Protective Clothing and equipment.
- Disposal of surplus and unused Pesticides and containers.

- COSHH Assessments.
- Protection of employees, users, children, public and others.

3.11 ASBESTOS

a) Plymouth City Council's Asbestos policy must be followed.

b) The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).

c) Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.

d) When asbestos removals are to take place ensuring that:

- All work is undertaken and carried out by competent persons.
- Using only HSE approved Asbestos Removal Contractors.
- Records of Asbestos to be maintained at the workplace/site.

3.12 ELECTRICITY AT WORK

a) Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.

b) Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.

c) Testing of fixed installations by competent persons.

d) Undertaking daily visual inspections of electrical appliance before use.

e) Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.

f) Providing and using a Residual Current Device (RCD) where applicable.

3.13 WORK EQUIPMENT

a) Safeguarding of machines.

b) Undertaking a machinery/equipment inventory.

c) Provide work equipment that is safe and properly maintained.

d) Safe use of machinery.

e) Carrying out risk assessments where appropriate.

f) Providing adequate training for employees on work equipment, machinery etc.

3.14 STORAGE OF FLAMMABLE LIQUIDS

a) Containing and controlling the amount held in storage.

b) Safety and Security of storage of flammable liquids.

c) Providing a list of what is in storage.

d) Where and how is it stored.

e) Who has access and is access restricted to others e.g. children etc.

f) Providing appropriate signage

3.15 SAFETY SIGNS

a) Displayed on each level of the premises, workplace.

b) Signs comply with current legislation.

c) Are recognisable and easy to understand.

3.16 IONISING RADIATION

a) Where applicable is a Radiation Protection Supervisor appointed?

b) Safe storage, handling and use off including the removal of radioactive waste (School Science Service {CLEAPSS} Laboratory Handbook).

3.17 SWIMMING/THERAPY POOLS

a) Safe systems of work for both INDOOR/OUTDOOR pools.

b) Cleanliness of water and facility and ensuring temperature is correct.

c) Hygiene - Legionella water quality, life saving equipment/supervision.

d) First Aid equipment available.

e) Restriction of animals (out door pools).

f) Safe procedures and pool rules displayed where appropriate.

g) Security of pool, including restricted access.

h) Responsibility for cleaning the pool.

i) Use of chemicals etc. within the pool environment, safe handling, storage, security etc.

3.18 SPORTS FACILITIES AND ACTIVITIES

a) Equipment and premises - safety of use, clear written guidance and procedures.

b) Supervision of activities.

c) Rules for staff and other users of sports equipment and facilities.

d) Training of employees.

3.19 MANUAL HANDLING AND LIFTING

a) Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.

b) Who will carry this out?

c) Undertaking Manual Handling Assessments.

d) Training in correct lifting techniques.

e) Safe systems of work

3.20 USE OF DISPLAY SCREEN EQUIPMENT (DSE)

a) Undertaking DSE Assessments (information available from Corporate Health & Safety Team).

b) Eye tests provision including the cost of basic corrective appliances i.e. spectacles

c) Safe place of work, ergonomics including posture considerations etc.

3.21 SAFE USE OF VEHICLES

a) Speed restriction signs displayed.

b) One way traffic system.

c) Segregation of vehicles and pedestrians.

d) Clearly marked parking bays and areas.

e) School minibuses and coaches to be fitted with audible reversing alarms.

f) Care whilst driving especially where children, elderly are present.

g) Vehicles are road worthy, are taxed, insured and have a valid MOT etc.

h) Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

3.22 ACCESS EQUIPMENT AND WORKING AT HEIGHTS

a) Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity.

b) Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.

c) Access to equipment, high levels to be restricted to unauthorised and untrained persons.

3.23 GOOD HOUSE KEEPING

a) Clean and tidy premises.

b) Maintenance programmes and procedures in place to deal with repairs, etc.

c) Immediate clean-up of spills.

d) Litter-free zone.

e) External areas, grounds, play areas and equipment are safe for use.

f) Promoting and maintaining a safe and healthy working environment.

3.24 COMMUNICATION

a) Providing employees with information about the general duties under the Health and Safety At Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).

b) Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.

c) Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them,

whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

3.25 TRAINING

a) Training employees, supervisors and mangers to enable them to work safely and carry out their health and safety responsibilities.

b) Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

3.26 SAFETY AUDITS AND INSPECTIONS

a) Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by Managers etc.

b) Corporate Healthy and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces.

Maintenance (Specific to YFPS)

a) The following areas will be subject to regular maintenance inspections arranged by the school:
b) Portable electrical equipment: annual test by PAT tester
c) HE large equipment (cookers, microwaves, etc): annual test by PAT tester
d) Workshop equipment: annual test by PAT tester
e) Science equipment: monthly by science co-ordniator
f) PE equipment (indoor and outdoor): annual test by external contractor
g) Burglar alarm: six monthly by external security company
h) Fire extinguishers: monthly by caretaker; annually by external provider
i) Fire alarms: weekly by caretaker
j) The school arrange maintenance of the following at the intervals show
k) Boiler system annually by external contractor
l) Kitchen fans: by external contractor
m) Extractor fans: by external contractor
n) Mains electrical system: by external contractor
o) Mains gas system: by external contractor
p) Mains water supply: by external contractor; monthly by caretaker

4.0 GENERAL

Further advice and assistance can be obtained by contacting the Corporate Health, Safety & Wellbeing Team, Ballard House, A. Telephone: 305993, or e-mail: healthandsafety@plymouth.gov.uk