



<b>Category</b>	Health & Safety		
<b>Document Name</b>	Health & Safety Procedures		
<b>Accountable Body</b>	Grafham Grange School Governing Body		
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### Related Policies

Document	Reference
Health & Safety Policy	HS.P1

### Reference Material

Guidance
Health and Safety at Work Act 1974
Management of Health & Safety at Work Regulations 1999
HSE RIDDOR 2013

### Related Documents

Document	Reference
Health & Safety Statement of Arrangements	HS.P1.01
Health & Safety Forms:	HS.P1.03
A. Health & Safety and Fire Safety Assurance Report	
B. Health & Safety and Fire Safety Detailed Review	
C. Health & Safety Inspection Log	
D. Health & Safety Inspection Checklist	
E. Health & Safety Risk/Incident Log	
F. Health & Safety Risk/Incident Form	
G. Location of First Aid Room & First Aid Boxes	
H. Staff Qualified in First Aid	
I. Staff Approved To Issue Medication	
J. Emergency Lighting Checks	
K. Fire Door Checks	
L. Fire Extinguisher Checks	
M. Means of Escape Checks	
N. Health & Safety & Fire Safety Training Record	
O. Fire Risk Assessment	
P. Risk Assessment & Action Plan	
Q. Ladder & Steps Register	
R. Vehicle Accident Report	
S. Drivers Declaration Form	
T. Drivers Assessment & Authorisation Form	
U. Hot Water Temperature Records	
V. Cold Water Temperature Records	
W. Permit To Work	
X. Fire Alarm Activation Log	



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## Introduction

The aim of this document is to comply with the Trust's Health & Safety Policy and arrangements and to set out procedures to promote safe working practices and provide safe environments in which to live and work. These procedures will be tested and reviewed on a regular basis to ensure they remain effective and continue to fully meet the needs of the Trust and the school.

## Monitoring & Review

It is the responsibility of Site Manager and School Business Manager at Grafham Grange School to monitor the performance of its health & safety procedures in the following ways:

- Maintain a summary [Health & Safety & Fire Safety Assurance Report \(refer to HS.P1.03 - A\)](#) to be annually reviewed, refreshed and approved by the Governing Body.
- Carry out a detailed review of Health & Safety and Fire Safety using the [Health & Safety & Fire Safety Detailed Review Form \(refer to HS.P1.03 - B\)](#)
- Produce a detailed analysis of the findings of periodic reviews and safety audits carried out by the schools
- Produce an analysis of inspection reports from enforcing authorities
- Active involvement in the investigation of accidents & serious incidents
- Unannounced health & safety tours of school premises & inspection of records
- Encouraging honest and open discussions with staff in relation to health & safety issues

## Training

Training in Health and Safety related topics is provided to staff, where appropriate, as an integral part of the overall training programme. Staff with individual requests for Health and Safety training should in the first place consult their line manager or Headteacher.

## Health & Safety Inspections

An inspection is carried out once per half-term. This is a visual check to identify any potential hazards. Details of the check are recorded on a [Health & Safety Inspection Checklist \(refer to HS.P1.03 - D\)](#).

The Headteacher delegates areas of responsibility for routine health & safety inspections to staff as appropriate. A list of staff responsible for specific areas is given in the Health & Safety Inspection Log (refer to HS.P1.03 - C) and displayed in the reception office.

### Identified Hazards

Once a Health & Safety check has been completed, if a hazard is identified by an individual, it becomes their responsibility to attempt to resolve the problem. Any action taken to mitigate the potential risk should be recorded on the [Risk Assessment & Action Plan \(refer to HS.P1.03 - P\)](#).

It is important that the action taken by the person carrying out the inspection is recorded. If this action has removed the risk completely, no further action is required.

If the individuals efforts do not remove the risk entirely or permanently, they must follow the procedures for Dealing with Hazards and take steps to ensure that appropriate action is taken.



## Roles & Responsibilities

Role	Duties & Compliance
<b>Headteacher</b>	<ul style="list-style-type: none"> <li>Translate the Trust policy into procedures, method statements and systems of working which prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.</li> <li>Provide adequate training to ensure employees are competent to undertake tasks and duties commensurate with their allocated job roles.</li> <li>Engage and consult with employees on day-to-day health and safety conditions and provide advice.</li> <li>Ensure appropriate access to and arrangements for occupational health.</li> <li>Implement emergency procedures (evacuation in case of fire or other significant incident).</li> <li>Ensure that the statutory Health and safety law poster is displayed.</li> <li>Ensure that the premises within their responsibility have clear location arrangements for first-aid boxes and accident book (s).</li> <li>Ensure that accidents and ill health at work triggering the requirements of the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are fully complied with.</li> <li>Ensure that arrangements are clear, understood by employees for the implementation of H&amp;S and fire safety reviews.</li> <li>Appoint a competent Health and Safety Designated Person and provide appropriate training.</li> <li>Appoint a competent person as Fire Safety Designated Person and provide appropriate training.</li> </ul>
Acknowledgment of the above responsibilities	
<b>Name</b>	<b>Signature</b>
<b>Health &amp; Safety Designated Person</b>	<p>The Headteacher appoints a competent Health and Safety Designated Person to:</p> <ul style="list-style-type: none"> <li>Certify that the Health &amp; Safety Inspection Checklist &amp; Log are completed within the designated timeframe, ensuring that any incidents or hazards are reported and actioned using the correct procedure.</li> <li>Carry out regular reviews of the Accident book and analysis of accidents events.</li> <li>Present training needs to the senior manager with regard to health and safety training and awareness.</li> <li>Ensure relevant premises/grounds risk assessments are completed within a designated timeframe and reviewed following all serious incidents.</li> </ul>
Acknowledgment of the above responsibilities	
<b>Name</b>	<b>Signature</b>
<b>Health &amp; Safety Team</b>	<p>The Headteacher appoints one or more competent members of staff to:</p> <ul style="list-style-type: none"> <li>Ensure that all serious hazards are reported to the appropriate manager or their team immediately and any others via a Maintenance Log or similar process.</li> <li>Report to the senior manager on any hazards where the Health &amp; Safety Risk/Incident Form &amp; Log has been completed.</li> <li>Provide health &amp; safety induction training with regards to Health &amp; Safety Inspection Checklist &amp; Log forms and procedure.</li> </ul>
Acknowledgment of the above responsibilities	
<b>Name</b>	<b>Signature</b>
<b>Fire Safety Designated Person</b>	<p>The Headteacher appoints a competent Fire Safety Designated Person to:</p> <ul style="list-style-type: none"> <li>Complete periodic audits of statutory checks.</li> <li>Ensure that all reported false alarms are investigated.</li> <li>Monitor records of fire drills and ensure that any concerns are brought to the attention of the senior manager.</li> <li>Monitor the records of all fire alarm activations and ensure any concerns and action points</li> </ul>



Role	Duties & Compliance	
	<p>are brought to the attention of the senior manager.</p> <ul style="list-style-type: none"> <li>• Ensure an annual Fire Risk Assessment is carried out of all areas of the premises.</li> <li>• Liaise and cooperate with the Fire &amp; Rescue Service in the event of any incident.</li> <li>• Maintain vigilance to potential fire safety hazards and notify senior management of any concerns.</li> <li>• Liaise with and seek the advice of the Fire &amp; Rescue Service where it is felt that developments, refurbishments or a change of circumstance may impact upon the effectiveness of current fire safety arrangements.</li> </ul>	
Acknowledgment of the above responsibilities		
Name	Signature	Date
<b>Fire Safety Team</b>	<p>The Headteacher appoints one or more competent members of staff to:</p> <ul style="list-style-type: none"> <li>• Conduct periodic checks to ensure that:               <ol style="list-style-type: none"> <li>1. Fire extinguishers are correctly located, signed and labeled.</li> <li>2. Fire Call Points are intact.</li> <li>3. Smoke/Heat detectors are intact and regularly tested.</li> <li>4. Alarm Sounders are intact and regularly tested.</li> <li>5. Emergency Lighting is intact and regularly tested.</li> <li>6. Fire Exits are clear of obstructions, clearly signed and operate correctly.</li> <li>7. Fire Doors are kept closed and/or closing mechanisms operate effectively</li> <li>8. Fire Procedures notices are displayed prominently throughout the building.</li> </ol> </li> <li>• Identify and flag routine maintenance needs to ensure corrective action is taken and notify the senior manager of any unresolved issues.</li> <li>• Conduct regular tests of Fire Alarm and Emergency Lighting systems, ensuring that results are recorded and any deficiencies acted upon to ensure corrective action is taken.</li> <li>• Oversee 6 monthly inspection and testing of Fire Alarm and Emergency Lighting systems by qualified external engineers.</li> <li>• Oversee Annual inspection and testing of Fire Fighting equipment by qualified external engineers.</li> <li>• Ensure that inspection and testing of electrical appliances and installations is routinely carried out to required standards.</li> <li>• Liaise and co-operate with the Fire Services in the event of any incident.</li> <li>• Maintain vigilance to potential fire safety hazards and notify senior management of any concerns.</li> </ul>	
Acknowledgment of the above responsibilities		
Name	Signature	Date
<b>Governing Body</b>	<p>Require regular management reports on compliance with the Trusts Health and Safety Policy including assurance of the fidelity of arrangement for robust implementation of procedures, systems and arrangements.</p>	
Acknowledgment of the above responsibilities		
Name	Signature	Date
<b>All Employees</b>	<p>Take reasonable care of themselves and for the health &amp; safety of others. All staff are required to be familiar with and adhere to the Trusts health and Safety Policy and relevant procedures and systems of working. Employees are also expected to report safety concerns to line management supervisors or other senior managers as necessary.</p>	



## Health, Accident, Emergency and First Aid.

### First Aid & Medication

Grafham Grange School maintains a first aid box containing only First Aid requisites and a list of contents. At school premises, the contents shall be checked by a suitably trained and qualified identified person and replenished at least once per term.

Special medications for pupils are kept in the Main Surgery. The administration of medications will only be carried out by staff who have demonstrated competency according to the Trust's policy on the Administration of Medication – Competency Check List and in accordance with the Trust's policy on Handling Medicines. The following guidelines are followed:

- Always read the prescribed dosages and do not exceed these.
- Always record any medication administered.
- When dealing with blood and body fluids wear plastic gloves to avoid contact/infection, whenever possible. Gloves can be found in all First Aid boxes and direct from the Surgery.

The following information is made available with respect to First Aid & Medication:

Arrangement	Completed Form	HS.P1.01 Ref
Details of the location of the First Aid Room & First Aid Boxes and Accident Book	<a href="#">Location of First Aid Room, First Aid Boxes</a>	G
A notice listing staff qualified in First Aid to be displayed in the Staff Room or general office	<a href="#">Staff Qualified in First Aid</a>	H
A list of staff approved to issue medication	<a href="#">Staff Approved to Issue Medication</a>	I

A Health & Safety Law Poster is displayed in the staff room, kitchen, workshop, pantry, reception office, middle floor duty room, Woodyer office and kitchen.

### Emergency Treatment

In the event of an illness or injury as a result of an accident the procedure below shall be followed:

1. First Aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible re-assurances and, if absolutely necessary, removed from danger.
2. If circumstances necessitate it, staff qualified in First aid should be summoned immediately to tend to the patient.
3. If an ambulance is required the emergency 999 service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that they have obtained specific cover from their insurance company).
4. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is doubt about their fitness to do so.
5. In all cases where injury is involved, a report must be completed fully & accurately as soon as possible after the incident (see section on 'Reporting Accidents and Incidents').

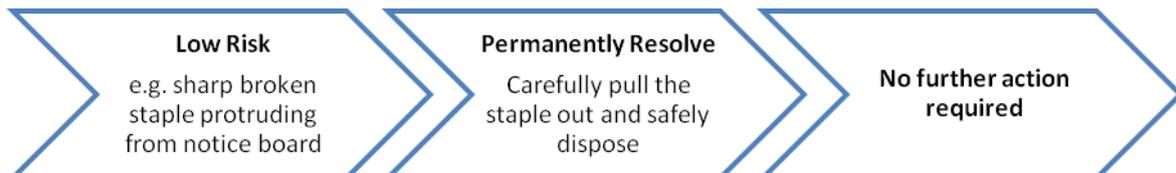


## Dealing With Unsafe Conditions

All employees have a responsibility for health & safety and must be proactive in their work to assist in maintaining a safe environment for all. It is not sufficient to rely on scheduled inspections as risks can occur at any time. All staff must take immediate action to deal with any health & safety risk that is brought to their attention. The severity levels and next steps are identified below.

### Stage 1: Low Risk

In most instances, any potential risk can be removed immediately in which case, no further action is required.



### Stage 2: Medium Risk

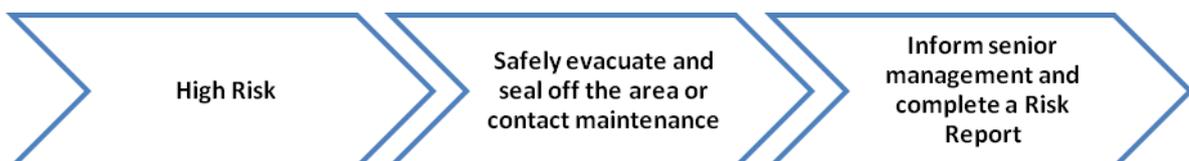
For less-serious risks, it may be possible to provide temporary containment and notify the Maintenance Department that a more permanent repair is required.



It is the individual who reported the risk that remains responsibility to ensure the problem is resolved. If it is not within a reasonable time or the individual feels that the risk is potentially serious, a [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#) shall be completed and lodged with the Health & Safety Designated Person so that appropriate action can be taken and the action logged in the [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#).

### Stage 3: High Risk

If an individual determines that there is an immediate serious risk, the first priority is to make the area safe without putting themselves at risk. In extreme circumstances, this may mean evacuation of the area and/or enlisting the immediate help of the maintenance department. If the situation cannot be resolved, senior management should be informed immediately and a [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#) completed & lodged with the office and the log completed. The issue will then be addressed at the appropriate level and the action logged in the [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#).





## Reporting Accidents & Incidents

### Accidents Involving Staff & Visitors

1. All accidents to employees, visitors or members of the public must be recorded in the Accident Register held in the reception office.
2. Particulars should be as precise as possible including the cause of the accident (if known), details of any resulting injury and any treatment given.

### Accidents Involving Pupils

1. Details of accidents involving pupils, which necessitates emergency treatment, are to be recorded on the [Accident Book](#) and pupil specific [Incident Book](#), held in the reception office.
2. Particulars should be as precise as possible including the cause of the accident (if known), details of any resulting injury and any treatment given. Statements from witnesses should be recorded if possible.
3. Completed forms must be signed by the Headteacher the original left in the book and a copy being placed on the pupil file.
4. For accidents resulting in hospital treatment being required for anyone, the Headteacher will ensure that appropriate notifications are made in accordance with the Trust's Notification Policy and related school procedures.

### Serious Accidents & Dangerous Occurrences

The Headteacher ensures that serious accidents, dangerous occurrences or reportable diseases that fall within the scope of RIDDOR are notified, on the form [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#), providing the relevant information for a RIDDOR report to be completed by the School Business Manager.

Certain diseases are notifiable under RIDDOR (Reporting Of Injuries, Diseases & Dangerous Occurrences Regulations 1995). The HSE website provides up to date information on reportable incidents and diseases. Reportable accidents include those resulting in or which could have resulted in:

- Any fracture, other than to the fingers, thumbs or toes
- Any amputation
- Any injury likely to lead to a permanent or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which covers more than 10% of the body; or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any other injury arising from working in an enclosed space which
  1. leads to hypothermia, heat-induced illness or
  2. requires resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by head injury or asphyxia
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  1. Acute illness requiring medical treatment or
  2. Loss of consciousness
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- The injured person being prevented from continuing in their normal work for more than seven consecutive days.
- Death



## Incident Investigation

Since all accidents and dangerous occurrences are reported in the School Accident Book, Pupil Accident Record and [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#), it is possible to investigate the likely causes of the incident in order that lessons may be learnt that may help to avoid future similar incidents. The following procedures will be adopted:

### Minor Accidents To Staff & Visitors

- The Health & Safety Designated Person will inspect the Accident Book at regular intervals to look for common themes.
- Frequent occurrences in similar locations, involving similar activities, at similar times or accidents involving the same person or group of people may indicate either:
  1. An activity risk assessment is required.
  2. A hazard inspection is required.
  3. Additional instruction, training and supervision is required.
- The Health & Safety Designated Person will record their findings and any action taken. The resulting report will be made available to staff and the Lead Governor for Health & Safety.

### Accidents Involving Pupils

- It is the responsibility of the member of staff completing the Pupil Accident Record to carry out the initial inquiry into the likely cause of the accident.
- Any conclusions should be recorded and the completed form signed by the Headteacher before being filed.
- The Headteacher initiates further inquiries as is felt appropriate and ensure that appropriate action is taken to reduce the risk of a recurrence.
- The Headteacher may elect to treat the accident as 'serious' in accordance with the protocol below.

### Serious Accidents & Dangerous Occurrences

- As much detail as possible is recorded on the [Health & Safety Risk/Incident Form & Log \(refer to HS.P1.03 – E & F\)](#) and a copy forwarded to the Chair of Governors & Lead Governor for Health & Safety.
- The Headteacher will immediately appoint a panel to investigate the incident. Membership of the panel will depend on the severity of the incident but would normally include the Lead Governor for Health & Safety, a senior manager, the Health & Safety Designated Person.
- Members of the panel will, at the earliest opportunity;
  1. Interview all those involved in or witness to the incident
  2. Examine the scene of the incident
  3. Examine relevant documents (written instructions, training records, equipment manuals, policies, risk assessments etc.)
  4. Record their findings
- Upon completion of the investigation, the panel will submit a written report of their findings and any recommended action required to the Headteacher, Trust and Board of Governors.

*Risk Assessments must be reviewed after any accident or injury.*



## Catering And Food Handling

The kitchen in itself is a dangerous area and should only be used for the preparation and cooking of food by qualified staff, who are competent in the use of the equipment within and the safe and hygienic handling of food stuffs.

On occasion an individual may find it necessary to go to the kitchen:

1. Only enter if asked or invited.
2. Be aware that the kitchen staff are priority users of the kitchen.
3. Do not touch or interfere with equipment or foodstuffs.

On occasion when it is necessary for an individual to prepare simple snack meals, simple hygiene principles must be adhered to:

1. Only staff qualified in basic food hygiene may prepare food for others.
2. Wash and clean hands before any handling or preparation.
3. Ensure preparation surfaces and necessary plates and cutlery are clean.
4. Ensure the food stuffs are within sell-by-date.
5. Do not prepare food for others if currently suffering an illness.

## Asbestos Management Plan (AMP)

The Site Manager is adequately trained to allow them to safeguard themselves and others when carrying out work that may disturb asbestos and to prevent the release of, and exposure to, asbestos fibres. The competent person:

- maintains a record of all Asbestos-Containing Materials (ACM's) including:
  - a. presence
  - b. location
  - c. condition
- ensure all ACM's are clearly labeled and all staff are aware of the locations
- annually review the records and modify to reflect any changes
- update records following any works that are carried out which changes the condition
- ensure external contractors are informed of ACM's and only appointed if they are trained to a sufficient standard to safely undertake activities that may disturb ACM's
- undertake a risk assessment for all ACM's

## Control Of Substances Hazardous To Health

### COSHH

In relation to substances potentially hazardous to health, the Site Manager, Housekeeper, Science Teacher and Art Teacher are responsible for:

- finding out what the health hazards are;
- deciding how to prevent harm to health (risk assessment);
- providing control measures to reduce harm to health and making sure they are used;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;
- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies;
- keeping adequate records as to what substances are held;
- ensuring that the substances are stored in locked cupboards;



- make data sheets for all such substances readily available and accessible to staff.

Staff who have access to or are required to use substances and chemicals must;

1. Have received suitable instruction & training as to their safe storage & use.
2. Treat all chemicals as potentially dangerous.
3. Never mix chemicals unless they are qualified to do so.
4. Wear necessary protective clothing, when required.
5. Take any other necessary precautions.
6. Read, understand and follow the instructions for use.
7. Know what to do if an accident does occur when using such substances.
8. Dispose of waste products as regulations require.

### Medications, blood, bodily fluids

A suitably trained and qualified member of staff responsible for ensuring that:

1. Stock and prescribed medications are ordered, stored and disposed of in accordance with the guidelines set out by the Health Authority.
2. The Trust's Handling of Medicines Policy is adhered to.
3. All medicines are stored in a locked cupboard.
4. Gloves are worn when dealing with any bodily fluids.

### Aerosols

Pupils are not to be permitted to bring any aerosols into school. Aerosols used by staff in their work must be stored in a locked store and must at no time be left un-attended when out of the store.

*Aerosols are not to be used in a confined space.*

When using any aerosol, ensure that there is ample ventilation. When it is essential for a pupil to use an aerosol this must be under the direct supervision of staff, who must take responsibility for its safe use and ensure that it is returned to a locked store immediately after use.

### Fire Safety

Forms used to record fire safety activities are:

Arrangement	Template Form	HS.P1.03 Ref
Fire risk assessment	<a href="#">Fire Risk Assessment</a>	O
List of identified risks and action plan	<a href="#">Risk Assessment &amp; Action Plan</a>	P
Fire Safety Log Sheet: Checklist of emergency lighting checks	<a href="#">Emergency Lighting Checks</a>	J
Fire Safety Log Sheet: Checklist of all fire doors	<a href="#">Fire Door Checks</a>	K
Fire Safety Log Sheet: Checklist of all fire extinguishers	<a href="#">Fire Extinguisher Checks</a>	L
Fire Safety Log Sheet: Checklist of means of escapes	<a href="#">Means of Escape Checks</a>	M
Record of all staff fire safety training	<a href="#">Health &amp; Safety &amp; Fire Safety Training Record</a>	N
Record of fire alarm activations due to fire drills, false alarms or otherwise	<a href="#">Fire Alarm Activation Log</a>	X



## Roles & Responsibilities

The Headteacher and senior managers at Grafham Grange School:

- ensures that staff, pupils and visitors are aware of the Fire Safety Procedures and that they are complied with.
- ensures that all fire alarm activations no matter the origin are recorded.
- ensures that a provision for funds is included in the school's budget for routine inspection, testing & maintenance of fire safety equipment and for relevant staff training.
- facilitates the implementation of procedures and monitor their effectiveness, reporting any significant shortcomings at the earliest opportunity to the Governing Body.
- reports on fire safety issues to the school's Governing Body at least once per term.
- appoints a Fire Safety Designated Person with an agreed specific description of roles & responsibilities to ensure fire safety procedures are adhered to.
- identifies and trains staff who have specific roles & responsibilities in relation to Fire Safety (Fire Safety Team).

The Fire Safety Designated Person at Grafham Grange School is the Site Manager and he carries out the following roles & responsibilities:

- Ensuring that all checks as laid down in Fire Safety Procedures below have been completed correctly, carrying out a visual audit of the records, reporting outcomes to the Headteacher.
- To instigate & monitor the carrying out of two unannounced Fire Drills per term (refer to Fire Safety Procedures below), ensuring that any concerns and action points are brought to the attention of the Headteacher.
- During working hours or when on duty is Designated Fire Marshall and acts with the authority of the Headteacher in the event of a Fire or Drill. When not on site this duty falls to the senior member of staff on duty.
- Conduct the annual [Fire Risk Assessment & Action Plan \(refer to HS.P1.03 – O & P\)](#) ensuring that all staff are aware of the assessments contents and that any concerns or failings are brought to the attention of the Headteacher.
- Ensure that all fire alarm activations no matter the origin are recorded in the [Fire Alarm Activation Log \(refer to HS.P1.03 – X\)](#) and a copy kept in the Fire Safety Log Book provided by the Fire & Rescue Services for future inspection. Monitor these records ensuring that any concerns and action points are brought to the attention of the senior manager.
- Provide induction training to new pupils and staff as laid down in Health & Safety Policy, Arrangements and Fire Safety Procedures below and record all training on the [Health & Safety & Fire Safety Training Record \(refer to HS.P1.03 – N\)](#) or electronically.
- To coordinate appropriate training for relevant staff.

The Site Manager is responsible for carrying out regular Fire Safety Checks of all school premises.

- As a minimum, visual checks of all areas are required with occasional physical testing of specific areas on a rolling basis.
- All results are recorded on the [Fire Safety Log Sheet \(refer to HS.P1.03 – J, K, L, M\)](#). Completed sheets are to be retained by Site Manager for future inspection and a summary record kept in the Fire Safety Log Book provided by the Fire & Rescue Services.
- These routine checks will also provide an opportunity to observe other uncontrollable hazards such as sources of ignition and fuel. Such hazards that cannot be eliminated at the time must be reported to the Fire Safety Designated Person.



## Periodic Fire Risk Assessments

The Fire Safety Designated Person ensures a detailed review is conducted at least annually using the [Fire Risk Assessment \(refer to HS.P1.03 – O\)](#). Any significant fire hazards will be observed and recorded. For each hazard, the risk should be assessed, existing controls noted and any further action required, recorded on a [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#).

Any uncontrolled hazards will be included in the [Risk Assessment & Action Plan \(refer to HS.P1.03 – O\)](#). It is the responsibility of the Fire Safety Designated Person to ensure that any recommended further action is completed.

A summary of the Risk Assessment will be made available to all staff and the Senior Management Team.

## Conducting & Recording Periodic Fire Drills

1. At least twice per term, a full fire evacuation drill will be conducted.
2. The Fire Safety Designated Person will determine the date and time of the drill and instruct a member of staff to activate the alarm.
3. All occupants will leave the building via the shortest safe route and make their way to the relevant Fire Assembly Point. Staff will ensure that all pupils comply with the evacuation.
4. The most senior member of staff present will act as Fire Marshall.
5. During school office hours, the school reception administrator will collate the pupil register; staff list and visitor book before leaving the building and ensure that these are passed to the Fire Marshall.
6. Each Teaching Assistant (or out of hours, each group leader) will account for the pupils in their charge and report their findings to the Fire Marshall. The Fire Marshall will account for staff & visitors.
7. Once all occupants have been accounted for, the Fire Marshall will appoint a competent member of staff to check the fire panel to identify the cause of the alarm and ensure that the building is safe before re-setting the system. He/she will inform the Designated Fire Marshall when it is safe to re-enter the building.
8. The Fire Marshall will ensure that a full and accurate account of the drill is logged in the [Fire Alarm Activation Log \(refer to HS.P1.03 – X\)](#).

## Recording of Incidents

1. All incidents, whether false alarms, drills or legitimate emergencies will be recorded in the [Fire Alarm Activation Log \(refer to HS.P1.03 – X\)](#).
2. The Fire Marshall will record full particulars of the events that necessitated evacuation, including the time taken to evacuate the building.
3. Any incident that leads to students, staff or visitors being placed at risk must be notified to the Headteacher and entered into the Risk Assessment & Action Plan ([refer to HS.P1.03 – P](#)).

## Staff Instruction & Training in Fire Safety

1. As part of their Induction, during their first week of employment, new staff will be instructed in the following;
  - Action on discovering a fire
  - How to raise the alarm
  - Action on hearing the alarm
  - Procedure for alerting the public/visitors
  - Evacuation procedure to reach assembly point
  - Importance of closing fire doors
2. All residential senior staff shall be trained in;
  - Procedure for resetting fire alarms
  - Roll-call procedures



- Procedures for indication 'All Clear'

3. All staff shall receive 'refresher' training as above at least once per year.

All Fire Safety training is recorded on the [Health & Safety & Fire Safety Training Record \(refer to HS.P1.03 – N\)](#) or electronically for online training.

### **Review of Fire Safety Procedures**

Representatives of the Board of Governors will annually overview assurance that Fire Safety Procedures and related records are compliant.

A Health & Safety and Fire Safety Review checklist has been prepared covering all aspects of the Fire Safety Procedures. All records should be checked to ensure that the procedures are being followed and remain effective. The results of the review should be recorded and reported to the full Board of Governors at the next available opportunity. However, any shortcomings that impact upon the health, safety & welfare of staff, pupils or visitors should immediately be brought to the attention of the Senior Management Team.

### **Smoking**

The Trust operates a no smoking policy inside all buildings and vehicles.

Staff are recognised role models and MUST NOT:

- Smoke in front of pupils at any time.
- In any school vehicles.
- In any accommodation or transport used by the pupils when on school journeys or trips.

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

#### Implementation

Grafham Grange School permits smoking on site only at the Designated Smoking Area is at the bottom of the tarmac walkway (next to workshop) that runs behind the hard court where a receptacle for smoking materials is provided.

Smoking in other areas of the School grounds or buildings is strictly prohibited.

Staff who are resident on-site and their visitors will be permitted to smoke within the grounds of their accommodation (but not within the accommodation itself) provided this is not in view of pupils or visitors to the school.

Staff who wish to smoke, must do this in their own time either outside their normal hours of work or during designated breaks, such as your lunch break. Staff are not permitted to take additional smoking breaks during the day.

Smoking and Smoking materials constitute as a fire risk and a hazard to the health of individuals, including smokers and non-smokers. Staff should ensure that their personal smoking materials are stored safely.

These procedures are drawn to the attention of all new staff members on recruitment/induction.

Appropriate "No smoking" signs are clearly displayed at the entrances to and within the premises and signs will comply with legislative requirements.

In respect of all school vehicles there is a sign in the vehicle which; displays the international "No smoking" symbol; states that the vehicle is no smoking and that it is an offence to smoke or knowingly to permit smoking there.



## Non-compliance

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Trust's disciplinary procedure. Where the smoking creates a clear health and safety hazard, then such behaviour constitutes gross misconduct and could render the employee liable to summary dismissal.

If a volunteer, pupil, consultant, contractor, member of the public or visitor does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the premises.

Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **Electrical Safety**

### **Electrical Installations**

Electrical installations will be subject to full inspection, testing and certification by a NICEIC approved contractor (every 5 years for commercial & 10 years for domestic properties). The senior manager will organise an interim partial or full inspection as a result of:

- Extensive alterations and/or additions to electrical installations following ongoing refurbishment & development work (although all such work will be carried out by an appropriately qualified electrician and certified).
- A significant number of reported faults with specific circuits or portions of the installation.
- Significant damage to installations due to floods etc.

The Site Manager is responsible for ensuring that:

- Such inspections are carried out and the results recorded.
- Records of all reported faults are kept.
- Remedial work is carried out promptly or, where this cannot be done immediately, that any deficiencies are notified to the senior manager without delay.
- Appropriate records of electrical installations including any amendments and/or additions are maintained.

### **Installation, Repair & Maintenance Work**

Only the Premises team has appropriate training to:

- Change fuses & plugs and fit new leads to appliances.
- Replace existing fittings (lights, switches, sockets etc.) where necessary provided that such work does not require any alteration to the mains wiring or connection to distribution boards or adapting fittings to permit increased loads.
- Prepare and install new wiring and fittings for subsequent testing and connection by a qualified electrician.
- Fit fuses and plugs to Class I equipment.
- Open outer cases of Class I equipment to mount/dismount internal components.

All other electrical installations, repairs and maintenance work will be carried out by a qualified electrician approved by the senior manager.

### **Portable Electrical Appliances**

Portable electrical appliance are defined as those which can be moved whilst in operation or connected to the supply. Portable appliances are usually connected to the mains via a flexible lead and 13 amp plug although certain Class II non-moveable appliances will also be covered by these arrangements.



Equipment is subject to a program of user checks, formal visual inspection and combined inspection and testing as per the attached schedule. Records of electrical equipment subject to formal inspection and testing is maintained by the school.

- Users are trained to carry out basic visual checks of their equipment before use. Any apparent defects are to be reported immediately to a named staff member and the equipment removed from service until appropriate maintenance work can be carried out.
- The Site Manager is responsible for carrying out formal visual inspections in accordance with the attached schedule. Equipment so checked is to be labelled with the date of inspection whilst any item found to be faulty will be removed from use pending further investigation.
- Periodic combined inspection and testing is to be carried out by external electrical contractor arranged by the Site Manager in accordance with schedule below. Equipment tested is to be labelled with the date of the test.

### Schedule

Equipment		User Checks	Formal Visual Inspection	Combined Inspection & Test	
GROUP 1	A	Class 1 (Earthed) Equipment frequently moved including Electric Kettles, Irons, Kitchen Equipment, Heated Trolleys, some Vacuum Cleaners and Floor Polishers	Yes	Termly	Annually
	B	Portable Electric Heaters	Yes	Termly	Annually
	C	Class 1 (Earthed) Hand-held Power Tools, Pumps, Pressure Washers, Soldering Irons, Inspection Lamps, Portable RCD's	Yes	Termly	Annually
	D	Class 2 (Double Insulated) Hand-held Equipment including some Floor Cleaners, Hair Dryers, Power Tools, some Kitchen Equipment	Yes	Termly	Annually
	E	Portable or Personal Hi-Fi Systems	Yes	Termly	Annually
GROUP 2	F	Class 1 (Earthed) Equipment infrequently moved including Electric Toasters, Laminators	Yes	Termly	2 Years
	G	Televisions, Radios, Sound Systems, Musical Instruments	Yes	Termly	2 Years
GROUP 3	H	Fixed Electric Fires, Cookers	No	Annually	2 Years
	I	Earthed Equipment seldom moved including Washing Machines, Dryers, Refridgerators	No	Annually	2 Years
	J	Non Hand-held but Moveable Workshop Equipment	No	Annually	2 Years
GROUP 4	K	Non Hand-held Double Insulated Equipment moved occassionally including Table/Floor Lamps, Fans, Projectors	No	Annually	3 Years
	L	Desk-top Equipment seldom moved including Computers, Printers, Photocopiers, Fax Machines, Table Lamps, Fans	No	Annually	3 Years
	M	General Purpose Extension Leads & Multi-Sockets not permanently attached to above equipment	Yes	Annually	Annually

### Use of Electrical Equipment

Electrical equipment is not to be connected (including new equipment) to the mains until approved by the Site Manager authorised with such responsibility by the senior manager.

The competent person is responsible for ensuring that:

- The equipment meets current EU regulations and
- The equipment is in safe working order and
- The user is competent to use the equipment safely



*All electrical equipment approved for connection to the mains within schools will be labelled as inspected and approved by an approved competent person.*

Users should not undertake any unauthorised repairs and should never remove covers or housings that may expose live, hot or moving parts. In general, any operation requiring the use of a hand-held tool to gain access to any part of an appliance must not be carried out by the user. If equipment does not behave as expected, it should be taken out of use and referred to a designated competent person. Intermittent operation is frequently a sign of a serious fault, which could lead to an electric shock or fire.

Visually inspect the outer casing, plugs, sockets and leads for signs of damage and overheating. Brown discolouration on plugs, sockets and switches and brittle or discoloured cable insulation must be reported at once. Check that the plug is sound, that the cord grip functions correctly and that bare wires or the coloured inner insulation is not exposed. Check the cable for any damage including nicks, scuffs or stretch marks and that it is the correct length for the purpose. Extension leads and multi-sockets must not be introduced unless their suitability has been approved by a competent person.

Report any equipment incidents, accidents and malfunctions immediately and do not continue to use the equipment until it has been inspected by a competent person. It is an individual's statutory duty to report any identified health and safety issues.

Switch off and unplug equipment from the mains before undertaking any user maintenance. It is also good practice to follow this procedure at the end of the working day except where the equipment forms part of an integrated network. Ensure that equipment has been allowed to cool before it is stored.

## **Formal Inspections**

The equipment should be identified against the register of electrical appliances to ensure that the routine inspection/testing programme has been adhered to. Where appropriate, the equipment maintenance records and/or the manufacturer's handbook should be referred to so that relevant servicing, preventative maintenance, inspection and testing can be carried out.

The inspector should carry out the same visual checks as outlined above. Account should also be taken of the environment in which the equipment is used to ensure that there are no obvious risks of damage to the equipment or people (users or others). If a non-moulded plug is fitted, the top of the plug should be removed to ensure that it is correctly fused and wired. Likewise, the fuses of any associated extension leads or multi-sockets should be checked to ensure they are of the correct rating and that leads and sockets are not being overloaded.

Any faults found are recorded and the equipment labelled accordingly and withdrawn from use until a thorough inspection and test can be carried out.

## **Tree Safety**

In order to fulfill its duty of care to pupils, staff and members of the public, the Site Manager:

- Ensure, as far as is reasonably practicable, that any tree hazards are identified.
- Employ standard reporting procedures for identified hazards
- Establish procedures to mitigate the risk of accidents, giving higher priority to those areas recognised to be of a higher risk category.
- Ensure the maintenance of the trees within the grounds is kept at reasonable cost
- Designate a staff member to oversee the implementation of these arrangements and direct the inspection process.
- Each site is to be divided into three zones of risk ('high', 'medium' and 'low') dependent on their considered exposure to traffic, increased level of use or close proximity to property. These zones will be colour coded (red, yellow and green) on a map showing the site boundary.



## Implementation

The Site Manager appoints a suitably qualified consultant to inspect trees within the grounds of the school. High risk areas are to be inspected by the consultant at no more than 5 year intervals.

As the inspection process precedes, the consultant will inspect all trees within the high zone (Red) and report any urgent matters to the Site Manager immediately. Otherwise they will physically mark (by agreed manner) any tree found to be hazardous or requiring attention and submit a written report at the end of each section informing the Site Manager of all necessary work, indicating the urgency of remedial action.

The designated person is Site Manager who:

- organizes tree maintenance work by competent persons in line with the recommendations. Urgent and high-priority matters will be resolved as soon as is practicable. Medium and low-priority remedial work will be carried-out as budgets permit.
- inspects high risk areas (red zone) annually. Other areas will be inspected on a reoccurring basis not exceeding five years or upon the advice of the consultant.
- organises out ad-hoc inspections between these formal inspections and obtain independent advice at any time should they have cause for concern.
- records all tree inspections and retain for a minimum of 7 years.
- organises the planting of a replacement tree, where appropriate, when a tree is removed.

## Use And Maintenance Of Equipment

### General

Staff must not use any equipment (including garden machinery) unless:

1. They have been appropriately instructed and trained as to its safe use.
2. The equipment has been declared safe by a competent person.
3. The equipment is not damaged in any way.
4. They intend to use the equipment only for its designed purpose.
5. They follow the manufacturer's instructions.
6. They have checked that any appropriate safety devices are correctly engaged.
7. They wear any necessary safety clothing and personal protective equipment.
8. Use of the equipment does not present a danger to themselves or others.

Should the equipment develop a fault, staff must:

1. Stop using the equipment immediately and make it safe.
2. Make no attempt to repair the equipment unless they are qualified to do so.
3. Report the fault to a competent person.
4. Ensure that the equipment is taken out of use until it has been declared safe by a competent person.

### Ladders & Stepladders

Appropriate registered ladders or stepladders are used to reach anything above head-height.

The Site Manager is required to:

- maintain a record of all ladders and stepladders on a [Ladder & Steps Register](#) (refer to HS.P1.03 – Q) and routine checks of those in use throughout the school every six months.
- ensure staff are aware that the use of any other access equipment requires written approval and must only be used by trained personnel.
- Provide instruction and training to persons who use ladders & stepladders (Working at Height Regulations 2005).



In order to comply with the 'Working at Height Regulations 2005' and the HSE guidance on the 'Safe use of Ladders & Stepladders INDG455 01/14' the protocols below are to be adhered to.

### Selection

Although ladders are versatile and easy to put up they are not always the appropriate choice, e.g. if a working platform is required an alternative solution may be more suitable. Ladders should be of sound construction. Aluminium ladders/steps should comply with British Standard (BS) Class 1 Industrial or BS EN 131.

The right ladder should be selected for the task: not too long so that movement could cause loss of balance; not too short so there is not a secure handhold.

### Use of Ladders

Ladders should be located on a firm level base with both stiles on the ground. They should be pitched with the base 1m out for each 4m up. They should be secured at the top, or if that is not possible at the bottom. If neither is possible a second person should hold the foot of the ladder.

Ladders must extend at least 1.05 metres above the landing stage or the highest rung which is to be used. Footwear and rungs should be free from oil, grease and ice. Tools should be carried in pockets or a tool belt, leaving hands free for climbing. Overreaching is a cause of many falls from ladders. This can be avoided by moving the ladder.

### Use of Step Ladders

Step ladders should only be used when they are fully open. The limiting ropes/chains should be in good condition and of equal length. They should be used on a hard level surface and at right angles to the work being undertaken. The top step should not be used unless the supports extend higher.

### Storage

Correct storage can reduce deterioration. Ladders and step ladders should be accessible but secure and preferably stored horizontally on racks with support to prevent sagging. If stored vertically both stiles should be equally supported and they should not be supported by rungs. They should not be left exposed to the weather nor stored near radiators, boilers or in areas with excessive heat or damp.

### Care and Maintenance

Each time that a ladder or step ladder is used there should be a visual check for signs of damage. Any defects must be reported by completing the [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#) and submitting to the designated person and entered in the [Ladder & Steps Register \(refer to HS.P1.03 – Q\)](#). Defective equipment must not be used.

## **Display Screens**

Grafham Grange School complies fully with its obligations under the DSE (Display Screen Equipment) Regulations 2002 and users who have any concerns regarding their use of the equipment provided should discuss the matter with their line manager.

### Getting comfortable

- Adjust the chair and VDU to find the most comfortable position for work. As a broad guide, forearms should be approximately horizontal and eyes at the same height as the top of the VDU.
- Make sure there is enough work space to take whatever documents or other equipment needed.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement. A document holder may help to avoid awkward neck and eye movements.



- Arrange the desk and VDU to avoid glare, or bright reflections on the screen. This is easiest if windows or bright lights do not directly face the screen. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is enough space under the desk for the free movement of legs. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of the seat to the back of the legs and knees. A footrest may be helpful, particularly for smaller users.

#### Keying in

- Adjust the keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep the wrists straight when keying. Keep a soft touch on the keys and do not overstretch the fingers. Good keyboard technique is important.

#### Using a mouse

- Position the mouse within easy reach, so that it can be used with the wrist straight. Sit upright and close to the desk, so that the arm is not outstretched when using the mouse.
- Support the forearm on the desk, and do not grip the mouse too tightly.
- Rest the fingers lightly on the buttons and do not press them too hard.

#### Reading the screen

- Adjust the brightness and contrast controls on the screen to suit the lighting conditions within the room.
- Make sure the screen surface is clean
- In setting up software, choose options giving the text that is large enough to read easily on the screen, when sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or visa-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

#### Posture and breaks

- Do not sit in the same position for long periods. Make sure there is a change of posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things that are needed (if this happens a lot a rearrangement of the workstation is required).
- Most jobs provide opportunities to take breaks from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks, line managers should plan rest breaks. Frequent short breaks are better than fewer long ones.





## Radio Transceivers

Where issued, radio transceivers are an aid to health & safety in that they enable communication in an emergency. To be effective, they should be switched on at all times and regularly re-charged.

The following precautions must be taken to prevent fire, personal injury and damage to the equipment:

1. Turn off and do not operate transceiver while taking on fuel or parked in a service station.
2. Do not attempt to modify transceiver in any way.
3. Do not place transceiver in excessively dusty areas, humid areas, and wet areas nor on unstable surfaces.
4. Do not place the transceiver close to heating appliances or leave in direct sunlight for long periods.
5. Do not attempt any repairs. Any faulty units must be disused or returned to the supplier.
6. If an abnormal odour or smoke is detected coming from the transceiver switch off the power immediately and remove the battery pack.

## Protective Clothing

The school provides personal protective equipment suitable for the wearer and the task and appropriate instruction and training as to its use. It is the individual's responsibility to correctly use any such equipment provided.

Individuals are advised to make themselves familiar as to what protective equipment should be used to suit the task and if in doubt to seek the advice of their line manager.

## Lifting And Handling

If an individual has any doubts about their ability to safely lift or carry any load, they must seek advice from their line manager. Training will be provided upon request.

The guidelines below to reduce and in some cases the prevent MSDs (Musculoskeletal disorders), which can arise from bad or untrained practice in manual handling.

- **Avoid** the need for hazardous manual handling so far as is reasonably practicable
- **Assess** the risk of injury from hazardous manual handling that can't be avoided
- **Reduce** the risk of injury from hazardous manual handling so far as reasonably practicable

Staff members have duties to:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with their employer on health & safety matters;
- inform the employer if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

## Good handling technique for lifting

- Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear which may make this difficult.
- Get a good hold. Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with the hands only.
- Start in a good posture. At the start of a lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and increase the risk of injury.
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt seek advice or get help.
- Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

## Lone Working

The purpose of these arrangements is to ensure that all staff who work alone are aware of basic safety in order to minimise personal risk either within the School, when making home visits or visits to any other organisation.

### Lone Working On Site

When working alone within the school building, either outside office hours or during office hours but in an otherwise unoccupied building, as a matter of routine all members of staff are required to ensure:

- the line manager or a colleague is informed
- all windows and doors are secured to prevent unauthorised access, so that the working environment is as safe as possible
- on leaving the building, that all windows are closed and doors locked and the alarm is activated
- a means to contact a manager/on-call school staff member is available should an incident arise

In addition, when working alone in a remote area of the site at any time, all members of staff should:

- pre-arrange to 'report in' to a manager/colleague at pre-set intervals
- not climb ladders or operate dangerous machinery

### Lone Working Off Site

When working alone, away from the school (e.g. home visits and outreach support), the member of staff going out must advise School Reception / Duty Senior of the following:

- Destination and expected time of arrival.
- Contact telephone number that is available during the visit.
- Report in when at destination and advise estimated time of departure.



- Ensure that if for any reason the location of the visit changes, that the school are made aware of this and provided with an address of the new location.
- Make contact when leaving the visit to advise of the estimated return time.
- If not returning directly to School, the time and location of their next visit or the time when they are due to return.

In addition to the above the member of staff is required to:

- carry official identification on every visit
- carry an alternative means of communication if possible
- park as close as practical to the building you are visiting in a well lit position if possible

#### **The School Reception / Duty Senior will:**

- Contact the above person by telephone on the contact number provided if they have not returned from their visit at the expected time to confirm their safety and location.
- If the school receives a call asking for the RED FILE the school will place an immediate call to the Police and ask for assistance at the location.

#### **Upon return to school the staff member is required to:**

- Ensure that there is a written record of the home visit/ outreach support logged using the school's online information management system, Schoolpod, within 24 hours of the visit.
- Report any concerns of a Safeguarding or Child Protection nature to the Designated Safeguarding Lead and ensure that, where necessary, a safeguarding concern is logged appropriately. Any incident where there has been an emergency situation and staff have required assistance from the police this should be forwarded to the Designated Safeguarding Lead.

#### **The Designated Safeguarding Lead is required to:**

- Ensure that staff who are conducting home visits/outreach have the confidence, skills and ability to do so and feel comfortable in this role.
- Ensure that staff are provided with support, advice and guidance as necessary.
- Ensure that staff where there is a known concern, or evidence to suggest that there may be a risk involved in staff conducting a home visit/outreach support that appropriate support is put in place to minimise this risk. In this situation an additional member of staff would be requested to accompany on the visit or alternatively it may be possible for arrangements would be made for external agencies/professionals to support.

### **Emergency Situations**

In case of an emergency situation whilst conducting a visit, the staff member calls the school and asks for the BLUE FILE – this will alert the school that assistance is required from the Police. The member of staff receiving the telephone call will immediately contact the Police, request support and provide them with the details and location.

### **Identifying Risk**

If a member of staff has any concerns regarding their safety prior to an off-site visit, they are required to discuss this with their line manager or Head of Care and agree a strategy.

### **Home Visits**

Members of staff must not undertake initial home visits alone unless approved with their line manager prior to arranging the visit.



Following a difficult home visit, managers are required to offer supervision within 24 hours. It is the responsibility of the member of staff to notify their manager straight after a visit if this priority supervision is required. This however does not replace the procedure for Safeguarding & Child Protection.

### **The "Buddy System"**

When a staff member makes a visit late in the day, not intending to return to work or where there is no one in the office to check back with, they are advised to employ the "Buddy System".

The "Buddy" must be a colleague who has agreed to be contacted when the lone worker returns home. It is the responsibility of the staff member to identify and brief their "Buddy" and to contact them on their return.

The "Buddy" should be provided with:

- The expected time of return
- The telephone number of the Line Manager to contact if the staff member fails to return
- A telephone number to contact if the Line Manager is not available
- Where to find full details on the last visit made

It is the responsibility of the lone worker to make arrangements to implement a "Buddy System" and inform colleagues that the system is in operation.

## **Use Of Vehicles**

### **Staff Vehicles**

Staff must ensure that, whilst at work, their vehicles are parked in such a way as not to restrict access by emergency vehicles to any part of the site. The school reserves the right to remove vehicles that are obstructing emergency access.

All vehicles are parked on-site at the owner's risk and the Trust does not accept liability for any damage to staff vehicles however caused.

Before using a private vehicle on the business of the School, staff must ensure, in advance, that the vehicle insurance policy meets the following requirements:

- It must indemnify the Trust against third-party claims (to do this it will usually need to be endorsed for business use – i.e. the individuals business use).
- It must operate when an individual is paid an allowance for travelling on official business if they are to receive such an allowance (a considerable number of insurers – members of the Motor Conference – have given an undertaking that the carriage by an employee of official passengers or goods, and the acceptance of an allowance in respect thereof, will not render a private car policy that is endorsed for business use inoperative).

### **School Vehicles**

The Site Manager is responsible for ensuring that school vehicles are appropriately maintained, in a clean and safe condition and comply with current legislation.

Drivers of school vehicles must adhere to the following rules:

1. Staff must be approved by the School to drive any Trust vehicle (see Approved Driver section in the Health & Safety Arrangements HS.P1.02)
2. Details of any driving convictions, whether or not it relates to use of a school vehicle must be reported to the School immediately



3. Whilst vehicles are checked weekly by a competent person, drivers are reminded that they are responsible for any defects whilst driving the vehicle on public roads. All drivers must carry out the safety routines listed in the vehicle before any journey
4. A [log sheet](#) must be completed in full for all journeys and must include a report of any damage
5. All drivers must check the vehicle at the end of each journey ensuring that the vehicle is cleared of all rubbish and left clean. Any damage or defects must be recorded on the log and be reported to the designated person for vehicles. If any damage or defects compromise the safety of the vehicle this must be reported immediately by the driver to the senior member of staff on duty who will retain the keys and not permit the vehicle to be used
6. All accidents involving School vehicles must be reported by the driver to the senior manager by completion of the [Vehicle Accident Report Form \(refer to HS.P1.03 – R\)](#).
7. The vehicles must be parked in the designated area and pupils must be collected for all journeys from the designated place
8. Seat belts must be worn (and where appropriate, booster seat to be used if child is under 1.2 meters high) on all occasions. Pupils refusing to comply with this rule will not be allowed to travel in school vehicles on future occasions until they give an assurance to comply with this law
9. Speed limits must be observed and any evidence of speeding will result in the suspension of driving permission
10. The driver is responsible for the safe driving of the vehicle and for ensuring that the vehicle is operated within the law and Trust policies.
11. Where more than two pupils are being transported, at least one member of staff must travel in the rear of the vehicle to supervise pupils. The number of escort staff excluding the driver will reflect the level of risk of the pupils and the activity
12. Escort staff are responsible for the discipline, control and safety of pupils within the vehicle. Breaches of discipline by pupils, together with any sanctions imposed, must be reported to the senior member of staff on duty on return to school
13. No pupil shall be left unsupervised in the vehicle at any time

Only staff who have proved that they are legally qualified to drive the class of vehicle concerned will be permitted to drive a school vehicle.

### **Before Commencing A Journey**

It is the driver's responsibility to ensure that the vehicle is in a safe roadworthy condition. All drivers must be approved by the School (refer to the Approved Driver section in the Health & Safety Statement of Arrangements HS.P1.01).

1. If 4 or fewer pupils are to be transported and all have been assessed as low risk, only one member of staff is required to be in the vehicle. Otherwise, two staff members must be present at all times.
2. A decision must be made as to who is driving and who amongst the escort staff is responsible for discipline.
3. The driver is responsible for the safe driving of the vehicle and for ensuring it is operated within the law and Trust policies.
4. Collection point for students (a level area) is to be stated in the school procedures.
5. Children leave assembly point in order with instruction to assemble by the vehicle in an orderly manner
6. Staff are responsible for ensuring that the students enter the vehicle in an orderly fashion and for the seating arrangements taking into account known pupil risks.
7. In the vehicle the person in charge gives expectations (without engine or radio on) e.g. rules about eating & drinking, face front at all times, seat belts fastened, no one out of their seat, low noise level



8. Radio may be played at reasonable level. This is at the driver's discretion.
9. No child enters or is left in the vehicle without staff being present
10. No keys left in ignition
11. Children not to hang heads or hands out of window
12. Seat belts must be worn and if appropriate (children under 1.2m tall), booster cushions must be used
13. Staff travelling in the rear of the vehicle must place themselves in positions which allow for maximum supervision of high risk pupils and not permit a pupil to sit between them and the nearest side exit.
14. If the behaviour of any student is dangerous the driver must stop the vehicle as soon as it is safe to do so.
15. A copy of the 'trips out' form must be carried by the driver and a copy of the form must be posted in the staffroom.

### **End Of A Journey**

1. Engine and radio switched off before silence expected from children.
2. Instructions for departure; i.e. which way into school - put kit away, where to go to next.
3. Children to tidy their own seating area,
4. Children leave vehicle in an orderly fashion from seats near the exit first.
5. Driver to check vehicle for items left behind or damage and complete the vehicle log.
6. On occasions when a vehicle is in a dirty condition due to the nature of the journey that has been undertaken, e.g. muddy following an activity, this must be noted in the maintenance book so that the maintenance staff can ensure that it is cleaned as soon as possible.
7. Driver to park and lock vehicle in the approved parking area clearly stated in the School procedures. After filling in the log Mileage Record Sheet, return the keys to the designated secure area stated in the School procedures.
8. School minibus must be parked in the designated places.
9. Drivers are responsible for fuel and oil (tank to be filled at once if it drops below quarter full). If it is not possible to fuel the vehicles when they are low then a note should be left with the keys at the end of the journey.
10. Staff are responsible for correct parking when they are away from school i.e. school does not pay parking fines.
11. Vehicles not to be used for personal reasons without permission from the School (in writing)
12. Any damage or faults must be reported on the Mileage Record Sheet in addition, a Vehicle Defects Report should be completed
13. Any defect that effects the safe use of the vehicle **MUST** be reported to the senior member of staff on duty and the vehicle be taken out of service until rectified.

### **Accident or Breakdown**

1. In the event of a vehicle being immobilised due to an accident or breakdown whilst transporting pupils, the welfare and wellbeing of the pupils is the driver's paramount responsibility.
2. The driver should immediately assess the safety of the situation and if necessary, move the pupils to a safer location.
3. The driver must telephone the school immediately so that arrangements can be made to collect the pupils without delay and return them safely to school.
4. Once suitable arrangements have been made, the driver should contact one of the emergency numbers posted inside each vehicle to make arrangements for the vehicle to be repaired or recovered.



5. Throughout the process it must be understood that the driver must take all appropriate action to ensure that the safety and wellbeing of the pupils.

*Pupils must never be left in the vehicle without staff supervision.*

## Water Supplies

The Site Manager takes steps to reduce the risk of contamination of the school's water supplies and the risk of scalding, including the management of water temperatures.

### Routine Water Temperature Checks

The Site Manager is responsible for carrying out monthly Hot and Cold water temperature checks of the school premises.

1. Details of the checks required are recorded on [Water Temperature Records \(refer to HS.P1.03 – U & V\)](#)
2. All records are to be dated, name printed and signed.
3. Hot water temperatures are to be taken by the use of a probe thermometer, holding it in the flow of water ensuring the temperature reaches the required temperature within a minute. In the case of Thermostatic Mixing Valve the temperature is taken by using a surface probe thermometer on the hot entry pipe to the TMV.
4. Cold water temperatures are to be taken by the use of a probe thermometer, holding it in the flow of water recording the temperature after 2 minutes.
5. The following additional checks are to be completed on a monthly and bi-annually basis.
  - a. Monthly the hot water flow and return temperatures at the calorifiers to be taken and recorded on [Hot Water Temperature Records \(refer to HS.P1.03 – U\)](#). Outgoing water temperature should be at least 60 degrees centigrade and return 50 degrees centigrade.
  - b. Bi-annually the incoming cold water temperature should be taken and recorded on [Cold Water Temperature Records \(refer to HS.P1.03 – V\)](#). Once in the winter and once in the summer and should be below 20 degrees centigrade.
  - c. Bi-annually check cold water temperatures at the ball valve of all cold water storage tanks, recording results on [Cold Water Temperature Records \(refer to HS.P1.03 – V\)](#).
  - d. Annually check the hot & cold water supplies for legionella bacterium by either the use of samples from each individual water circuits for external analysis, or the use of an external contractor.

### Shower Heads

Dismantle clean and de-scale shower heads and associated hoses termly or as necessary

### Legionella Protocol

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, but some people are at higher risk. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

Senior managers are required to assign a member of staff for day to day responsibility for monitoring and ensuring that the systems are being correctly operated and maintain appropriate records of testing and certification.

The plans of all the School buildings includes schematic drawings of all the hot and cold water systems, water tanks, calorifiers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings.



The Site Manager then completes a [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#) to identify and assess the main sources of risk in the school, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and “dead legs” or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains
- Condition of the water throughout the premises
- The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

The [Risk Assessment & Action Plan \(refer to HS.P1.03 – P\)](#) is to be reviewed and updated annually or each time that a new measure is introduced.

### **Internal Control Measures**

All operatives in each of the School’s maintenance department are trained in the need for legionella prevention measures and are tasked with carrying out the following regular water checks (all of which are recorded in a Legionella log) in order to maintain good water hygiene:

#### Taps

- Any cold tap that has not been used within a holiday is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a holiday period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 50 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of each tap [models with thermostatic valves fitted the hot water is tested at the inlet pipe] for the required period and recording the temperature. The School shall contact a water consultant about the safety implications if the hot water does not reach 50 degrees C after running for 1 minute.
- Monthly temperature checks are carried out to the cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. Record the temperatures and contact a water consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.



### Showers

Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period) is flushed through for 2 minutes.

### Toilets

Any toilet that is not used within a holiday period is flushed each week, and the flushing mechanism on urinals checked.

### Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

### Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
- The calorifiers/hot water tanks are inspected annually.

### Hot Water Systems

Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.

### Cold Water Systems

All cold water systems that are unused during the holidays are thoroughly flushed through before use.

### **External Control Services**

Grafham Grange School employs external contractors to assist in the management of water safety in the following areas:

- Air conditioning equipment and evaporative condensers are serviced annually.
- Boilers and heating plant are serviced annually.
- The calorifiers/hot water tanks are checked and de-scaled.
- The heating system is serviced

Furthermore, an external consultant will carry-out sampling and analysis of water supplies at five year intervals or more frequently if there is reason to believe that the above control measures have not been effective and potential contamination is suspected.

### **Records**

Records are to be kept of all water system checks.

### **Positive Water Samples**

The Water Consultant will notify the senior manager immediately if a water sample is contaminated with:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.
- The Headteacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.



## Management Of Pupils

All staff must be aware of the risks associated with working with severely emotionally and behaviourally disordered young people. By the nature of their special needs their behaviour can be unpredictable and hence, potentially dangerous.

### Professional Staff

It is the responsibility of all professional staff employed to work directly with pupils to keep themselves aware of the particular susceptibilities of pupils within their care by reading hand over notes, pupils individual plans, incident books and pupils files.

As the behaviour of individual pupils can change quickly and frequently, staff must carry out continuous and ongoing risk assessments of pupils behaviour.

If in doubt staff must seek the advice and support of an appropriate senior manager.

### Support Staff

All support staff not employed to work directly with the pupils must bear in mind at all times that they are working within an establishment catering for children with emotional and behavioural difficulties. This requires extra care to be taken with regard to tools and equipment. When carrying out any task in close proximity to pupils whose behaviour causes concern support staff should move away to a safe place and immediately contact their supervisor or a manager for advice. On no account must Support Staff work unaccompanied in areas where students are present. If due to unforeseen circumstances this does occur, it should be reported to a senior manager as soon as is practical and certainly on the same day.

Support staff must not intervene in the management of pupil behaviour. Support staff who have any concerns over the management of pupils should seek support and guidance from the senior professional manager on duty via their line manager.

## Risk Assessments

### General Risk Assessments

A General Risk Assessment of all areas will be undertaken by Head of Department, person responsible for area/activity and the Site Manager at least once per year or more often if changing circumstances suggests that the previous assessment is no longer valid. Risk Assessments must also be reviewed after any accident or injury.

#### Identified Hazards

A hazard is something with the potential to cause harm and hazard identification is the crucial first step of any risk assessment. Only significant hazards should be identified; trivial hazards should be ignored. Hazards should not be confused with unsafe conditions, which should be dealt with immediately (see section on 'Dealing With Unsafe Conditions').

A tour of the area is essential and a review of accident and incident records may prove helpful in identifying potential hazards. Working methods, procedures, task analysis, equipment manuals and data sheets could also be consulted.

#### Persons at Risk

Consider who may be harmed and how. As well as staff and pupils, there may be other groups who spend time in the area (visitors, contractors etc.). Consider special groups (young persons, pregnant women, disabled) and try to take account of unusual or unexpected behaviour.



### Evaluation of Risk

Risk is defined as the combination of the severity of harm with the likelihood of its occurrence. Thus, risk can be quantified as follows

Level of Harm	Likelihood of Occurrence	
Harm is certain or near certain	High	3
Harm will often occur	Med	2
Harm will seldom occur	Low	1

Outcome	Severity	
Death or major injury	Major	3
3 day injury or illness	Serious	2
Minor injuries or illness	Minor	1

Risk = Likelihood x Severity		
<b>High</b>	6 - 9	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
<b>Med</b>	3 - 4	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
<b>Low</b>	1 - 2	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

### Risk Control

During the assessment, it will be noted that some of the risk posed by the hazard has already been addressed or controlled. The purpose of the risk assessment therefore, is to identify the remaining risk (this is called Residual Risk).

The existing controls should be recorded. Should a residual risk remain, additional controls should be proposed to reduce this risk as far as is reasonably practicable.

### Recording the Findings

The findings of the assessment are recorded on the [Risk Assessment & Action Plan \(refer to HS.P1.03 - P\)](#) so that it can be referred to during future assessments. The findings should be made available to staff who work in the area.

The risk assessment includes a record of:

- Assessor name & signature
- Reference number for risk assessment
- Description of task to be assessed
- Date risk assessment completed
- Date to be reviewed
- Persons Exposed (e.g. employee, contractor, public and pupils)
- For each risk identified:
  1. Hazard reference number
  2. Identified hazard



3. Potential harm
4. Existing risk control measures
5. Level of risk:
  - a. Likelihood
  - b. Severity
  - c. Risk category (Likelihood X Severity)
6. Action to be taken
7. Responsibility
8. Target Date

It is the Headteachers responsibility to monitor performance of the Risk Assessment.

### Monitoring & Review

It is the responsibility of the Headteacher to ensure that any recommended actions have been fully implemented and that the controls imposed remain effective. The assessment should also be reviewed periodically, particularly when working conditions, procedures, equipment or staff have changed.

### **Activity Risk Assessments**

All staff have a duty to ensure that persons in their charge (pupils, staff, volunteers etc.) remain safe whilst on school premises or when taking part in activities off-site (school trips, visits etc).

Grafham Grange school is required to carefully assess the risks posed by the activity and take appropriate action to mitigate these risks. In many instances, staff will be able to draw upon the experience of colleagues by referring to previous risk assessments carried out for that specific activity. However, if they have any reason to believe that an existing risk assessment is no longer valid (change in circumstances, weather conditions, time of day, age & experience of participants etc.), then they are required to carry-out a new risk assessment for that activity. The results are recorded on the [Risk Assessment & Action Plan](#) (refer to [HS.P1.03 - P](#)) and completed forms retained for future reference.

### **External Contractors**

Prior to any work being carried out by external contracts that are assessed to be a potential risk the Site Manager is to ensure the following procedures are followed:

- The contractor provides a certificate of indemnity insurance.
- Notification of a Health & Safety Policy or a provision that the contractor is familiar with and follows; the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999, Construction (Design and Management) regulations 2007 and all other Health & safety legislation and Approved Codes of Practice.
- Supplies company and financial details to enable the School to raise purchase orders and make payments against that account.
- Signs an undertaking upon receipt, a copy of the Trust's Health & Safety Policy and related procedures and that all personnel in their employ including sub-contractor will have been fully briefed in adhering to the policy and related procedures.
- The above criteria to be reviewed annually
- Obtain references of competence from previous contracts or contact names & addresses of past customers
- Complete a Permit To Work form ([refer to HS.P1.03 – W](#)) if evaluated to be medium or high risk.

External contractors are managed to ensure their activities produce the minimum risk of accidents and incidents to pupils and staff, visitors and themselves, this can be achieved in the following ways:



### Communication & Meetings

There is a need for communication and close co-operation to ensure that all parties meet their obligations in regards to Health & Safety. Schedule regular meetings, to ensure contracted work is being carried out to the standard expected.

### Risk Assessments

If works are carried out during times when the school is in occupancy a full risk assessment and method statement needs to be completed by Site Manager who will be responsible for the management of contractor whilst on site.

### Site Safety

The area of contracted work is to be made secure by the use of temporary fencing, hoarding or barrier, the relevant site safety signage to be displayed at a prominent place near or on the entrance to the site. The contractor supervisor is to keep a site diary available for inspection.

For construction projects lasting more than 30 days duration or involve more than 500 person days, Construction (Design and Management) Regulations 2007 come into force and the HSE needs to be informed using form F10. Form F10 and guidance is available from <https://www.hse.gov.uk/forms/notification/index.htm>