



Health and Safety Policy

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Ratified by the Trustee Board	May 2021

HORSFORTH SCHOOL

Health and Safety Policy

1 Introduction

It is recognised that the Trustees of Horsforth School have a statutory duty under the Health & Safety at Work Act 1974, and associated legislation, to provide a healthy and safe environment for all users of the premises. This duty extends to those persons for whom the school and its employees provide services or to others engaged to provide services to the school.

2 Aims

The aims of the School's Health and Safety Policy are as follows:-

- Set out the health and safety objectives for the school
- Detail the structure for the management of health and safety and responsibilities for senior managers and employees.

3 Context

Horsforth School operates within guidance and procedures set out by the Department for Education.

4 Procedures

Procedures relating to this policy are appended.

5 Evaluation

This policy will be evaluated annually by the Trustee Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

6 Authors

This policy has been updated by ELD in May 2021.

7 Health and Safety Objectives

The following statement sets out the health and safety objectives of Horsforth School with the aim of ensuring best practice in the management of health and safety.

Horsforth School:

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy, including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.

8 Responsibilities of key personnel

Under the Health and Safety at Work Act 1974, employers have responsibility for the health, safety and welfare of all their employees and others, including visitors and contractors who may be affected by their work activities. Employees too have responsibilities for their own health and safety and that of others who may be affected by their actions or omissions. This section details the health and safety responsibilities for key personnel within Horsforth School

8.1 Management Structure

The Trustee Board is responsible for strategic health and safety planning, and review of health and safety performance. The Trustee Board will appoint a representative to sit on the Health and Safety working group of Horsforth School.

The Headteacher is responsible to the Trustee Board for ensuring the full implementation of the Health and Safety Policy

The Leadership Team is responsible for ensuring that the requirements of this policy and all other legislative requirements are managed and health and safety performance is measured against agreed health and safety performance indicators

External Advisor is responsible for advising the Headteacher and other members of the Leadership Team in the discharge of their health and safety responsibilities

8.2 Implementation

8.2.1 The Headteacher, The Trustee Board and Leadership Team will:

- Ensure adequate resources including financial, staffing and others are allocated to ensure the implementation of the Health and Safety Policy and procedures
- Plan, organise and ensure arrangements are in place to eliminate or control significant risks as far as reasonably practicable
- Determine and implement procedures, instructions and guidelines to implement the Schools' Health and Safety policy
- Ensure through selection, recruitment, training, appraisal and staff development, that its employees are competent to carry out the health and safety duties expected of them
- Ensure effective management within their areas of control through setting health and safety performance standards
- Ensure Health and Safety risk assessments are undertaken, significant findings are recorded and control measures are in place including actions needed and timescales in which to do so, to reduce the risk to the hazards to those who may be affected as far as reasonably practicable
- Ensure all employees are familiar with and comply with the Schools' Health and Safety Policy and procedures and ensure that all new employees receive a Health and Safety Induction and any specific Health and Safety instructions and guidance appropriate to their role
- Ensure that effective arrangements are in place for the health, safety and welfare of Contractors and Sub contractors
- Establish systems to monitor and review all health and safety arrangement to ensure there are effective and comply with relevant performance standards
- Establish a Health and Safety working group that meets termly to ensure the maintenance of standards. Membership of the working group should consist of
 - Lead Trustee for Health and Safety
 - Director of Business and Finance
 - Director of HR
 - Union Representative
 - Lead superintendent with responsibility for health and safety

8.22 Curriculum Leaders will:

- Ensure that suitable and sufficient risk assessments including Workplace, Activities, Equipment, Substances etc. are carried out and that the risks to significant hazards identified are controlled and reduced as far as reasonably practicable
- Ensure that all equipment, substances etc. for their work activities are suitable for the purpose for which they are intended, and are used, maintained and stored appropriately
- Ensure that all students are provided with suitable and sufficient information, instruction, training and supervision to enable compliance with the Health and Safety policy, legal standards and guidance
- Implement a system to manage health and safety within their department, including adequate inspection, service, maintenance, accident investigation and performance measurement.
- Bring to the immediate attention of the Headteacher and Leadership Team any health and safety matter that they cannot deal with directly

8.23 Employees will:

- Be responsible for complying with the Schools' Health and Safety Policy and procedures in accordance with the policy
- Take reasonable care of their health and safety and that of others who may be affected by their acts/omissions
- Use all work equipment, substances and PPE (Personal Protective Equipment) in accordance with the instruction and training they have received, and not use any such equipment or substance that they have not been instructed and trained in how to do so safely
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Follow and comply with all safe working practices and refrain from carrying out any activity whilst unfit to do so
- Report to their relevant supervisor /Line Manager any health and safety matter or issue of concern that they may have without delay

8.24 Students will:

- Ensure that they comply with all School rules and procedures in accordance with their health and safety
- Take reasonable care of themselves and others
- Cooperate with Subject teachers and other school staff instructing them in matters concerning their health, safety and welfare

- Only use equipment, substances, PPE etc. in the manner in which they are instructed
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Report without delay, any hazard or situation which they believe to be dangerous to their Teacher/Form Tutor/Headteacher

8.25 External Advisor

The external advisor shall act as the “competent advice” for Horsforth School’s Trustee Board and Leadership Team. This includes an annual health and safety risk audit. An annual review of the performance of the contracted external advisor should be undertaken by the Health and Safety working group.

8.3 Consultation

Horsforth School will ensure that full consultation regarding the establishment and implementation of Health and Safety arrangements takes place with recognised Trade Union representatives. This consultation may extend to students wherever possible.

9 Audit and Review

The Principal means used for reviewing the school’s Health and Safety Policy will be:

- Audits of health and safety management in individual areas.
- Termly reports to the Trustee Board covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

10 Guidance

The school shall make available guidance covering the below areas to all relevant persons;

Health and Safety Site and Facilities Guidance (Appendix I)

- | | |
|------------------------------------|---|
| • Duties of maintenance staff | • Construction Design and Management |
| • Duties of contractors and others | • Consultation with employees |
| • Abrasive wheels | • Contractors |
| • Asbestos management | • Control of substances hazardous to health (COSHH) |

- Display Screen Equipment DSE
- Dust control
- Electrical safety
- First aid
- Floor openings
- General mechanical plant and equipment
- Highly flammable liquid and gases
- Housekeeping and tidiness
- Induction
- Manual handling
- Mobile towers
- Office safety
- Personal Protective Equipment
- Risk assessments
- Safe storage of tools and materials
- Signs and notices
- Smoking
- Traffic Management
- Training
- Vibration
- Welding
- Welfare
- Working at heights
- Workshop Machinery

Lone working and home visits policy

Business Continuity Plan

Trips and Visits Guidance

Accident Reporting Procedures

Fire Procedures

Emergency Closure Procedures

Through the school's external Health and Safety Advisers we have access to online Health and Safety resources, the current contents are outlined below

Risk Assessments

First Aid Assessment of Need
Bouldering & Traversing Walls
Bouncy Castles
Building Contractors (small projects)
Butane & Propane (LPG) Gas
Cleaning Activities (whole Sch)
Doors (incl fire)
Driving for Business (staff)
Electrical Appliances/tools
Emergency Evacuation Routes
Fixed Play Equip
Hand Arm Vibration
Lone Working
New & Expectant Mothers
Noise Exposure
PPE Assessment of Need
Return to Work (staff)
Working at Height
Assembly Hall Projector
Behaviour Management
Blank Template Risk Assessment
Catering Kitchen
Christmas Activities KS1&2
Christmas tree Lights
Circulation Routes
Cookery Club (Primary)
Cycle (Staff use of)
Disco on school site
Dogs on School Grounds
Events
Exposure to Sun (Employees)
Exposure to Sun (Pupils)
Face Paints
Finger Guards
Glazing & Boarding Windows

Goal Posts (inc Hockey/netball)
Graffiti Removal
Handling Animals/Pets
Handling Exotic Animals
Home Tutition checklist
Laser Cutting Machines
Lighting Levels (general)
Litter Picking
Metal Container
Office Shredder
Painting & Preperation Work
Petrol Leaf Blower
Play Equipment (Fixed)
Playtime supervison
Ponds in School Grounds
Poppies (sale of)
Pregnant Pupil
Pruning & Clearing Undergrowth
Safety & Security (of site)
School Meal Provision inhouse
Sheds/Small Metal Storage Units
Sleep Over Event
Small Wooden Play House
Staff bring own child to work
Storage Areas
Strimmers & Brushcutters
Swimming Event (GALA)
trampoline (set up)
Vehicle Movement on Site
Violence from Pupils
Violence from intruders
Violence from parents/carers
Violence out of hours
Visiting Exchange Students
Vocational Trng Provider (offsite)
Vocational Trng Provider (onsite)
Washing Windows
Woodchipper
Wooden stroage sheds
Wooden Structures
Young Employees (u18)
Work Experience Placement
Classroom (maths/english/lang/humanities)
Classroom (music)
Displays (putting up)
Manual Handling Assessment of Risk
Manual Handling by Pupils assess of risk
Helicopter/Air Ambulance on Site
Prom (off site)
Student Team Building (on site)
Classroom (Art & Graphic Design)
Classroom (D&T/Food Tech)
Classroom (Drama)

Classroom (Foundation/Nursery)
Classroom (IT)
Classroom (Library)
Classroom (PE/Gym)
Classroom (Primary General)
Classroom (Science)
MUGA
Assembly/Main Hall
Canteen/Dining Room
Firework Displays
Playground/fields
Staff Room/PPA Room
Slips trips falls (all school)
Confined Space
Pupil on Crutches
Santa grotto
Employee on Crutches
Swimming Pool Use (General)
Pupil (With Medical Need)
General Office/Visitor Reception
Light bulb/fitting changing
Handling Hypodermic Needles
Pupil with Cast
Wheelchair (use of) Staff/Student
Volunteers in School (General)
Learning Outside Classroom
CoSHH
Pregnant Worker (individual)
Stress Assessment of Need
Dining Table Set Up
Stage Set Up
Motorised (Electric) Wheelchair
Fun Run
Trust Office



Health and Safety Premises Management Documents

Contents

DUTIES OF MAINTENANCE STAFF	14
DUTIES OF CONTRACTORS AND OTHERS.....	15
ABRASIVE WHEELS	16
ACCESS AND EGRESS.....	17
ACCESS AND RESTRICTIONS	18
ASBESTOS MANAGEMENT	20
CONSTRUCTION DESIGN AND MANAGEMENT	25
CONSULTATION WITH EMPLOYEES	26
CONTRACTORS.....	28
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).....	30
DISPLAY SCREEN EQUIPMENT.....	32
DUST CONTROL.....	33
ELECTRICAL SAFETY.....	34
FIRST AID	35
FLOOR OPENINGS	37
GENERAL MECHANICAL PLANT AND EQUIPMENT.....	38
HIGHLY FLAMMABLE LIQUIDS AND GASES	39
HOUSEKEEPING AND TIDINESS	41
INDUCTION.....	42
MANUAL HANDLING	43
MOBILE TOWERS.....	45
OFFICE SAFETY	46
PERSONAL PROTECTIVE EQUIPMENT	48
RISK ASSESSMENT	50
SAFE STORAGE OF TOOLS AND MATERIALS.....	52
SIGNS AND NOTICES	53
SMOKING	54
TRAFFIC MANAGEMENT	55
TRAINING	56
VIBRATION	57
WELDING.....	61
WELFARE	63

WORKING AT HEIGHTS.....	64
WORKSHOP MACHINERY	66
Appendix 1 Asbestos Flow Chart	69

DUTIES OF MAINTENANCE STAFF

The maintenance staff must remain particularly alert to the additional hazards posed by their work and the effect it could have on themselves, their fellow staff, pupils and visitors. As such, in addition to the general duties of all Horsforth School Staff the maintenance staff are also to:

- (a) ensure that they have read and understood the risk assessment (and method statement where applicable) for the task they are to carry out before starting work.
- (b) before starting, ensure that the work area is adequately segregated (by barriers or warning signage as applicable to the task) from those not involved in the task.
- (c) ensure that where the work involves using or producing hazardous substances, that you have read the COSHH assessment and comply with the controls required. You must also consider the potential for airborne substances to reach those not involved in the work and as such will not be protected against their effects. Pay particular attention to the section within the COSHH assessment, which details anyone particularly at risk. Some hazardous substances, which may have little effect on an adult male, can be very damaging to young persons.
- (d) carry out the work strictly in accordance with the risk assessment (and method statement where applicable), implementing all of the control measures identified as required within it.
- (e) if in any doubt that the work can be carried out safely report the fact to the Director of Finance so that another method of work can be identified.
- (f) should an unforeseen hazard or situation occur while carrying out the work, which has not been identified in the risk assessment, **stop work** and report the fact to the Director of Finance so that the additional control measures required can be identified.
- (g) remain particularly alert to your surroundings, ensuring that you do not inadvertently put yourself in a position where you may be exposed (or expose others) to a high risk situation (potential fall from height, contact with electricity, confined spaces, disturbing asbestos etc).

DUTIES OF CONTRACTORS AND OTHERS

All contractors who work on Horsforth School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with its requirements.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Site Team is to take such actions as are necessary to prevent persons in his care from risk of injury.

Contractors carrying out work on our premises must provide the Horsforth School Site Team with all relevant documentation relating to their safe working procedures and methods of work on site (ie. Risk Assessments and Method Statements) prior to starting work. They must also ensure that their workforce reads and understands these procedures prior to commencement of their works. The items of information may include:

- (a) risk assessments/method statements.
- (b) COSHH assessments.
- (c) health and safety policy/statement. copies of insurance certificates (employers and public liability).
- (d) evidence of competence.
- (e) lifting equipment certificates of thorough examination/test if applicable.
- (f) declaration of intention to comply with the requirements of the Horsforth School health and safety policy.

Certain specialist contractors (e.g. asbestos removal) may be asked to provide additional information relevant to legislation for their particular sphere of activity.

ABRASIVE WHEELS

There will be a requirement for both staff and pupils to use abrasive wheels. In the case of pupils this will be the use of bench mounted abrasive wheels during lessons in some of our Design Technology (DT) classes. In the case of staff it will be during maintenance activities that may involve the use of both bench mounted abrasive wheels and those mounted in hand held tools.

The Head of department will ensure that all abrasive wheels (used by pupils or staff) are maintained in accordance with the Provision and Use of Work Equipment Regulations 1992 (PUWER). Abrasive wheels will only be changed or dressed by a competent member of staff.

Where abrasive wheels are bench mounted the necessary statutory notices will be posted to remind users of the requirements for the necessary Personal Protective Equipment (PPE).

Where pupils use abrasive wheels, the Head of Department must include their use in the risk assessment for the activity. This will include measures for:

- (a) Pre use checks by a member of staff.
- (b) Adequate levels of supervision for class numbers.
- (c) Provision of the correct types of PPE (correct mechanical strength of eye protection, and attenuation characteristics of hearing protection) in sizes that will correctly fit the pupils.
- (d) Reduction of entanglement hazards (loose clothing, long hair, jewellery etc).

Where members of staff use abrasive wheels, the Site team health and safety lead will ensure that the use of the tool (bench mounted or hand held) is included within the risk assessment for the task and that competent persons only use them. He will also monitor that the tools are being used in accordance with the risk assessment. The risk assessments for staff using abrasive wheels must also cover the additional hazards that are applicable to the changing and dressing of wheels and the use of portable hand held tools.

DT teachers and maintenance operatives are to ensure that any abrasive wheel, machine or tool being used with any defect which could give rise to injury, is taken out of use immediately and the fact is reported to the Head of department so that the fault can be rectified.

ACCESS AND EGRESS

All staff, pupils and visitors are entitled to safe access to and safe egress from any place at which they are reasonably expected to be on site.

Horsforth School will seek to ensure that access and egress are safe in all situations by adhering to the following:

- (a) All halls, corridors, walkways, steps, stairs, doorways etc. will be kept free of obstructions and will not be used for storage of any type. All members of staff are to monitor this on an ongoing basis when moving around site. Where obstructions are noted they are to be brought to the attention of the Head of the Department concerned or a member of the site team.
- (b) Surfaces and coverings will be kept in a good state of repair to reduce trip hazards. Any defects noted in surface coverings by members of staff which could constitute a trip hazard, are to be brought to the attention of the Site team.
- (c) All access routes will be kept adequately lit to allow safe passage at all times. Any failure of artificial lighting is also to be brought to the attention of the Site team.
- (d) Steps, stairways and ramps will be fitted with secure handrails to offer support to those using them where necessary.
- (e) Any access equipment (ladders, stepladders, mobile towers etc) required will be of the correct quality, of good construction and safe to use. It will also be inspected by maintenance staff at the frequency required by current legislation. A register of such inspections will be held by the Site team. Where temporary measures are required to enable maintenance activities, raised platforms (ramps) will not exceed a 1 in 4 slope and will be wide enough for safe passage and properly supported, with foot treads where conditions may be slippery. Maintenance operatives carrying out the work are to ensure that the general 'going' around the work area will not be made hazardous because of accumulated debris or storage of materials, plant and equipment.

ACCESS AND RESTRICTIONS

Certain parts of the site may have restricted access to particular groups of people for various reasons. Some examples of which are:

- (a) Access to plant rooms will be restricted to essential maintenance staff.
- (b) Access to the maintenance workshop and stores will be restricted to maintenance staff.
- (c) Access to chemical or substance storage will be limited to those requiring it (teachers for chemicals/substances used in lessons, maintenance staff for substances used for maintenance purposes, domestic staff for cleaning products etc).
- (d) Access to some classrooms containing hazardous equipment or items may be restricted when not in use to ensure the safety of the pupils.
- (e) Access to areas where personal information is stored may be restricted to ensure data protection.
- (f) Access to temporary works areas will be restricted to those carrying out the work. This will be applicable to some maintenance activities carried out by our staff and to contractors working on site
- (g) student access to the courtyards is to be under the supervision of a member of staff.

Staff have the authority to instruct any person who they reasonably believe to be unauthorised to be in a restricted area, to leave the area immediately. The member of staff responsible for the restricted area must take steps to ensure that access is only available to authorised persons and that the entrance to that area is secure when unattended.

Where applicable any statutory signage will be posted at the entrance to the restricted area.

Staff and pupils will be made aware of any areas where their access is restricted during their induction on arrival at Horsforth School.

The Site team will ensure that any areas where temporary works are being carried

out for maintenance purposes are adequately fenced off to prevent unauthorised access to the work area. This may be by the use of pedestrian barriers for short duration work or 2 metre anti-climb fencing (commonly Heras temporary fencing) which will be double clipped for longer duration work or where the work will not be complete within working hours and prevention of unauthorised out of hours access is required.

Where contractors are working on site, they are responsible for ensuring adequate measures are in place to restrict access to their work areas and that any statutory notices are displayed. Their intended measures to prevent unauthorised access to the work area are to be agreed with the Site team before work commences.

ASBESTOS MANAGEMENT

DUTY TO MANAGE ASBESTOS

Horsforth School recognises its duty to manage asbestos and as such a survey of all of our premises has been carried out by competent persons to identify any potential Asbestos Containing Materials (ACMs) and establish an asbestos “register”.

The above register identifies any ACMs, their location, type, condition and the management action needed to prevent persons who may enter the premises from being exposed to asbestos. The main register is held by the Site team and is freely available for inspection by anyone who needs this information. (For example, if work is to be carried out on the building). Where ACM has been identified, this will be periodically inspected and the results of the inspection and any remedial action required will be recorded in the register. These periodic inspections will be carried out under the direction of the Site team.

Members of staff are also to be made aware of any ACMs identified within their department and are to report any noted damage to them immediately to the Site team who will arrange for any remedial action necessary, to be taken.

USE OF SPECIALIST CONTRACTORS

Should specialist contractors be engaged to work on, or remove, ACMs for us, their competence to carry out this type of work at the required scale will be assessed by the Site team. They will be required to provide all relevant documents under the relevant current regulations and to provide detailed method statements of proposed works involving asbestos.

WORK WITH POTENTIAL FOR EXPOSURE TO ASBESTOS

As a general policy, Horsforth School maintenance staff will avoid working with asbestos where possible and will engage specialist licensed contractors to deal with asbestos removal when it is encountered.

Our maintenance staff will only carry out non-licensed tasks where the asbestos product has been PROPERLY identified and the criteria specified for non-licensed tasks are fully met.

Training

In compliance with the Control of Asbestos Regulations 2006, where our risk assessment shows that there is a possibility that our maintenance staff are liable to disturb asbestos in the course of their normal everyday work, the operatives and their supervisors will be given asbestos awareness training. Staff who have not had such training will only carry out maintenance work in areas which we can demonstrate are free of ACM.

Should maintenance staff carry out any tasks involving asbestos, which are classed as non-licensed tasks all employees involved (operatives and supervisors) will be correctly trained.

A competent trainer who will be required to issue a traceable certificate of training will deliver all asbestos training. This certificate will be valid for no more than one year. At the end of one year the employee will be given refresher training and a new certificate will be issued as necessary.

Non-licensed tasks

For maintenance staff to carry out non-licensed work with ACM the following criteria must apply:

- (a) The type of ACM must have been properly identified.
- (b) All employees involved in planning, supervising and carrying out the task are trained to the level required.
- (c) Where the ACM are insulation or insulating board, the task must not take a single employee more than 1 hour in a period of 7 consecutive days and the total time spent on the task by all employees is not to exceed 2 hours. These times include any preparation, which may disturb the ACM.
- (d) A written plan of work is followed, which uses the relevant task guidance sheets and equipment and method guidance sheets from the Asbestos Task Manual. The relevant sheets will be downloaded from the Asbestos Essentials web address:

<http://www.hse.gov.uk/asbestos/essentials/index.htm>

These will then be issued to those planning and carrying out the work.

- (e) All necessary equipment laid down in the plan and the Asbestos Essential

Task Sheets, is available.

When considering carrying out a non-licensed task, we will determine whether the task is Non-Licensed Work (NLW) or Notifiable Non-Licensed Work (NNLW). To enable this to be determined, the following will be considered:

- (a) The type of work to be done. Is it:
 - i. Maintenance (eg drilling holes to attach fittings or pass cables through, painting, cleaning, or removal of ACM (such as a ceiling tile) to allow inspection).
 - ii. Removal (during refurbishment or redesign projects).
 - iii. Encapsulation (to seal ACM which is in good condition)
 - iv. Air monitoring and control, and the collection and analysis of samples.
- (b) The type of asbestos:
 - i. Is it friable? The more friable it is, the more likely it will release asbestos fibres when worked and the greater the risk of exposure (eg materials such as asbestos insulation are more friable than materials such as asbestos cement).
 - ii. For removal work, how firmly is the asbestos bonded in a matrix? ACMs coated, covered or contained within another material such as plastic, paint or cement are considered to be firmly bonded in a matrix.
- (c) The condition of the material:
 - i. Is it badly damaged or in poor condition?
 - ii. Will the materials matrix be destroyed when worked on (such as gel or steam deteriorating the condition of textured coating)?

Once the above aspects have been considered the flow chart and accompanying illustration of work categories at Appendix I will be used to determine if the task is either Notifiable Non-Licensed Work or Non-Licensed Work.

Where it is determined that the Non-Licensed work is Notifiable the following actions will be carried out

- (a) The enforcing authority will be notified of the work in advance of it starting, by completion and submission of the HSEs electronic notification

form available at:

<https://extranet.hse.gov.uk/lfsrver/external/asbnnlw1>

- (b) A register (Health Record) will be kept of each employee carrying out Notifiable Non-Licensed Work. The following information will be included:
 - i. The nature and duration of the work with asbestos and estimated exposure for individual workers.
 - ii. Dates of the workers medical examinations (see „c“ below).

The record may be kept as a copy of the Notification form with the names of the workers written on it. These records must be kept for 40 years.

- (c) By the 30th April 2015, all workers carrying out Notifiable Non-Licensed Work with Asbestos need to have a medical examination. Examinations are then to be repeated every 3 years as long as the worker continues to carry out Notifiable Non- Licensed Work with Asbestos. After April 2015, workers carrying out Notifiable Non-Licensed Work with Asbestos for the first time will require an examination before starting this work. Medical examinations will:
 - i. Include an examination of the chest and a lung function test.
 - ii. Be carried out by a licensed medical practitioner, e.g. a GP.
 - iii. Be carried out in work time at the company"s expense.

The doctors" certificate confirming that the medical examination has been carried out will be retained for 4 years.

Risk Assessment

The risk assessment for non licensed work with asbestos is to include the following:

- (a) A statement of the reason why the work fits into the category of non-licensed work.
- (b) A description of the work and the expected scale and duration.
- (c) A description of the type of asbestos present and the results of its analysis.
- (d) A description of the quantity, form, size, means of attachment, extent and condition of any ACM present.

- (e) Details of expected exposure, noting:
 - i. Whether liable to exceed the exposure limit and the number of people likely to be affected.
 - ii. Level of expected exposure to determine the level of respiratory protection required.
 - iii. Potential for others to be exposed and expected exposure.
 - iv. Whether intermittent higher exposures can be expected.
 - v. Any results already available from monitoring of similar tasks.
- (f) Steps to be taken to control exposure to as low a level as reasonably practicable.
- (g) Steps to be taken to control the release of asbestos into the environment.
- (h) Details of decontamination procedures.
- (i) Details of selection, provision, use and decontamination of all PPE.
- (j) Procedure for removal of waste and contaminated tools and equipment from the area.
- (k) Procedures for dealing with emergencies.
- (l) Any other information relevant to the working practices (work at height etc).

UNINTENTIONAL EXPOSURE TO ASBESTOS

If any person discovers, damages, or is otherwise unintentionally exposed to asbestos, work is to stop immediately and entry to the area is to be prevented to avoid further exposure. The procedure at Appendix I is then to be followed.

If any ACM are identified no further work will be carried out, or access allowed, until they have been removed or encapsulated and/or a safe method of management has been established and communicated to all those affected.

CONSTRUCTION DESIGN AND MANAGEMENT

The Construction (Design and Management) Regulations 2007 (CDM07) aim to bring Health and Safety into the management of every project so that everyone will work together to improve planning and management from the start. This allows early identification of hazards so that they can be eliminated or reduced before work starts onsite, and those remaining can be properly managed. Aspects of CDM 07 apply to the work carried out by our maintenance staff as this is classed as construction work as defined in Regulation 2. In addition, contractors may carry out construction work for Horsforth School. Where this is the case the Trustee Board of Horsforth School have the duties of the client.

NOTIFIABLE PROJECTS

Any construction work carried out on Horsforth School premises must be notified to the HSE if the work is expected to:

- (a) Last more than 30 working days; or
- (b) Involve more than 500 person days (for example 50 people working more than 10 days).
- (c)

When calculating this, all days when construction work is to be done are to be counted. Holidays and weekends do not count if no construction work is being done.

Notification of the project is the duty of the CDM Co-ordinator (CDMC) who will be appointed by the Director of Finance.

GENERAL DUTIES

The Site team Health and Safety lead will ensure that the requirements of Part 4 of CDM07 (general duties relating to Health Safety and Welfare during construction work) are applied as applicable to maintenance work carried out by our staff.

CONSULTATION WITH EMPLOYEES

Horsforth School recognises its obligations to consult employees on matters, which may affect their Health and Safety.

The following is based on the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and the Safety Representatives and Safety Committees Regulations of 1977 (as amended).

Horsforth School will consult with its employees either:

- (a) **Directly** - face to face with each employee or;
- (b) **Indirectly** - with a representative elected by the employees under either of the regulations named above. Employees may also request further information on Health and Safety matters by contacting the Director of Finance.

The Health and Safety Committee meeting will facilitate consultation and will sit each term. The committee will focus on day to day implementation of the policy throughout the site and safety performance of the various departments across site. It will also act as the forum to discuss issues of concern raised by employees and proposed changes to policies and procedures. This committee will be chaired by the Director of Finance and will consist of the following members:

- i. Site team Health and Safety lead.
- ii. Director of Finance.
- iii. Director of HR.
- iv. Lead Trustee for Health and Safety
- v. Employee rep.

Our external Health and Safety Adviser may also be invited and there is an open invitation to any member of staff.

MATTERS FOR CONSULTATION

The following matters may be included in any consultation:

- (a) Measures proposed in the workplace which may affect Health and Safety.
- (b) The arrangements that Horsforth School has made to have assistance of a "Competent Person" to advise on Health and Safety.

- (c) How Health and Safety information already required by law is passed to employees.
- (d) How Horsforth School arranges Health and Safety training to meet new or increased risks.
- (e) The possible consequences of introducing new technology into the School.
- (f) Any other matter which may affect employees Health and Safety.

TIME OF CONSULTATION

Employees will be consulted:

- (a) When it is PROPOSED to arrange or amend any of the items above and;
- (b) In time to allow the employees an opportunity to give their views in the light of receiving the information.

INFORMATION

When an employee is consulted, we will ensure that the employee has access to the relevant information which he/she needs in order to allow effective participation. This may comprise of information which Horsforth School already provides under other existing legislation.

CONTRACTORS

It is the responsibility of all Contractors, their Employees and Self-Employed individuals or groups to comply with:

- (a) The requirements of Horsforth School Health and Safety policy
- (b) All relevant Statutory Regulations and Codes of Practice and Guidance notes issued by the Health and Safety Executive.
- (c) All relevant Safety Instructions issued by Horsforth School staff.

CONTROL OF CONTRACTORS

It is not the policy of Horsforth School to insist that contractors carrying out temporary works on site are DBS checked. Therefore to ensure the safety of our pupils the following will be adhered to.

- (a) Where contractors are carrying out construction work for Horsforth School which will last more than one day in duration, the work area will be established as a construction site and will be fully fenced off to provide a clearly segregated work area for the contractors and prevent unauthorised access. The boundaries of the work area will be agreed between the contractor carrying out the work and the Site team. If contractors require access within site but outside of the segregated area, they are to contact the Site team to arrange for the personnel who require being outside of the site boundary, to be escorted by a member of staff.
- (b) Contractors carrying out short term work on site (one day or less in duration) will be escorted by a member of Horsforth School staff at all times. The Site team will arrange this with the cooperation of the head of department where the work is being carried out.

CONTRACTORS REPRESENTATIVE FOR SAFETY

Each Contractor must nominate a person to be responsible for the safety of his own employees. Normally, this will be the Contractor's Site Supervisor.

The Contractor must provide a Risk Assessment and/ where applicable, a "Method Statement" for their work with an explanation of the manner by which it will be put into effect, in addition to other specific information requested by Horsforth School to assist in assessing any Contractors competence. The suitability of the documentation received and competence of the contractor will be assessed by the Site team prior to work commencing.

CONTRACTORS RESPONSIBILITY TO INFORM THEIR EMPLOYEES

In addition to the duties imposed by Statutory obligations the contractor must ensure that all of his employees are familiar with generally accepted Safe Working procedures and know their duties to promote safe working.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Horsforth School realises that substances, which can be hazardous to health, are widely available and are commonly used. Such substances may be as simple as a common cleaning product but nevertheless may be harmful to both pupils and staff if not used, handled and stored correctly. It is therefore our objective is to ensure safety when using any substance. Some common areas where hazardous substances may be encountered at Horsforth School are:

- (a) Substances used during lessons (in particular Science and Design Technology).
- (b) Substances used by domestic staff for cleaning.
- (c) Substances used by maintenance staff carrying out repairs.
- (d) Substances used on site by contractors carrying out work.

Our main objective is to AVOID using hazardous substances wherever possible. However, some use of hazardous substances will be inevitable and the following rules apply:

- (a) Each substance requires a COSHH assessment. The head of the department using the substance shall complete these assessments.
- (b) The Material Safety Data Sheet (MSDS) will be sourced by the head of department from the substance supplier so that an assessment can be made. The findings of the assessment will be communicated to anyone who may use, or come into contact with the substance. Teaching staff and supervisors at all levels must enforce the implementation of the control measures required by the assessment.
- (c) Contractors working on site will be required to provide COSHH assessments for all substances used by them before starting work. The Site team will review the content of the assessment provided before the substance is used.

In order to decide whether or not any substance comes within the regulations, the supplier should be asked for detailed information, or if the substance has already been delivered, check the packaging for the standard hazard warning signs/labels.

There may be occasions during maintenance activities or when work is carried out by contractors that common materials are worked in such a way that a harmful substance is produced as a result (for example, the cutting or drilling of stone, brick, concrete etc, will produce Respirable Crystalline Silica, which can cause serious respiratory problems and has been assigned a Workplace

Exposure Limit (WEL)). For this type of substance, which is a bi-product of working a natural material there will be no MSDS, but a COSHH assessment will still be required. The Site team will monitor any such potential hazards and ensure that assessments are in place where they exist.

When carrying out COSHH assessments the head of department will pay particular attention to the environment in which we work and how the substance is to be used in a controlled manner (for example, in science lessons substances may be mixed together to deliberately create a reaction between them). The Site team will also review contractors assessments to ensure that the substance proposed to be used, is suitable for use on site (for example, in our environment no substances which contain a reproductive toxin are to be used).

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of PPE as a control measure where hazardous substances are used will be a last resort and other means of controlling exposure will be given priority.

Where an assessment has identified a requirement for PPE it will give details of the type and standard of PPE needed. For example, respiratory equipment – if a dust mask is required, what standard of filter is required to give the correct level of protection.

You must ascertain what the correct equipment is. To use sub-standard equipment may place those exposed at risk of exceeding the WEL for the substance.

SPILLAGES

Horsforth School will take steps to ensure so far as is reasonably practicable, that the risk of spillages occurring is reduced to the lowest possible level. We will also ensure that in the unlikely event of a spillage, there are procedures in place to deal with it quickly in accordance with the measures identified in the COSHH assessment for the substance and that any waste materials are correctly disposed of.

DISPLAY SCREEN EQUIPMENT

The Director of HR will ensure that each individual DSE “user” has a workstation assessment in place. The assessment will be carried out jointly between the user and a competent person.

The Director of HR will also ensure that “users” are provided with all necessary training in the correct use (including adjustment) of the workstation as a whole.

A “user” is defined as a person who habitually uses display screen equipment for a significant part of their normal working day where the work:

- (a) Is highly dependant on the use of a display screen.
- (b) Involves frequent prolonged spells of use on a daily basis (spells over one hour).
- (c) Requires significant training in the use of the workstation and software.

At their request, arrangements will also be made for eyesight testing for “users.

Where “users” require special corrective appliances (usually spectacles) specifically for use with the display screen, Horsforth School will contribute £50 to the cost of a basic appliance. This applies only where special appliances are required and we are not liable for employees “normal appliances.

DUST CONTROL

Various processes can create dusts and some of these dusts may be harmful to health.

The processes which create dust may be carried out by:

- (a) Pupils during Design Technology.
- (b) Maintenance staff during maintenance activities.
- (c) Contractors working on site on our behalf.

Whichever dust is created, if it is hazardous to health, a COSHH assessment will be carried out to determine the specific controls required.

ELECTRICAL SAFETY

FIXED ELECTRICAL SYSTEMS

Horsforth School will ensure that any fixed electrical system in any of the buildings on site will be subject to test, inspection and maintenance at periodic intervals and ensure that, where applicable, protective devices are supplied. A competent person will carry out any such inspection at a period not exceeding five years.

All fixed electrical systems and equipment will be correctly earthed as should all portable equipment unless it is of an approved double or fully insulated type.

Horsforth School will ensure that all electrical systems are correctly installed and will take appropriate steps to ensure that circuits are not overloaded. Such steps will consist of monitoring of the use of electrical equipment by the Site team, and heads of departments.

PORTABLE ELECTRICAL EQUIPMENT

The Site team in conjunction with the IT manager will ensure that all portable electrical equipment used on site is in good condition, has been tested on a regular basis and are as low a voltage as practicable. In addition to testing, all electrical equipment will be inspected by the user before use to ensure that casings are intact, connections are sound (cable connections must be properly made, under no circumstances is insulation tape to be used for any repair or joint in extension cables) and labels are fitted showing latest test date.

All cables and leads should be positioned so as not to create additional hazards i.e. trailing leads creating trip hazards etc.

A member of staff who notices any damage to any electrical equipment is to report the fact to the Site team immediately so that the equipment can be taken out of use until it can be either repaired, replaced or disposed of.

FIRST AID

The Head has overall responsibility for first aid provision. Responsibility for day-to-day first aid procedures, however, has been delegated to the trained First Aiders led by the Director of HR. The Health and Safety Committee (see section on consultation with employees) reviews the school's first aid needs regularly and ensures that provision is adequate. Their review of first aid needs, including the numbers of First Aiders and level of training required will be based on current official guidance.

First Aiders

First aiders will receive training and attend regular refresher courses provided by approved training providers, to ensure that skills are maintained. There are now two levels of first aid qualification recognised in Health and Safety law. They are:

- (a) First Aid at Work (FAW), which is a three-day course.
- (b) Emergency First Aid at Work (EFAW), which is a one-day course.

Both of the above qualifications are valid for 3 years. The Health and Safety Executive strongly recommends that first aiders having attended either course carry out annual refresher training.

The number of first aid personnel is based on the number of pupils and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g. Science, Physical education) etc.

Taking into consideration the activities carried out by our pupils and staff, current guidance recommends one first aider trained to FAW standard for every 50 people in a higher risk environment and one for every 100 people in a low risk environment. Horsforth School has a mixture of both environments.

The names and contact numbers of first aiders will be displayed in the main reception, in the medical room and in the school handbook so that the nearest can be contacted in the event of an accident.

When arranging first aid courses we will ensure that first aiders for specific areas will

also be trained in any specific requirements for that area. For example first aid cover for the science department will need to be conversant with treating injuries resulting from contact with chemicals.

FIRST AID KITS

The lead first aid officer is responsible for checking that first aid kits are kept well stocked. This is also delegated to staff in charge of technicians in the DT, science and PE departments. First aiders should keep a record of supplies used for treatment purposes and inform the lead first aid officer as soon as possible. All School vehicles are to carry appropriately stocked first aid kit, which is checked and restocked by the person responsible for the general maintenance of the vehicle.

FLOOR OPENINGS

From time to time it may be necessary for our maintenance team to access under floor areas and it would be impractical to restrict such access. Many injuries are caused by persons tripping over or falling down floor openings which are left open and that can create substantial trip hazards. Some of these injuries can be very serious.

Any member of the maintenance team who creates a floor opening **MUST** make sure that it is barriered, screened or adequately covered and that notices are posted or visual warning tape is used to warn others of the risk.

All maintenance staff have a duty to replace covers if they have moved them in the course of their work, and all staff have a duty to report neglected openings to the Site team so that action can be taken.

Danger can arise though, if floor openings are covered or surrounded with materials, which **LOOK** strong but are not capable of bearing a person's weight.

Covers over floor openings are only to be of a material which is strong enough and which cannot be easily displaced.

Barriers must be capable of bearing the weight of someone falling against them. The Site team is to monitor that such matters are under control.

GENERAL MECHANICAL PLANT AND EQUIPMENT

This section deals with arrangements for the use of general mechanical plant by non-teaching staff. Machinery used by pupils such as those used in Design Technology are covered in the section on workshop machinery.

Mechanical plant and equipment may be used by many of our non-teaching staff during maintenance, tending the grounds, carrying out housekeeping duties or preparing food.

The Site team is responsible for ensuring that all mechanical plant and equipment is maintained and inspected in accordance with the manufacturer's instructions.

Heads of departments are to ensure that all members of staff required to use mechanical plant and equipment are competent to do so and have received any necessary information, instruction and training on the use of the equipment. This will include any pre use user checks required. They are also to ensure that the use of the equipment has been risk assessed and that the user is aware of the findings of the assessment.

If any faults are identified by the user of an equipment they are to take it out of use, isolating it from any power supply where applicable and if safe to do so and report it to the head of the relevant department who will ensure that a sign is placed on the equipment warning that it is faulty. Any faults in equipment are then to be reported to the Site team.

If maintenance work should require the use of an equipment by Horsforth School staff which is not already held and equipment needs to be hired for temporary use, the Site team Health and Safety lead will ensure that it is only used by a competent member of staff and that it comes complete with:

- (a) Operators Manual.
- (b) Current Test Certificate (if applicable).
- (c) Relevant maintenance log or Statutory register.

HIGHLY FLAMMABLE LIQUIDS AND GASES

There is a requirement for the use of highly flammable liquids and gases both by staff and pupils. In the case of pupils this may range from the use of gas appliances in Design Technology to the use of substances when carrying out experiments in science lessons.

Whether a highly flammable liquid or a gas, the substance will be treated as hazardous and a COSHH assessment will be carried out as needed. The use of these substances will be in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002.

The Site team Health and Safety lead as the person responsible for fire safety will monitor that departments are using and handling highly flammable liquids and gases correctly in accordance with the COSHH assessment, risk assessment and in compliance with the Fire Risk Assessment.

HIGHLY FLAMMABLE LIQUIDS

Stocks of highly flammable liquids will be kept to a minimum and will be strictly controlled by the head or the department, which requires their use. They will be stored in secured containers meeting the requirements identified for storage of the particular liquid in its relevant COSHH assessment. Its storage and use will also be in accordance with the requirements of the Fire Risk Assessment for that particular area.

In addition to the COSHH assessment, the use of the liquid will be included in the general risk assessment for the activity in which it is used. Should this be where the liquid is used by a pupil during a lesson (science experiments for example) the risk assessment will pay particular attention to the level of supervision required during the lesson.

Wherever highly flammable liquids are used on site, fire resistant absorbent material is to be available to soak up any spillages of the liquid. Should the use of this absorbent material be required the Site team is to be notified so that the contaminated material used can be disposed of and replaced.

HIGHLY FLAMMABLE GASES

Bottled gases

Highly flammable bottled gases may on occasion be required for maintenance purposes or during Design Technology lessons.

As with the use of highly flammable liquids, bottled gases will be strictly controlled by the head or the department, which requires their use. They will be stored in secured containers meeting the requirements identified for storage of the particular liquid in its relevant COSHH assessment. Its storage and use will also be in accordance with the requirements of the Fire Risk Assessment for that particular area.

The use of the bottled gas will be included in the general risk assessment for the activity in which it is used. Should this be where the gas is used by a pupil during a lesson (Design Technology for example) the risk assessment will pay particular attention to the level of supervision required during the lesson and the head of department will carry out regular checks of conditions of hoses, couplings, regulators and gauges.

Mains supply gas

Staff and pupils will also use mains supply gas alike. In the case of pupils this would be during Design Technology or Science, for example:

The Site team will ensure that all statutory inspection requirements for the mains gas

All heads of departments where mains gas is used are to ensure its use is covered in the risk assessment for the activity.

Where mains gas is supplied to classrooms, the teacher using the classroom is to ensure that the supply to the classroom is switched off at the end of every lesson so that it cannot be turned on at the appliance when the classroom is not in use.

CONTRACTORS CARRYING OUT TEMPORARY WORKS

Contractors carrying out temporary work on site which require the use of highly flammable liquids or gases during their works are required to liaise with the Site team

regarding their proposals for use and storage of the substance on school grounds and any requirements for hot works permits.

HOUSEKEEPING AND TIDINESS

It is accepted that untidy workplaces are hazardous and give rise to many accidents which could otherwise be avoided. Horsforth School therefore places great importance in the need to maintain clean and tidy conditions in order to prevent accidents, reduce fire hazards and providing better working and learning conditions.

All members of staff, regardless of status, are required to keep their own work areas tidy.

Pupils are expected to keep their classrooms tidy, storing belongings in desks and lockers, not on the floor or in corridors. Teaching staff are to monitor this.

The Site team are to be informed of any non- COSHH spillages that require cleaning up (COSHH spillages are to be dealt with in accordance with the COSHH assessment for the particular substance). Where the spillage or subsequent cleaning creates a slip hazard, warning signage will be placed at all approaches to the area.

Horsforth School expects that Supervisors will play their part in encouraging tidiness in the workplace by maintaining a clean and tidy working environment.

INDUCTION

All new members of staff will undergo induction training to familiarise them with the relevant health and safety requirements on joining Horsforth School. The designated members of staff who have sufficient experience of Horsforth School's safety requirements will give induction.

All members of staff are to be made aware of the location of the Health and Safety Policy and of the management systems in place.

A signed induction register will be kept as evidence that staff induction has taken place:

Pupils will be inducted on the general requirements applicable to them (emergency procedures, first aid, accident reporting, welfare etc.) when starting at Horsforth School. Induction will be delivered by designated members of staff and at a level that the pupil/child can understand appropriate to their stage of development, depending on which school on site they are attending.

MANUAL HANDLING

This section deals with manual handling of loads under the Manual Handling Operations Regulations 1992 (as amended).

Manual handling is not restricted to lifting loads. It also includes carrying, pushing and pulling objects. Manual handling injuries are not always caused by handling heavy loads. Serious injuries can still occur when handling light loads, particularly where the task requires repeated bending and twisting. The main injuries associated with manual handling are:

- (a) Back strain, slipped disc.
- (b) Hernias.
- (c) Lacerations, crushing of hands and fingers.
- (d) Work Related Upper Limb Disorders (WRULD).
- (e) Bruised or broken toes or feet.
- (f) Various sprains, strains, etc.

Ideally, the need to handle objects manually should be avoided or "designed out" of tasks.

Where this is not possible, the head of department will ensure that materials are handled as far as possible by mechanical means. Where the use of mechanical assistance is impracticable the Site team is to be contacted to ensure that sufficient labour is available to handle any heavy or awkward loads.

All heads of departments having responsibility for work involving manual handling should first assess the level of risk involved in the operation. This should be done using the HSE Manual Handling Assessment Chart (MAC) tool (at www.hse.gov.uk/msd/mac/index.htm). This tool will assist managers to determine the level of risk involved so that tasks requiring a full Manual Handling Assessment can be identified. Where it is determined that an assessment is required, this should be prepared showing how the operation can be carried out safely

All heads of teaching departments are to ensure that any manual handling required during activities carried out by pupils, is included within the risk assessment for the activity. On no account are pupils to carry out manual handling activities beyond their own reasonable capability for their stage of physical development

MOBILE TOWERS

Some aspects of maintenance work at our premises will require the maintenance staff to work off mobile towers.

The Site team Health and Safety lead will ensure that mobile towers can be used safely and efficiently on the premises taking into account floors, ceiling heights, roof members, type of work etc.

Training will be provided to all those required to carry out inspections, erect, alter or dismantle mobile towers.

The Site team Health and Safety lead will ensure that any person who is required to erect, alter, move and/or use a Mobile Tower, has had sufficient training, knowledge and is competent to carry out a pre-use inspection.

WORKING PLATFORM INSPECTIONS

Working platforms used for construction work (CDM 07 includes maintenance work within the definition of construction work) are to be inspected by a competent person at the following frequency:

- (a) Working platforms (including towers) from which a person could fall 2m or more:
 - i. After installation or assembly.
 - ii. After any occurrence liable to affect its safety.
 - iii. At intervals not exceeding 7 days.
- (b) All other working platforms:
 - i. After installation or assembly.
 - ii. At suitable intervals.
 - iii. After any occurrence liable to affect its safety.

OFFICE SAFETY

Horsforth School recognises that if the office environment is not properly maintained some office workers may be affected resulting in them experiencing some forms of ill health (e.g. headaches, lethargy, eye, nose, throat problems) and with that in mind, we will monitor the office environment and investigate any adverse effects. To prevent such ill health in the office we will ensure the following issues are addressed.

VENTILATION

Horsforth School will ensure there is adequate ventilation. For most of the offices requirements, opening windows or doors will provide adequate ventilation.

WORKSTATIONS

Workstations shall be comfortable with safe and suitable chairs and sufficient space.

Workstations will be assessed in accordance with the relevant section of this guidance

TEMPERATURE

We will ensure a comfortable temperature is maintained. A temperature of 16°C should be a minimum temperature for sedentary workers and this must be achieved within the first hour of working, though 17.5°C is recommended by some health and safety authorities as a minimum for office workers. In addition windows or glass partitions in offices should not allow excessive temperatures to be reached in hot weather. There is no maximum ceiling legislated for but Horsforth School is aware that where temperatures are in excess of 24°C, accidents can increase and work productivity can diminish. Heating systems should not result in offensive or injurious fumes entering the office.

LIGHTING

We will provide adequate lighting. Where possible, the offices will have natural lighting where reasonably practicable. Where artificial lighting is used it should be sufficient so as to avoid visual fatigue and prevent glare and reflection into the employee's eyes.

NOISE

Office noise from printers, photocopiers, faxes etc. can increase the background level of noise which can heighten stress levels. HORSFORTH SCHOOL will take all reasonable and practicable steps to ensure these background noise levels in the office working environment are kept to a minimum.

MAINTENANCE

All offices are provided and maintained in accordance with the Workplace (Health and Safety) Regulations 1992 as a minimum.

Horsforth School will ensure that all office machinery is sited and maintained correctly and is serviced regularly.

Staff required to use office machinery must be given training and instruction in its use, relevant to the safety aspects of the equipment.

STORAGE

High shelving should be avoided, or if not, proper facilities provided to enable staff to reach items safely. Storage units/shelving should be inspected at regular intervals for damage and overloading.

PERSONAL PROTECTIVE EQUIPMENT

The requirements for any Personal Protective Equipment (PPE) will be identified in the risk assessment for the work or activity being carried out by the head of department where it is taking place. This may either be identified when carrying out a general risk assessment for the task or when carrying out a specific assessment (such as COSHH, noise, vibration etc). Where a risk assessment identifies a requirement for an item of PPE to be worn it will also identify the specific type, standard or level of protection that is required (e.g. chemical resistance of gloves, mechanical strength of eye protection, protection factor against the relevant particulate size for respiratory protection etc)

Particular attention must be given within the risk assessments for activities carried out by pupils, to the specific requirements for their PPE. Where a pupil is required to use PPE during lessons (for example during science experiments or using machinery in Design Technology) the head of department carrying out the risk assessment is also responsible for ensuring that sufficient stocks of the PPE required are available to pupils, in a range of sizes to ensure that they fit correctly and provide adequate protection. Not only will poorly fitting PPE not give adequate protection, but it may also introduce an additional hazard. For example, wearing protective gloves that are too big reduces dexterity and could cause the wearer to drop an item being carried.

PPE for use by staff will range from protective gloves worn by domestic staff using cleaning products, to a combination of eye, hearing and respiratory protection worn by maintenance staff using power tools such as cut off saws etc. Where staff are required to wear more than one item of PPE, their assessment is to ensure that all items required are compatible with each other and each item used will not reduce the effectiveness of another. For example, when wearing safety spectacles for eye protection and hearing protection is also required, muff type hearing protection is not suitable as the arm of the safety spectacles over the ear prevents the ear muffs sealing around the outside of the ear.

Whether the PPE is to be used by pupils or members of staff, the head of the department responsible will ensure that the wearer receives adequate instruction in its correct use. Members of staff will also receive additional information on the care and maintenance requirements applicable to the type of PPE.

The responsibility for provision of PPE for contractors working on Horsforth School premises (including contracted kitchen staff) lies with their employer along with identification of the PPE required through risk assessment. The Site team will however monitor that it is being worn on the premises.

The assessment of the requirement for and the provision of, specialist PPE for use of pupils on off site visits such as required during adventure activities is the responsibility of the qualified adventure activity provider.

RISK ASSESSMENT

Heads of Departments (both teaching and non teaching) are to ensure that risk assessments are carried out for all work and activities within their department. They **MUST** ensure that **ALL** significant risks have been identified (this is a strict legal duty) and, in all but the most minor cases, the results of your assessment have been recorded. A suitable format for recording the assessment is held by the Head of Department.

The risk assessment must be “suitable and sufficient”. That is, it must meet the following criteria: It should identify all significant risks arising from or in connection with, the work.

- (a) The level of detail in the risk assessment should be in proportion to the level of risk involved.
- (b) It must consider all those that may be affected by the risk and in particular those who are more vulnerable.
- (c) It should be appropriate to the nature of the work or activity and should show the period of time that it is likely to remain valid for.
- (d) It should be reviewed and revised as necessary where there is reason to believe it is no longer valid. This could be due to a change in the nature of the work and the working environment.

Where a contractor is carrying out work on Horsforth School premises they are required to provide a risk assessment for their works to the Site team before starting work on site.

The above paragraph also applies to the contracted cleaning staff. As the employer, the provider of the staff is to ensure that their activities are also risk assessed. A copy of their risk assessments are required to be provided to Horsforth School for their work on our premises.

The contents of all risk assessments must be communicated to the staff carrying out the work before they commence to ensure that they are aware of the risks involved and the control measures to be applied.

The risk assessment might identify the need for a more specific assessment under a particular Regulation. This may require specific aspects to be considered and in some cases may require specialist input. Common areas requiring a specific assessment may be (but are not limited to):

- (a) Manual Handling.

- (b) Hazardous substances (COSHH).
- (c) Display Screen Equipment (DSE).
- (d) Noise.
- (e) Personal Protective Equipment (PPE).

Where there is a requirement for a more specific risk assessment, heads of departments are again required to ensure that this is in place prior to work commencing.

For some works, such as maintenance tasks where a written risk assessment has been prepared and a task involves a number of aspects which require coordinating in a particular sequence to ensure the task is carried out safely, you should combine these assessments into a simple written Safe System of Work (sometimes also known as a method statement). As with the risk assessment, the level of detail required should be proportionate to the level of risk involved.

The contents of the Safe System of Work (method statement) must also be communicated to the personnel carrying out the work before they commence.

All risk assessments and method statements provided by contractors should be checked by the Site team Health and Safety lead to ensure they meet the criteria to be suitable and sufficient and that they propose a safe method of work, before work starts. Combined risk assessments/method statements are only acceptable where they meet these criteria. It must be remembered that the legal requirement is the production of the risk assessment (stand alone method statements often do not cover the risk assessment aspect adequately). If in doubt check with our external safety adviser.

Remember – it is a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (as amended) to prepare a Risk Assessment. This is the first step in establishing a safe system of work and where 5 or more people are employed, the significant findings are to be recorded.

Remember – your risk assessment must identify risks to “others”, not necessarily in our employment, e.g. students, contractors on site, public, visitor, etc.

SAFE STORAGE OF TOOLS AND MATERIALS

Horsforth School will take measures to ensure that everything which needs to be stored on the school premises is stored safely and without risks to staff, pupils or visitors.

All staff site must follow the directions of the heard of departments regarding safe storage. Attention should be focused on:

- (a) Security of items which may be harmful to pupils and staff if unauthorised access to them is gained.
- (b) The height, weight, and stability and safe working load of any storage shelving or racking.
- (c) The requirements of the COSHH assessment for hazardous substances (any hazardous fumes, gases, liquids or other possible release of hazardous agents, including agents which might harm the environment).

Storage should be arranged in order to minimise manual handling and thus reduce hazards.

Where contractors require special storage rooms or temporary storage units, they must provide this at their own cost and position the facility at the direction of the Site team.

Where practicable, storage will depend on mechanical handling devices in preference to manual handling to reduce and minimise accidents and to assist in the prevention of long term injuries, strains and sprains.

SIGNS AND NOTICES

Horsforth School will ensure that statutory signs and notices are clearly displayed for the information and safety of all staff, pupils and where relevant visitors.

Health and safety information for staff will be displayed on notice boards around the school. The following will be displayed for the information of our staff:

- (a) A current, signed copy of our Health and Safety Policy found at part one of this policy (statutory requirement).
- (b) A copy of our current Employers Liability Insurance certificate (statutory requirement).
- (c) Completed Health and Safety Law poster (statutory requirement unless all employees are issued with the pocket card version).
- (d) Minutes of the last Health and Safety Committee meeting.
- (e) Copies of any relevant safety updates or safety alerts produced either internally or externally.

The Site team Health and Safety lead will be responsible for ensuring that these notices are maintained up to date.

Additional safety signs and notices will be posted at the relevant locations where a requirement has been identified by the risk assessment for that aspect. Such notices will include (but not be limited to):

- (a) Signage identifying first aid points and first aiders.
- (b) Fire safety signage (emergency exit routes, alarm call points, fire extinguisher type/use, emergency assembly points etc).
- (c) Mandatory requirements (signage instructing the use of specific PPE when operating machinery, no smoking signs at entrances etc).
- (d) Warning signage where hazards exist (plant rooms, storage of chemicals or flammables etc).

Any member of staff who notices any damage to such signage, or a missing sign is to report the fact to the Site team so that it can be replaced.

Contractors working on site are to display any signs and notices required regarding their work clearly so that they can be seen by our staff and pupils. The Site team will monitor this.

SMOKING

This section deals with the issue of smoking relative to our premises and staff.

The Health Act 2006 requires that all of our workplaces which are enclosed or substantially enclosed will be smoke free premises and as such a strict no smoking policy must be enforced in these areas. Horsforth School has taken the decision that a **NO SMOKING POLICY** will be implemented and enforced across the whole site regardless of whether areas are substantially enclosed or not.

HORSFORTH SCHOOL VEHICLES

As required by the Smoke-free (Exemptions and Vehicles) Regulations 2007, all of our vehicles which are enclosed and may be used by more than one person (even if employees use the vehicle at different times or only intermittently) will be smoke free.

Vehicles are classed as enclosed if they are completely or partially enclosed by a roof (including a moveable roof or canvas) and by any door or window that can be opened.

As such all of our vehicles are smoke-free vehicles and at least one no smoking sign will be displayed in a prominent position in each compartment of the vehicle.

TRAFFIC MANAGEMENT

Horsforth School has the following arrangements in place to manage traffic on our premises in order to minimise the risk of a vehicle hitting a pedestrian or collision between vehicles:

- (a) The main school car park and driveway has a speed limit of 5 mph imposed.
- (b) Pedestrian entrances are separate to the vehicle access point to segregate pedestrians and vehicles.
- (c) Parking areas are allocated for visitors, staff and school vehicles and pedestrian access and egress routes are maintained.
- (d) Deliveries to school during term time are, wherever possible, coordinated for arrival during lesson times to minimise the risk of a vehicle hitting a pedestrian while they are accessing or leaving the school.

TRAINING

Section two of the Health and Safety at Work Act etc 1974 imposes a general duty on employers to provide information, instruction, supervision and training.

Persons under the direct control of Horsforth School will receive the following training:

- (a) Induction training when a person is newly recruited or is transferred to work in an unfamiliar environment.
- (b) Before being exposed to new or increased risks due to a change of responsibility, new working procedures, and systems of work or equipment.
- (c) Periodically to remind or re-emphasise procedures where there has been a change in legislation.

Responsibility for ensuring that staff receive suitable and sufficient information, instruction and training at the commencement of employment, the provision of refresher training and specific training at appropriate intervals resides with the Head of Department where the member of staff is to work.

Records of all staff training will be maintained Human Resources.

VIBRATION

The Control of Vibration at Work Regulations 2005 require us, among other matters, to assess the risk from vibration to our employees where the set action values are liable to be reached. The subject of vibration can be divided into Hand-Arm Vibration (HAV) and Whole Body Vibration (WBV). These are dealt with separately within this section.

There is potential for staff to be exposed to HAV where required to operate hand held power tools (during maintenance for example) and to WBV when operating ride on equipment (ride on mowers for example) or driving a Horsforth School vehicle for long periods.

On no account are pupils to be subjected to levels of vibration which could be damaging. Should hand held power tools and equipment be needed during pupils lessons, they will be a low vibration model and their use will be limited to ensure that the pupil is not exposed to damaging levels of vibration.

HAND-ARM VIBRATION (HAV)

The current action values laid down by the above Regulations for HAV are:

- (a) Daily exposure action value of $2.5 \text{ m/s}^2 \text{ A}(8)$.
- (b) Daily exposure limit value of $5 \text{ m/s}^2 \text{ A}(8)$.

$(\text{m/s}^2 \text{ A}(8))$ = vibration magnitude in metres per second squared, as it affects a person, as an average over an eight hour working day)

RISK ASSESSMENT

Where exposure to HAV levels is likely to reach the exposure action value, a risk assessment for the exposure to vibration will be carried out.

This will be used where we can make a reliable estimate of vibration levels. If a reasonably reliable estimate cannot be made, vibration measurement will be commissioned to establish the levels. Based on the HSE guidance, estimates of vibration levels will be acquired from:

- (a) Manufacturers' data where their measurements are taken during equipment use representative of our employees use.
- (b) Where data is taken purely from that declared in the equipment handbook, the figure will be doubled for estimating daily exposure.

ELIMINATION OR CONTROL OF EXPOSURE TO HAV

Where possible Horsforth School will take steps to eliminate exposure to HAV. Where this cannot be achieved steps will be taken to reduce exposure to as low levels as reasonably practicable and under no circumstances will our employees be exposed above the exposure limit without adequate controls in place. Elimination or reduction of exposure will be achieved by:

- (a) Use of alternative work methods and equipment to eliminate or reduce the risk of exposure.
- (b) Following good practice and industry standards.
- (c) Taking vibration into account when selecting tools and machinery. Ensuring that tools selected for use are suitable and powerful enough to keep task duration to a minimum. Selection of the lowest vibration tool which is capable of doing the work. Purchasing replacements for worn equipment which are suitable for the work, efficient and have low vibration characteristics. Use of high-vibration tools will be strictly limited under the risk assessment. Carrying out preventative maintenance of equipment in accordance with the manufacturer's instructions. Replacing worn consumables as they become blunt or damaged to maintain equipment efficiency.
- (d) Provision of information, instruction and training to ensure that the correct equipment is selected for the task, it is used and maintained correctly and the employee is aware of the risk and controls to be used.
- (e) Providing employees with periods of relief from exposure. Planning work schedules to minimise exposure and using job rotation to provide working breaks from exposure.
- (f) Provision of protective clothing to keep employees warm and dry where necessary, to aid blood circulation. Gloves can be used to keep the hands warm but are not to be relied upon to provide protection from vibration.

HEALTH SURVEILLANCE FOR HAV

Where it is identified through risk assessment that employees are regularly exposed above the Exposure Action Value or are considered to be at risk from HAV, health surveillance will be provided by a specialist occupational health consultant.

WHOLE BODY VIBRATION (WBV)

ACTION VALUES

The current action values laid down by the above Regulations for WBV are:

- (a) Daily exposure action value of $0.5 \text{ m/s}^2 \text{ A(8)}$.

- (b) Daily exposure limit value of $1.15 \text{ m/s}^2 \text{ A(8)}$.

RISK ASSESSMENT

Where exposure to WBV levels is likely to reach the exposure action value, a risk assessment for the exposure to vibration will be carried out. This will be used where we can make a reliable estimate of vibration levels. If a reasonably reliable estimate cannot be made, vibration measurement will be commissioned to establish the levels. Based on the HSE guidance, estimates of vibration levels will be acquired from manufacturers data where their measurements are taken during equipment use representative of our employees use.

CONTROL OF EXPOSURE TO WBV

Horsforth School will take steps to minimise exposure to WBV to as low levels as reasonably practicable and under no circumstances will our employees be exposed above the exposure limit without adequate controls in place. Reduction of exposure will be achieved by:

- (a) Taking vibration into account when selecting vehicles and machines. We will seek to source vehicles and machines which have seating providing good support to the operators back, buttocks, thighs and feet. We will also look for sufficient and easy adjustment of seating and a generally sound ergonomic layout. Machines will also be selected that are of sufficient size, power and capacity for the work and the ground conditions.
- (b) Carrying out preventative maintenance of vehicles and machinery in accordance with the manufacturers' instructions and replacing components before they reach their wear limits to maintain equipment efficiency and control.
- (c) Provision of information, instruction and training to operators to ensure that they understand the risks of WBV. Training also to include:
 - i. Adjustment of driver weight settings on suspension seats where available.
 - ii. Correct adjustment of seats and controls.
 - iii. Adjusting vehicle speed to suit ground conditions.
 - iv. Smooth operation of steering, brakes, accelerator, gears and operation of attached equipment.
 - v. Following of worksite routes to avoid travelling over surfaces

for which the vehicle is not suitable.

- (d) Providing employees with relief from long periods of exposure. Planning work schedules to minimise exposure and using job rotation to provide working breaks from exposure.

HEALTH SURVEILLANCE FOR WBV

Where it is identified through Risk Assessment that staff are regularly exposed above the Exposure Action Value or are considered to be at risk from WBV, health surveillance will be provided via a specialist occupational health consultant.

WELDING

All welding work must be carried out taking into account the safety of those who do the work and those who may be nearby. At Horsforth School the welding carried out is gas, arc or MIG welding which is done outside of Design Technology lessons and is carried out under the direct supervision of a technician. Any other welding carried out on site for maintenance purposes will be done by contractors.

The Head of Design Technology will ensure that a risk assessment is carried out for welding done. The technician supervising the welding will then ensure that all of the control measures identified as necessary are in place for the protection of anyone present before welding is started.

SAFE SYSTEMS OF WORK

Flashback arrestors will be fitted to all oxygen and fuel gas regulators.

Painted metal will not be welded

The head of Design Technology will ensure that information is obtained from the supplier of welding rods on possible health risks and precautions required.

Suitable fire extinguishers must be "at hand" when any welding is taking place.

GENERAL PRECAUTIONS

The following general precautions are required when welding:

- (a) Use care when moving and handling cylinders; cylinders should be secured to prevent them falling.
- (b) Purge hoses before using equipment – the explosion of mixed gases in hoses is a major cause of accidents.
- (c) Welding equipment is to be regularly inspected and maintained.
- (d) Check all gas welding equipment for leaks before use – use soapy water and never a naked flame.
- (e) Wear protective clothing including eye protection with the correct grade of lens for the welding being carried out.
- (f) Ensure that the surrounding area is free of combustible materials and that cylinders are clear of falling sparks.

- (g) Use fireproof blankets to cover materials which cannot be moved away.
- (h) Do not leave a lighted welding torch unattended.
- (i) Keep hoses clear of walkways.
- (j) Ensure that the nozzle of the welding torch is free from obstructions.
- (k) Mark completed work "**HOT**".
- (l) When welding ensure that there is a suitable fire extinguisher near at hand.
- (m) Ensure work-piece is adequately earthed when arc or MIG welding.

WELFARE

At all of its premises, Horsforth School will ensure that arrangements have been made for the provision of adequate welfare facilities including:

- (a) Suitable toilets which are regularly serviced and cleaned.
- (b) Adequate facilities for washing and drying of face, hands and arms together with towels or other means of drying. Places for staff to take breaks and eat meals, which are regularly cleaned and kept tidy.
- (c) A place for storage and drying (where necessary for those working outdoors) of working clothes, with suitable hooks on which to hang work clothes if necessary.
- (d) Shelter from inclement weather.
- (e) Sufficient levels of lighting and heating to ensure that the facilities are usable.
- (f) Facility for making/preparing hot drinks and a supply of fresh drinking water.

Horsforth School will, if necessary, provide suitable rest facilities for pregnant women or nursing mothers.

The working environment should have suitable and sufficient lighting, ventilation and space dimensions. Precautions should be taken to prevent the production of noxious and offensive dusts, smells, smoke, vapours and fumes. In cases where this is impracticable, an effective means of extraction should be used.

Suitable artificial lighting should be provided and maintained in outside areas under Horsforth School's control. Outdoor routes should be kept clear, particularly in icy conditions.

WORKING AT HEIGHTS

Falls from height are a large cause of fatalities and serious injuries in many workplaces. Many of these injuries are caused by falls from low heights and as such, what may be routine activities like changing a light bulb or accessing a shelf can have the potential for a serious accident.

Work at height means work in any place at, above or below ground level and includes gaining access to or egress from such a place while at work, unless it is via a permanent staircase. “Where a person could fall a distance liable to cause personal injury.”

For all work at height the Head of Department responsible must assess the risks and follow the hierarchy below, to determine the safest means of work:

- (a) **Avoid working at height where possible.** For example, pre assembly of components at ground level and lifting the assembly into place instead of assembling components at height.
- (b) **Use an existing safe place of work.** An example of which could be an existing flat roof which already has edge protection to prevent falls in place.
- (c) **Provide work equipment to prevent falls.** Give priority to equipment which gives collective protection, over equipment which only protects an individual. For example a correctly erected mobile tower would be considered before an individual work restraint system
- (d) **minimise the distance and consequences of a fall.** This could, for example, be a safety deck positioned close under the work surface.
- (e) **Minimise the consequences of a fall.** For example if the above cannot be achieved as the potential fall height cannot be minimised, minimise the consequences of a fall by the use of a soft landing system such as air bags for example. Again give priority to collective protection such as air bags over individual protection such as a fall arrest harness.
- (f) **Give instruction and training and/or other means.** For example, the use of ladders and hop ups. (Note: The use of ladders is the lowest standard – see below).

Work at height will be properly planned, appropriately supervised and carried out by competent persons. Planning will include selection of the most practicable safe work equipment and emergency/rescue procedures where

applicable.

Where work at height is carried out measures will be taken to prevent any person falling a distance liable to cause injury.

LADDERS (INCLUDING STEPLADDERS)

Ladders are only to be used when:

- (a) Risk assessment has shown there is no safer alternative, and:
- (b) The work is low risk of “short duration” and can be done safely from the ladder.

Ladders will be secured in place when in use.

Ladders should be checked by the user before use to ensure that there are no defects and at least weekly by a competent person designated by the Director of Finance. These inspections will be recorded.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately, and will be replaced if it cannot be repaired.

Ladders in use should be secured, have a solid, level base and be used correctly.

The Site team will ensure that proper storage is provided for ladders, under cover, where possible and with ladder properly supported throughout the length.

Ladders will be removed to storage at the end of each working day to ensure that unauthorised use is prevented.

FRAGILE SURFACES

Where a fragile roof or floor exists, warning signs must be displayed and wherever possible access to these areas is to be prevented. Where the fragile surface is a roof warning signs shall be displayed at regular intervals above head height around the outside of the building.

WORKSHOP MACHINERY

At Horsforth School both staff and pupils may be exposed to the hazards posed by the operation of machinery. Pupils may be exposed to such hazards when operating machinery such as bench mounted grinders and saws during Design Technology lessons.

HAZARDS

Serious accidents may result from the use of machinery such as:

- (a) Entanglement of hair or clothing in rotating parts.
- (b) Shearing of two parts moving past one another.
- (c) Moving parts moving towards one another or a moving part moving towards a fixed part may cause crush injuries.
- (d) Moving parts of machinery may cause impact injury.
- (e) Sharp edges or points may cause cuts or puncture wounds.
- (f) Ejected material or components may cause injury.
- (g) Contact with rough surfaces may cause abrasions.
- (h) High temperatures may cause burns or scalds.
- (i) Pressurised systems and electricity may cause accidents.

All of the above hazards are to be considered by the Head of Department when carrying out the risk assessment for use of the machine. A particular hazard to be protected against where pupils are operating a piece of machinery with rotating parts is entanglement of long hair and loose clothing or jewellery.

PROVISION AND COMMISSIONING

Where a new machine is procured, the supplier should provide the correct safeguards, but it is up to the employer to check these safeguards and ease of maintenance before procuring the machine. The machine safety assessment (commissioning) record should be completed and a risk assessment carried out for the machine.

Prior to use of the machine the Head of Department must ensure that users understand:

- (a) The contents of the risk assessment.
- (b) The manufacturers operating procedures.
- (c) Pre-start checks.
- (d) Starting and stopping and procedures.
- (e) Emergency stop procedures.
- (f) Checks on, and use of, guards and protective devices.
- (g) Requirements for protective clothing and equipment.

USE OF MACHINERY

Staff and pupils must:

- (a) Only use machines if authorised to do so and have received adequate instruction and training.
- (b) Use machinery in accordance with the requirements of the manufacturer's instructions, the risk assessment for that machine and instruction and training given.
- (c) Only clean a machine when it is stopped, switched off, unplugged or locked off.
- (d) Only use machines that are in a safe condition. Where machines have warning signs or tags attached, they must not be used.
- (e) Only operate machines when they have made themselves safe by removing necklaces, rings, gloves and loose clothing and tied up long hair.
- (f) Ensure that areas around the machine are kept clear of debris and waste materials.

MAINTENANCE

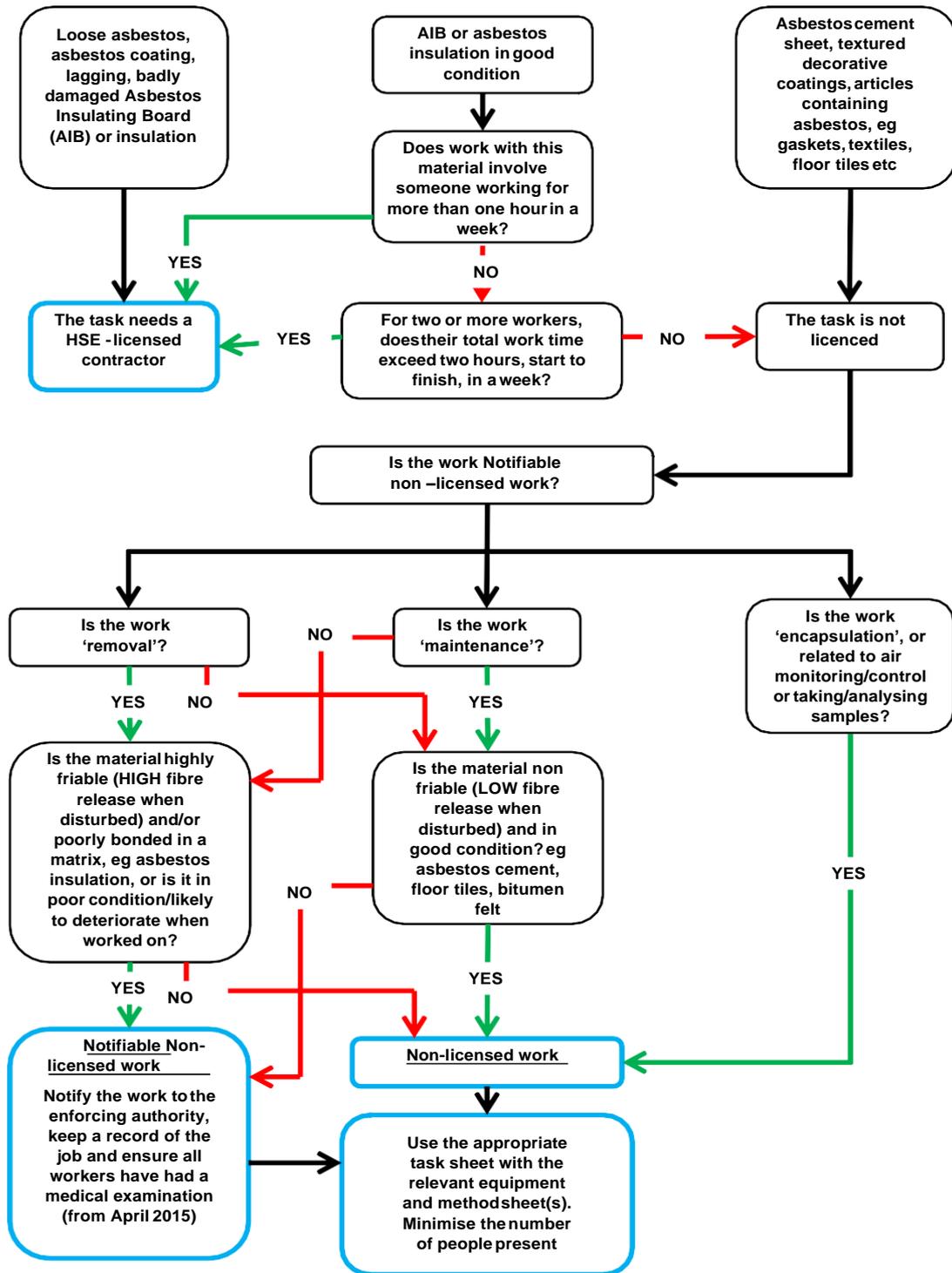
Maintenance of machinery is only to be carried out by trained and authorised personnel. This will be done under the arrangements of the Site team.

All maintenance is to be carried out in accordance with the manufacturers, or approved, schedule/scheme and the risk assessment carried out for the work.

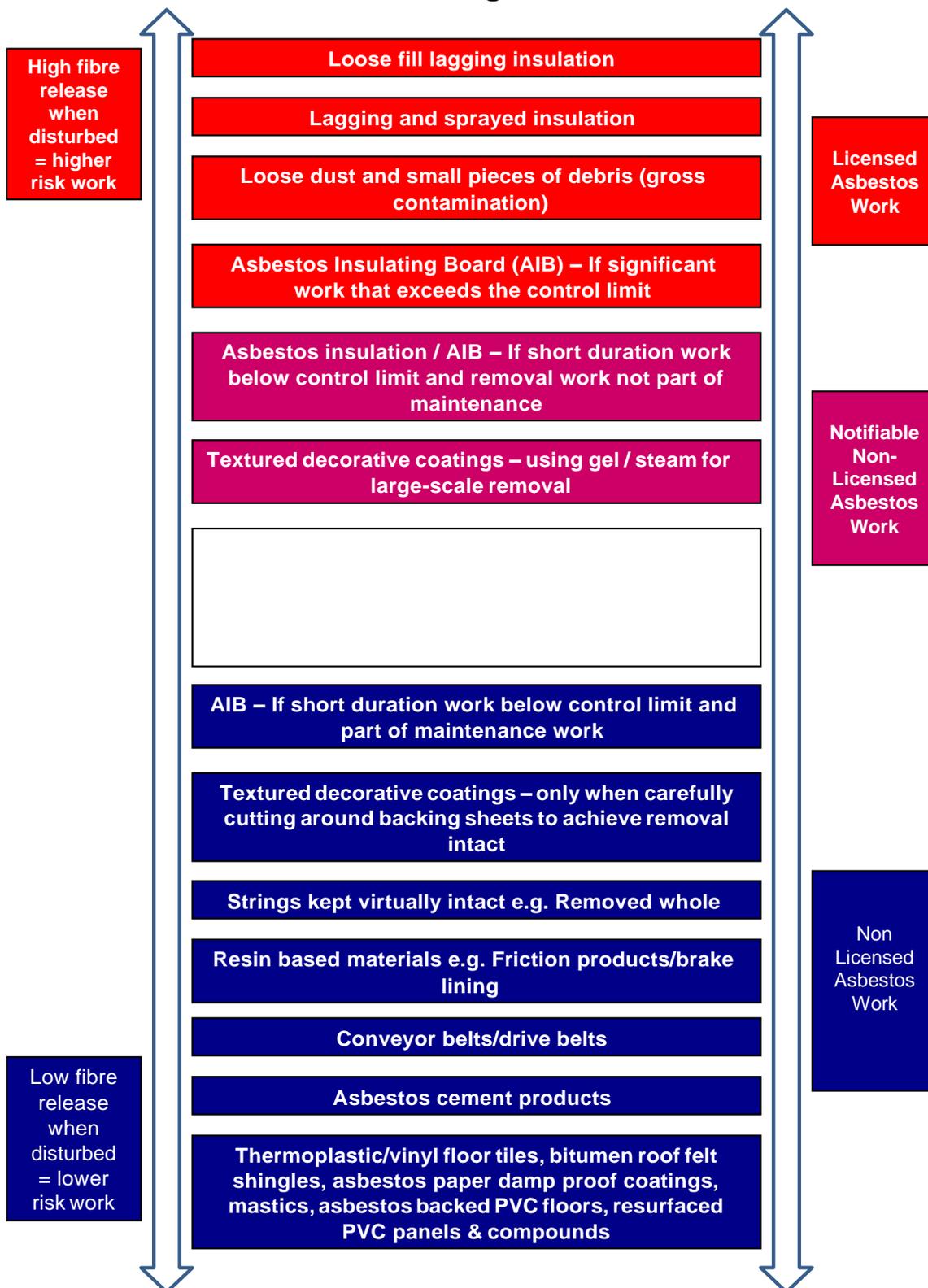
Before any maintenance is carried out, a check is to be made that the machine is isolated from power sources as required.

The above rules also apply to unscheduled maintenance due to failure or damage. Only authorised procedures are to be used to rectify faults/stoppages and on no account are staff to take “short-cuts” to bring a machine back into use.

Appendix 1 Asbestos Flow Chart



Asbestos Work Categories



Task	Task sheets and Equipment method sheets required
(a)	(b)
Drilling holes in asbestos insulating board (AIB)	a1 em1 em2 em4 em6 em7 em8 em9
Removing a single asbestos insulating board (AIB) ceiling tile	a2 em1 em2 em3 em4 em5 em6 em7 em8 em9
Removing a door with asbestos insulating board (AIB) fireproofing	a3 em1 em2 em5 em7 em8 em9
Removing a single screwed-in asbestos insulating board (AIB) less than 1m ² area, fixed with nails or screws	a4 em1 em2 em3 em4 em5 em6 em7 em8 em9
Cleaning light fittings attached to asbestos insulating board (AIB)	a5 em1 em2 em4 em6 em7 em8 em9
Repairing minor damage to asbestos insulating board (AIB)	a6 em1 em2 em6 em7 em8 em9
Painting undamaged asbestos insulating board (AIB)	a7 em1 em2 em4 em7 em8 em9
Enclosing undamaged asbestos materials to prevent impact damage	a8 em1 em2 em7 em8 em9
Drilling holes in asbestos cement (AC) and other highly bonded materials	a9 em1 em2 em6 em7 em8 em9
Cleaning debris from guttering on an asbestos cement (AC) roof	a10 em1 em2 em5 em7 em8 em9
Removing asbestos cement debris	a11 em1 em2 em5 em6 em7 em8 em9
Cleaning weathered asbestos cement (AC) roofing and cladding	a12 em1 em2 em6 em7 em8 em9
Repairing damaged asbestos cement (AC)	a13 em1 em2 em5 em7 em8 em9
Removing asbestos cement (AC) sheets, gutters, etc, and dismantling a small asbestos cement structure	a14 em1 em2 em5 em6 em7 em8 em9
Removing an asbestos cement (AC) or reinforced plastic product, eg tank, duct, water cistern	a15 em1 em2 em5 em6 em7 em8 em9
Painting asbestos cement (AC) sheets	a16 em1 em2 em5 em7 em8 em9
(a)	(b)
Removing asbestos paper linings	a17 em1 em2 em5 em6 em7 em8 em9
Removing asbestos friction linings	a18 em1 em2 em4 em6 em7 em8 em9

Removing an asbestos fire blanket	a19 em1 em2 em5 em7 em8 em9
Laying cables in areas containing undamaged asbestos materials	a20 em1 em2 em6 em7 em8 em9
Removing asbestos-containing bituminous products	a21 em1 em2 em5 em7 em8 em9
Removing metal cladding lined with asbestos-containing bitumen	a22 em1 em2 em5 em7 em8 em9
Removing asbestos-containing floor tiles and mastic	a23 em1 em2 em4 em5 em6 em7 em8 em9
Removing flexible asbestos textile duct connectors (gaiters)	a24 em1 em2 em5 em6 em7 em8 em9
Removing compressed asbestos fibre gaskets and asbestos rope seals	a25 em1 em2 em4 em5 em6 em7 em8 em9
Drilling and boring through textured coatings	a26 em1 em2 em4 em6 em7 em8 em9
Inserting and removing screws through textured coatings	a27 em1 em2 em4 em6 em7 em8 em9
Removing textured coating from a small area eg 1 square metre	a28 em1 em2 em4 em6 em7 em8 em9 em10
Cleaning up debris following collapse of a ceiling or wall covered with textured coating	a29 em1 em2 em4 em6 em7 em8 em9
Removing an asbestos containing 'arc shield' from electrical switchgear	a30 em1 em2 em4 em6 em7 em8 em9
Removing a single asbestos containing gas or electric heater	a31 em1 em2 em4 em5 em6 em7 em8 em9
Replacing an asbestos containing part in a 'period' domestic appliance	a32 em1 em2 em4 em5 em6 em7 em8 em9
Replacing an asbestos containing fuse box or single fuse assembly	a33 em1 em2 em4 em6 em7 em8 em9
Removing pins and nails from an asbestos insulating board panel	a34 em1 em2 em6 em7 em8
(a)	(b)
Replacing an asbestos cement flue or duct	a35 em1 em2 em4 em5 em6 em7 em8 em9
Removing an asbestos cement panel outside, beside or beneath a window	a36 em1 em2 em6 em7 em8 em9
Removing asbestos containing mastic, sealant, beading, filler, putty or fixing	a37 em1 em2 em4 em5 em7 em8 em9

Making safe and collecting fly-tipped asbestos waste	A38 em1 em2 em5 em6 em8 em9
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PROCEDURE FOR UNINTENTIONAL EXPOSURE TO ASBESTOS

