



Health and Safety Policy

Part 2 - Arrangements
Issue 01 / May 2022 - Rev 3



Roding Valley High School





Index of Arrangements

- 1.0 Primary Arrangements**
 - 1.1 Roding Valley High School Induction
 - 1.2 Accident, Incident & Hazard Reporting
 - 1.3 Child Protection Procedures
- 2.0 Premises Related Arrangements**
 - 2.1 Production Induction
 - 2.2 Educational Visits
 - 2.3 Risk Assessment & Method Statement
 - 2.4 Chemicals and Substances
 - 2.5 Working at Height
 - 2.6 Electricity
 - 2.7 Site Plant and Equipment
(including Electrical Equipment)
 - 2.8 Lifting Operations and Lifting Equipment
 - 2.9 Manual Handling
 - 2.10 Personal Protective Equipment (PPE)
 - 2.11 Noise
 - 2.12 Vibration
 - 2.13 Monitoring and Reviewing Performance
 - 2.14 Fire and Emergency Evacuation
 - 2.15 First Aid
 - 2.16 Administration of Medicines
 - 2.17 Welfare
 - 2.18 Asbestos
 - 2.19 Waste Disposal
- 3.0 Planning & Consultation Arrangements**
 - 3.1 Construction, Design and Management
 - 3.2 Procurement
 - 3.3 Health, Safety and Welfare Grievances
including Consultation
 - 3.4 Concern with Regard to Health and Safety
Issues.
- 4.3 Stress at Work
- 4.4 Dermatitis
- 4.5 Respiratory Sensitisers
- 4.6 Infection Control
- 5.0 Specific Workplace Arrangements**
 - 5.1 Young Persons
 - 5.2 New & Expectant Mothers
 - 5.3 Display Screen Equipment (DSE)
 - 5.4 Permits to Work
 - 5.5 Lone & Out of Hours Working
 - 5.6 Work Experience
 - 5.7 Violence towards Staff
 - 5.8 Lunch/Break time
 - 5.9 Indoor Play Areas
 - 5.10 Playground
 - 5.11 Gym equipment
- 6.0 General Arrangements**
 - 6.1 Temporary Workers & Sub Contractors
 - 6.2 Visitors/Hirers and other users (Production)
 - 6.3 Non-English-Speaking Personnel
 - 6.4 Mobile Phones & Driving
 - 6.5 Document Changes
- 7.0 Related Documentation**



1.0 Primary Arrangements

1.1 Roding Valley High School Induction

Persons entering into employment with Roding Valley High School shall undergo induction training specific to their area of employment. Inductions will be given by a member of the senior management team. In general, the following topics shall be covered;

- School H&S Commitment
- An Outline of the School Organisation
- Key Personnel
- Access and Egress
- Layout of Premises
- Hazards and Risks
- Fire and Emergency Procedures
- No Smoking Policy
- Alcohol and Drugs Policy
- Accident, Incident & Hazard Reporting
- First Aid Facilities
- Company Management System
- Specific Health and Safety Procedures
- Disciplinary Procedures

Inductions will be recorded for each specific job role using the relevant Induction Records listed below. An Induction Checklist will also be used to ensure the information given to staff is adequate for their type of job role. Once completed both documents will be combined and kept.

Induction Records that will be used are;

- HS15a Teacher, Student Teachers and LSA Induction record
- HS15b Admin and Site staff Induction record
- HS15c MDAs Induction record
- HS15d Student LSA and Volunteer Induction record

Induction Checklists that will be used are;

- HSC04a Teachers Induction Checklist [New Staff Induction Booklet](#) [Maternity Leave Returners](#)
- HSC04b Admin Staff Induction Checklist
- HSC04c LSA Induction Checklist
- HSC04d MDA Induction Checklist
- HSC04e Student LSA Childcare Induction Checklist
- HSC04f Site Staff Induction Checklist
- HSC04g Volunteer Induction Checklist

In addition to the above, all employees will be given a copy of the Induction Initial Meeting (HS15) to read and sign.

Please click [here](#) to access these documents

1.2 Accident, Incident & Hazard Reporting



Roding Valley High School / H&S Policy Part 2 / May 2022



All accident, occupational ill health and dangerous occurrences must be reported as indicated on the Accident and Incident Reporting Flow Chart (HS05a). The details of any accidents, incidents and dangerous occurrences will be recorded using the Accident and Incident Record (HS05).

Any witness statements taken after any accident, incident or dangerous occurrence is to be recorded using the Accident – Incident Witness Statement (HS07).

Any such accident/incident that is RIDDOR reportable must be reported by the Administration Manager. For further information on RIDDOR please use RIDDOR Guidance document (HS05c)

If a child sustains a head injury, then parents are informed by a letter which outlines the injury and symptoms to look out for.

Should the office Administration Manager have concerns about the injury the parents will be contacted by phone.

It is important that in addition to accident and incident reporting, that the reporting of hazards (i.e. unsafe acts or conditions) and near misses is undertaken also. All hazards are to be reported and recorded using the Hazard Report Record (HS05b) this is to ensure pro-active safety management and assist in the reduction of injury, damage and loss throughout.

All near misses and hazards will be investigated locally by relevant Roding Valley High School Management. Any corrective actions that may have been identified during any investigation need to be recorded on the relevant Accident and Incident Record, together with those who are responsible for closing out such actions.

1.3 Child Protection Procedures

Roding Valley High School will adhere to the Child Protection Policy and Guidelines that have been agreed by the school Governors.

Refer to Child Protection Policy for details of procedure, this is available on BlueSky Education, under the CLP Trust Resources section, please click on this [link](#) to access them.

The designated person for Child Protection is the Head Teacher or the Deputy Headteacher/SENCO in the Headteacher's absence.

In addition to the above, Roding Valley High School will also adhere to the CLP Recruitment Policy and DBS Policy, this is also available on BlueSky Education, under the CLP Trust Resources section, please click on this [link](#) to access them





2.0 Premises Related Arrangements

2.1 Production Induction

When any contractor/temp staff arrives at Roding Valley High School to carry out work activities within the school premises for the first time, the Contractors/Temp staff on Site Policy (HS16a) will need to be implemented.

2.2 Educational Visits

Roding Valley High School has a separate Educational Visits Policy. The policy follows procedures and guidance set down in the DfEE guidelines for Health and Safety of Pupils on educational Visits.

The school has an Educational Visits Co-ordinator (EVC) who has responsibility for ensuring staff have adhered to the schools Educational Visits Policy when organising a visit.

Guidelines for the transportation of pupils by coach or car are clearly outlined in the Educational Visits Policy.

2.3 Risk Assessment & Method Statement

All work activities and work areas that expose employees or others to foreseeable significant risks will be subject to a Risk Assessment (HS09). All personnel and others affected by the works must be informed of the findings of the risk assessment. Any such briefings or communication of the contents of a risk assessment must be recorded. All risk assessments must be periodically reviewed or when a change in circumstances occurs.

For guidance when reviewing Method Statements and Risk Assessments submitted by others, i.e. sub-contractors, the Risk Assessment & Method Statement Evaluation (HS08) can be used for this purpose.

All assessments will be carried out by personnel who are trained and suitably competent in the activity and/or task area being risk assessed. Risk Assessments are reviewed at the H&S Working Party and there is a [Risk Assessment specific index](#) with key responsibilities highlighted.

Roding Valley High School have a suite of policies in place provided by CLEAPSS and are associated with high risk classroom activities to further support any risk assessment carried out.

These include:

- Art & Design
- Food Technology
- Science

2.4 Chemicals and Substances





The Control of Substances Hazardous to Health Regulations (COSHH) requires the employers assess the adverse health effects of employees and others from exposure to substances in the workplace. Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.

All hazardous substances used by Roding Valley High School will be subject to a COSHH Assessment with regard to hazard to health. All hazardous substances used or stored at any Roding Valley High School location will be detailed on a COSHH Register. COSHH Assessments and COSHH Register are completed on an electronic system.

All tasks involving employee exposure (or others) where a COSHH assessment has been undertaken, all employees and others affected will be informed of the results and any controls required for its safe use and to avoid or limit exposure.

2.5 Working at Height

Roding Valley High School will;

- Avoid work at height where it is possible to do so
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where risk of fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur

Working at height shall be undertaken through the use of safe systems of work developed specifically for the working activity via a risk assessment.

Hazards associated with working at height shall be assessed, with control measures developed and implemented to eliminate or minimise any risk.

Step Ladders (Class 1) must only be used as the last resort and upon a specific risk assessment being conducted.

Evidence must also be available that illustrates that alternative methods of working at height have been considered.

All employees who undertake work at height must have had training to ensure that they have a satisfactory level of awareness in relation the hazards of working at height, in particular the requirements of the Working at Height Regulations and the type of control measures needed to eliminate or sufficiently reduce the hazards posed by working at height.

2.6 Electricity

Roding Valley High School will ensure that all electrical works comply with the Electricity at Work Regulations and understand their health and safety duties and responsibilities as detailed within these regulations.

Roding Valley High School uses only competent persons to undertake all electrical works and strive to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).





Where a sub-contractor needs to work on any electrical system or equipment, then an Electrical Work Permit (HS28) must be completed and issued by a suitable Roding Valley High School representative.

2.7 Plant and Equipment (including Electrical Equipment)

All plant and equipment must only be used by trained and qualified persons.

The work equipment selected will be ergonomically suitable and fit for purpose. Work equipment inspections will be undertaken relevant to the plant and equipment in use.

Inspections must be carried out before use on a daily basis by operatives using any plant or work equipment. However, these inspections do not need to be formally recorded. Formal inspections on all work equipment must be carried out at suitable intervals, this will be dependent upon frequency of use, the risk of damage and the working environment.

The checklists and registers listed below are to be used as required;

- Ladders Checklist (HSC05)
- Tools and Equipment Checklist (HSC01)
- Ladder Register (HSR06)
- Tools and Equipment Register (HSR05)
- Play Equipment Checklist (HSC02)

Please note, that the above list is not exhaustive.

All relevant plant and work equipment will be the subject of statutory or periodic inspections. Electrical equipment will be the subject of regular Portable Appliance Testing. Results of portable appliance testing are to be recorded, kept and maintained. Employees must not use and report faulty or defective equipment. Repairs will only be carried out, by competent and authorised persons. All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

All portable tooling/equipment under the control of Roding Valley High School (including tooling used by sub-contractors) must be in possession of an in-date PAT Label.

2.8 Lifting Operations and Lifting Equipment

Roding Valley High School shall ensure that all requirements of the Lifting Operations and Lifting Equipment Regulations 1998 are adhered to, so far as ensuring that all lifting equipment is;

- Sufficiently strong, stable and suitable for the proposed use.
- Positioned or installed to prevent risk of injury, e.g., from the equipment or the load falling or striking people.
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally, it will be ensured that;





- All loads to be lifted or lowered shall be suitable ensuring the lifting points and load itself are stable etc.
- lifting operations are planned, supervised and carried out in a safe manner by people who are competent.
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk;
- Lifting equipment shall be thoroughly examined in use at the recommended intervals, which are:

At least six-monthly for accessories and equipment used for lifting people and at a minimum, annually for all other equipment or at intervals laid down in an examination scheme drawn up by a competent person.

- All examination work shall be performed by a competent person; and
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

2.9 Manual Handling

Before deciding to conduct an operation that requires a load to be lifted, pushed, pulled or moved by bodily force, consideration must be given as to avoiding the need to undertake a manual handling operation by using automated or mechanical equipment. Consideration to such operations can be recorded on the risk assessment conducted for the activity being undertaken.

For activities that require a detailed assessment, a Manual Handling Assessment (**HS06**) can be completed. In conducting the manual handling assessment, the following factors must be taken into consideration;

- The task, i.e. what, where, when, how is the load to be moved?
- The capabilities of the individuals(s) who are to undertake the task
- The weight, shape and centre of gravity of the load
- The environment of where the task is to be performed

All tasks involving the movement of loads by bodily force will, where reasonably practicable to do so, be avoided, by the use of automation or mechanical aids. All personnel involved in manual handling operations will receive suitable information and training.

2.10 Personal Protective Equipment (PPE)

All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All PPE issued on site will be recorded on the PPE Register (**HSR12**).

All equipment supplied will be to the relevant British or European standard and training given as to its proper and intended use.

It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to their Supervisor.

It will be the responsibility of the Line Manager to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any site specific rules.

2.11 Noise





Personal exposure to noise levels should not exceed 80dB(A) for excess of 8 hours per day, this is a legal requirement. Steps should be taken to reduce the noise or sound pressure level to the lowest level reasonably practicable.

Wherever there is a noisy environment, where employees need to shout to communicate with a person 2 meters away this is an indicator that noise levels are being exceeded.

Where employees are exposed to noise levels exceeding 80dB(A), employees are provided with hearing protection such as earmuff or ear plugs.

The employee has a responsibility to wear the hearing protection and the Supervisor is responsible to ensure it is worn.

Roding Valley High School are to provide employees with information about the noise levels, the harm this could have on the employee should the protection not be worn and the disciplinary action that will be taken should the PPE not be worn. Signage shall be posted where the noise level exceeds 80dB(A), the sign is a mandatory sign, which has a blue background with a white pictogram showing a head of a person wearing ear protection.

Ear protectors must be maintained and stored as the manufacturer's instructions, any defects are to be reported to the manager.

Ear defenders and/or ear plugs are to be provided to the employee free of charge by the employer.

Roding Valley High School will monitor that employees are wearing their hearing protection as identified in the risk assessment.

The Health and Safety Advisor will audit noise and/or risk assessments to check noise has been suitably considered, controlled and check that relevant control measures have been identified and implemented.

Any noise assessments shall be undertaken and recorded by a competent person.

2.12 Vibration

The Control of Vibration at Work Regulations 2005 are in place to protect staff against risks to their health while working with equipment.

There are 2 areas of concern, which are:

- Hand Arm Vibration (HAV); and
- Whole Body Vibration.

Most people who drive road-going vehicles at work are not likely to experience high levels of whole-body vibration. It is, therefore, unlikely that any action will be required with regard to whole body vibration.

Whilst Roding Valley High School realises that exposure to vibration does occur, it should be considered as a significant risk to its employees. Therefore, this policy outlines the steps to be taken by Roding Valley High School to ensure that the risk of suffering ill health from using hand held power tools, or hand guided machines is eliminated or minimised.

Risk control will be effected by giving careful consideration to the selection and use of new equipment and by ensuring that any use of new or existing equipment does not exceed the daily exposure limit (ELV) value of 5 m/s² A(8).





In addition, where an individual's daily exposure exceeds the exposure action value (EAV) of 2.5 m/s² A(8) steps are taken to minimise exposure.

Assessing the risk and developing an action plan for control

All foreseeable hazards and risks must be considered in advance, in order to determine whether an assessment is necessary, the following questions need to be considered:

- Use impact or percussive (e.g. hammer action) tools for more than about 15 minutes per day?
- Use rotary action machines (e.g. grinders or sanders) for more than about an hour a day?
- Are there vibration warnings from tool/equipment manufacturers or suppliers for the tools being used?
- Have any employees been affected by vibration?

If any of these can be answered positively then an assessment is necessary.

Risk assessment will be conducted by:

- Identification of individuals at risk.
- Observation of specific work practices.
- Referring to relevant information on the probable level of vibration likely to be encountered when the equipment is used in particular working conditions.
- Where necessary, by measuring the level of vibration individuals are liable to be exposed to.

Consideration shall also be given to:

- Duration of exposure, including any exposure to intermittent vibration or repeated shocks.
- Effect of vibration on the workplace or work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints.
- Information provided by the manufacturers of work equipment.
- Availability of replacement equipment designed to reduce exposure to vibration.
- Specific working conditions such as low temperatures.
- Appropriate information obtained from health surveillance including, where possible, published information.

Using the probable level of vibration for the equipment and the duration of exposure, a calculation can be made by using the online exposure calculator at <http://www.hse.gov.uk/vibration/hav/hav.xls> or via data supplied by the tooling manufacturer/supplier.

This will assist in determining the daily exposure limit value associated with the equipment and ensure use of the equipment will be kept below this value.

Exposure to vibration is also monitored through the HAVS Operative Weekly Assessment (HS17), by the HAVS Supervisor Weekly Check (HSC09) and Health Surveillance.

2.13 Monitoring & Reviewing Performance

Regular reviews of health and safety performance based upon information from risk assessments, accident records, ill-health records, safety inspections and training allow a constant development and improvement in health and safety management. An annual review of health and safety performance will take place to ensure that a range of key performance indicators are set and achieved.

Roding Valley High School is committed to proactive measurement of its health and safety performance to ensure continuing improvement. This will include:





- Fortnightly Inspections, undertaken by the Premises Manager/Head teacher and in conjunction with inspections by the Health and Safety Advisor(WSS) and NEU safety rep.
- Annual Inspections, undertaken by the School Governing Body.

The inspections carried out by Roding Valley High School personnel will be recorded using a Termly Inspection Report (HS12). It is important that any issues identified during inspections are recorded in sufficient detail, the persons responsible for rectifying the issues must also be noted. When the issues noted during the inspection have been completed, the date of completion must also be entered.

2.14 Fire and Emergency Evacuation

The Head Teacher will ensure that a suitable and sufficient Fire Risk Assessment is carried out at Roding Valley High School and that any control measures identified are implemented and that the fire risk assessment is to be reviewed annually or if there is significant change.

It is the duty of all members of staff to be aware of the fire and emergency procedures. Roding Valley High School has identified a responsible person to ensure that all escape routes are kept clear, and to report any defected equipment, damage to extinguishers and any other equipment.

Roding Valley High School has identified a responsible person to ensure firefighting equipment is serviced annually and that an inventory of all equipment, plus a diagram showing the location and type of firefighting equipment is kept up to date.

The fire alarms are tested weekly and recorded on an electronic system.

Fire drills are carried out, the purpose of fire drills is to remove everyone as quickly as possible ensuring any people with disability are adequately provided for, assemble them at a safe place and check attendance.

2.15 First Aid

Please refer to Roding Valley High School [First Aid Policy](#)

2.16 Administration of Medicine

Roding Valley High School maintains a separate Policy on administration of medicines during school hours. The school do not accept any medicine unless they are in measured doses or are individually wrapped (such as tablets). Please refer to our [Supporting Students Medical Needs Policy](#)

Generally, trained first aiders administer medicines for chronic or long-term conditions, however, as medicines entering the school are in controlled doses support staff can sometimes administer medicine as well under supervision of a qualified first aider.

Medicines are stored safely in the school office. Staff will record the time medication is given using the Medicine Administration Record (HS10). The school request written consent from parents to authorise First Aiders to supervise their child self-medicating.

2.17 Welfare





Suitable and sufficient welfare facilities will be provided for all employees, these will include toilets, washing facility, rest accommodation and where appropriate, changing rooms.

2.18 Asbestos

Under the Control of Asbestos Regulations, Roding Valley High School recognises and accepts its duty to manage asbestos within its premises.

Roding Valley High School has an explicit duty to assess and manage the risks from asbestos. The School Governors are ultimately responsible for the production and implementation of an asbestos management plan within its own premises (should one be required).

The Schools Asbestos Management Plan shall be controlled by the Site Management Team, who will ensure that the management of asbestos is compliant with current legislation. The school uses the services of Environtec to produce Asbestos risk assessment and yearly review.

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.

Where works are to be undertaken in premises under the control of other persons, information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's) within the premises.

In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACM's within the school premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.

Where, during works, it is considered that other asbestos containing materials may exist, the Site Management Team shall be informed immediately, and the work(s) suspended until remedial action has been agreed.

The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training who are, or maybe exposed to asbestos. In accordance with this Regulation, Roding Valley High School shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following: -

- The properties of asbestos, its health effects and the interaction of asbestos and smoking
- The type of materials likely to contain asbestos
- What work could cause asbestos exposure and the importance of preventing exposure
- How work can be done safely and what equipment is needed
- Emergency procedures
- Hygiene facilities and decontamination.

Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

2.19 Waste Disposal





Where waste is generated during the course of Roding Valley High School activities then that waste shall be disposed of in a controlled, safe and responsible manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then suitable arrangements will be devised and implemented. Any such arrangements will take into consideration current environmental legislation and its requirements.

3.0 Planning & Consultation Arrangements

3.1 Construction, Design and Management

Roding Valley High School recognises that they may be involved in works which fall within the scope of the Construction (Design and Management) Regulations (CDM) 2015 and that failure to meet the requirements of these Regulations may result in injury to persons involved with the construction project. This recognition however is not an acceptance, and it is the expressed intention of Roding Valley High School to take all reasonably practicable steps to ensure that each member of staff and others affected by its undertakings are not exposed to risks that may lead to incidents that may result in injury or ill health. Roding Valley High School is committed to working towards ensuring a safe, healthy and welfare-oriented environment. Roding Valley High School will therefore take all steps necessary to meet this responsibility. In achieving this, Roding Valley High School will ensure that:

As the 'Client' Roding Valley High School:

- a) Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
- b) Allow sufficient time and resources for each stage of the project
- c) Make sure that any Principal Designer and Principal Contractor appointed carry out their duties in managing the project
- d) Make sure suitable welfare facilities are provided for the duration of the construction work
- e) Maintain and review the management arrangements for the duration of the project
- f) Provide pre-construction information to every Designer and Contractor either bidding for the work or already appointed to the project
- g) Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- h) Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days) Roding Valley High School will use the services of Archers to support the school.

Persons responsible for the process of the procurement of items must ensure that;





- Any item of plant, equipment or goods whether purchased or hired complies with the relevant legislation, standards and safety instructions on the correct use of plant etc. accompanies the goods purchased or hired.
- Relevant manufacturer's Health and Safety information are to be supplied with any product purchased or hired. Relevant information shall include the material safety data sheets that are applicable under the Control of Substances Hazardous to Health Regulations.

3.3 Health, Safety and Welfare Grievances including Consultation

The school recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Joint consultation will be held between management and employees including any appointed safety representatives, to resolve any problems which may arise.

Information will be provided to employees on subjects relevant to any consultation that they will be involved with such as the planning of health and safety training; and risk and hazards involved during the course of their work.

To resolve problems both parties, if necessary, will jointly seek expert impartial advice.

Employees who feel that problems are not being satisfactorily resolved by line management should highlight such concerns through the normal lines of communications however this does not affect employees' rights to contact the Health and Safety Executive independently.

Consultation will be undertaken if a decision is to be made involving work equipment, processes or organisation that could affect the health and safety of employees.

Information will be provided, and a chance will be given to the employees to express their views on the subject. These will all be taken into account before a decision is reached.

3.4 Concern with Regard to Health and Safety Issues

If any of Roding Valley High School employees have any concern with regard to their health and safety, or that of others, they should inform their manager/supervisor immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority. The process for dealing with all health and safety concerns is illustrated in the H&S Concerns Flow Chart (HS37).

4.0 Health Related Arrangements

4.1 Alcohol and Drugs

Roding Valley High School is committed to providing a safe and healthy working environment for all employees, contractors and visitors. The use of illegal drugs, misuse of legal drugs or other substances and the abuse of alcohol





present serious risks to the workplace in that they are known to impair performance and increase the likelihood of accidents.

For the purpose of this policy, unlawful drugs are those substances detailed in the Misuse of Drugs Act 1971 for which no prescription has been obtained.

The consumption of alcoholic beverages prior to commencing work (so that the employee can be reasonably regarded to be under the influence of alcohol) or during working hours is prohibited.

The Company regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

Any employee who is medically prescribed drugs, which may affect their safety and efficiency, should seek advice from their GP regarding their fitness to carry out normal duties. The Company prohibits the unlawful use, possession, sale, manufacture and distribution of controlled substances as detailed in the Misuse of Drugs Act. Any employee who is convicted of an alcohol or drug related crime should report this, along with written details, to Roding Valley High School within 7 working days of conviction.

Roding Valley High School regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

In addition to the above, please refer to the Chelmsford Learning Partnerships Code of Conduct Policy, which is available on BlueSky Education, under the CLP Trust Resources section, please click on this [link](#) to access them

4.2 Smoking

Roding Valley High School discourages smoking and it is not permitted anywhere within the school premises. Signage, as required by current legislation, is displayed accordingly.

4.3 Stress at Work

Stress is a reaction by individuals to pressure both external and self-imposed, which results in physiological changes. These changes can make people feel exhilarated when things are going well or deflated when they are not. Stress is a part of normal life and often enables people to accomplish their goals. At optimal stress levels the individual thrives and maximises performance. Once stress becomes excessive, the person becomes distressed which will affect how they perform. If stress is experienced over a longer period the physiological changes can cause changes to a person's personality and habits, leading to poor working performance and also potentially, changes in lifestyle. The ultimate results can be harm to the individual and ultimately incurs financial costs to the organisation.

Roding Valley High School shall always ensure that the problem of stress is tackled at its source and not dismissed. This shall be achieved by removing or reducing the elements which cause stress, using Health & Safety Survey Form (HS20) and specific stress risk assessment carried out e.g. excessive workloads and limited physical and/or human resources could lead to excessive working hours. Possible solutions might involve reorganisation of tasks, increased resources, reduction in meetings, prioritise feedback, better training etc. Bullying or overbearing management styles may require disciplinary action to resolve them. The school will always negotiate to discuss work load and stress will always be handled on a individual case by case basis where known.





The school maintains the services of the Employee Assistance Program and all staff are actively encouraged to raise concerns and to utilise this service.

4.4 Dermatitis

Roding Valley High School understands that dermatitis within the workplace is a risk that must be controlled. To assist in the prevention of dermatitis, Roding Valley High School will implement the following;

- Avoid contact with materials that cause dermatitis.
- Protect the skin
- Check for early signs of dermatitis.

Roding Valley High School understand that by preventing contact with certain materials, prevents dermatitis from occurring. Roding Valley High School shall take all the steps to avoid contact with materials that cause dermatitis by changing the task or process.

4.5 Respiratory Sensitisers

Roding Valley High School recognises that breathing in substances called respiratory sensitisers at work can lead to occupational asthma. The documentation listed below is to be used to assist in the management of respiratory sensitisers and control the risks of occupational asthma;

- COSHH Assessment Record (**HS04**)
- Task/Activity Based Risk Assessment
- Health Surveillance Record (**HS19**)
- Health Surveillance Register (**HSR14**)

Commented [1]: @sheam@rodingvalley.net check
Assigned to Simon Hearn

4.6 Infection Control

Roding Valley High School will consider our activities and identify where and when workers and others may be exposed to infectious agents.

Roding Valley High School will risk assess the work identifying the tasks and people who are at risk of a work-related infection.

Roding Valley High School will consider if exposure can be eliminated or whether it can be reduced by restricting access to certain areas to a limited number of people.

Roding Valley High School will identify any control measures already in place and any additional measures that may be required to avoid or reduce risk.

Roding Valley High School will consider issues including;

- Direct physical contact with infectious agents.
- Contact with waste materials - direct, indirect and accidental contact.
- Activities involving skin piercing - intentional and unintentional.



Roding Valley High School / H&S Policy Part 2 / May 2022



- Contact with contaminated sharp objects.
- Work in areas contaminated with waste.
- Work in cleaning contaminated materials and equipment.
- Are any groups or individual workers at particular risk?
- Is health surveillance required? If yes, at what level?
- Could personal protective equipment give additional protection?
- Keep a written record of our risk assessments and the control measures and systems of work we adopt.
- Explain these arrangements to our workforce. Ensure they are understood.
- Provide training where required and information for staff nominated with responsibility.
- Implement the procedure and ensure that it is followed in practice.
- Report cases of work-related infection which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
- Monitor and review the operation of this procedure from time to time and after any identified case of infection or repeated pattern of absence from work, make changes identified as necessary or beneficial.





5.0 Specific Workplace Arrangements

5.1 Young Persons

No persons between 16 and 18 years of age will be permitted to work at Roding Valley High School office or site without the following:

- a) Written permission from the person's parent or guardian.
- b) Written permission from Roding Valley High School.
- c) Permission from the Education Body for visiting students for work experience
- d) Completion of a specific risk assessment for the activities that are to be undertaken by the young person.
- e) All of the above are only for activities which have no statutory restrictions based on age.
- f) Young Person's Risk Assessment (HS29)
- g) Task Specific Risk Assessments

5.2 New & Expectant Mothers

There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Female employees of childbearing capacity should be informed of any potential risks identified if they are or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.

Risks to new and expectant mothers could include:

- Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g. after a caesarean section.
- Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g. stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size.
- Work with certain substances.

Identified risks shall be recorded and assessed using a New and Expectant Mother Risk Assessment (HS18).

5.3 Display Screen Equipment

(DSE)

Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment (HS21) to achieve an ideal working situation, and report any non-conformity to their line manager for corrective actions where possible. This document is to be sent to the Health and Safety Advisor upon completion, it will also judge habitual users. The Health and Safety Advisor will then complete the Display Screen Equipment and Workplace Assessment Action Sheet (HS22). The combined completion of these two documents will then establish the necessary remedial action for each workstation, if required.

DSE assessments shall be periodically reviewed, usually within a 12 month period, however there are circumstances, where an assessment may needed to be reviewed earlier, i.e. employee moves to another workstation, receives new DSE equipment or workstation furniture. A review will also be required should the employee's personal characteristics change in any way.





Adequate health and safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include;

- A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations.
- The desirability of comfortable posture.
- Correct use of the adjustment mechanisms on equipment, particularly furniture.
- Arrangement of workstation components to facilitate good posture.
- The need for regular cleaning of screens and other equipment, and inspections to identify defects.
- The need to take advantage of breaks and changes of activity.

All employees should be issued with or have access to “Working with DSE” guidance.

5.4 Permits to Work

However, where Roding Valley High School need to implement permit to work controls e.g. within their own premises, then the following permits will be issued;

- Access Permit (HS36)
- Hot Work Permit (HS27)
- Electrical Work Permit (HS28)

5.5 Lone & Out of Hours Working

There is no prohibition for working alone but there are duties under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, namely to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk.

Whilst it is noted that lone working is not a situation that affects all staff, it is a possibility for some. All staff must adhere to Roding Valley High School School’s Lone Working Policy when working in school after hours or at the weekends.

To ensure risks and hazards associated with the lone working task have been identified, a risk assessment must be carried out also prior to the activity taking place.

5.6 Work Experience

Should Roding Valley High School accept delegates for work experience purposes, completion of the following must take place, prior to the delegates being exposed to any working activities or environment;

- Employee Induction Record (HS15a)
- Site Induction (HS14)
- Work Experience Checklist (HSC13)
- Task/Activity Specific Risk Assessment

5.7 Violence Towards Staff



Roding Valley High School / H&S Policy Part 2 / May 2022



Any form of bullying, verbal or physical, will not be tolerated in any way. Roding Valley High School will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or persons visiting / working on the premises.

Employees are encouraged to report any such treatment to any manager to whom they can relate and with whom they feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

In addition to these arrangements, Roding Valley High School also have the following supporting policies in place:

- Anti-Bullying
- Code of Conduct
- Staff discipline and dismissal procedure
- Grievance procedure

In addition to the above, Roding Valley High School will also adhere to the Chelmsford Learning Partnership Managing Violence Policy, these policies are available on BlueSky Education, under the CLP Trust Resources section, please click on this [link](#) to access them

5.8 Lunch/Break time

Roding Valley High School have a separate Lunchtime Supervision Policy as well as Playground Rules.

5.9 Indoor Play Areas

To protect children and our workers from play areas Roding Valley High School will:

- Assess our play area and equipment to identify where children and others could be harmed.
- Identify the control measures already in place and any additional measures that may be required.

Roding Valley High School will consider;

- Maintenance of equipment.
- Adequate level of supervision – consider basic first aid training.
- Falls from climbing equipment - impact absorbing surfaces should conform to any prescribed safety requirements.
- Purchasing - new equipment should meet current safety standards.
- Biological hazards from contact with infected children or bodily fluids – regular cleaning programmes.
- Appropriate welfare facilities, waste receptacles and seating should be provided.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements.
- Consider whether any additional training is required..
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.





Separate Risk Assessments are in place for our sports facilities, the school does not have a designated indoor play area.

5.10 Playground

To protect children and our workers from playgrounds we need to:

- Assess the playground and equipment to identify where children and others could be harmed.
- Identify the control measures already in place and any additional measures that may be required.

Roding Valley High School will consider:

- Equipment – Is regularly maintained and documented.
- Surfaces – Impact absorbing surfaces to prevent injury from falls from climbing equipment provided. It conforms to any prescribed safety requirements.
- Provision of supervision for the playground. Are risks to any supervisory staff, such as broken glass, contact with biological hazards, physical attack from children or angry parents or guardians, suitably controlled?
- Purchasing - new equipment should meet current safety standards.
- Appropriate fencing, access gates, should be provided and regularly maintained.
- Area inspections - daily or weekly inspections by competent persons using (HSC02)
- Frequent operational checks covering the stability, wear etc. of equipment. Annual inspection by an independent specialist.
- Appropriate waste receptacles and seating should be provided.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure from and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

5.11 Gym Equipment

To protect Students and others from the risks created by the provision and use of gymnasium equipment we need to:

- Consider our activities and identify where and when Students and others may be exposed to risks from gymnasium equipment.
- Assess the risks to our Students and others from the use of the equipment, identifying control measures already in place and any additional measures that may be required to avoid risk. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc
- The school has Sports Safe attend to undertake an annual risk check of all equipment including the playground and astros.

Roding Valley High School will consider:





- The position and layout of equipment.
- Access to equipment.
- Purchasing standards.
- Ventilation and air conditioning systems.
- Providing access to a drinking water supply.
- Slips and trips on wet floors in changing rooms.
- Warning and information signs.
- Inspection and maintenance of equipment.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Teachers understand the procedures and arrangements.
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary

6.0 General Arrangements

6.1 Temporary Workers & Sub Contractors

Roding Valley High School recognises its duties to persons other than employees under the requirements of Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 and its obligations to fixed term contractors and temporary workers under the Management of Health and Safety at Work Regulations 1999. All contractors and temporary workers will therefore be provided with all necessary information regarding risks to their health and safety whilst on Roding Valley High School premises or site. Suitability of contractors in terms of health and safety will be a prime consideration prior to the awarding of contracts.

This will involve an assessment of contractor competency in safety management as far as can be reasonably ascertained from information submitted by the contractor using a Sub Contractor Evaluation (HS16).

When evaluating Risk Assessments and Method Statements submitted by Sub Contractors to determine whether they are suitable and sufficient, the Risk Assessment & Method Statement Evaluation (HS08) should be used.

Sub-Contractors are subject to the same conditions as the company and will comply with all relevant statutory requirements, codes of practice and guidance notes.

All contractors will be expected to manage risks to the health and safety of Roding Valley High School' employees, other contractors and members of the public exposed to working activities carried out for the company by the contractor.

All plant, equipment, substances, materials and working practices used and/or adopted by sub-contractors shall be safe and used in a manner which meets the requirements of all current legislation and best practice. All sub-contractors and temporary workers will be familiarised with local fire and emergency procedures by persons responsible for the contractor or temporary worker.

6.2 Visitors/ Hirers and Other Users (Production)

All visitors must report to the main reception where a signing in system is in operation.

It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

- Directions
- In house rules including signing in, smoking, parking, etc.





- Restricted areas and their identification
- Procedure for obtaining assistance (it is to be remembered that the provision of first-aid to visitors is not mandatory) and reporting problems and defects
- Means of recognising the emergency alarms
- Emergency procedure
- First Aid Arrangements
- Welfare Facilities
- Accident & Incident Reporting Procedure

Hirers and Other users

When the school's premise is used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will have responsibility for safe practices.

The Head will seek to ensure that hirers and others who use the school's premise conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- a) Introduce equipment for use on the school premises
- b) Alter fixed installations
- c) Remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school

Hirers and others using school premises will receive a school hirer pack, which will include a copy of the health and safety policy, emergency procedures, location of first aid boxes and school premises risk assessment.

In addition to this please refer to Roding Valley High School Lettings Policy.

6.3 Non English Speaking Personnel

All Roding Valley High School documentation will be written and produced in English, therefore all persons undertaking works for Roding Valley High School, must have an acceptable level of ability to read and understand health and safety documentation and information. However, Roding Valley High School will assist all relevant persons, where it is possible and reasonably practicable to do so.

This assistance will be through the use of others who may be available locally, to act as an interpreter. Such persons must also be able understand verbal instructions, which will be given to them in English.

Managers and Supervisors, must clarify and confirm and verbal information given, to ensure that it is understood. As previously noted, assistance will be provided by Roding Valley High School, again where it is possible and reasonably practicable to do so.

6.4 Mobile Phones & Driving



Roding Valley High School / H&S Policy Part 2 / May 2022



Roding Valley High School is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use a company vehicle, their own or a hire vehicle.

Headteachers must ensure:

- They lead by personal example
- They do not expect staff to answer calls whilst driving
- That employees understand their responsibilities not to use hand-held mobile phone while driving
- That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- That work practices do not pressurise staff to use a mobile phone while driving

Employees who drive for work must:

- Never use a hand-held mobile phone while driving
- Plan journeys so they include rest stops when messages can be checked and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands free device has been fitted
- Ensure that if using a 'hands free kit' with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.

6.5 Document Changes

Changes required to any documentation contained within the Roding Valley High School Health & Safety Policy must be done in a controlled manner. No new documents are to be created or any changes made to existing documentation.

If the need for a new document to be created is identified, or changes required to an existing document, then this requirement is to be made by using the Document Change Request Form ([HS39](#)).





7.0 Related Documentation

This is a table of supporting documentation that is used to assist implementation of the Health and Safety Policy requirements. Please click [here](#) to access the following documents.

Title of Supporting Documentation	Reference
COSHH Assessment Record	HS04
Accident & Incident Record	HS05
Accident & Incident Reporting Flow Chart	HS05a
Hazard/ Near Miss Report Form	HS05b
RIDDOR Guidance	HS05c
Manual Handling Operations Record	HS06
Accident-Incident Witness Statement Form	HS07
Risk Assessment & Method Statement Evaluation	HS08
Risk Assessment	HS09
Medicine Administration Form	HS10
Termly Inspection Report	HS12
Governor Inspection Report	HS12a
Induction Initial Meeting Record	HS15
Teacher, ST and LSA Induction Record	HS15a
Admin and Site Staff Induction	HS15b
MDAs Induction Record	HS15c
Student LSA and Volunteers Induction Record	HS15d
Sub-Contractor Evaluation	HS16
Contractors on site Policy	HS16a
New and Expectant Mother Risk Assessment	HS18
Health Surveillance Record	HS19
Health and Safety Survey Form	HS20
Display Screen User Assessment	HS21
DSE & Workplace Assessment Actions Sheet	HS22
You and Your Workstation Guide	HS23
HAV Identification Questionnaire	HS26
Hot Work Permit	HS27
Electrical Work Permit	HS28
Young Person's Risk Assessment	HS29
Access Permit	HS36
H&S Concerns Flow Chart	HS37
Document Change Request	HS39

Title of Registers	Reference
Document Review Register	HSR00
COSHH Register	HSR01
Tools & Equipment Register	HSR05





Ladder Register	HSR06
Method Statement & Risk Assessment Register	HSR07
Risk Assessment Briefing Register	HSR07a
Permit Register	HSR13
Health Surveillance Register	HSR14

Title of Checklists	Reference
Tools & Equipment Checklist	HSC01
Play Equipment	HSC02
First Aid Checklist	HSC03
Teacher Induction Checklist	HSC04a
Admin Staff Induction Checklist	HSC04b
LSA Induction Checklist	HSC04c
MDA Induction Checklist	HSC04d
Student LSA Induction Record	HSC04e
Site Staff Induction Record	HSC04f
Volunteer Induction Record	HSC04g
Ladders Checklist	HSC05
Work Experience Checklist	HSC13
Contractor Induction Checklist	HSC16b

