



HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY INDEX

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PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

As governors of Newcastle School for Boys, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Newcastle School for Boys by appointing a governor, Dr Neil Lloyd-Jones, with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that that the School should adopt the following framework for managing health and safety:

- Dr Neil Lloyd-Jones attends the meetings of the School's health and safety committee and receives copies of all relevant paperwork. Meetings take place at least termly.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each meeting.
- The minutes of the School's health and safety committee meetings and a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's governors' meeting.
- There is an opportunity at each term's governors' meeting for any governor to bring any other issues on health and safety to the governing body's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- Recommendations by such professionals (together with other defects) form the basis of the school's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, Thomas Franks' safeguard team conduct an annual hygiene and safety audit of food storage, meal preparation and food serving, together with regular external deep cleaning and monitoring of pest control services, and reports on all these aspects to the School's health and safety committee. The catering manager has access to Safeguard online which provides details of the correct policies and procedures

that they must adhere to. The Thomas Franks Management conduct a termly hygiene and safety review which is retained on file and shared with the EHO.

- The School has a Fire Safety Policy and associated risk assessments, carried out by a competent person, which are reviewed each year for progress on completion of items in the action plan, and updated every three years, or more frequently if required. The School's health and safety committee review this risk assessment each time it is amended.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the governing body.
- The school has a competent person undertake a risk assessment for legionella. The risk assessment is reviewed regularly in line with current legislation. A six-monthly water sampling and testing regime in place.
- The School has a policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training is provided to all staff. Minibus driver training is provided to members of staff involved with trips and visits.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.



Signed

Chair of Governors, for and on behalf of the governing body

18.10.21

Date

PART 2 - POLICY OBJECTIVES

This policy has been produced and will apply:

- in accordance with the school's intention to comply with all requirements of the Health and Safety at Work etc Act (HSAW) 1974 Section 2 (3) and all other relevant statutory requirements;
- with reference to the non-statutory advice in "Health and Safety: responsibilities and duties of schools ([updated](#) July 2019)); and
- in line with the school's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, students and visitors, while in School or engaged on school activities.

These are Newcastle School for Boys' Health and Safety objectives:

- To work towards the prevention of injury or ill health to all involved in or affected by the School's activities.
- To ensure that those using premises are not subjected to unacceptable risk as a result of activities of those working for the School. Internal and external surfaces are designed and maintained, and changes in level clearly marked, so as to minimise the risk of slips and trips.
- To actively manage Health and Safety, and to encourage constant awareness and mutual watchfulness and support amongst all employees with regards to Health and Safety.
- To ensure that contractors and agents of the School are aware of and work towards the standards set out in the school's Policies.
- To maintain an annual formal review of achievement by Governors appointed by the Chair of Governors to undertake an audit and report on any deficiencies found in the School's policies and procedures
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety. The School will achieve this by: -
 - maintaining effective systems of communication on Health and Safety matters with the support of the Health and Safety Officer;
 - ensuring that there is sufficient competency within the organisation in terms of Health and Safety support and advice;
 - establishing and maintaining control by setting clear Health and Safety objectives and providing strong leadership;

- securing co-operation between individuals, safety representatives and working groups.
 - consulting with staff on Health and Safety matters via the Health and Safety Committee.
- To provide a safe place of work for all staff and an environment in which violence is not tolerated, so there is a reasonable expectation that staff will not have to deal with such situations. Though the occurrence is very rare, dealing with any unwanted attention while engaged in activities away from school should be addressed in Risk Assessments

PART 3: ORGANISATION

This part of the policy deals with the organisation, planning, implementation, operational monitoring and management review of the policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. A diagram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

1. The governing body

The governing body has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met.

This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

2. Headmaster

The Headmaster will assist the governing body in directing the overall management and development of the policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the governing body on health and safety performance and assist the governing body in implementing changes in the policy which it has approved.

3. Bursar

The Bursar will have day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Hazardous materials, including asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors
- The day-to-day activities involved in running the school

The Bursar will also:

- advise the Headmaster on maintenance requirements
- co-ordinate advice from specialist safety advisors and be responsible for the production of associated action plans
- co-ordinating and implementing training
- monitor health and safety within the School and raise concerns with the Headmaster
- ensure compliance with Construction (Design and Management) Regulations
- chair the School health and safety committee
- Investigating accidents and incidents and recording the same.

4. Subject leaders and co-ordinators

Subject leaders in the Senior School and subject co-ordinators in the Junior School will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including hazardous substances and flammable materials) - Senior School Science subject leader
- Sports activities - Director of Sport
- Art (including harmful substances and flammable materials) - Senior School Art subject leader
- Music - Senior School Music subject leader
- Design Technology - Senior School Design Technology subject leader
- Outdoor lessons - Senior School Deputy Head (Teaching and Learning), Head of Junior School, Assistant Head - Early Years
- Trips and visits - Senior School Deputy Head (Boys' Wellbeing and Character Development), Head of Junior School, Assistant Head - Early Years
- Catering - Catering manager
- Cleaning - Cleaning team leaders/cleaning contractors

5. Estates manager

The Estates Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of school vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters, etc.
- Control of hazardous substances for grounds maintenance activities
- Keeping statistics and preparing summary reports for the School health and safety committee
- Producing and maintaining records with regard to maintenance and training

6. External health and safety advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school
- Engineers monitor and service the school's plant, equipment, including boilers, annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- In addition, the catering manager arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment on an annual basis and report on those findings. The catering manager has the availability to swab on a termly basis using infra-red technology.
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas on an annual basis for all three sites.
 - professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
 - appropriate pest control measures to be in place.
- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or more frequently as required, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor, and records of these tests are maintained.
- An external health and safety consultant reports periodically on the arrangements for health and safety in all lessons, support areas, public spaces and the School's own sports facilities.
- The School has a suitable and sufficient risk assessment for legionella undertaken by an external consultant every two years or when there is a major change to the installation, and a six monthly water sampling and testing regime in place.
- The School maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Bursar is also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's radiation protection supervisor (RPS), currently the Senior School subject leader for Physics, is responsible for liaison with the externally appointed Radiation Protection Advisor (L2 Business Consulting Limited Gosforth) for ensuring compliance with the Ionising Radiation Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations most of which of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
-
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major construction work is undertaken.

7. School health and safety committee

The committee meets once a term and is chaired by the Bursar. The governor who is responsible for overseeing health and safety attends these meetings. The appointed competent person also attends as required. The other members of the Committee are:

- Headmaster
- Senior School Deputy Head (Teaching and Learning)
- Senior School Deputy Head (Boys' Wellbeing and Character Development)
- Head of Junior School
- Assistant Head - Early Years
- Estates manager
- Director of Sport

- Senior School Design Technology subject leader
- Senior School Science subject leader
- Senior School Art subject leader
- Senior School caretaker
- Catering manager
- Headmaster's PA

Where a committee member's absence is unavoidable, they are responsible for arranging for another delegate to attend on their behalf, to represent their area of responsibility and to report back to them following the meeting.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the healthy and safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8. Receptionists

The Senior and Junior School receptionists are responsible for:

- Maintaining an accident book and referring notifiable accidents to the Bursar for reporting to the Health & Safety Executive
- Checking that all first aid boxes and eye wash stations are replenished

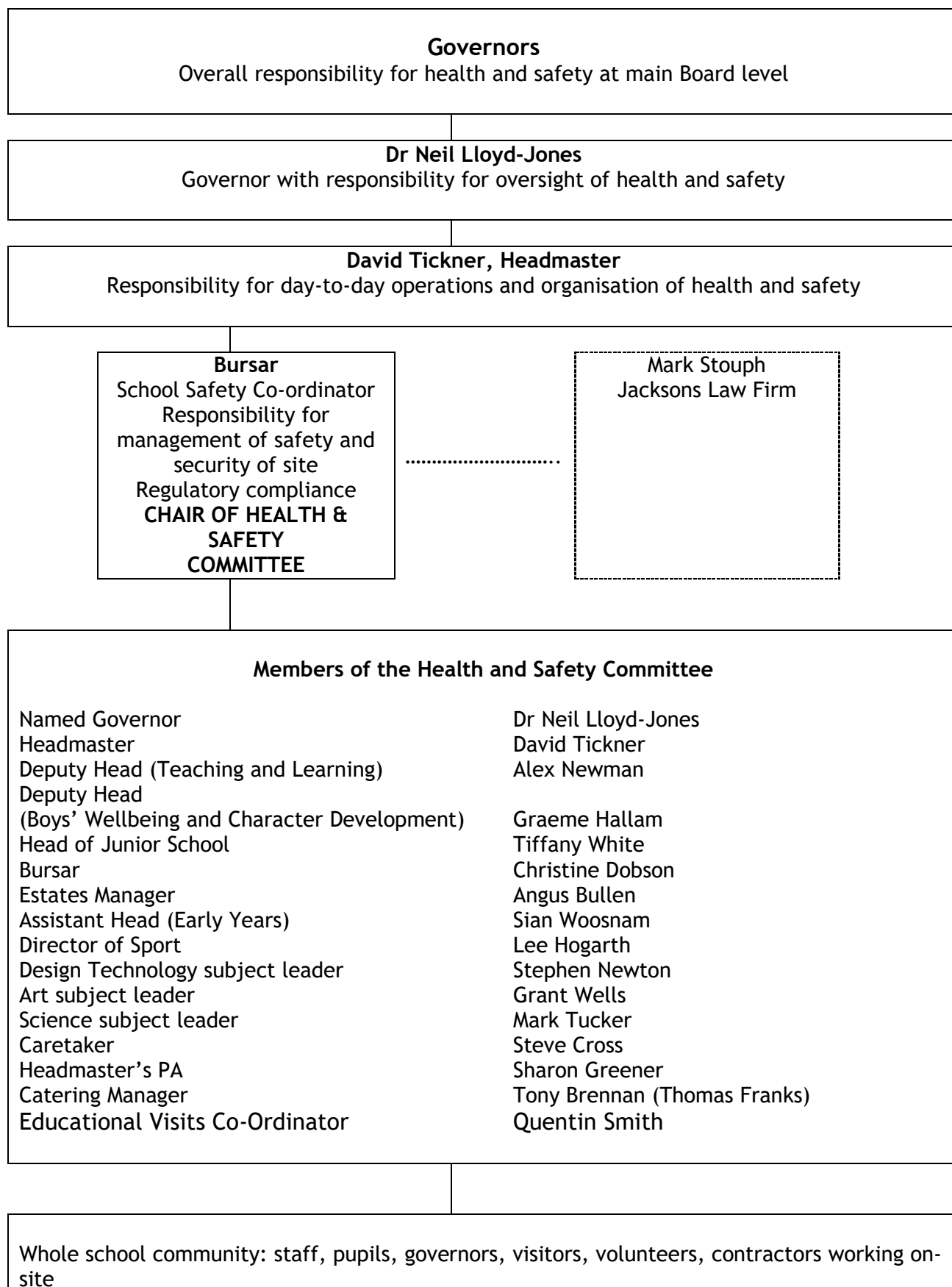
9. Staff

The co-operation of all staff is essential to the success of the policy. Staff should notify their line manager or a member of the Senior Leadership Team of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the policy.
- take reasonable care for the health and safety of themselves and others who may be affected.
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed.
- carry out all reasonable instructions given by managers/senior staff.

- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



PART 4 - ARRANGEMENTS

1. RISK ASSESSMENTS

General Risk Assessments

The School risk assessments are the responsibility of the Headmaster and the Bursar and are co-ordinated by the Estates Manager.

Risk Assessments are carried out in accordance with the School's Risk Assessment Policy.

These risk assessments are available for all staff to view and are held centrally in the Staff Shared area of the School's Computer network.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the relevant member of the School Leadership Team.

It is the responsibility of staff to inform the relevant member of the School Leadership Team as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Subject Leader using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc.

2. FIRE PRECAUTIONS

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment. The risk assessment must be full documented.

Structural precautions shall be as far as practicable in accordance with HM Government guidance.

Suitable fire alarms, automatic fire detectors and firefighting equipment shall be provided to the extent that these are appropriate.

Non automatic firefighting equipment shall be easily accessible, simple to use and their location indicated with signs.

Emergency routes and exits shall lead as safely and directly as possible to a designated assembly point and shall be adequate in number and dimensions to enable satisfactory evacuations. Emergency routes and exits shall be indicated by signs and shall be provided with emergency lights. Emergency routes and exits shall be kept clear of obstructions and readily combustible materials.

Advice on the display of materials on fire exit routes should be given on the risk assessment.

Fire exit doors shall be hung conventionally and where necessary shall open in the direction of escape. Fire doors shall be properly maintained, signed and shall not to be propped open unless by means of an electromagnetic release or a Dor-Gard. Fire exit doors must always be open or be easily opened without a key during times when the premises are occupied. Final fire exit doors shall be fitted, wherever practicable, with appropriate emergency exit door furniture.

Fire evacuation instructions shall be clearly displayed in key areas. Employees and pupils shall receive fire procedures training including training for emergency evacuation, for calling the emergency services, use of fire extinguishers and similar. Fire training records shall be maintained.

There shall be a practice evacuation at least once a term of all school buildings. These shall be recorded in the fire logbook.

Fire alarm systems (including fire alarm call points and automatic detection), emergency lights and firefighting equipment shall be inspected, tested and maintained. Records of testing of fire alarm call points, periodic testing of emergency lights, periodic inspection of firefighting equipment, periodic testing of fire alarm systems and all 'fire' maintenance and periodic inspection of fire exit routes shall be kept in the fire log book which is located in the School Office. The fire safety risk assessment is kept in the Estate Manager's Office.

There is a separate Fire Safety, Procedures and Risk Assessment Policy.

**Newcastle School for Boys
Risk Assessment**

Activity/Exercise:

Date of Activity/Exercise:

Assessed by:

Date of Assessment:

Serial	Activity/Element	Hazards Identified	Existing Controls	Residual Risk Acceptable	Additional Controls Required	Residual Risk Acceptable
A	b	c	d	e	f	g
01						
02						
03						
04						
05						

	Name	Post	Date	
Existing and Additional Controls Agreed				
Additional Controls Implemented	n/a			

3. WORK AT HEIGHT REGULATIONS

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The School's nominated person responsible for work at height is **the Estates Manager**

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- The risks from fragile surfaces are properly controlled.
- A Safe System of Work is submitted for all tree, scaffold and cherry picker work

Work at height is classed as any work where you require something to stand on to carry out a task. Only authorised step ladders/ladders/tower scaffolds or cherry pickers should be used. **Under no circumstances should chairs or other items be used to work at height.**

NO MEMBER OF STAFF OR PUPIL SHOULD ATTEMPT TO WORK AT HEIGHT WITHOUT FIRST BEING FORMALLY TRAINED

The Work at Height Regulations 2005 are applicable to all school employees.

4. ACCIDENT RECORDS AND NOTIFICATION EMPLOYEES

Accident books, which are data protection friendly (the statutory version is ISBN 0 7176 2603 2) must be available for recording the details of all injuries etc which occur at work. An entry must be completed as soon as possible after any accident occurs.

(SEE SEPARATE POLICY ON REPORTING OF INJURIES, DISEASES and DANGEROUS OCCURENCES)

5. ASBESTOS

Asbestos surveys have been carried out on all School sites.

Objectives

To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.

To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

Guidance

- The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 (“CAW”).
- It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
- Where asbestos exists or is suspected in any of the School buildings, an asbestos risk assessment will be conducted by a specialist to identify asbestos-containing materials. The Estates Manager will arrange for this to take place with the Caretaker.
- An asbestos register to be maintained for each property where the School is the duty holder showing location, type and condition of the asbestos. The Estates Manager/Caretaker will be responsible for the upkeep of this register.
- Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).
- Where asbestos exists, and risk assessments indicate a high hazard warning signs will be displayed.

An asbestos management plan will be formulated (by an external competent person), in conjunction with the Estates Manager to either:

- Encapsulate any asbestos present and monitor its condition; or
- Have the asbestos removed by a licensed contractor.

The plan will specify:

- Who is responsible for managing the asbestos
- Responsibility for the asbestos register
- The schedule for monitoring the condition of the materials
- The associated channels of communication

The Estates Manager will have responsibility for the management of the plan.

Where work is likely to involve contact with asbestos containing materials, the Estates Manager/Caretaker will appoint an HSE licensed contractor to undertake this work.

Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they are accidentally exposed.

Where an employee/contractor/pupil believes they have discovered asbestos they should contact the Estates Manager immediately so that appropriate action can be taken.

6. CONSTRUCTION "PROJECTS"

Construction Regulations amongst other things impose duties concerning the safe design and management of construction projects.

Projects involving a construction phase likely to last longer than thirty days and/or involving more than five hundred person days of construction work are subject to written notification to the local office of the Health and Safety Executive. Notification should be made on the appropriate HSE form by the Planning Co-ordinator.

Projects

Projects are normally divided into five stages: concept and feasibility, design and planning, tender and selection, construction, and commissioning and handover and there are duties and requirements at each of these stages.

Safety Co-ordination

A planning co-ordinator must be appointed for projects. The architect may act as planning co-ordinator or others may be recommended, but in any event, the person appointed must be competent and willing to act.

Health and Safety File

A Health and Safety file must be prepared for each project. The file is basically the record of Health and Safety information for the end user and a copy must be kept by the employer for reference purposes.

The Health and Safety file should contain record or 'as built' drawings and plans, design criteria, details of the construction methods and materials used, details of the equipment and maintenance facilities within the structure, maintenance procedures and requirements for the structure, manuals of operating and maintenance procedures together with schedules for plant and equipment installed as part of the structure, details of the location and nature of utilities and services, including emergency and firefighting systems.

7. CONSULTATION WITH EMPLOYEES

Relevant regulations are:

- a. Health and Safety (Consultation with Employees) Regulations (HSCER)
- b. The Safety Representatives and Safety Committees Regulations (SRSCR).

Consultation with employees should take place on matters relating to their health and safety at work, including:

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

Employees should be given enough information to allow them to take a full and effective part in the consultation process and the employer should ensure that any elected representatives receive the training they need to carry out their roles.

Consultation will be via an established committee forum e.g. the Health and Safety Committee:-

- Agendas should be readily available for input from all categories of employee, both teaching and non-teaching, and minutes should be made available to all
- It should be clear that any employee who wishes to have an input will be given ample time and opportunity to do so
- That feedback will always be given to issues raised by staff, including the minuting of substantial issues for action.

8. **DISPLAY SCREEN EQUIPMENT**
(See separate policy)

9. **ELECTRICITY AT WORK REGULATIONS**

The employer recognises the importance of these Regulations and undertakes to comply with them fully. The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.

- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.
- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.

Note Technical details on the practical application of the Regulations are found in the supporting Memorandum of Guidance issued by the Health and Safety Executive and British Standard 7671: 2008 "Requirements for Electrical Installations" (The IEE Wiring Regulations).

Additional Internal Requirements

- As-installed drawings of the fixed installation and appropriate labelling must be provided and will be modified and updated when necessary.
- Routine inspections and tests of all wiring and fixed electrical installations shall be carried out and records of the test results obtained and kept for future reference.
- Temporary systems, for example the stage lighting and its control gear, should be inspected and tested after initial set up and regularly thereafter. Records shall be kept for future reference.
- Access to electrical distribution equipment must be kept free from obstruction and areas around this equipment should not be used for storage purposes.
- All portable electric tools used (generally excluding those used in the teaching process but including those belonging to and used by contractors) should, wherever practicable, be operated at 110 volts.
- Where there is a possibility during the teaching process of any persons, including pupils, coming into contact with live conductors at voltages above 25v where injury is likely to result, the teacher in charge must be electrically competent and must work in accordance with the guidance given in Health and Safety Executive Guidance Note HSG85.
- Residual Current Devices shall be provided and must be tested in accordance with the manufacturer's instructions.

Inspection and Testing of Portable Electrical Equipment

All portable electrical equipment should be maintained for safety. This has often been interpreted in the past to mean that in addition to normal employee vigilance there is a need for an inspection and test by a competent person on an annual basis but this is an over simplistic view. For instance, HSE recommend annual visual inspection only for double insulated items in offices and other low risk areas. Judgement is required to identify risk control measures commensurate with the risk¹.

Visual inspection can detect most defects and can be carried out by any trained employee. It should be undertaken as follows: after disconnection from the mains, the person carrying out the visual inspection should look for signs of damage such as cuts and wear to the cable covering; any non-standard joints in the cable; the outer covering of the cable not being gripped where it

¹ Experience should be used to identify the frequency of inspection and testing.

enters the plug, such that the coloured insulation of the internal wires is visible; damage to the plug itself such as cracked casing or bent pins; any burn marks or staining indicating overheating has taken place and damage to the outer cover of the equipment. The inspection could also include removal of the plug cover to check that a proper fuse is being used, that the wires are attached to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage - however with moulded plugs only the fuse can be checked.

Testing using an appropriate test instrument can also be carried out by any trained employee and examples of portable items which still require annual inspection and testing are:

Science departments	scientific apparatus running off mains voltage and being used in the laboratory (but not refrigerators or office type equipment)
Drama studios and theatres	lanterns, lighting and lighting controls
DT and art workshops	all tools and equipment not permanently wired into the fixed installation where these are not doubly insulated
Kitchens	all equipment and machines not permanently wired into the fixed installation
All departments	extension leads and earthed equipment such as electric kettles.

Systems for maintaining safety should incorporate the identification of each appliance, the recording of the result of the inspection (and/or test), the labelling of the appliance with information indicating that it has been inspected (and/or tested), the provision of written instructions to employees and others instructing them never to use defective equipment and procedures for ensuring repair of damaged or faulty equipment.

Inspection and testing should be carried out in a systematic and formal way. Any item which shows any adverse sign should be taken out of use and repaired by a competent electrician.

10. EMERGENCY ACTION PLAN

The Headmaster and Bursar will ensure that an Emergency Action Plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) Save life
- b) Prevent injury
- c) Minimise loss.

This sequence will determine the priorities of the Emergency Action Plan.

The plan will address such foreseeable incidents as fire, explosion, suspicious package, telephone warning and unauthorised intrusion, be agreed by the Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governors.

A separate Emergency Action Plan is held in both the Headmaster's Office and Bursar's Office which covers the above issues.

11. FIRST AID (See separate policy)

12. FLAMMABLE LIQUIDS

The amount of flammable liquids kept in the open in any classroom or working area should be kept as small as is reasonably practicable. Containers, when not in actual use, should be kept in purpose designed metal bins or cupboards. In each area the total quantity stored should not exceed 50 litres. All containers (whether full or empty) and cupboards containing flammable liquids shall be kept closed when not in use.

Purpose designed bulk stores shall be designed using Health and Safety Executive and Fire Authority standards.

Containment facilities shall be signed 'Flammable Liquids'.

13. GAS SAFETY

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG) in both, bulk

containers and cylinders and the installation, servicing, maintenance and repair of gas appliances and fittings.

Qualification and Supervision

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the Health and Safety Executive. This means GAS SAFE registered persons and the employer must ensure that in-house staff or contractors working on gas fittings are appropriately GAS SAFE registered.

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately GAS SAFE registered persons.

Existing Gas Fittings

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

Emergency Controls and Procedures

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

Maintenance

All gas appliances, installation pipe work and flues must be maintained in a safe condition.

14. HAZARDOUS MATERIALS REGISTER

The Estates Manager should maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

The contents of the register should be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeable affect the hazardous materials and create risks to the 'workers' themselves or others. Where significant risk is identified written risk assessments should be prepared.

15. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation:

The Health and Safety Committee meets at least termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the School Leadership Team and Governors

The committee members are:

Mr David Tickner - Headmaster
Mrs Christine Dobson - Bursar
Mr Graeme Hallam - Deputy Head
Mrs Tiffany White - Head of Junior School
Mrs Sian Woosnam - Assistant Head - Early Years
Mr Angus Bullen - Estates Manager
Mr Mark Tucker- Subject Leader for Science
Mr Stephen Newton - Subject Leader for Design and Technology
Mr Grant Wells - Subject Leader for Art
Mr Lee Hogarth - Subject Leader for PE
Catering Manager (employed by Sodexo Limited)
Mr Keith Brown - Caretaker
Governor with lead responsibility for Health and Safety

Communication of Information:

Minutes of the Health and Safety Committee meeting minutes are available on the Staff Shared area of the School's Computer network.

The Health and Safety Law poster is displayed in the Staff Room.

HEALTH AND SAFETY TRAINING:

Health and Safety induction training will be provided and documented for all new employees by the member of staff conducting the lesson and a copy given to the Estates Manager.

The Headmaster & Bursar are responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the Health and Safety training needs of staff.

Employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g., use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held by the Estates Manager who is responsible for co-ordinating Health and Safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headmaster and Bursar will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headmaster's (or Bursar's) attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

16. INSPECTIONS, MAINTENANCE, REGULAR SAFETY ACTIVITIES

Competent persons must inspect, examine and maintain the following plant and equipment as necessary at appropriate intervals.

- Gas fired boilers and appliances.
- Radioactive sealed sources
- Electrical installations
- Portable electrical appliances
- Fire alarm systems (including automatic fire detectors and electromagnetic door releases etc.) and emergency lights (including batteries and battery charging systems)
- Fire extinguishers and other emergency firefighting equipment
- Fire alarm call points - weekly tests
- Fume cupboards and any other local exhaust ventilation (LEV) equipment
- Lifts, lifting gear, lifting equipment and hoists
- Trees
- Compressed gas containers (which are owned by the school) and/or safety devices attached
- Fixed and portable pressure systems including bulk gas storage facilities
- Gymnasium equipment (including fitness machines) and play equipment
- Access equipment including ladders/step ladders
- Guards, safeguards and safety devices fitted to work equipment (including machines)
- Water systems (legionella control)
- Premises, fabric of building, fixtures & fittings (defect reporting procedures also required)

Other regular actions required:

- Health & Safety Policy shall be reviewed annually.
- Risk assessments shall be reviewed annually.
- Departmental codes shall be reviewed annually.
- Emergency Action Plan shall be reviewed annually.
- Fire Safety Risk assessment shall be reviewed annually.

The employer will arrange for additional inspections and risk assessments to be carried out as and when required.

- **KITCHEN**

Contract caterers are employed but the employer remains responsible for the kitchen premises and equipment both of which shall be properly maintained.

Obvious defects should be reported as soon as they become apparent using the written defect reporting procedure.

- **LEGIONELLA PREVENTION**

A competent person must regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease - The Control of Legionella Bacteria in Water Systems' ISBN 0 7176 1772 6. The written risk assessment(s) and control measures are the responsibility of the Estates Manager.

No evaporating cooling towers or condensers will be considered for installation in the future.

(See separate policy on Legionella Safety)

- **MANUAL HANDLING AND LIFTING**

This document sets out the commitment of the Newcastle School for Boys to meeting the requirements of the Manual Handling Operations Regulations 1992, as amended. It requires that the potential for harm to staff and students as a result of undertaking manual handling operations is either prevented, or where that is not reasonably practicable, is adequately controlled.

To achieve compliance with the requirements of this Policy and Procedure, the School recognises the importance of its role in placing day-to-day responsibility with each head of department.

The requirements of this Policy are based on the principle that staff and/or pupils shall not undertake manual handling tasks having the potential to cause harm, unless they have, in the first instance, been risk assessed. Where the risk assessment identifies it to be necessary, prior to an activity being undertaken, appropriate training shall be provided, together with any essential manual handling and personal protective equipment being available.

It is not the purpose of this document to provide a comprehensive guide to the Manual Handling Operations Regulations. It does, however, provide an

outline of their requirements and the action to be taken. Supplemented with the training that will be available to those designated to undertake the manual handling risk assessment process, it will enable comprehensive management action to be taken to control potential hazards and risks at the departmental level.

Section 1 - What Is Manual Handling?

Manual Handling is the term used to describe the movement of loads by human effort being applied either directly to a load or indirectly by means such as hauling on a rope or pulling a lever. It includes transporting a load that may be moved or supported by the hands or any other part of the body such as the shoulder. It also includes the intentional dropping or throwing of a load. Mechanical assistance, such as the use of a sack truck, may reduce but not eliminate manual handling since effort will still be required to move, steady or position a load.

Manual handling does, therefore, cover all aspects of the physical effort involved in the lifting, pushing and pulling of loads.

Section 2 - What is required under the regulations?

Where staff and/or pupils are required to undertake manual handling activities, ensure that the following hierarchy of risk control measures is in place as required under the Regulations:

(i) Eliminate or avoid the need for hazardous manual handling

Undertake a review of manual handling tasks to establish, in the first instance, whether these need to be undertaken or whether less hazardous options are available. For the tasks remaining, identify who might be harmed in undertaking them, how, and the harm that may be caused.

(ii) For those manual handling activities that remain, assess the risk of injury

Departmental assessments shall be conducted by those trained to do so (such training normally being provided by a Consultant trainer). Further guidance on the risk assessment process can be found in Appendix 9A to this document. Risk assessment templates can be found on the safeguard website.

Most assessments will require just a few minutes observation to identify ways to make an activity easier and less risky, i.e. less physically demanding. In doing so they will also identify any existing controls and whether these are

adequate.

Ensure that staff undertaking manual handling activities are involved in this risk assessment process.

(iii) From the information gathered from the assessment, reduce the risk of injury

Take such action as is identified to be necessary from the risk assessment. This will include:

- The provision of information, instruction and training to those required to undertake manual handling tasks;

It may include:

- The provision of such equipment (e.g. sack truck) as may be identified to be necessary to reduce the risk of injury, so far as that is reasonably practicable.
- Ensuring that 'safe systems of work' are in place;

(iv) Review the assessment and revise it if necessary

Having implemented the controls, ensure that they are periodically reviewed and revised.

Where the risk assessment establishes that funding is required to implement improvements they shall be met from the departmental budget. In the event that financial resources do not permit such action, the matter must be referred without delay, to the next level of management.

Section 3 - Staff/Pupil Responsibilities

Staff and students have a responsibility not to undertake any manual handling activities that may cause themselves or others harm and adhere to the information, instruction and training provided. They must immediately bring instances having the potential to cause harm to the attention of their immediate line manager.

Section 4 - Manual Handling Risk Assessments and Training

The School Leadership Team shall ensure that no member of their staff undertakes risk assessments until trained to do so and that personnel undertaking manual handling duties are provided with sufficient information, instruction and training and, where appropriate, equipment to undertake tasks safely.

The Estates Manager is available to assist with the identification of the need for, and the undertaking of, risk assessments and wherever possible, provide the training identified to be necessary. He shall also provide advice and

assistance to managers and those undertaking risk assessments, on the action they need to take to ensure the safe execution of manual handling activities undertaken by them, or on their behalf.

Section 5 - Monitoring Compliance with the Requirements of this Policy

The duties prescribed under this Policy are designed to ensure the safety of personnel. All staff have an absolute duty to comply with any Health and safety Policy

‘Safe System of Work’

This will include the requirement for information, instruction and training and may also include elements such as are identified below which may only be possible to determine in the light of the actual situation, on the spot, at the relevant time:

- A physical environment that is ‘safe’ in which to undertake specific tasks.
- The sequence in which tasks may need to be undertaken.
- The provision of an adequate level of supervision.
- The provision of written instructions.
- The provision of the correct equipment.
- Such other measures as may be appropriate based on the level of risk involved.

GUIDANCE ON CONDUCTING A MANUAL HANDLING RISK ASSESSMENT

Introduction

This Appendix to the School Manual Handling Policy and Procedure explains how to conduct a manual handling risk assessment. The text is largely taken from the Health and Safety Executive’s publication *Manual Handling (Manual Handling Operations Regulations 1992) - Guidance on the Regulations*

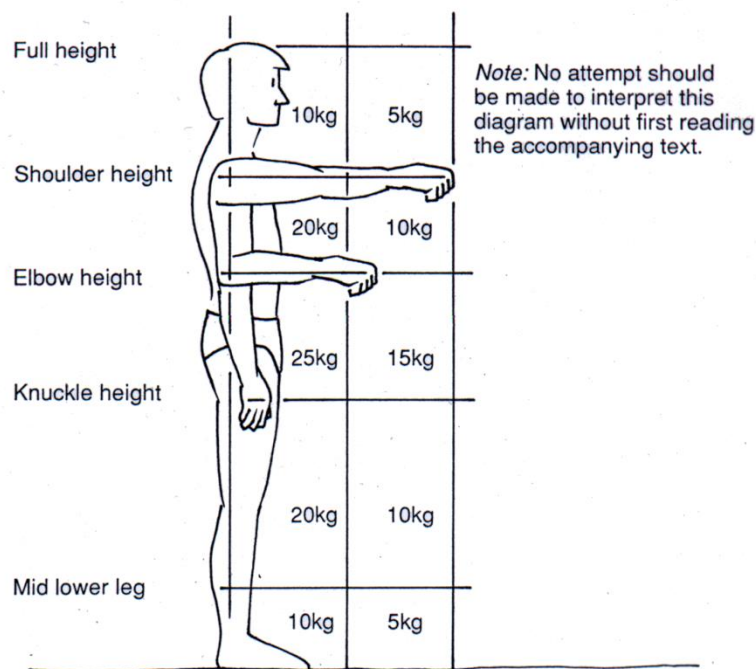
Although this information will enable straightforward manual handling risk assessments to be undertaken, reference should be made to the HSE publication (and the School Health and Safety Coordinator) in the event of a detailed or complicated assessment needing to be completed. Copies of the HSE publication are available from the Health & Safety Coordinator

Undertaking Risk Assessments - the Stages

You must firstly identify the manual handling operations that cannot be avoided and which present the potential to place staff and/or students at risk. This does not mean that every task needs to be assessed and the Health

and Safety Executive have developed a filter to screen out straightforward cases. The filter (Figure 1) is based on a set of numerical guidelines that provide an approximate boundary within which a load is unlikely to create a risk of injury sufficient to warrant a detailed assessment. It is believed that the use of the guidelines will provide a reasonable level of protection to around 95% of men and women. However, even those operations lying within the boundaries identified should be avoided or made less demanding wherever it is reasonably practicable to do so.

Figure 1



Guidelines for lifting and lowering (refer to Figure 1)

The guidelines assume that the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position. They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. For example, if a load is held at arm's length or the hands pass above shoulder height, the capability to lift or lower is reduced significantly.

The basic guideline figures for identifying when manual lifting and lowering operations may not need a detailed assessment are set out in Figure 1. If the handler's hands enter more than one of the box zones during the operation, the smallest weight figures apply. It is important to remember, however, that the transition from one box to another is not abrupt; an intermediate figure may be chosen where the handler's hands are close to a boundary.

Where lifting or lowering with the hands beyond the box zones is unavoidable, a more detailed assessment should always be made.

The basic guideline figures for lifting and lowering are relatively infrequent operations - up to approximately 30 operations per hour. The guideline figures will have to be reduced if the operation is repeated more often. As a rough guide, the figure should be reduced by 30% where the operation is repeated once or twice per minute, by 50% where the operation is repeated around five to eight times per minute and by 80% where the operation is repeated more than 12 times per minute.

Even if the above conditions are satisfied, a more detailed risk assessment should be made where:

- (a) the worker does not control the pace of work;
- (b) pauses for rest are inadequate or there is no change of activity which provides an opportunity to use different muscles;
- (c) the handler must support the load for any length of time.

Guidelines for carrying

Similar guideline figures apply to carrying operations where the load is held against the body and is carried no further than about 10 m without resting. If the load is carried over a longer distance without resting or the hands are below knuckle height then a more detailed risk assessment should be made.

Where the load can be carried securely on the shoulder without first having to be lifted (as for example when unloading sacks from a lorry) the guideline figures can be applied to carrying distances in excess of 10 m.

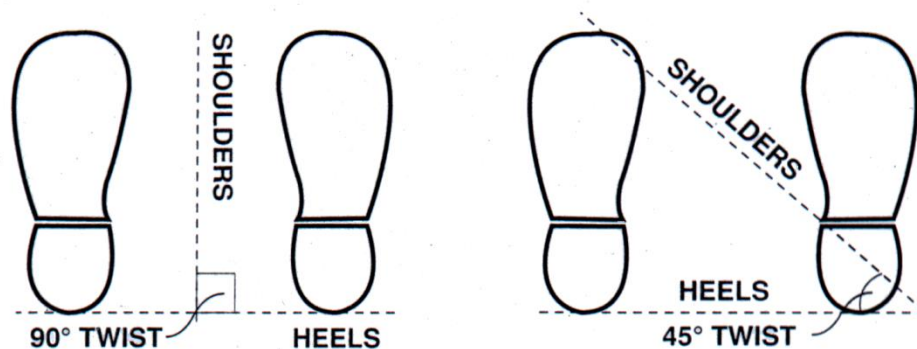
Guidelines for pushing and pulling and for handling while seated.

In the event of operations involving the pushing, pulling or handling of loads while seated needing to be risk assessed, then information on the guidelines applicable to these operations is available from the College Health & Safety Adviser.

Other considerations: Twisting

In many cases, manual handling operations will involve some twisting (see Figure 2) and this will increase the risk of injury. Where the handling task involves twisting and turning, therefore, a detailed risk assessment should normally be made. However, if the operation is relatively infrequent, and there are no other posture problems then the filter can be used. In such cases, the basic guideline figures shown above should be reduced if the handler twists to the side during the operation. As a rough guide, the figures should be reduced by about 10% where the handler twists through 45°.

Figure 2



Remember: The use of the guidelines does not affect the employer's duty to avoid or reduce risk of injury where this is reasonably practicable. The guideline figures should not, therefore, be regarded as safe weight limits for lifting. They are an aid to highlight where detailed risk assessments are most needed. Where doubt remains, a more detailed risk assessment should always be made. Even for the majority of fit, well-trained individuals working under favourable conditions, operations which exceed the guideline figures by more than a factor of about two may represent a serious risk of injury. Such operations should come under very close scrutiny.

Over a quarter of all accidents reported nationally each year are associated with injuries caused during lifting and handling work and the Manual Handling Operations Regulations 1992 are designed to reduce this total. The legislation primarily affects employees, not pupils, but pupils should never be required to undertake manual handling operations likely to cause injury.

The employer should comply with its statutory duty to avoid the need for manual handling operations involving a risk of injury, so far as is reasonably practicable. (Manual handling operations are not banned). Assessments of the risks in those manual handling operations which cannot be avoided should be carried out.

A large number of manual handling operations go on each day at School and in the offices. The intention is to target operations which cannot be eliminated and which are liable to present a risk of injury and it is this category which will be given further specific assessment.

Specific assessments will consider the factors below. An assessment is simply a way of analysing the risks and pointing the way to practical solutions.

- The task
- How will the load be manipulated?
 - What posture will be adopted?

- Is stooping or stretching involved?
 - What distance is the load to be handled?
 - How many similar tasks are to be carried out?
 - How many people are involved?
- The load
- Weight
 - Bulk or size
 - Stability, centre of gravity
 - Is it sharp or difficult to grasp?
- The environment
- Amount of space around the operation
 - Type of floor or work surface
 - Lighting etc.
- Individual capability
- Adequacy of training
 - Strength of person
 - Male or female and age
 - Existing health problems of the employee
 - If female, whether 'new' or expectant mother (see section on risk assessment).

The assessment will indicate the best way to reduce the risk of injury. A typical list of measures to be considered is:

- Eliminate
- Automate
- Mechanise with handling aids
- Share the load
- Reduce the weight of individual items
- Train the employees concerned.

- **MINIBUSES**
(see separate policy)

- **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

This employer will:

- Provide PPE to employees (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means

- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Maintain the PPE and provide suitable accommodation for storage
- Ensure that the PPE is properly used (by training and instruction as necessary).

The Estates Manager, members of the School Leadership Team and Subject Leaders are required to assess where and how PPE should be used and maintained.

PPE for use at work should only be supplied if it is certified as complying with a relevant standard and 'CE' marked. A competent PPE supplier should always be chosen.

Maintenance of PPE can involve cleaning, disinfection, testing, examination, repair (and replacement).

The employer should ensure that suitable storage for PPE is provided so that the PPE can be safely and hygienically stored when it is not in use.

Users of PPE should be instructed/trained in the following:

- The risk which the PPE protects against.
- How to use the PPE. (If tight fitting respiratory protective equipment is used as a COSHH control measure then fit testing is required.)
- The way in which the PPE is to be maintained and stored

Training records should be kept.

Employees have duties to use PPE in accordance with the training and instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

Eye Protection

EN 166 (and the rather aged British Standard 2092:1987) provides for grades of eye protection, varying from the basic impact grade to protection against chemicals, dust and molten metal. The specified use for any particular eye protection is indicated by an addition (number or letter) after the standard number but if no number appears after the Standard number then the eye protection is for basic use.

Three kinds of eye protection are suitable for chemical hazards found in schools -

- Safety spectacles (EN 166.F or BS 2092 basic grade) - these do not offer complete protection against splashes from the sides or below.
- Goggles (EN 166.3 or BS 2092 'C') - these provide virtually complete protection against splash injury to the eyes.
- Face shields (EN 166.3 or BS 2092 'C') - these protect the whole face.

In schools spectacles to EN 166.F or BS 2092 are suitable for most of the operations in which pupils are engaged. However, goggles must be available and must be worn when there is a particular risk and face shields should be worn when large quantities of chemicals are dispensed, used, disposed of, or cleared up after spillage or when significant damage to the face could occur. Suitable spectacles, goggles or face shields must be worn by employees, technicians, pupils, visitors, and others whenever they observe or take part in any operation involving chemicals (including operations and experiments in fume cupboards), or wherever there is a reasonably foreseeable risk of dust, sparks, chemical splashes or flying particles injuring the eyes. Face shields may be needed for a small number of 'A' level experiments.

Art, craft and other activities such as pesticide spraying and use of a strimmer can also give rise to risks to the eyes and therefore the need for adequate protection.

The eye protection supplied must not only protect against the risk but must also be suitable and comfortable for the wearer.

Protective Clothing

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in workshops, laboratories, rooms used for technology and other practical subjects, and during cleaning, maintenance, kitchen and grounds work.

Safety footwear should be supplied as necessary.

- **PUPIL SUPERVISION**
(see separate policy)

- **PREMISES**

Workplace Health, Safety and Welfare Regulations concern basic workplace conditions and include the following requirements:

- Ventilation - workplaces need to be ventilated with air which is, as far as possible, free of impurity.
- Temperature - normally this should be at least 16 degrees Celsius. One or two thermometers should be available to enable the temperature to be taken by any employees who wish to do so.
- Lighting - this will be sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians must be lit after dark.
- Cleanliness - floors and indoor traffic routes should be cleaned at least once per week.
- Window cleaning - only window cleaners who are competent to clean safely should be appointed.
- The employer recognises that it has duties to ensure safe access and egress to the windows, to ensure that any contractors' employees are not affected by the environment they are working in (such as adjacent chemicals or machines).
- Room dimensions and space - a minimum space of 11 cubic metres per person is normally required but this does not apply to rooms used for classes and meetings.
- Workstations and seating - will be safe and comfortable (requirements for users of display screens are covered separately).
- Conditions of floors and traffic routes - these will be kept in a safe condition and have anti-slip qualities in high risk areas. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access.
- Low level glazing - all areas in which there is low level glazing (including Georgian wired) have been inspected; risk assessments have been carried out to identify all non-safety glass which by its location creates risk to employees or others; and a programme of protection/upgrading has been introduced for all non safety low level glazing located in areas where there is a significant risk of injury occurring.

- All new buildings, extensions and repairs to existing buildings involving low level glazing are to use glazing to standards recommended in the current edition of the Building Regulations.
- Provision of guarding or other protection - this is required at any place where any one might fall 2 metres or more e.g. from a window.
- Signed gas shut-off valves and electric isolation switches should be provided in the high risk areas and departments.
- A high standard of tidiness must be maintained.
- Sanitary provisions - the legislation lays down the minimum numbers of sanitary conveniences to be provided for people at work, e.g. from 6 - 25 employees - 2 water closets and 2 hand wash basins, for 26 - 50 employees - 3 water closets and 2 hand wash basins. This regulation does not apply to the pupils as they are not covered by the legislation.
- Facilities - accommodation for employees' clothing and facilities for rest and eating meals shall be provided.
- Smoking shall be prohibited.

The Workplace and Associated Equipment, Devices and Systems should be maintained in an efficient working order and in good repair.

A workspace inspection shall be arranged on an annual basis and a written defect notification procedure organised.

- **RECORDS**

Health and Safety records are required to be maintained for a wide range of reasons. They are to be kept by law for lengths of time up to 40 years. Examples of records that must be maintained are: accident and Incident Reports, Investigations, Policy and related documents, Risk Assessments, Training records and anything else that clearly relates to the health and safety of any employee, pupil, member of the public or contractor.

- **SECURITY AND LONE WORKING**
(see separate policy)

Personal security should be the subject of written and ongoing risk assessment. The employer should liaise with the police as and when necessary.

As far as is reasonably practical premises should be secure, access should be controlled and trespassing on the premises should be prevented. To help

achieve this end the cooperation and vigilance of employees and others is required but no one must place themselves in personal danger.

Anything untoward seen or suspected on or near our premises should be reported and a written record should be kept of all incidents of trespass or violence.

- **SPORTS, GAMES AND ACTIVITIES - NON CURRICULUM**

It is not unusual for non curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these (for instance D of E, community service, rugby, fencing and swimming), should be competent and if necessary holders of recognised qualifications.

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing.

- **STATUTORY NOTICES**

"Health and Safety Law" posters ISBN 9780717663699 are displayed.
Current Certificates of Employers Liability Insurance are displayed.

- **STRESS MANAGEMENT**

Introduction

Stress may give rise to ill health conditions that can occur when there is an unresolved mismatch between perceived pressures and the ability to cope. Management recognises that pressures at work can trigger illness.

To alleviate perceived pressures as far as is practicable employees should be involved in problem solving processes.

In addition, strategies have been developed on the following topics:

- Induction training, career development and training, workload, resources, and relations with disruptive pupils
- Management style, and methods of communications
- External factors (such as political and community expectations).

Risk Assessment

Regular risk assessments for potential stressors should follow the five steps to risk assessment process. Factors to be considered by assessors are:

- Demands - such as workload and fear of exposure to physical hazards
- Control - the degree of control an employee has in the work that they do
- Relationships- in particular harassment or bullying
- Change - in the way organisational change is managed and communicated
- Role - whether an employee understands their role, in particular if any employee has conflicting roles.
- Training - whether training has been provided to enable employees to undertake the core functions of their job
- Support - provided by peers and line managers
 - Individual - whether allowance has been made for individual factors differences.

Individual employees or groups of employees

Assessment should also be carried out on request from an individual employee, when an employee has been absent on a stress related illness and where an individual job with a high level of stress has been identified.

- **SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations 2004 apply to activities where hazardous substances are used and to activities which produce hazardous substances.

Hazardous substances are often used in science, art, pottery, technology, cleaning work, office work, maintenance work and grounds work. Additionally, hazardous substances can be produced by work such as woodworking (dusts) and welding (fumes) and legionella bacteria may reproduce in hot and cold water systems.

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including pupils) are exposed. Model written assessments are available for some areas of work, e.g. CLEAPSS Risk Assessments (for technology) and CLEAPSS Hazards (for chemistry), and these can be used if they are customised for the particular circumstances found in the school. However it is likely that for many hazardous substances models will not be available and therefore full risk assessments will have to be prepared. After evaluation of the risks the Regulations require provision and maintenance of control measures, and if appropriate, monitoring of exposure and health surveillance.

Hazardous Substances will often comprise:

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents
- Dust of any kind when in significant quantities in air
- Substances similar to those above.

Assessment of Risk to Health

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. A form, which can be used for written assessments, appears at the end of this section.

Within curriculum areas (in particular Science, DT and Art) then **Subject Leaders** are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, Substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (the “COSHH” Regulations).

In all other areas the School’s nominated person responsible for substances hazardous to health is **The Cleaning Supervisor and Catering Manager (both employees of Sodexo Limited)**.

All nominated persons shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances. Technical information is available from the suppliers of the substances and this should be obtained and used as a basis for assessment. Workplace exposure limits must be identified and taken into account, as an indicator of risk.
- All chemicals are appropriately and securely stored out of the reach of pupils
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance in Managing Ionising radiations and radioactive sources.

The member of staff in charge of radioactive sources (RPS) is the Subject Leader for Physics who is responsible for ensuring all records pertaining to radioactive sources are maintained. The Subject Leader for Physics will be responsible for appointing a competent person to inspect all radioactive substances in accordance with CLEAPSS, the Ionising Radiations Regulations 1999 and the Environmental Permitting (England and Wales) Regulations 2010

Assessment **MUST** consider:

- Whether it is practicable to use a non-hazardous or a less hazardous substance
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved

- Risks associated with storage and spills of substances - spill kits will be needed in some areas.

Collections of hazard data, even CLEAPSS model assessments if not clearly 'personalised', or the use of risk assessments not designed for the particular work undertaken are insufficient risk assessment to fulfil the requirements of the law.

Control of Exposure

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV), for woodworking machines and for brazing processes and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided to supplement any control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

Maintenance of Control Measures

Control measures including PPE must be well maintained.

Engineered controls must be thoroughly examined and tested. In the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

Monitoring of Employees' Exposure

Monitoring of exposure shall be carried out when it is necessary to ensure that exposure is being adequately controlled. Records of the monitoring carried out shall be kept for at least 40 years in the case of the personal exposures of identifiable employees/others and for 5 years in any other case.

Information, Instruction and Training

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.

Conclusions

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form follows on the next page. Heads of departments and managers may wish to make use of this or prepare their own.

COSHH ASSESSMENT FORM

Area:

Procedure:

Substances and Hazards (including any WEL):

Control Measures Necessary:

Checks on Controls:

Disposal Procedures:

Emergency Action:

Conclusions:

Name of Person Carrying out Assessment:

Date:

- **VEHICLES MOVEMENT ON SITE**
(see separate policy)

- **VISITORS**

A thorough attempt is made in this policy to identify all relevant and specific areas of risk and the measures needed to control the risks to employees and other persons affected. In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on our property, must be carried out in accordance with the requirements of both this policy and the law.

In addition, all visitors will need to be given safety information.

Visitor's books should be maintained and visitors should be required to sign 'in' and 'out'.

- **VISITS AND ACTIVITIES OUT OF SCHOOL**
(see separate Educational Visits Policy)

- **WOODWORKING MACHINERY**

As with many machines, it is not possible to fully guard woodworking machinery. Safety is achieved by a high standard of guarding, provision of safety devices and stop buttons and ensuring that operators are properly trained and competent.

The only persons permitted to use woodworking machines in the school are those who are competent and authorised to do so or who are under adequate supervision.

Locked doors, key switches for the mains power and key switches for the machines themselves shall be used to ensure that unauthorised persons do not have access to the machinery.

Pupils are not to be allowed to use either circular saws of any type or planeing machines.

Adequate space shall be provided around woodworking machines. Space of one metre more than the maximum length of material to be machined on three sides of the machines shall be provided.

Workshops shall have a sound, level floor with anti-slip qualities. Adequate lighting shall be provided.

Except for hand-held machines and portable machines, all woodworking machines shall be securely fixed to a floor or bench when in use. Each machine shall be provided with a recessed start button and a larger, mushroom-headed stop button.

A written risk assessment must be produced to indicate all risk control measures (including the appropriate dust control measures) such as:

- No power sanding using fixed equipment shall be carried out indoors unless the machine is fitted with dust extraction facilities
- Circular sawing machines of any type and planer/thicknessers shall be fitted with extract facilities unless use is very intermittent
- All extraction facilities shall be thoroughly inspected and tested every 14 months. Records of such inspections and tests should be maintained.

Guards and safety devices (including emergency stop buttons) are the day to day responsibility of the user. Formal recorded safety inspections are to take place at least each term.

Maintenance shall be regular and recorded.

- **WORK EQUIPMENT**

All staff are required to report to **the Estates Manager** any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/ disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, organised by the **Estates Manager**.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum - Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Subject Leaders will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Fume Cupboards - The Estates Manager will be responsible for ensuring that all fume cupboards and extraction systems are serviced annually in accordance with the Control of Substances Hazardous to Health Regulations (2004) (COSHH) and all records kept for 5 years.

See below, table of equipment and commentary:

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g., ladders	Estates Manager	Caretakers	Estates Manager	Ladders termly
Catering/cleaning equipment including hand tools	Catering Manager/ Estate Manager	Catering and cleaning staff	Catering Manager	School to determine following manufacturers advice
Grounds maintenance equipment	Estates Manager	Caretakers	Caretakers	Annually
Gas appliances (includes school, boilers)	Estates Manager	Caretakers	Contractor approved by Estates Manager	Annually
PE and play equipment	Estates Manager	All PE Staff	Contractor approved by Estates Manager	Annually
LEV, dust extraction /fume cupboards	Head Of Science	Science Staff	Approved contractor	14 monthly(max) Records of these examinations must be kept for a five year period.

Technology Equipment	Head Of Tech	Technology Staff	Approved contractor	Yearly
Art/Design Equipment	Head of Art	Art Staff	Approved contractor	Compressors - annual
Portable electrical equipment	Estates Manager	All Staff	External Electrician	Yearly

- **CONTRACTORS²**

GENERAL

Contractors are routinely employed to work on the installation, modification and maintenance of plant and equipment and in building operations and they must be aware of the health and safety standards they have to achieve. It is specifically noted that the term contractor includes both conventional contracting companies (such as a construction contractor) and any other form of contractor including individual persons undertaking work for the School as part of a contract.

The Law and the Contract

The Health and Safety at Work etc. Act 1974 places duties on the employer and the contractor to protect the Health and Safety of their own employees and other people who may be affected by work. When a formal contract is used it can play a useful role in defining the rights and responsibilities of each party and when agreeing contracts adequate time and money must be allowed for properly addressing health and safety issues.

Selecting a Contractor (A contractor questionnaire follows at the end of this section. The questionnaire must be used before engaging a contractor.)

A potential contractor must supply a copy of his health and safety policy and any relevant risk assessments and/or method statements. These need to be evaluated to ensure that they are compatible with this policy and appropriate for the particular work to be undertaken and its location. The documents should adequately cover the risks in the work to be carried out and detail the precautions necessary to eliminate or satisfactorily control the risks.

To select a ‘competent’ contractor other indicators should be evaluated, such as inclusion in ‘approved lists’, past performance, work undertaken elsewhere,

²Section 5 on Construction Projects may also be relevant.

membership of trade bodies, accreditation by trade bodies, general health and safety awareness, and commitment to recognised codes of practice.

Contractors should be able to demonstrate that their employees are competent in health and safety matters. This applies to senior managers as well as those who will supervise on site.

Contractors invited to submit tenders shall be made fully aware of the standards of health and safety management expected of them, the following are examples of the items regarded as important:

- Clearly established parameters for everyone involved, including sub-contractors where appropriate;
- Employees and pupils' requirements in terms of access and egress and playground facilities etc;
- The need for ongoing exchange of knowledge concerning risks (written method statements and risk assessments);
- When contractors are to use our equipment the equipment must be safe and properly maintained at handover, thereafter the contractor should be given the responsibility for the equipment and its safe use. However it is not our policy to lend contractors any of our portable equipment.
- Evacuation and emergency procedures which should be discussed and posted and employees and sub-contractors etc should be made fully aware of these.

During the work there should be no doubt as to who is managing health and safety. A senior manager should be nominated to liaise with the contractor or his nominee on a day to day basis and to monitor performance.

On contract completion matters relevant to ongoing health and safety should be properly verified and any relevant documentation should be passed over including test certification, safe operating procedures, maintenance routines etc.

The results of safety monitoring exercises should be exchanged.

Essential Information for Contractors

Contractors should be given information concerning:

- These Health and Safety Policy arrangements and any local rules, so that they can be complied with as necessary- that is that all

contractors and their employees must have clarity about whose H&S rules they are working to—those of the contractor, where adequate, those of the School or some extension of either to cover special and local circumstances

- Items identified as necessary for health and safety
- All relevant hazards known to the occupier of the premises (such as the extent of areas where asbestos, flammable liquids, chemicals are present) and, where necessary for clarification, technical documentation and diagrams should be provided to the contractor.

Arrangements for matters such as site demarcation, site access, the use of plant and equipment and the control of exposure to hazardous substances should always be clarified.

It is to be a condition of all contracts that the contractor should appoint a senior member of his staff to maintain liaison with local management.

Contracts should require the contractor to produce information about any sub-contractors to be used and the methods to be employed to control the health and safety performance of these sub-contractors.

Planning the Work

Successful use of contractors requires effective management and planning. Health and safety matters are best considered at the planning stage.

The premises occupier and the contractor should consider together:

- Premises/operations which could affect the contractor's work, all known hazards must be brought to the contractor's attention
- How the contractor's work may affect employees and users of the premises. Written method statements to control risks may be necessary
- Which party has overall responsibility for the control of work on site and control of sub-contractors, those with overall control usually have responsibility for health and safety and this must be clear
- Whether health and safety responsibility is fully and clearly defined, even if work areas are not, e.g. during commissioning of

newly installed plant, or when several contractors are working concurrently.

- Arranging regular site meetings between the contractor's appointee and the premises representative to ensure that good communications are maintained.

Information

The contractor should ensure that his own employees and any sub-contractors are informed of the rules for safe working, the local hazards and necessary precautions. All involved should be clear about the delineation of the contractors' area of work and any restricted areas. There should be no confusion over the procedures for contractor's employees during an emergency, e.g., when the fire alarm sounds.

PRACTICAL GUIDANCE ON SAFE WORKING PRACTICES BASED ON HEALTH AND SAFETY EXECUTIVE ADVICE

The Education Services Advisory Committee of the Health and Safety Commission (HSC) has produced a comprehensive set of guidelines "Building Contracts Undertaken on Educational premises - Strategies for the Health and Safety of Staff and Pupils" on matters which need to be taken into account when building works are being carried out on school premises.

Pupils need to be made aware of any risks presented by contract works and additional supervision at break-time and lunch-time may be required.

The guidelines stress the need for health and safety to be given a high priority when building works etc. are being planned. Proper account must be taken of the needs and requirements of the school for example:

- Access/exit to premises from the street
- Access/exit to and within the buildings
- Playing facilities
- Service arrangements, e.g. food and stores deliveries
- Access routes for Emergency Services.

The HSC expect certain matters to be discussed before work commences. Examples are:

- Access/exit requirements from the street and to and within the buildings
- Proposals for the use of scaffolding and ladders
- Proposals for separating the work areas from open access areas
- Proposals for the positioning and fencing of skips and storage areas
- Any dangerous, noxious or offensive substances or processes to be used and the contractor's proposals for protecting staff and pupils
- Proposals for the contractor's essential services (sanitation, telephone, power, parking etc)
- Whether visitors to the building works need to report to the school office as well as to the site office.

The HSC say that during the course of the work, if the school feels that if the contractor is disregarding safety procedures, or that staff or pupils will be put at risk by the contractor's actions, the school's representative should, if there is an imminent risk to staff and pupils, remove them from the area and then immediately consult directly with the responsible contractor with a view to eliminating the risk.

On no account should specific advice be given by the school on matters which appear to be giving rise to risk.

Summary of the detailed recommendations of the HSC in respect of different types of work:

Work Sites

- Wherever it is reasonably practicable to do so, work areas should be physically separated from areas used by staff and pupils etc. and if possible should be enclosed within a boarded or sheeted perimeter fence at least 2 metres high.
- The contractor should take precautions to eliminate so far as is reasonably practicable the dangers to staff and pupils arising from the movement of all contractors' vehicles about the site.
- Parts of the site that must remain open to the school or public should be provided with all necessary footways and guard rails to ensure safe passage.
- Fire exits must be kept clear at all times.

Access Equipment

- When ladders, scaffolds, cradles, etc., are to be in position for less than a working day a clear demarcation of warning tapes should be provided and maintained at least 2 metres clear of the equipment. During this period the equipment must not be left unattended. When such items of equipment are erected and positioned for more than a working day a substantial barrier should be provided and maintained to prevent unauthorised access.
- All scaffolds, hoists etc. should only be erected or dismantled when the surrounding areas are clear of staff and pupils. Similarly, mobile scaffolds and ladders should only be moved in occupied or open access areas when these are clear of staff and pupils
- Ladders and ropes should be secured out of reach of children and unauthorised people.

Overhead Working

- When work is undertaken at heights above or adjacent to occupied rooms or access areas the occupants/passers-by must be given all necessary protection or such rooms/areas should be taken out of use for the duration of the work.

Excavations

- All excavations in open access areas must be covered while they are not in immediate use. All excavations more than one metre deep must be fenced and appropriate warning signs erected.

Substances

- The contractor should provide the school with relevant information on any hazardous substance to be used on site which might present a risk to the health and safety of staff and pupils. Matters to be considered include storage, restrictions on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor etc.
- If any of the contractor's work involves the disturbance of asbestos, amongst other things, a written method statement should be agreed by all parties before the work begins. If work being undertaken encounters asbestos it should be left undisturbed and the school contacted immediately.

Stripping Paint

- All paint work which is to be stripped should be treated as containing lead unless it is proved to be or is known to be lead-free

Contractor Safety Questionnaire

Please complete the following sections and supply the relevant information as requested.			
<u>1</u> Company address and contact details			
<u>2</u> Please supply a chart showing your company health and safety organisation.			
<u>3</u> Who in your organisation is ultimately responsible for health and safety?			
Name	Position	Contact Details	
<u>4</u> Who in your organisation is responsible for the management of health and safety?			
Name	Position	Contact Details	Qualifications
<u>5</u> Please supply a copy of your organisation's safety policy arrangements relevant to this work.			
<u>6</u> Supply details of relevant health and safety training which has been provided to any company personnel in the last 12 months. (Attach copies of certificates and competence cards) <i>Please use separate sheet if required.</i>			
Course	Training Provider	Dates	
<u>7</u> Does your organisation use sub-contractors?			YES
<u>7</u> Does your organisation use sub-contractors?			NO
If YES please outline how you ensure the competence of them.	 		

8 Complete the following table with the number of accidents/incidents within your company over the last 2 years.				
Year	Fatalities	Major Accidents	Dangerous Occurrences	Over 3 day lost time accidents
9 Complete the following table with the number of enforcement notices issued and prosecutions over the last two years. (use separate sheet if required)				
Year	Notice	Details	Remedial Action	
10 Supply details of relevant trade/professional associations that the organisation subscribes or belongs to.				
11 Supply contact details of two organisations that you carry similar works out for.				
Contact Name		Contact Name		
Address		Address		
Telephone		Telephone		
Fax		Fax		
Email		Email		
Nature of Contract		Nature of Contract		
12 Supply evidence of the following insurances				
	<u>Expiry Date</u>		<u>Expiry Date</u>	
Employer's Liability		<u>Public Liability</u>		
<u>Contractors All Risk</u>		<u>Professional Indemnity</u>		
13 Questionnaire completed by				
<u>Name</u>	<u>Address</u>			<u>Position</u>
<u>Signature</u>		<u>Date</u>		
