

PERRYFIELDS HIGH SCHOOL

"Together We Achieve Excellence"



Health and Safety at Work

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Perryfields High School

Health and Safety at Work

General Statement

This policy is issued in accordance with the Health and Safety at Work Act (1974) and subsequent legislation. It supplements Sandwell's Organisation and Arrangements for Health and Safety at Work. (September 2007).

The Governing Body:

- fully accepts its obligations with regard to the health and safety of Perryfields High Maths and Computing College, its employees, contractors, clients, customers and pupils.
- is committed to matters of health and safety having an equal place alongside all education activities within the school.
- fully upholds the commitments laid down in the Children's and Young Peoples Service and Corporate Health and Safety Policy.
- recognises that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.
- will ensure that all employees within the school have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.
- will ensure that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.
- where required will develop safe systems of work that become an integral part of the school ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organizational weakness and action taken to ensure continued development and improvement.
- will co-operate with auditing of health and safety management systems, and implement the recommendations of such audits.

This policy and the Children's and Young Peoples Services Health and Safety policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of, Perryfields High Maths and Computing College that the high standards we set ourselves will be achieved.

Signed: C.Gallant
Carole Gallant - Chair of Governors

Date: January 2018

Policy Objectives

These are the Perryfields High Maths and Computing College objectives:

- To work towards the prevention of occupational injury and ill health to all members of staff and pupils.
- To ensure that those using the school premises are not subjected to unacceptable risk as a result of activities of the school.
- To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- To actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in this policy.
- To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.
- 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.

Head Teacher Responsibilities

- To be familiar with the content of the Corporate and the Children and Young Peoples Service Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
- On behalf of the Development Director of Children and Young Peoples Service to ensure that these policies and relevant legislation are implemented.
- To ensure that all employees carry out their health and safety duties and responsibilities.
- To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- To demonstrate commitment by taking a proactive approach in health and safety matters.
- To delegate the role of Competent Person to the Assistant Head Teacher and assisted by Site Manager and/or Network Manager.
- In the absence of the Head Teacher, these responsibilities will fall to the Assistant Head Teacher.

Assistant Head Teacher and Site Manager / Network Manager Responsibilities

- To report to the Governing Body and Head Teacher/Assistant Head Teacher all relevant Health and Safety issues.
- To be a member of the Governors' Finance and Operations Committee.
- To ensure that all relevant staff identify hazards within their area of responsibility.
- To ensure that all Key Personnel carry out risk assessments and implement appropriate control measures within their area of responsibility in accordance with the policy and legislative requirements.
- To ensure that all Key Personnel take into account the health and safety of any person likely to be affected by works undertaken within their area of responsibility (such works, including employees and non-employees).
- To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified and subsequently reported to the Governing Body.
- To involve relevant employees in the risk assessment process.

- To ensure the effective use of resources in order to achieve health and safety objectives.
- To attain as a minimum the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
- To ensure that all employees working within the school, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
- To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid re-occurrence.
- To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
- Site Manager / Network Manager to assist the Assistant Head Teacher.
- In the absence of the;
 - Assistant Head Teacher these responsibilities will fall to the Site Manager and/or Network Manager overviewed by the Head Teacher.
 - Site Manager and/or Network Manager these responsibilities will fall to the Site Manager and/or Network Manager and overviewed by the Assistant Head Teacher / Head Teacher.

Key Personnel Responsibilities

- To carry out risk assessments in their area of responsibility.
- To review and assess the impact of policies for their area of responsibility.
- To report to the Assistant Head Teacher &/or Site Manager and/or Network Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by activities being undertaken in their area of responsibility.
- Key Personnel – HOD DT / ART / PE / Science / Site Manager

All Employees Responsibilities

- To exercise effective supervision over all those for whom they are responsible, including pupils.
- To be familiar with the contents of the School, Corporate and Children and Young Peoples Service Health and Safety Policies and any other policies affecting their areas of activity.
- Co-operate to ensure the implementation of the School, Corporate and Children and Young Peoples Service Health and Safety Policies and all relevant policies, procedures and safe systems of work.
- To assist as required with the carrying out of risk assessments.
- To report to their line manager and/or Site Manager and/or Network Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by activities being undertaken.
- To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
- To report to their line manager and/or Site Manager and/or Network Manager if for any reason instructions on health and safety cannot be implemented.
- To cease work where there is imminent danger of harm, and to report immediately to their line manager and/or Site Manager and/or Network Manager.
- To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
- To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.

- To report to their line manager and/or Site Manager and/or Network Manager, equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
- To report to their line manager and/or Site Manager and/or Network Manager, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Children and Young Peoples Service procedure.
- Not to interfere with or misuse anything provided for health, safety or welfare.
- To seek and offer advice as appropriate to improve health and safety performance.
- To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.
- To undertake on an annual basis the LA's 'In Line of Fire Training'

Finance and Operations Committee

(See Terms of Reference)

To ensure that Health and Safety is considered at a local level, school based health and safety matters will be dealt with by the Finance and Operations Committee.

This Committee will meet at least once a term. All members will be provided with copies of relevant Health and Safety documentation.

The main function of this Committee is to keep under review the measures taken to ensure the health and safety at work of employees, pupils and visitors. A specific objective of the Committee is to promote co-operation in instigating developing and carrying out measures to ensure health and safety at work.

Within this broad view, the specific function of the safety committee should:

- study accident reports and notifiable disease statistics and trends;
- study incidents of violence and aggression statistics and trends;
- examine safety audit reports;
- consider reports and information from the Health and Safety Executive;
- consider risk assessments;
- consider reports from safety representatives;
- assist in the development of safety rules and systems of work;
- inspections of the school as appropriate;
- promote and develop measures to ensure the Health, Safety and Welfare of employees.
- any other relevant Health and Safety issues.

A copy of the minutes of each meeting will be referred to the full Governing Body.

The Governing Body fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture within the school.

Arrangements for Health and Safety

Chair of Governors

The Chair of Governors is responsible for co-ordination of this policy and monitoring its implementation.

Governing Body

The Governing Body, through the Finance and Operations Committee, will consider all health and safety matters of concern brought to their attention. The Committee will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

Risk Assessment

Assessments will be carried out by nominated competent Key Personnel within the school and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation;

Risk Assessment forms are available from the Site Manager and/or Network Manager and/or Key Personnel and should be used to record risk assessments as appropriate.

For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

Carry out assessments required for Offsite, Residential or Out of Hours activities using Evolve

Staff should carry out assessments if they are carrying out activities in lessons that could be potentially hazardous i.e. science, DT, PE or Art

Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.

The following competent Key Personnel will be responsible for undertaking risk assessments:

Assistant Head Teacher, Site Manager and/or Network Manager, Head of Department

Employee Training

Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Children's Services health and safety plans, and
- (viii) the results of health and safety audits.

Accidents

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

Reporting:

- a. All employees are required to report all accidents.
- b. The school will maintain a supply of incident report forms for their employees.
- c. In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- d. In the following cases:
 - Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on Children and Young Peoples Service premises.

- Any person being taken from the scene of an accident to a hospital for treatment.
- Any of the dangerous occurrences listed in the Children and Young Peoples Service accident procedure.
- Any fire.

A report must be telephoned immediately to the Safety Officer on 0121-569 8160/3931.

An accident report form must also be completed.

The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

Investigation:

- (i) For every accident the Head Teacher / Assistant Head Teacher will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (i) The Head Teacher / Assistant Head Teacher may ask for the advice and/or assistance of the Safety Officer when completing investigations.

A detailed accident procedure is available on the Health and Safety Virtual Office.

Violence and Aggression

Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (ii) The school will maintain a supply of incident report forms for their employees.
- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the Safety Officer on 0121-569 8160/3931. An answer phone is in operation out of office hours. An incident report form must also be completed.

The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

For each incident of violence and aggression, the Assistant Head Teacher must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring. The completed form must be the relevant safety officer as soon as possible.

Physical Intervention (DfE CIRCULAR 10/98 EXTRACTS)

Staff should be aware of the danger from prosecution when they touch a pupil in anyway. The present climate of suing for assault leaves staff vulnerable, therefore they should assess the situation very carefully before making physical contact with a pupil. Staff should avoid situations where a pupil may resort to violence, such as placing a pupil under extreme pressure, or placing a pupil in a situation where there is no escape. Staff should not obstruct a pupil who is trying to escape from a room, unless they are going to endanger themselves or others.

All staff are advised to belong to representative organisation.

Where a pupil is posing a risk to the health and safety of others or themselves, staff may be required to use 'reasonable force' to deal with the situation.

Where a member of staff has found it necessary to use reasonable force, the Head or Assistant Head Teacher should be informed immediately. A record of the incident should be kept.

If a pupil of the school is found to be a significant risk to staff or pupils, an 'Individual Pupil Risk Assessment Form' should be completed by the appropriate Pastoral Achievement Leader (PAL) and Assistant Head Teacher.

Fire Procedures

Details of the schools fire procedures are contained within the Fire Risk Assessment File and Fire Log Book and Staff Handbook. A copy of evacuation procedures should be displayed in all classrooms and in the main school office. These will be updated as appropriate. The Fire Log Book will be stored in the School Office.

Suitable and sufficient Risk Assessment will be completed on an annual basis using the pro-forma in the Fire Risk Assessment File.

The Fire Log Book will be kept up to date and along with the Risk Assessment be available for inspection by any fire officer undertaking an inspection of the school.

Fire drills should be undertaken on a termly basis and recorded in the Fire Log Book.

Fires must be reported to the Health and Safety Unit on 0121-569 8160/3931 and an investigation carried out.

All staff are legally required to carry out 'In Line of Fire' training on an annual basis. This is reported to the Governors.

Other Serious or Imminent Danger

Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including school pupils and the public.

Employees who believe there is serious or imminent danger have the authority to take action accordingly.

Actions by employees, without further instructions from more senior employees, could include:

- a) Evacuation of a classroom/building.
- b) Isolation of part of a classroom/building.
- c) Closing off an access to a classroom or building.

In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.

The employee taking such action must inform the Head Teacher, Assistant Head Teacher, Site Manager and/or Network Manager, or member of the Senior Leadership team, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

School Security

The school is surrounded by a security fence which aims to eliminate unknown people being on the school site, as well as vandalism.

All access gates to the site will be opened at 7:30am by the site manager/ assistant caretakers. All apart from the main front gate will be locked at 8.50am. Gates will be re-opened at 3.00pm and locked at 3.45pm

All visitors to the school should sign in and wear a 'Visitors Pass'. Any adult not known by school staff, who are on site or in the corridors should be spoken too, in order to ascertain why they are in school. They should be directed to sign in at the main office, so that the appropriate member of staff can be contacted.

The school is covered by CCTV, which covers vulnerable points both in and outside the school. Signs indicating that CCTV is in operation are displayed. CCTV is also used in some classrooms to support teaching and learning.

- CCTV also covers the Isolation Room for staff and pupil security.

Any visitors to the school should be collected from reception once they have signed in and should not make their own way to the meeting place. They should also be escorted to reception after their business is completed.

If there are any people who are not legitimately on site, a member of the SLT should be alerted.

In the event of a break-in, the school's alarm system will be monitored by J F Poulton's, who contact the police and appropriate key holders. During holiday time, a member of the SLT will be on-call in the event of an emergency.

Lockers are in place for pupils who require them. (See Security of Personal Belongings Policy)

The school will regularly check and act on any security issues.

The school will follow the guidelines set out the LEA's policy 'School Security Policy and Guidelines'

All external doors have Mag Locks. They will be locked at 3.45pm and opened at 8.15am. All staff have an access card which they need to sign for. The school will follow the guidelines set out the LEA's policy 'School Security Policy and Guidelines'

FIRST AID ARRANGEMENTS

A sufficient number of first-aiders will be appointed by the school in order to attend to people injured or taken ill.

A suitable and sufficient risk assessment will indicate the number of first-aiders required.

The Assistant Head Teacher will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes.

The minimum contents of the First Aid box are as follows:-

- a) One Guidance leaflet
- b) Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- c) Two sterile eye pads, with attachment.
- d) Four individually wrapped triangular bandages (preferably sterile)
- e) Six safety pins.
- f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm).
- g) Two large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm).
- h) One pair of disposable gloves.

The following may also be kept in or near the First Aid box;

- a) Disposable apron.
- b) Scissors.
- c) Adhesive tape.
- d) Individually wrapped moist wipes.

Traveling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-

- a) One Guidance Leaflet.
- b) Six individually wrapped sterile adhesive dressings.
- c) One large sterile unmedicated dressing (approx 18cm x 8cm)
- d) Two triangular bandages.
- e) Two safety pins
- f) Individually wrapped moist cleaning wipes.
- g) One pair of disposable gloves.

The following will be the designated first aid personnel:

Thomas Arrowsmith, Kevin Price, Cate Young, Caroline Marton, Chris Briggs, Kay Davis, Dave Inman, Chantel Murray-Price.

All Lunch Time Supervisors have been trained in basic first aid.

Off-Site Visits

All visits that require pupils to be off site should follow the 'Off- Site and Educational Visits Policy'.

It is essential that appropriate risk assessments are completed by the trip organiser and that a first aid kit accompanies the visit, preferably with a named first aider, or nominated teacher with first aid responsibilities. All trip risk assessments are carried out on Sandwell Evolve Website

Staff should complete 'Evolve' for any out of hours, offsite or residential trips.

Protective Clothing and Equipment

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.

Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

Key Personnel must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.

It is the duty of all employees to report losses or defects in protective clothing and equipment.

The person issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (e.g. signature and name printed in capitals), dated at the time of issue.

The Head Teacher/Assistant Head Teacher must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

Control of Substances Hazardous to Health

Where there are any substances on the school premises that are hazardous to health, COSHH regulations should be followed (Science & DT use CLEAPSS). This is particularly important in areas such as science, design technology and art. It is the responsibility of staff to take these regulations in to consideration when planning lessons. The HOD for that area should check that this is being done as part of their monitoring process.

The Site Manager, Science Technicians, Head of Science, Head Cook and Cleaning Supervisor are responsible for ensuring that COSHH/CLEAPSS regulations are followed when using chemicals. Appropriate COSHH/CLEAPSS cards should be available in case of an incident.

Contractors and Service Providers

The Corporate “Guidance for Premise Managers” should be referred to by those with a responsibility for contractors.

The Premise Manager at the school is the Head Teacher.

The Deputy Premise Manager is the Assistant Head Teacher/Site Manager.

The Premise Manager/Deputy Premise Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.

Contractors must not start work on any site without first consulting the Premise Managers/Deputy Premise Manager.

Contractors must not be allowed to start work until the Premise Manager/Deputy Premise Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.

Should a contractor start work without permission or consultation, the Premise Manager/Deputy Premise Manager must take appropriate action.

- Inform the contractor of this policy in relation to contractors and/or,
- Stop the work until proper consultation has taken place and/or,
- Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.

The Premise Manager/Deputy Premise Manager must obtain the contractor's

- Risk assessment relating to the operation.
- Method statement for the operation.

The Premise Manager/Deputy Premise Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

There should be no hot works carried out on site unless special permission and certificates are granted by the LA.

Asbestos

The most common applications within the school where asbestos is likely to be encountered are: -

- fire breaks in ceiling voids;
- fire protection in ducts, firebreaks in wall panels/partitions, soffit boards, ceiling panels and around structural steel work;
- thermal insulation of pipes and boilers e.g. molded or preformed lagging;
- insulating boards used for thermal insulation, partitioning and ducts;
- some ceiling tiles;
- asbestos cement products, which can be fully or semi-compressed onto flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- certain textured coatings e.g. artex;
- bitumen roofing materials;
- vinyl or thermoplastic floor tiles;
- fume cupboards.

The Premise Manager/Deputy Premise Manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure of staff, pupils and contractors etc. to asbestos.

The Premises Manager/Deputy Premise Manager must attend "Asbestos Awareness" course to be in line with Sandwell LA Guidelines

The presence of asbestos containing materials must be considered prior to any work being undertaken at the school by members of staff, contractors or volunteers.

If planned maintenance is being organized through the School Property Repair Account, asbestos checks will automatically be carried out.

In the case of any other school alterations/improvements, e.g. security installations/upgrades, computer networking, or any other 'minor works' (including re-decoration) usually carried out "in-house", consideration must be given to the

presence of asbestos. Building Services must be informed so that asbestos checks can be carried out.

An asbestos Log Book and guidance on the procedures for dealing with asbestos will be maintained within the school. The location of all asbestos containing materials will be brought to the attention of all staff. The asbestos logbook is kept and maintained in the Head Teachers Personnel Assistants office.

Voluntary Workers on School Sites

If it is intended to use volunteers to carry out practical work on the school site, the Premise Manager/Deputy Premise Manager must consider the competency of the worker before commencement i.e. their skills, knowledge and experience.

All work must be undertaken strictly in accordance with relevant Health and Safety legislation and any conditions imposed by the Council.

The Premise Manager/Deputy Premise Manager should conduct a risk assessment of the proposed work, in conjunction with the person(s) contemplating the work.

It is the duty of the Premise Manager/Deputy Premise Manager to inform the “worker(s)” of all existing hazards on the site that may present a risk, particularly potential hazards relating to work on/with unknown existing construction materials e.g. asbestos.

They must also be made aware of the following:-

- other construction work, taking place on site,
- security arrangements,
- lone worker arrangements,
- first aid arrangements,
- action to be taken in the event of fire or other emergency,
- safe and secure storage of materials ,
- welfare facilities e.g. Toilets and washing materials.

The worker must provide the Premise Manager/Deputy Premise Manager with a written Method of Safe Working Practices that should be agreed before commencement. This should take into account:

- what is to be achieved?
- how is this to be achieved?
- where is this to be undertaken?
- the time period to complete the task,
- who is to be involved?
- what special skills are likely to be involved, if required?
- working space required to carry out the work in a safe manner, taking into consideration both the needs of the ‘worker’ and others that may be based in the area,

- specialised tools/equipment that might be brought onto site and the safe working methods,
- how others may be put at risk and what precautions should be taken?

The Premise Manager/Deputy Premise Manager or other school based representative should check that the work is being carried out in a satisfactory manner and reserve the right to stop work at any time.

Portable and Transportable Electrical Equipment

The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are users visual checks, formal visual inspections and combined inspection and tests.

Combined inspection and test of portable electrical equipment should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.

All electrical equipment should receive a formal visual inspection on a termly basis. The Council's Health and Safety Unit can offer training for members of staff in order that they can achieve the required competency.

Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.

Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.

Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.

Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.

Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the School's premises until it has been inspected and tested.

Other Health and Safety Polices and Guidance

Details of the following Policies and Guidance are available within school or from the LEA/Health and Safety Unit.

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health
- Off-Site Visits
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Fire Safety
- Science Department Health and Safety Policy
- PE Department Health and Safety Policy
- Design Technology Department Health and Safety Policy
- Off-site Visits Risk Assessment Policy.

Organisation Chart

