



SECKFORD
EDUCATION TRUST

"Providing a foundation for life"

HEALTH AND SAFETY POLICY

THIS IS A DUE DILIGENCE DOCUMENT
DO NOT REMOVE FROM THE PREMISES

The Chief Operating Officer is required to implement and complete this 10 Point Action Plan as part of compliance with the requirements of this policy.

Action	Implementation Activities	Target Date
1	Introduce Policy with support from relevant staff members and complete the blank sections of the policy.	
2	Place a copy of the signed and dated Policy statement on the staff notice board.	
3	Tailor the management sections of the policy to the site. Ensure all Managers and staff are aware of their responsibilities concerning implementation of this policy.	
4	Provide Managers and Departmental Managers with access to online Generic Risk Assessments. Include the specific detailed risk assessment formats and set deadline for review and completion (recognise that mentoring and training may be necessary for some). Recommend this is within 2 months of policy issue.	
5	Set up a Health and Safety Committee if it has not already been done and hold regular meetings. Ensure minutes are documented, signed off and distributed.	
6	Include relevant information and statutory notices on the Staff notice board as required by the sections within the Policy, including accident reporting and welfare.	
7	Establish department Health and Safety files using the Index outlined in this policy and CLEAPSS guidance where appropriate. Ensure managers include only relevant sections from the policy. Provide mentoring and support on completing of records.	
8	<p>Setup relevant filing systems for</p> <ul style="list-style-type: none"> • Safety Policy • Risk Assessments (Online) • Accident Records (Paper-based and Online) • Training <p>All departments should hold relevant information and records or hold centrally (whichever is applicable).</p>	
9	Establish a minimum quarterly review of Health and Safety documentation to ensure policy has been implemented.	
10	Complete the 6 monthly declarations as required and submit to NAVITAS/ESB. This control will be assessed as part of the Health and Safety Audit	

Signature

Date.....

Print Name

POLICY CONTENTS

SECTION A – MANAGEMENT ORGANISATION AND RESPONSIBILITIES	5
INFORMATION FORMANAGERS AND ENFORCEMENT OFFICERS	6
HEALTH AND SAFETY POLICY STATEMENT	7
ACCEPTANCE OF HEALTH & SAFETY POLICY	8
MANAGEMENT ORGANISATION AND RESPONSIBILITIES	9
SCHOOL ORGANISATION	17
SCHOOL SPECIFIC RESPONSIBILITIES	18
MANAGEMENT OF HEALTH AND SAFETY (ALL DEPARTMENTS)	20
HEADS OF DEPARTMENT (DEPARTMENTAL MANAGER) DOCUMENTATION (ALL DEPARTMENTS)	21
TRAINING (ALL DEPARTMENTS)	22
SCHOOL RISK ASSESSMENT (ALL DEPARTMENTS)	24
HOW LONG SHOULD I KEEP THE RECORDS?	25
SECTION B – SAFE OPERATING PROCEDURES STATUTORY HAZARDS & CONTROLS.....	31
ACTIVITY: ASBESTOS CONTROLS.....	33
ACTIVITY: BAR SAFETY.....	36
ACTIVITY: BARBECUES.....	38
ACTIVITY: BODILY FLUIDS, SHARPS & SOILED LINEN.....	40
ACTIVITY: CAR PARK / VEHICLES ON SITE.....	43
ACTIVITY: CONFINED SPACES.....	45
ACTIVITY: CONTRACTOR CONTROLS.....	48
ACTIVITY: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	52
ACTIVITY: DISPLAY SCREEN EQUIPMENT (DSE).....	55
ACTIVITY: DRIVING.....	59
ACTIVITY: DRONE SAFETY	62
ACTIVITY: ELECTRICAL SAFETY	65
ACTIVITY: EMPLOYEE GROUPS	68
ACTIVITY: EXTERNAL SNOW AND ICE.....	72
ACTIVITY: FIRST AID AND ACCIDENT REPORTING	74
ACTIVITY: GAS SAFETY.....	75
ACTIVITY: GLASS AND CROCKERY.....	78
ACTIVITY: GROUNDS MAINTENANCE.....	80
ACTIVITY: HELICOPTER LANDINGS.....	82
ACTIVITY: KITCHEN SAFETY	85
ACTIVITY: KNIFE SAFETY.....	87
ACTIVITY: LIFTS AND LIFTING EQUIPMENT	89
ACTIVITY: LONE WORKING	92
ACTIVITY: MANUAL HANDLING	95
ACTIVITY: MEETING ROOM AND FUNCTION SETUP.....	99
ACTIVITY: MOVEMENT OF CASH	101
ACTIVITY: NOISE AT WORK.....	103
ACTIVITY: OCCUPATIONAL HEALTH	105
ACTIVITY: OFFICE AND CLASSROOM SAFETY	107
ACTIVITY: OPEN WATER.....	109
ACTIVITY: OUTSIDE FURNITURE	113
ACTIVITY: PERSONAL PROTECTIVE EQUIPMENT (PPE).....	115
ACTIVITY: PRESSURE VESSELS AND SYSTEMS.....	118
ACTIVITY: PREVENTION AND CONTROL OF LEGIONNAIRES DISEASE.....	121
ACTIVITY: SLIPS, TRIPS AND FALLS	125
ACTIVITY: STRUCTURAL CONTROLS.....	127
ACTIVITY: TREE MANAGEMENT	129
ACTIVITY: USE OF A DEEP FAT FRYER.....	132
ACTIVITY: USE OF DISHWASHERS, GLASS WASHERS AND WASHING MACHINES	135

ACTIVITY: USE OF OPEN FLAMES	137
ACTIVITY: VIOLENCE AT WORK	143
ACTIVITY: WASTE OIL DISPOSAL AND STORAGE	146
ACTIVITY: WINDOW CLEANING.....	148
ACTIVITY: WINDOW SAFETY	150
ACTIVITY: WORK AT HEIGHT.....	152
ACTIVITY: WORK EQUIPMENT	155
SECTION C – HEALTH ANDSAFETY FORMS	157
FOUND IN THE DOCUMENTATION LIBRARY WITHIN NAVITAS COMPLIANCE	157
HEALTH AND SAFETY FORMS	158
SECTION D – WHAT TO DO IF?	159
WHAT TO DO IF THE ENFORCEMENT OFFICER VISITS/TAKES ACTION?	160
WHAT TO DO IF AN AUDITOR FROM THE NAVITAS/ESB VISITS?	162
WHAT TO DO IF THERE IS AN INCIDENT, ACCIDENT OR A NEAR MISS?	163
WHAT TO DO IF THERE IS A FIRE?	164
WHAT TO DO IF MAINTENANCE IS REQUIRED OR EQUIPMENT DEFECTIVE?	165
SECTION E – APPENDIX.....	166
SOP REVIEW TABLE.....	167

SECTION A – MANAGEMENT ORGANISATION AND RESPONSIBILITIES

INFORMATION FOR MANAGERS AND ENFORCEMENT OFFICERS

The Health & Safety Management System is provided to meet legal requirements and to ensure that high standards of Health and Safety are monitored and implemented.

This is an operational manual that deals with the day to day running of the business.

It is the responsibility of the CEO to set up the operation and ensure that the controls are detailed within the Health & Safety Management System are adhered to. A specific risk assessment form must be completed for any activities or equipment which are not covered within the Generic Risk Assessments.

Team members are responsible for ensuring that they do nothing that would put themselves, their colleagues or others at risk. They must ensure that they follow the safe systems of work and wear the PPE provided.

We have taken advice from our consultants NAVITAS/ESB in the completion of this policy and can draw upon their knowledge and experience should the need arise.

This document outlines the Health and Safety Policy in all Seckford Education Trust Schools. This policy covers the Trust and all its Schools and as such there is no need for each School to have its own policy.

HEALTH AND SAFETY POLICY STATEMENT

Seckford Education Trust ('the Trust') and its Schools ('the Schools') will:

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging all those associated with the Schools to identify and report hazards so that we can all contribute to creating and maintaining a safe working and learning environment.

Communicate and consult with our staff, governors and pupils on all issues affecting their Health and Safety and in so doing bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively and to ensure they are competent and confident in the work activities they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises, fixtures, fittings and associated resources to a standard that ensures that hazards and risks are effectively managed.

Ensure that responsibilities for Health and Safety are allocated and understood, and effectively implemented and monitored.

Retain access to competent advice and assistance, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

It is the duty of all of us:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of Health and Safety.

Signed	Signed
Mr. Mark Barrow – Chief Operating Officer	Mr. J Wellesley-Wesley – Chair of Trust Board
Date:	Date:

ACCEPTANCE OF HEALTH & SAFETY POLICY

I,..... The Chief Executive Officer of Seckford Education Trust confirm that I have read and understood the contents of this Health & Safety Policy and I am satisfied that it covers all relevant hazards within the business.

Acceptance Signed.....	Date.....
Review 1 Signed:	Date.....
Review 2 Signed:	Date.....

The Risk Assessment documentation should be reviewed annually and when there have been any significant changes in work practices or procedures.

Acceptance Signed	Date.....
Review 1 Signed:	Date.....
Review 2 Signed:	Date.....

MANAGEMENT ORGANISATION AND RESPONSIBILITIES

School Management Responsibilities

It is important for the management team to have a clear understanding of the operation of this policy, including specific departmental arrangements and the application of the risk assessment process. Additional training may be required with reference to the understanding of the risk assessment process and Heads of Department responsibility and competency.

The Executive Head Teacher

The Executive Head Teacher will be responsible for developing and fostering a positive Health and Safety culture within the School, where the management of the risk to the safety of students, employees, guests and visitors is seen as important as the management of all other areas of the School.

The CEO accepts responsibility for ensuring compliance with Health and Safety Legislation within the School. Day to day responsibility for implementation and monitoring of Health and Safety within the School has been delegated to: The Director of Operations (SF), the Trust Operations Manager, The Heads of School

The Director of Operations - All areas of The Seckford Education Trust delegated to:

- Seckford Foundation Executive Head Chef – Food Safety, Catering Function
- Seckford Foundation Network Manager – IT Infrastructure.

Trust Operations Manager – oversight of Health and Safety implementation across the whole of each School.

Teaching Departmental Managers – each responsible for their area.

Educational Visits Co-ordinator – as set out in the Educational Visits Policy

Trust Operations Manager – responsible for monitoring and implementation of the First Aid policy and procedure, including accident reporting (pupils) and reporting to the Health and Safety Committee.

Non-teaching Departmental/Function Managers – each responsible for their area

The Head of School as the most senior within the School has direct, overall responsibility for ensuring that all Employees and others supporting the business at the Schools:

- Make themselves aware of all relevant Health and Safety, Fire Safety, Food Safety and other applicable policies to the School.
- Lead Health and Safety in the School at all times.
- Ensure a Health and Safety committee is established in the School that meets regularly. The meetings are to be chaired by the Head of School or other designated person, resulting in a School action plan that clearly identifies the issues, responsibilities and timelines necessary to resolve any points raised. Alternatively provide a suitable and sufficient mechanism for providing School staff with relevant safety information.
- Appoint a competent person from the School management team to the Health and Safety committee who has additional responsibilities of planning, implementing and reviewing Health and Safety procedures and ensures all necessary reporting is completed in a timely manner. If a member of staff has sufficient experience and personal qualities, they may be appointed Health and Safety person for their department or for the School.

Finally, the CEO may delegate any of the tasks outlined to the management team; however, they will retain overall responsibility for Health and Safety within the School.

The Trust Operations Manager will have the day to day responsibility for ensuring the Health and Safety and welfare of all persons working in or visiting the School. By implementing this Policy, they will demonstrate a pro-active stance on safety management.

This policy, associated forms, documents and Codes of Practice can be found on the School NAVITAS Compliance homepage - Documentation Library.

The Policy requires:

- Policy statements that need to be signed and dated immediately by the School Executive Head Teacher. Copies must be displayed on staff notice boards.
- Upon arrival of a new Executive Head Teacher a new statement must be completed to assume Health and Safety responsibility.
- The completion within the policy of a specific activities section which must be tailored to the School.
- Completion of generic on-line risk assessments for each department including the printing of all department assessments and site-specific risk assessments.

Once these activities are undertaken the procedures need to be followed as described within the policy. Any further guidance required can be obtained from the NAVITAS/ESB consultant or NAVITAS/ESB Helpline.

Trust Operations Manager

The Trust Operations Manager is responsible for deputising for the Executive Head Teacher if absent and will ensure that Health and Safety standards are maintained. The Trust Administration Manager is the nominated member of the School to oversee the implementation of health and safety within the School, to liaise with the Trust Board, the nominated Board Member with health and safety responsibilities, the Executive Head Teacher, nominated staff members and the health and safety consultant to ensure compliance with Health and Safety legislation. In particular, they will ensure that the following matters are attended to:

- Understanding of this Policy and ensuring that they are knowledgeable of its contents.
- Ensuring that the School Health and Safety Policies are implemented, communicated, monitored, developed, amended as required and reviewed at least annually.
- Supervision of Staff to ensure compliance with this Policy.
- Ensure that they regularly carry out hazard spotting and report, through a daily report, or other mechanism any defects noted.
- The Health and Safety plan of continuous improvement is implemented and monitored.
- Adequate maintenance plans and funding is provided to keep premises, plant and work equipment in a safe condition, to allow for the effective control of risks to students, employees, guests and visitors.
- Statutory examinations are planned, carried out, defects rectified and recorded.
- There is regular communication and consultation with staff on Health and Safety issues and the Health and Safety committee notes/minutes are distributed as appropriate.
- An effective training programme is established to ensure all staff are competent to carry out their activities in a safe manner.
- Appropriate risk assessments and safe systems are in place and adhered to. These include, but are not limited to:

- General assessment of risks to the health, safety and welfare of employees, guests and visitors.
- An assessment of the risks from fire.
- Assessment of the risk from the use of substances hazardous to health (COSHH).
- Assessment of the risk from Legionella within the hot and cold-water systems, and any pool facilities.
- Assessment of the risk associated with Asbestos within the School.
- Ensure adequate control measures outlined in the School risk assessments are identified and implemented in order to reduce the risk level as low as is reasonably practicable.

The main findings of the risk assessments must be communicated to all employees within the School. Routine maintenance and testing of the control systems is essential to managing the risks within the School. Therefore, the Trust Operations Manager will ensure:

- All fire detection and alarm systems are subject to maintenance at intervals not exceeding three months and ensure weekly alarm tests are undertaken and documented.
- There is an evacuation drill undertaken at intervals not exceeding six months.
- All staff receive fire training dependent on their role.
- Accidents, ill-health and near-miss incidents are recorded, uploaded onto the relevant platforms, investigated and reported on to the Trust Board.
- There is a robust formal procedure for raising safety issues and concerns implemented, adhered to and issues raised, investigated and where appropriate corrective actions implemented.
- Contractors engaged are competent, qualified, reputable, where appropriate can demonstrate a good Health and Safety record.
- Effective emergency contingency plans are developed and designated trained staff members are in place to implement them for fire and other emergency situations.
- Health and Safety objectives are agreed and their implementation reported to the Trust Board.
- Ensure regular inspections of the School are undertaken to identify capital works required, to maintain the safety of all persons within the School.
- Ensure adequate periodic inspections and audits of the School are undertaken, ensuring the results are recorded. These include inspection of the fire log at intervals not exceeding monthly.
- Ensure members of the management team are undertaking sufficient frequency of inspections as to maintain compliance with legislative requirements and this policy.
- Co-operate with external enforcing authorities such as EHO, Fire Safety Officer etc.
- Co-operate with external Health and Safety auditors and Property department audits.
- Ensure action plans from any audits are developed and implemented to resolve any issues identified within the audit reports.
- Operational procedures are adopted or developed to manage significant risks within the School and react to incidents as necessary.

The Trust Operations Manager may delegate any of the tasks outlined to the management team.

Departmental Managers (non-teaching) with the Health and Safety Consultant's support will ensure that:

- There is a positive Health and Safety culture within their area of responsibility.
- They are aware of and comply with the School's Health and Safety Policies, Procedures and Safety practices.
- They will effectively communicate to their staff and contractors the School's Health and Safety Policies, Procedures and Safety practices.
- There is adequate supervision of staff and contractors to ensure that activities are carried out safely and in accordance with the School's Policies, Procedures and Safety practices.
- All dangerous machines are managed and adequately guarded, and that staff are properly trained in their use.
- Staff induction, personal development and training are undertaken and documented, including Health and Safety and Fire Safety training.
- Where appropriate contractor site induction is carried out and documented.
- Accidents and near misses are recorded and formally raised in writing to the Trust Operations Manager who may raise these with the Head of Operations to manage.
- Safety issues are formally raised in writing to the Head of Operations and/or the Trust Operations Manager
- In their area of control, the work environment and equipment is kept clean, tidy, in good condition, maintained and inspected as required and accurate records maintained.
- Staff that require Personal Protective Equipment (PPE) are provided with suitable items, they undergo appropriate documented training in the use, storage and replacement of the items.
- Staff, pupils and contractors are encouraged to highlight hazardous items, situations or areas of risk.
- Only competent, insured and certificated contractors are used, where appropriate, risk assessments and method statements will be obtained and assessed to confirm they are suitable and sufficient prior to commencement of activities.
- Are responsible for ensuring office safety and in particular the following statutory assessments are undertaken within their area of responsibility:
 - Manual Handling Assessment
 - Visual Display Screen Assessment
- Ensure that all statutory assessments are undertaken, updated and implemented. These include:
 - Relevant Generic Departmental Risk Assessment.
 - Have reference to the School Fire Risk Assessment with reference to their department.
 - Control of Substances Hazardous to Health (COSHH).
 - Manual Handling.
- Ensure completion of the Monthly Departmental Hazard Inspection (Form 18).

Teaching Departmental Managers

Teaching Departmental Managers are the designated people with day-to-day responsibility for ensuring compliance with the School Health and Safety Policies, Procedures and Safety practices within their areas of responsibilities and control. They are supported in this role by the Health and Safety Consultant. Teaching Departmental Managers with Health and Safety Consultant's support will ensure that:

- There is a positive Health and Safety culture within their area of responsibility.
- They are aware of and comply with the School's Health and Safety Policies, Procedures and Safety practices.
- They will effectively communicate to their staff, pupils and contractors the School's Health and Safety Policies, Procedures and Safety practices.

- There is adequate supervision of staff, pupils and contractors to ensure that activities are carried out safely and in accordance with the School's Policies, Procedures and Safety practices.
- All dangerous machines are managed and adequately guarded, and that staff are properly trained in their use.
- Staff induction, personal development and training are undertaken and documented, including Health and Safety and Fire Safety training.
- Accidents and near misses are recorded and formally raised by using the appropriate system to the Trust Operations Manager
- Safety issues are formally raised using the appropriate system to the Director of Operations and/or the Trust Operations Manager
- In their area of control, the environment and equipment is kept clean, tidy, in good condition, maintained and inspected as required and records maintained.
- Staff and pupils that require Personal Protective Equipment (PPE) are provided with suitable items, they undergo appropriate documented training in the use and maintenance of the items.
- Staff, pupils and contractors are encouraged to highlight hazardous items, situations or areas of risk.
- Only competent, insured and certificated contractors are used. Where appropriate, risk assessments and method statements will be obtained and assessed to confirm they are suitable and sufficient prior to commencement of activities.
- Are responsible for ensuring office safety and in particular the following statutory assessments are undertaken within their area of responsibility:
 - Manual Handling Assessment.
 - Visual Display Screen Assessment.
- Ensure that all statutory assessments are undertaken, updated and implemented. These include:
 - Relevant Generic Departmental Risk Assessment.
 - Have reference to the School Fire Risk Assessment with reference to their department.
 - Control of Substances Hazardous to Health (COSHH).
 - Manual Handling.
- Ensure completion of the Monthly Departmental Hazard Inspection (Form 18).

Non-Teaching Staff

Non-Teaching Staff are the designated persons responsible for ensuring their personal safety and that of others that are affected by their actions or activities. Non-Teaching Staff will ensure that they:

- Are aware of and comply with the School Health and Safety Policies, procedures, work practices and risk assessments.
- Develop a positive Health and Safety culture and outlook.
- Comply with verbal or written instruction relating to Health and Safety.
- Use any equipment that is provided by the School or themselves in a safe and appropriate manner which may include the requirement of a specific risk assessments and provisions of personal protective equipment (PPE) for themselves and/or others.
- Comply with the School's dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain equipment, plant, machinery and their work station/area in a good clean and tidy condition.
- Report any defects on the appropriate fault report form and send to Trust Operations Manager or the Caretaker.
- Report any safety hazards, malfunctions, accidents or near misses to the Trust Administration Manager or Caretaker to manage.
- Are aware of and comply with the School Fire Procedures.
- Attend and participate as requested Health and Safety related training.

Teaching Staff

Teaching Staff are the designated persons responsible for ensuring their personal safety, that of the pupils under their supervision and others that are affected by their actions or activities. Teaching Staff will ensure that they:

- Are aware of and comply with the School Health and Safety policies, procedures, work practices and risk assessments.
- Develop a positive Health and Safety culture and outlook.
- Comply with verbal or written instruction relating to Health and Safety.
- Use in a safe and appropriate manner any resource or training aid that is provided by the School or themselves.
- Generate appropriate specific risk assessments and, if required, provision of personal protective equipment (PPE) for themselves and/or pupils.
- Comply with the School dress code for clothing and footwear.
- Conduct themselves in a professional manner and refrain from inappropriate behaviour.
- Maintain all resources and their work area/room in a good clean and tidy condition, and report any defects on the appropriate fault report form to the Trust Operations Manager or Caretaker.
- Report any safety hazards, malfunctions, accidents or near misses to their Departmental Manager and/or the Trust Administration Manager to manage.
- Aware of and comply with the School Fire Procedures.
- Attend and participate as requested Health and Safety related training.

Deputy Departmental Manager and Supervisors

They are to deputise for their Head of Department, in their absence, and ensure that staff are adequately supervised and any hazards which they notice or which have been brought to their attention are made safe.

All Employees

All employees have a responsibility for the safety of themselves and of others, including guests, contractors and visitors. To fulfil their responsibilities employees will;

- Familiarise themselves with the safety policies in relation to their work area and applicable to their role.
- Take care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare.
- Use machinery, equipment, safety devices, transport and substances in accordance with training and instruction provided.
- Co-operate with School management, or any other person so far as is necessary so that duties or requirements imposed upon them are fulfilled in a safe manner to ensure the safety of themselves and others.
- Report to the Departmental Managers, Head of Operations or Trust Operations Manager any hazardous conditions, or work situation which has the potential for serious and imminent danger including any shortcomings in protective measures.
- Report any injury, accident dangerous occurrence or near miss to their manager immediately.
- Observe all School safety rules and procedures.
- Ensure Personal Protective Clothing and equipment provided for specific tasks is worn.
- The reporting of any fault or deficiency which arises with the equipment or clothing to their Departmental Manager.
- Notify their Departmental Manager or other manager of any work situation having the potential for serious and imminent danger, including notifying their Departmental Manager or other manager of any shortcomings in protective measures.
- Participate in safety training commensurate with their work activity and apply any knowledge, skills and techniques acquired on such courses as appropriate.

School Competent Person

The School Competent Person is responsible for providing onsite advice on day to day safety matters including:

- Hazard spotting and reduction of risk.
- Interpretation of this policy.
- Assistance on the staff consultative committee.
- Accident reporting/notification advice.
- Initial investigation of accidents.
- Development of safe systems of work.
- Giving advice to staff safety representatives.

They MUST keep up-to-date with safety matters and will receive training with reference to competency and responsibility for implementation of this policy.

This role and department duties may be outsourced but will require the designated competent person to attend site on a regular basis

Advisors (NAVITAS/ESB)

NAVITAS/ESB have been contracted to the role of School Advisers and Competent Persons for advice on overall strategies for health, safety and welfare within the School.

At School level, they will provide advice to the Head of School, Head of Operations, Trust Administration Manager and the management team as required, in particular:

- Advice on interpretation of legal requirements.
- Assistance with strategy for implementation of the Policy.
- Provide investigations of serious accidents.
- Revise company policy in the light of experience or legal change.
- Provide advice upon the visit of an Enforcement Officer.

Further guidance can be obtained via the NAVITAS/ESB website www.esb.eu.com

The NAVITAS Compliance homepage contains all relevant policy forms and documentation.

NAVITAS/ESB operate a 24/7 helpline on 0808 164 3773 or additional help can be obtained by email at info@esb.eu.com or contact with your local consultant.

SCHOOL ORGANISATION

Executive Head Teacher/Chief Executive Officer– Mark Barrow

Head of School at SET Beccles School – Heidi Philpott

Assistant Head at SET Beccles School – Jason Pentney

Head of School at SET Ixworth School – Pia Parker

Assistant Head of School at SET Ixworth School – Ryan Pitcock

Head of School at SET Saxmundham School – Lizzie Girling

Assistant Head of School at SET Saxmundham School – Sarah Marsden

Head of School at SET Maidstone and Causton – Lucy Thompson

Trust Operations Manager – Helen Rayner

Director of Finance – Simon Stafford

Director of Human Resources – Victoria Finch

Director of Operations – Will Bowman

IT Manager – Stuart Hill

SCHOOL SPECIFIC RESPONSIBILITIES

Advisory Service Contacts	
Environmental Health Consultants	NAVITAS/ESB Helpline: 0808 164 3773 info@esb.eu.com
Area Fire Officer. Name & Tel No: Email:	Suffolk Fire Rescue fire.businesssupport@suffolk.gov.uk Emergency 999 – Non emergency 01473 260588
Fire Appliance Supplier/Auditor. Name & Tel No: Email:	Suffolk Fire Rescue fire.businesssupport@suffolk.gov.uk Emergency 999 – Non emergency 01473 260588
Local Authority Environmental Health Officer for SET Beccles School and SET Saxmundham School. Name & Tel No: Email:	East Suffolk Council 0333 016 2000 customerservices@eastsuffolk.gov.uk
Local Authority Environmental Health Officer for SET Ixworth School. Name & Tel No: Email:	West Suffolk Council 01284 763233 customerservices@westsuffolk.gov.uk
Pest Controller. Name & Tel No: Email:	Pest Solutions 01284 766362
Gas Supplier. Name & Tel No: Email:	Gazprom Energy 0161 837 3395 www.gazprom-energy.co.uk
Gas Emergency Call Out. Tel No: Email:	Cadent 0800 371787 / 0800 111999 wecare@cadentgas.com
Water Supplier. Name & Tel No: Email:	Anglian Water 0345 791 9155 Emergency 0800 771881
Contracted Plumber. Name & Tel No Email:	JT Wilding 01473 611744 On Call 07739 946019 R.smith@jtwilding.co.uk
Electricity Supplier. Name & Tel No: Email:	UKPN 0800 3163105 Ukpowernetworks.co.uk
Electrical Contractor. Name & Tel No: Email:	Addison Electrical Alan hunter 07768 120875 Alanhunter14@sky.com
Local A & E Department. Address & Tel No:	Ipswich Hospital, Heath Road, Ipswich IP4 5PD 01473 712233 or West Suffolk Hospital, Hardwick Lane, Bury St. Edmunds IP33 2QZ

The School Competent Person is: NAVITAS

Fire Safety

Please refer to the separate Seckford Education Trust Fire Policy.

The SET Beccles School Fire Officer is: Heidi Philpott

The SET Beccles School Deputy Fire Officer is: Jason Pentney

The SET Beccles School fire book is kept in the front office

The SET Ixworth School Fire Officer is Pia Parker

The SET Ixworth School Deputy Fire Officer is Mike Jackson

The SET Ixworth School fire book is kept in the front office

The SET Saxmundham School Fire Officer is Lizzie Girling

The SET Saxmundham Deputy Fire Officer is Sarah Marsden

The SET Saxmundham fire book is kept in the Caretaker's office

MANAGEMENT OF HEALTH AND SAFETY (ALL DEPARTMENTS)

The Schools expect Health and Safety to be proactively managed and this Policy and its procedures fully implemented. It recognises that this takes time to achieve, and a regular departmental review must to be undertaken to maintain Safe Operating Procedures (SOP).

A comprehensive safety management system has been provided which comprises of:

- This Safety Policy, including SOP's (Safe Operating Procedures).
- Online Generic Risk Assessments.
- Departmental Guidance on Health and Safety information required, including access to CLEAPSS.
- Management training on successfully managing safety and implementation of this policy.
- Access to Group Safety Advisors who carry out audit visits, provide training where requested and operate a 24hr helpline service.

Note: For the Trust Operations Manager, this will involve the completion of the 6 monthly Online Declaration.

Managers who have specific responsibility for Health & Safety must ensure that their responsibilities are carried out; their failure to do so may leave them liable to criminal and/or civil legal action.

It needs to be recognised that there will be certain statutory works which require external contractor support, e.g. asbestos survey/register, Legionella risk assessment, boiler and lift inspections. These need to be organised and regularly reviewed as part of the company strategy with reference to compliance with statutory requirements.

Use of the Online NAVITAS Compliance Diary may help with organising and monitoring of all statutory testing.

HEADS OF DEPARTMENT (DEPARTMENTAL MANAGER) DOCUMENTATION (ALL DEPARTMENTS)

All Departmental Managers must ensure that they implement all relevant sections within this policy and ensure they maintain effective and reasonable documentation. They also need to ensure that staff carry out their duties in accordance with this policy.

The following documentation should be completed and filed for each department using the Departmental File Index (Form 1):

Policy Statements

Employee Declaration Form

Emergency Contact Information

Department Policy Responsibilities*

Department Risk Assessments

Accident Reporting Procedures

Relevant NAVITAS/ESB Briefing Notes

Departmental training Records (or held centrally) Health and Safety Committee Meeting

Minutes

The section headed Department Policy Responsibilities* requires all relevant sections and SOP's from this document to be printed and retained within the file, alongside any necessary CLEAPSS guidance.

Where the section is headed "All Departments" this is required. Otherwise, only relevant sections are needed. No other information is required in the file other than that listed above.

The department file should be reviewed every 6 months by the Departmental Manager and signed off. This file may be assessed during the NAVITAS/ESB Audit.

TRAINING (ALL DEPARTMENTS)

A range of training is required within the Schools departments in order to maintain a level of competency with reference to staff and work activities. The following training should be considered within this:

- Induction Training
- Management Training – where necessary
- Fire Safety Training
- Manual Handling Training
- Accident Reporting
- SOP training

The School Management acknowledge the importance of their responsibility for training and are committed to ensuring that all staff receive adequate and proper training in issues of Health and Safety and Safe Operating Procedures. A regular review of department risk assessments will help determine the level of training needed for each staff position.

Induction Training

All new staff are given both School and department induction training using a training system in Health and Safety which will include: relevant sections of the safety policy, fire arrangements including evacuation procedures, first aid information, and details of any site-specific hazards relating to their workplace.

Where possible, specific on the job training will be undertaken, including guidance on establishing Safe Operating Procedures (manual handling, chemical safety, etc.). Induction training will be carried out within two weeks of the employee commencing work and ideally before starting. Supervision of all new staff is also vital. A review of their induction documentation should be completed after three months.

Continued Training

Refresher training on specific should be carried out when required, for example, following an accident or near-miss. Staff should be retrained regarding fire evacuation procedures annually or as procedures change. Formal refresher training on manual handling, fire safety, accident reporting and SOPs should be completed annually.

It is important to ensure that where there are language differences, provision must be made to ensure training is understood.

Temporary Staff

All temporary staff will be properly inducted within the training system and having regard to their particular role and duties. In particular, they must be:

- Treated as if they were permanent staff.
- Issued with appropriate safety equipment and personal protective equipment.
- Shown around the building and acquainted with fire procedures.
- Made aware of the location of the staff notice board and the general risk assessments.
- Re-trained in manual handling and safe use of any dangerous work equipment.
- Told who they must report any hazards to within the workplace.
- Made aware of whom the staff safety representatives are.

Training Records

All Health and Safety training must be recorded in The National College Online Training. A copy of relevant department training is to be kept in the departmental safety file, or centrally as defined by School procedures.

Other recording systems

including personal record cards can be used as long as the training required by this record is undertaken at the required frequency. A company training plan should be established and regularly reviewed.

There should be a periodic review of departmental staff training files. Access to departmental training files will be required as part of the Safety audit of the School.

SCHOOL RISK ASSESSMENT (ALL DEPARTMENTS)

What is a risk assessment?

A risk assessment is simply a careful examination of what, in the School environment, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent occupational injury or ill health. Management have a duty to protect employees and those visiting the premises from harm and must implement reasonable control measures to this effect. The Schools risk assessments will be comprised of online Generic Risk Assessments detailing typical tasks and hazards encountered. The generic assessment list should be tailored to the School, including all those relevant hazards and tasks considered applicable. To clearly identify risks and truly reflect working practices, all assessments must be developed with reference to all individuals that are potentially exposed to the hazards in the workplace.

It is unlikely that every task will be captured by these assessments and you will be required to complete some additional site-specific risk assessments, based on the same format, that are unique to your department within the School.

There are also detailed specific risk assessments required by law which have to be undertaken when circumstances for them arise. These include assessments for hazardous substances (COSHH), Manual Handling Operations, Display Screen Equipment (DSE), vulnerable groups of workers and others described in this policy.

Standalone Policy

SET Schools have a standalone Risk Management and Assessment policy which covers all the Schools in Seckford Education Trust. This must be read in conjunction with this policy and SOP.

Generic Risk Assessments

In-School operations: There are common activities given the nature of the business which enable "Generic" risk assessments to be produced. These risk assessments are based on the various departments in the School. They are produced on a simplified risk assessment format and will need to be reviewed against current practices, risk-rated and, if required, further actions recorded necessary to minimise the risk of injury or to health. The generic risk assessment must be made Site-Specific.

Other Risk Assessments

Other hazard related risk assessments also need to be carried out. Some of these also relate to specific groups of activities or workers. They include COSHH, Manual Handling, Young Persons, New and Expectant Mothers, Lone Workers, Display Screen Workers and Personal Protective Equipment.

Detailed guidance for completing manual handling, COSHH assessments are given after the guidance on general risks assessments. For all the above assessments, blank and named forms have been provided within this document and are available online within the Documentation Library, which will also guide assessors on completion.

NOTE: The Generic Risk Assessments are available on the School NAVITAS/ESB webpage using your unique School username and password.

HOW LONG SHOULD I KEEP THE RECORDS?

	1 year	2 years	3 years	4 Years	5 years	6 years	10 years	20 years	40 years	50 years
Accident Records <ul style="list-style-type: none"> Minimum of 3 years since the last entry, or if it involves a child until they reach the age of 21. RIDDOR – 3 years 			X							
Air Monitoring Records <ul style="list-style-type: none"> up to 50 years. 										X
Asbestos- <ul style="list-style-type: none"> Records documenting assessment to determine presence of asbestos - elimination of asbestos 5 years. Update register whenever any work is done on asbestos materials – 40 years. Records documenting conduct and results of risk assessments of work which exposes employees to asbestos where exposure of employees may exceed the action level – completion of all associated work – 40 years. 					X				X	

<p>Audits</p> <ul style="list-style-type: none"> Records documenting the conduct and results of audits of Health and Safety management systems and action plans detailing how any issues were addressed – 5 years. 					X					
<p>COSHH</p> <ul style="list-style-type: none"> Health records to be kept for at least 40 years. (If a business ceases to trade, its health records should be offered to the HSE for safekeeping). COSHH assessments and Environmental Risk Assessments – keep until revised. Data Sheets – 10 years from last manufacture. COSHH record of examination and maintenance of control equipment – 5 years. 					X		X		X	
<p>Driving at Work</p> <ul style="list-style-type: none"> Records documenting the conduct and significant findings of risk assessments - date of assessment/SSOW – 5 years. 					X					
<p>DSE</p> <ul style="list-style-type: none"> Records documenting the conduct and significant findings of risk assessments – elimination of risk – 5 years. OR: review/updating of assessment – 20 years. 					X			X		

<p>Electrical Safety</p> <ul style="list-style-type: none"> PAT testing – until superseded as per company policy (usually completed on an annual basis). Installation – maintenance and testing results to be kept throughout the working life of an electrical system. 	X									
<p>Fire Safety</p> <p>Records documenting:</p> <p>☐ Nomination/appointment of fire safety Coordinator –until termination of employment. Provision of training for fire safety Co-ordinator – 5 years.</p> <p>☐ Assessment for fire safety equipment, installations and other provisions – 5 years.</p> <p>☐ All tests, maintenance and inspections of all fire safety equipment, installations and other provisions – date of test – 5years.</p> <p>☐ Fire drills – current year to 3 years.</p> <p>☐ Procedures for evacuation of disabled persons – date of PEEPS – 4 years.</p> <p>☐ Fire safety awareness checks – date of check – 1 year.</p>	X		X	X	X					
<p>First Aid</p> <ul style="list-style-type: none"> Appointment of first aiders/training – 5 years. 					X					
<p>Gas Safety</p> <ul style="list-style-type: none"> Compressed Gas safety – (gas cylinders – rented, used bought outright) – records documenting annual in-house inspections of gas regulators, to include date of manufacture, date of last inspection, 										

<p>inspection report, date of replacement, indication of pass or fail – date of examination – 2 years.</p> <ul style="list-style-type: none"> Compressed Gas Safety (gas regulators) – records documenting annual in-house inspections of gas regulators to include date of manufacture, date of last inspection, inspection report, date of replacement, indication of pass or fail – date of inspection – 2 years. Compressed Gas Safety (installed systems) – records documenting annual statutory examination and testing of each installed system by an independent and competent person to include written scheme of examination, details of repairs, details of out of service periods and storage conditions, any agreement to postpone an examination and subsequent notification to enforcing authority – date of examination – 2 years. Gas Safety – (natural gas) – records documenting the conduct, findings of inspections of gas appliances, fittings and flues – date of inspection – 2 years. 		X								
<p>Health Surveillance</p> <ul style="list-style-type: none"> Health records or a copy should be kept in a suitable form for at least 40 years from date of last entry because often there is a long period between exposure and the onset of ill-health. 									X	
Inspection Records			X							

<ul style="list-style-type: none"> Recommended that records or routine inspections to be kept for a minimum of 3 years or at least as long as the interval between 3 years of consecutive inspections of the same area/s. The rationale is that a 2nd inspection may exceptionally identify items not satisfactorily rectified since the 1st. 										
<p>Legionella</p> <ul style="list-style-type: none"> Records should be retained throughout the period for which they remain current and for at least 2 years after that period. Records kept in accordance with any monitoring, inspection, test or checks carried out should be retained for 5 years. 		X			X					
<p>Noise at Work</p> <ul style="list-style-type: none"> Records documenting the conduct and significant findings of noise assessments - 40 years. 									X	
<p>Maintenance</p> <ul style="list-style-type: none"> Maintain, inspect and test engineering controls of equipment - 5 years. 					X					
<p>Pressure Systems</p> <ul style="list-style-type: none"> Records documenting statutory thorough examination, testing or repair of pressure systems – date of examination – 5 years. 					X					
<p>Risk Assessments</p> <ul style="list-style-type: none"> Records documenting the conduct and findings of general and specific 					X				X	

risk										
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assessments – elimination of risk – 5 years; OR • Review/updating of assessment – 40 years.										
Training Records • 6 years from the end of employment.						X				
Working at Height • Reports of inspections or work equipment as specified in working at height regs. – date of inspection – 5 years.					X					
Work Equipment • Records documenting statutory and non- statutory inspections of safety-critical equipment and/or components, e.g. LEV systems, lifting equipment, power presses, pressure systems, mobile working platforms, interlock systems, emergency stops, etc. – date of inspection – 5 years. • For work equipment that has been decommissioned, decontaminated and disposed of where necessary – date of issue – 5 years.					X					

NOTE: Anything not mentioned, as a rule of thumb, Health & safety records should be kept for at least 5 years

SECTION B – SAFE OPERATING PROCEDURES STATUTORY HAZARDS & CONTROLS

SAFE OPERATING PROCEDURES(SOP'S)

This section of the policy contains guidance on Safe Operating Procedures (SOPs) to be followed in the School and should be used as guidance with regard to safe operating practices. Not all SOPs will be required by all departments.

These SOP's should be used by managers (where applicable) and supervisors to provide guidance to staff when working, alongside guidance provided by CLEAPSS.

These SOPs must be read through and made site-specific where appropriate. Appendix one provides a SOP and review form which must be completed annually.

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Asbestos Controls

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

This Safe Operating Procedure has been prepared to ensure:

- The risks from exposure to Asbestos Containing Material (ACM) to employees, students and other persons using the premises owned or occupied by Organisations are as low as is reasonably practicable.
- To establish management controls and procedures to ensure that any ACM present within School buildings represents the lowest reasonable risk.
- A uniform and co-ordinated approach to the removal of the encapsulation of asbestos materials as and when required.

Is there Asbestos in the Buildings?

Asbestos is likely to be present if the building was constructed or refurbished between 1950 and 1980; and particularly if it also has a steel frame; and/or has boilers with thermal insulation. Additional ACM may be present up until a construction date of 1999.

HAZARDS

Asbestos still kills around 5000 workers each year; this is more than the number of people killed on the road.

When materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled, they can cause serious diseases. These diseases will not affect a person immediately; they often take a long time to develop, but once diagnosed, it is often too late to do anything.

CONTROLS

The School must identify and record:

- The location of any asbestos.
- The form of asbestos (lagging, ceiling tiles, sprayed insulation, etc.).
- The condition of the asbestos.
- The type of asbestos.

This will require an Asbestos Survey to be completed, where there is a risk of the presence of ACM.

Where the assessment shows that asbestos is or is liable to be present in any part of the premises, the duty holder must ensure that:

- (a) a determination of the risk from that asbestos is made,
- (b) a written plan (Asbestos Management Plan) identifying those parts of the premises concerned is prepared;
- and (c) the measures which are to be taken for managing the risk are specified in the written plan.

The measures to be specified in the Asbestos Management Plan must include:

- (a) Who is responsible for managing asbestos,
- (b) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos;
- (c) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and
- (d) ensuring that information about the location and condition of any asbestos or any such substance is— (i) provided to every person liable to disturb it, and (ii) made available to the emergency services.

The duty holder must ensure that:

- (a) the plan is reviewed and revised at regular intervals, and without delay, if— (i) there is reason to suspect that the plan is no longer valid, or (ii) there has been a significant change in the premises to which the plan relates;
- (b) the measures specified in the plan are implemented;

and (c) the measures taken to implement the plan are

recorded Managing Asbestos left in Place (The Asbestos

Register)

If the asbestos is in good condition and it is left in place, a record of where it is must be made, for example on building plans or other records and this information must be kept up to date and accessible. This is known as the Asbestos Register.

The asbestos must be clearly labelled with the asbestos warning sign to ensure that those who need to know are alerted to its presence. The Asbestos Risk Register will need to be updated on a regular basis (at least once a year). To do this, you should make:

- ☐ Regular inspections to check the current condition of asbestos materials.
- ☐ Deletions to the Register when any asbestos is removed.
- ☐ Additions to the Register when new areas are surveyed, and asbestos is located.
- ☐ Changes to the Register (at any time asbestos-containing materials are found to have

deteriorated) Repair or Removal?

Some damaged asbestos can be made safe by repairing it and either sealing it or enclosing it to prevent further damage. If asbestos is likely to release dust and cannot be easily repaired or is likely to be disturbed during routine maintenance work, it must be removed.

Contractors

Any work carried out to remove, repair or encapsulate asbestos must only be undertaken by a specialist contractor approved by the Company. The contractor may need to be licensed by the local or national regulatory agency, the Health & Safety Executive for work with asbestos.

In the UK at least 14 days' notice of any work on or to remove asbestos must be given to the local or national regulatory authority, together with a written plan of work and assessment (otherwise known as a Method statement).

Information for School Contractors

Further information is required for any contractors working within the School where asbestos is present. A copy of the Asbestos Management Plan and Asbestos Register in addition to evidence of any works, must be readily available for any contractor to view if working on site.

This should be highlighted as part of the information provided to the contractor when arranging works to be carried out. (Refer to Contractor Controls Form 12 for arrangements when on-site).

TRAINING

With your asbestos management plan in place, you need to tell people about your findings and decisions.

Those employees who may be likely to be exposed to ACM's must be suitably trained. Any team member who notices/suspects damage must report to their Manager to ensure remedial action is taken.

Asbestos awareness training should be given to employees whose work could foreseeably disturb the fabric of a building and expose them to asbestos or who supervise or influence the work. In particular, it should be given to those workers in the refurbishment, maintenance and allied trades where it is foreseeable that ACMs may become exposed during their work.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Bar Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

There are hazards associated with bars, bar areas and associated equipment. Hazards within these areas can cause significant injury due to heavy loads and confined spaces.

HAZARDS

The main hazards with bars and cellars include:

- ☐ Slips and Trips.
- ☐ Manual Handling.
- ☐ Gas release/ CO₂ leakage/Explosion.
- ☐ Fire.
- ☐ Falls from height.

CONTROLS

When located in a bar area floor drains and sumps should have well-fitting, flush covers to prevent trip hazards. Floor cleaning and safe broken glass handling/facilities are vital to prevent injuries.

Specific tasks may be subject to risk assessment in order to establish safe working practices.

Gas Cylinders

If used, full gas cylinders must always be chained/strapped to a wall in an upright position. This includes spare “full” cylinders and ones in use connected to the gas pipe system. Empty cylinders may be laid flat and wedged, in a position away from walkways and circulation routes to avoid trip hazards. Only trained staff should change gas cylinders.

Gas Leak Hazards

Drink dispensing gases contain no oxygen and cannot sustain life. They are also invisible. Carbon dioxide is toxic and heavier than air. A CO₂ detector should be located within the storage area using a safe remote indicator. You should, therefore, check dispensing systems every day for leaks or faults. If you know or suspect that a leak has occurred, report it and take action immediately.

Delivery Procedures

There can be various ways that deliveries can be made, i.e. pavement/internal pub hatches. A specific risk assessment should be completed for this specific task.

TRAINING

Relevant training must be provided to all staff working within these areas. This should be based on risk assessment controls, and a regular review should be in place.

The main areas of training should include:

- Safe systems of work, including CO₂ detection and leakage procedures where appropriate.
- CO₂ cylinder connection and disconnection procedures where appropriate.
- Manual handling/safe lifting techniques.
- All training should be recorded. Staff should sign to confirm that they have received their specific training.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Barbecues

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Barbecues, when operated incorrectly, can result in a major injury or incident occurring. Injuries or incidents associated with barbecues include burns, cuts, manual handling injuries and incidents such as fire, explosions, or gas release.

Barbecues are either charcoal fired or propane gas-fired; both types operate in a similar way when in use. All Barbecue equipment being used should be in a clean and safe condition before use and any equipment being hired in should only be purchased from a Company nominated supplier.

HAZARDS

The main hazards with barbecues include;

- ☐ Contact with hot surfaces.
- ☐ Manual Handling.
- ☐ Gas release/Explosion.
- ☐ Fire.
- ☐ Thermal Comfort in hot weather,

CONTROLS

The following controls should be implemented in order to ensure barbecues are operated safely. These include:

- ☐ Ensure that the correct PPE issued is used correctly.
- ☐ Staff have received relevant training in the setup and use of equipment, including the correct use of firefighting equipment.
- ☐ Manual handling aids are used when required.
- ☐ Awareness of the symptoms portrayed when carbon monoxide gases are released through the burning of charcoal or gases. To ensure that equipment is set up correctly and be aware of this risk even when the equipment is working well. Therefore, good ventilation is important to maintain adequate air movement.
- ☐ Ensure that cylinders are stored securely and well ventilated, including storing cylinders away from heat to prevent the build-up of pressure.
- ☐ Ensure that the equipment is serviced and inspected in line with the manufacturer's instructions.
- ☐ Staff to be trained in identifying a gas leakage and what steps to take if one occurs.
- ☐ To be familiar with internal fire procedures, including roles and responsibilities.

- ☐ When undertaking barbecuing in hot weather, the correct clothing should be worn, and regular breaks should be taken. Staff should be encouraged to drink plenty of fluids and ensure that sun exposure is limited.
- ☐ Equipment used should comply with the relevant British Standard 6173.

TRAINING

Staff undertaking the safe set up of equipment should be competent to do so and should have received the correct relevant training. Staff should ensure that equipment is fit for purpose, operating correctly, in good condition and compliant with the relevant British Standard.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Bodily Fluids, Sharps & Soiled Linen

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

This SOP applies to the clearing of blood and vomit, which employees may come into contact with when dealing with incidents. It also applies to needle stick injuries which are skin punctures caused by hypodermic needles (either from medical use, diabetes or allergies or in some cases drug-taking), dealing with the risks arising from the careless or malicious disposal of needles and the action to be taken.

This SOP also applies to handling and cleaning soiled linen, which employees may come into contact with. Staff may be exposed to other pathogens either from bacterial or viral infections such as Hepatitis A, B and C. These infections can be transmitted most commonly where sanitary conditions are poor and through direct contact with contaminated faeces. They can also be transmitted through bodily fluids such as blood, saliva etc.

HAZARDS

The following are the main hazards when dealing with sharps, bodily fluids and soiled linen;

- ☒ Sharps Injury with potential exposure to infections.
- ☒ Contact with bodily fluids with potential exposure to infections.
- ☒ Potential environmental spread of the virus infecting other surfaces.

CONTROLS

All needles, sharps and body fluids should be treated as being potentially contaminated, and the procedures in this document should be followed thoroughly on each occasion.

Staff who clean, service, maintain or work in areas used by the students and visitors may be at risk.

Upon discovery or being informed of a needle/sharp/body fluid, a staff member should follow this procedure:

1. Do not attempt to touch the object.
2. Report the situation to the Trust Operations Manager or designated person, giving an accurate description of the object and its location.
3. Cordon off the area and wait until a designated person/member of cleaning team or caretaker arrive to deal with the situation.

Sharps

The necessary equipment to safely collect and store used needles; sharps box, disposable tweezers and disposable vinyl gloves should be available.

Any needle stick injury should be forced to bleed to flush out any contaminants, and the injured person should go directly to A+E.

When the sharps box is full, it must be disposed of as medical waste and collected by a clinical waste contractor.

Body Fluids

Due to the risk of spreading viral borne illness to guests, food handlers should not clean up vomit. This should be done by a member of the cleaning team, caretaker or a designated person trained in this procedure. Restrict access to the area until clean-up and disinfection is complete.

To deal with incidents involving blood and vomit the following equipment should be available (list not exhaustive);

- o Disposable plastic apron.
- o Disposable latex-free gloves.
- o Disposable face mask.
- o Oxivir or equivalent disinfectant to treat cleaned areas.
- o Absorbent granules for cleaning

vomit. Dispose of all contaminated waste accordingly.

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Car Park / Vehicles on Site

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The provision and effective management of car parking is an important function if control is to be maintained over car parking spaces and traffic routes. This SOP covers the main aspects of operational processes associated with car parks and vehicles on site. It is not just company, and staff cars that can cause a hazard, other vehicles such as delivery vehicles and contractor vehicles can also present a risk.

HAZARDS

- ☐ Collisions with vehicles.
- ☐ Collisions with pedestrians.
- ☐ Fire.
- ☐ Damage to property.

CONTROLS

- ☐ Speed limits and speed bumps – these will help reduce the risk of vehicles speeding and therefore reduce the risk of vehicle and pedestrian collisions.
- ☐ Pedestrian free zones and adequate barrier separation from vehicles – pedestrians are the most vulnerable group here and are at the greatest risk of injury. Pedestrian free zones and barrier separation will help reduce the risk of vehicles colliding with pedestrians.
- ☐ Adequate lighting – this will ensure that pedestrians can see vehicles and that vehicles can see pedestrians moving through the car park.
- ☐ One-way systems – this is an effective method to reduce the risk of vehicle-on-vehicle collisions.
- ☐ Separate access for pedestrians and vehicles – this is, so pedestrians and vehicles are not forced into close proximity when ‘bottlenecking’ through access points.
- ☐ Pedestrian crossing points, e.g. zebra crossing – crossing points would ensure that pedestrians only cross at designated points in the car park and would make drivers aware of the risks of pedestrians crossing.
- ☐ Suitable road surface and early repairs to damage – this would reduce cracks or potholes that would cause a vehicle to swerve, possibly causing a collision with other vehicles or pedestrians.
- ☐ Arrangements to clean up petrol/oil spills – this will minimise the risk of a fire occurring within the car park.
- ☐ Protection around sensitive structures, e.g. use of bollards – bollards or another form of protection around a structure could help protect structures that are at possible risk of damage or collapse in the event of a collision.
- ☐ Adequate parking for disabled individuals and free areas for emergency services – this would reduce the risk of vehicle and pedestrian collisions, as there is less distance for disabled individuals to travel. Well placed emergency service areas will help ensure the services are close to the entrances to building/exits of the car park.

- ☐ Separate areas for vehicle parking and deliveries – this would reduce a delivery vehicle obstructing the traffic route and stop the need of vehicles to go around a delivery vehicle, which could result in a collision with oncoming vehicles or pedestrians.
- ☐ Security/car park attendants – having security and/or car park attendants would ensure that the car park can be visually inspected for any sign of damage and assist in enforcing the car park rules
- ☐ Audible alarms on all reversing vehicles, e.g. delivery vehicles – vehicles having audible alarms would alert oncoming vehicles and pedestrians that a vehicle is reversing into their direction.
- ☐ Signage – signs should be displayed in the car park to advise all users of any specific rules in place in the car park.

TRAINING

- ☐ When staff meetings are carried out, ensure vehicle and pedestrian safety is addressed, especially after an incident has occurred in the car park area.
- ☐ Email out any changes or amendments of the car park rules policy, particularly after an incident has occurred.
- ☐ Staff inductions to include the rules and regulations of vehicle safety on-site and in the car park areas.
- ☐ Notices to be posted throughout the common areas, e.g. canteen, coffee room, with information on safety in car parks for both pedestrians and vehicle users.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Confined Spaces

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The Schools recognise that hazards may occur during operations carried out in confined spaces. Confined spaces are defined as being any chamber, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space which, because it is enclosed or substantially enclosed creates a “specified risk”. Some are not so obvious, for example, ducts, vessels, tunnels, boreholes, manholes, shafts, excavations, sumps, inspection pits and enclosed rooms (plant rooms). When hazards are properly managed and controlled, working in confined spaces can be carried out safely and smoothly. The controls below explain how the hazards can be controlled, and the works carried out safely.

HAZARDS

- ☐ Serious injury from fire or explosion.
- ☐ Loss of consciousness due to an increase in body temperature.
- ☐ Asphyxiation.
- ☐ Drowning.
- ☐ Lack of oxygen (poor ventilation).
- ☐ Poisonous gas, fume or vapour.
- ☐ Dust present in high concentrations such as from drilling.
- ☐ Engulfment or entrapment.
- ☐ Residues left in tanks, vessels etc., or remaining on internal surfaces, which can give off gas, fume or vapour.
- ☐ Liquids and solids which can suddenly fill the space, or release gases into it when disturbed.
- ☐ COSHH - harm from chemicals being used.

CONTROLS

- ☐ All individual works involving confined spaces must be risk assessed and included on the Online Site-Specific Risk Assessment and if necessary, conducted in accordance with a Permit to Work (Form 13).
- ☐ No person will be allowed to enter a confined space to carry out work unless it is absolutely necessary. If other work practices can be used which do not result in entry to that space, then they will be used as an alternative.
- ☐ If entry to a confined space is unavoidable, follow a safe system of work. Make sure that the safe system of work, including the precautions identified, is developed and put into practice. Everyone involved will need to be properly trained and instructed.
- ☐ All applicable safe systems of work, risk assessments and permits to work must be followed.

Additional Control Measures

These control measures should be considered when completing a Specific Risk Assessment or Permit to Work:

- ☐ Adequate emergency arrangements must be arranged prior to work commencing. (Emergency arrangements will need to cover the necessary equipment, training and practice drills).
- ☐ There should be emergency arrangements in place for rescuing persons, which must consider any risks to the rescuers. For example, breathing apparatus and persons trained in its use are always necessary for those undertaking a rescue if there is a risk from a toxic atmosphere or lack of oxygen.
- ☐ Make sure emergencies can be communicated from inside the confined space to people outside so that rescue procedures can start. This should include night and shift work, weekends and times when the premises are closed or have minimal staff.
- ☐ Consider what might happen and how the alarm can be raised.
- ☐ In the event of emergency services being required, there should be a designated person that makes them aware of the incident.
- ☐ Where resuscitation of any person is a likely consequence of a relevant specified risk, then resuscitation equipment must be provided.
- ☐ Safety should be checked at each stage and supervision may need to remain present while work is underway. Consider positioning someone outside to keep watch and to communicate with anyone inside the confined space, to raise the alarm quickly in an emergency.
- ☐ The person working in a confined space should be a competent person and fully trained for the task required.
- ☐ If being used, rescue harnesses should run back to a point outside the confined space.
- ☐ Mechanical and electrical isolation of equipment is essential if it could otherwise operate, or be operated, inadvertently, prior to working in a confined space.
- ☐ The entrance should be big enough to allow workers wearing all the necessary equipment to climb in and out easily and provide ready access and exit in an emergency.
- ☐ The area should be cleaned prior to use. This may be necessary to ensure fumes do not develop from residues while the work is being done (depending on the work being carried out).
- ☐ Provision of ventilation: it may be necessary to increase the number of openings and improve ventilation. Mechanical ventilation may be needed to make sure there is an adequate supply of fresh air. This is essential where portable gas cylinders and diesel-fuelled equipment are used inside the space because of the dangers from build-up of engine exhaust. Petrol-fuelled engines must never be used in a confined space due to the build-up of carbon monoxide.
- ☐ The ventilation system (if applicable) should be maintained and tested regularly to prevent malfunction.
- ☐ Testing the air may be necessary to check that it is free from both toxic and flammable vapours and that it is fit and safe to breathe. Testing should be carried out by a competent person using a suitable gas detector which is correctly calibrated.
- ☐ Non-sparking tools and specially protected lighting are essential where flammable or potentially explosive atmospheres are likely. In certain confined spaces (e.g. inside metal tanks) suitable precautions to prevent electric shock can include the use of extra-low voltage.
- ☐ Breathing apparatus is essential if the air inside the space cannot be made fit to breathe because of gas, fume or vapour present, or lack of oxygen. Never try to 'sweeten' the air in a confined space with oxygen as this can greatly increase the risk of a fire or explosion. Breathing apparatus should be 'face fitted'.
- ☐ The Permit to Work system should be audited and inspected regularly to ensure it works as intended.

- ☐ Suitable rescue and resuscitation equipment should be provided – this will depend on the likely emergency identified. Where such equipment is provided for rescuers to use, training in its correct operation is essential.
- ☐ Rescuers need to be properly trained and sufficiently fit to carry out their task, ready at hand, and capable of using any equipment provided for rescue, e.g. breathing apparatus, lifelines and fire-fighting equipment. Rescuers also need to be protected against the cause of the emergency.
- ☐ It may be necessary to shut down adjacent plant equipment before attempting emergency rescue.
- ☐ Trained first aiders need to be available to make proper use of any necessary first aid equipment provided.
- ☐ Ensure the correct PPE is worn/used and is kept in good condition and is fit for intended use.

TRAINING

Staff who may enter confined spaces or who need to be aware of the dangers must be individually identified, informed and instructed about the potential hazards and trained in the relevant safe system of work, safety equipment and rescue arrangements.

All training will need to be regularly refreshed and training records kept.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Contractor Controls

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The Schools recognise its legal responsibility for all non-employees who support the business. The aim of this SOP is to ensure the safety of staff, guests and the contractors themselves.

It must be remembered that contractors may be unfamiliar with the site and with working around staff and visitors. The law regards contractors as temporary employees, and they must be closely monitored and controlled. There are generally three classes of persons which cover contractors and other visitors in this arrangement. Additional guidance is provided with regard to Permit to Work controls at the end of this section.

- ☐ Contractors undertaking major building works who are working within a designated area – these are engaged by a tendering process and are covered by separate law. This is outside the scope of this policy.
- ☐ Contractors who service or make repairs and carry out short term works, e.g. decorators, lift engineers, window cleaners, chemical supply staff etc.
- ☐ Visitors – enforcement officers, surveyors, auditors, suppliers etc.

Legal Responsibilities

In any client/contractor relationship, both parties will have duties under Health and Safety Law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties will have some Health and Safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

There are many injuries that could potentially result from the hazards listed below, such as head injuries, eye injuries, spinal injuries, limb injuries, crushing, fractures, amputation, entrapment, breathing difficulties, cancer (asbestos – mesothelioma), or even death. The controls listed below should be implemented at all times to aid in the prevention of harm to human health.

HAZARDS

- ☐ Working at Height.
- ☐ Cuts and Lacerations.
- ☐ Slips, Trips and Falls.
- ☐ Dangerous Equipment.
- ☐ Burns and Scalds.
- ☐ Confined Spaces.
- ☐ Moving Objects.
- ☐ Noise.
- ☐ Electricity.

- ☐ Asbestos.
- ☐ Airborne Fibres & Materials.
- ☐ Collapsing Trenches.
- ☐ COSHH.
- ☐ PPE.
- ☐ Poor Housekeeping.

The level of risk will depend on the nature of the contracted task. Whatever the risk, the Head of School, Director of Operations or the Trust Operations Manager needs to consider the Health and Safety implications of the job/activity. This will involve selecting someone suitable to do the job, assessing the risks, deciding what information, instruction and training is required, how co-operation and coordination between all parties is achieved, how the workforce is to be consulted and the level of management and supervision required.

CONTROLS

- ☐ Management will need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to Health and Safety. The degree of competence required will depend on the work to be done. Checks can be done by ensuring that training/qualifications are up to date and relevant; risk assessments are relevant and up to date; safe systems of work are relevant, and up to date, method statements are relevant and up to date, and PAT testing has been carried out for the tools being used.
- ☐ A risk assessment must be completed for the contracted task, and both the site Manager and contractor should co-operate in the development of safe systems of work.
- ☐ The contractor must assess the risks for the contracted work.
- ☐ Both parties must get together to consider the risks from each other's work that could affect the Health and Safety of the workforce or anyone else. Any risks should be included in the risk assessment.
- ☐ Both parties also need to consider what information should be passed between them and agree appropriate ways to make sure this is done, such as:
 - o Safety meetings.
 - o Relevant safety rules and procedures.
 - o Procedures for dealing with emergencies.
 - o First aid provision.
 - o Accident reporting.
 - o The information must be specific to the work.
- ☐ Management should set up liaison arrangements with all contracted parties. This could take the form of regular meetings or briefings. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged.
- ☐ Any work carried out to remove, repair or encapsulate asbestos must only be undertaken by a specialist contractor approved by the School. The contractor will need to be licensed to carry out this work.
- ☐ It should not be assumed the contractor has the correct equipment. A check by Management can be carried out.
- ☐ Management must make sure that contractors know and understand what performance is expected. This will mean explaining School and site-specific Health and Safety arrangements.

- ☐ Safety procedures on-site and use of the Permit to Work system should be discussed (if required for the more hazardous operations).
- ☐ Management should make sure that contractors understand, and will act in accordance with School rules and Policy.
- ☐ Management should monitor and supervise where they know more about the Health and Safety implications of the contracted work than the contractor.
- ☐ Regular monitoring of progress for contracted work should be carried out to check if control measures are working.
- ☐ In all circumstances, Management should have sufficient knowledge and expertise to manage and supervise the contracted work.
- ☐ It is essential that the nature of the controls exercised by the site Management is agreed before work starts.
- ☐ Management should identify how many contractors there will be on-site at any given time and their working hours for the day, i.e. when they are expected to arrive and leave the site.
- ☐ Signing In Procedure: All contractors and visitors must sign in at reception or another point using the Health and Safety Form 12 - Contractors Signing In Log and Conditions. It sets out the limitations of contractors' activities.
- ☐ The contractor should be asked to read the conditions and sign in and also sign out when the visit is finished. This allows for a record of them on-site in case of fire.
- ☐ The appropriate manager should then be informed that the contractor has arrived for work and the other conditions set out in the previous section followed.
- ☐ Evacuation procedures should be provided to contractors in the event of a fire/alarm.
- ☐ Contractors and visitors must be made aware of the Schools Smoking Policy and its contents.
- ☐ Where the contractor leaves site following works without signing out, the Authorised Person is responsible to check the area of work has been left in a safe condition and sign off the log.
- ☐ Asbestos Information: A copy of the Asbestos survey for the property must be readily available for contractor information when working on site. A copy of the survey should be forwarded to the contractor upon signing of any works agreement. This should be highlighted as part of the information provided to the contractor when arranging works to be carried out. (Refer to Contractor Controls Form 12 for arrangements when on-site).
- ☐ Third-Party Contractors: Events run by third party contractors on site should be effectively managed. A requirement of the contract should be to provide a copy of their H&S policy, method statement and specific risk assessments. These should be reviewed with the contractor and agreed prior to any events taking place.
- ☐ Non-contractor Visitors: For example, Enforcement Officers or local officials. These should be accompanied by a member of Management or a Supervisor at all times.
- ☐ Hazardous Operations: There are a number of seriously hazardous activities which need more control than just the signing-in procedure. These include building work; scaffolding; lift work; high-level work; electrical work; roof work; gas work; hot work; confined spaces and window cleaning.
- ☐ Whenever there are contractors for Hazardous Operations on site, it is vital to agree a strict safe system of work and the Maintenance Manager or other Authorised Person must issue a 'Permit to Work' (PTW) (Form 13) before work commences.
- ☐ Safe systems of work must be agreed and the PTW signed by the contractor. A copy of this form must be provided to the contractor and regular checks made to ensure the contractor is complying with its requirements.
- ☐ On completion of works, the workplace must be checked by the Authorised Person or deputy, any keys for the area returned to the appropriate Manager, and the PTW cancelled.

- ☐ Positive or negative comments about the contracted works should be captured on the PTW for future reference or for discussion with the contractor's Senior Management.
- ☐ PPE should be used where appropriate.
- ☐ First Aid and Emergency Procedures should be available.
- ☐ Under no circumstances will any contractor use any of the units' dangerous machines or work equipment unless he has been called in to maintain or repair them.
- ☐ Ensure communication is consistently implemented for the duration of the contractor/s being on-site and until the contractor's work has ended.

TRAINING

- ☐ Management should have sufficient knowledge and expertise to manage and supervise the contracted work. Their training should be commensurate for the role and refreshed where applicable.
- ☐ Contractor/s should be competent, fully qualified and experienced for the contract work to be carried out.
- ☐ Instructions, information and training for the site's own employees should be provided with regards to contractors being on-site and how they can raise concerns.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Control of Substances Hazardous to Health (COSHH)

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Within the premises there are a number of chemicals and substances which may be hazardous to health, this SOP gives guidance on the effective control of these substances under Control of Substances Hazardous to Health Regulations (COSHH).

The following is a list of areas and the likely chemicals and substances which may be found on site.

AREA	CHEMICALS AND SUBSTANCES
Offices	Correction fluid, thinners, solvents, photocopying toner cartridges, duplicating fluids and chemicals, polishes, spirits.
Maintenance	Cleaning chemicals, adhesives, solvents, paint, LPG, salts for water softening etc., paint stripper, varnishes, Legionella controls, sewage and body fluids.
Housekeeping/ boarding	Cleaning chemicals including detergents, sanitisers, de-scalers, polishes, carpet cleaning products, Legionella controls, floor care products, body fluids and sewage.
Bar	Glass washing detergent and sanitisers, body fluids and sewage.
Kitchen	Cleaning chemicals, including alkalis and acids detergents, sanitisers, and de-scalers. Chemicals associated with burnishing, possibly some oils associated with machines.
Grounds/ Gardening	Weed killers, pesticides, bone meal, liquid feeds, fumigants, lawn care products, petrol, kerosene, LPG, animal waste, sewage, pest control products, Weils disease (in rat-infested watercourses).

This list is by no means exhaustive, and other chemicals will be on-site in different School departments. Other substances that may be present include carbon monoxide fumes from vehicles, heating boiler flues, toxic gas from sewers and drains, micro-organisms including Legionnaires disease from cooling towers and systems, water tanks and showerheads within bedrooms. Also, micro-organisms found in grease breakdown in traps and drainage as well as in raw food may be found in the catering areas. All these need to be considered and controlled where applicable.

HAZARDS

A hazardous substance is anything that could cause harm to a person by having an effect upon their health. The harm could be instant, e.g. a strong acid causing a chemical burn as soon as it is spilt onto skin, or it could be delayed, e.g. a person developing breathing problems many years after first starting to breathe in a chemical fume at work. Examples of hazardous substances include:

- ☐ Chemicals classified as toxic, very toxic, corrosive, harmful or an irritant etc.
- ☐ Dust, gases and fumes.
- ☐ Micro-organisms that can cause harmful infections such as bacteria and viruses.

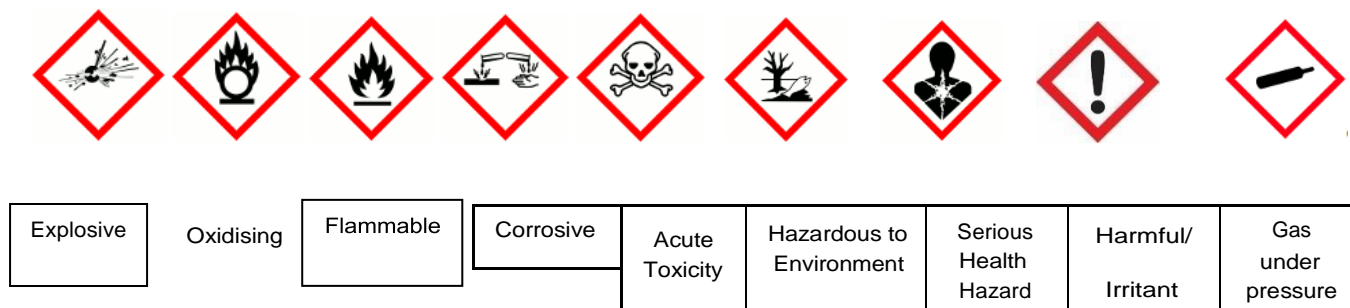
To cause harm, a substance must be able to contact or enter a person's body. Contact can be unintended, e.g. by spillages of chemicals, or be deliberate, e.g. a staff member putting their hands into liquid. There are four routes by which chemicals can enter body:

- ☐ Inhalation (most common).
- ☐ Ingestion.
- ☐ Absorption through the skin.
- ☐ Injection.

CONTROLS

Signage

The use of chemicals should be minimised and the safest potential chemicals used. Basic procedures for the storage, use and disposal of chemicals must be followed.



Note: The symbols for chemicals have been revised. It is important to ensure that all chemical risk assessments have been updated onto the new risk assessment format.

Carrying out COSHH Assessments

Heads of Department should complete assessments of the chemicals used within their departments. Information to be included can be found within the Material Safety Data Sheets (MSDS). The assessment should be completed using the COSHH Assessment (Form 4).

The Heads of Department should also produce a register of all chemicals and substances in use within the department and retain for inspection. Hazard data sheets should be attached to the completed COSHH assessment form.

An individual COSHH Assessment should be completed for each substance where there is a significant risk to health.

Departmental Managers will ensure that the assessment controls are put into operation and that staff are advised of the necessity to store and use substances safely, wear the necessary protective equipment issued and not put themselves or others at risk from these substances. COSHH risk assessments must be reviewed annually as a minimum, or whenever it is suspected they are no longer relevant, for example following an accident.

Personal Protective Equipment (PPE) such as gloves, goggles, aprons, overalls, shoes, etc. issued to Staff in the interest of safety must be used, and reasonable care should be taken in the use of such equipment. All such safety equipment must be returned to its designated storage area after use. Any damage to such equipment must be reported to the Departmental Manager or supervisor.

No new substances should be purchased and used without carrying out an assessment. A safety data sheet must be supplied with all new substances. Departmental Managers should keep an up to date COSHH register and a copy of the

COSHH assessment sheets for all the substances used within their departments. This should be kept in the departmental safety file.

Under no circumstances must any chemical be purchased from any source other than the Company's Nominated Suppliers.

Storage

Chemical stocks which are not in current use should be stored either in a separate room or within a lockable cabinet. The facility must be identified with a suitable notice indicating that chemicals are stored within.

In all cases, storage must be in a dry location, preferably well ventilation, at ambient temperature and away from naked flames with protection against frost.

TRAINING

All staff must receive induction training on how to use chemicals/substances and PPE safely and to raise awareness of the potential hazards. All training must be recorded, and refresher training carried out at regular intervals at least annually, or if chemicals change. This training can be arranged through the supplier or completed using information provided by the supplier.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Display Screen Equipment (DSE)

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Display Screen Equipment (DSE) is defined as “Any alphanumeric or graphic display screen regardless of the display process involved.” It includes fixed location data entry and process control equipment. (Laptops are not covered unless commonly used in place).

The groups of employees most likely to be defined as ‘users’ of DSE are:

- ☐ Accounts staff, Sales Administration staff, HR Departments staff, IT staff.
- ☐ Telephonists using computerised exchanges.
- ☐ Reception staff.
- ☐ Marketing department staff.
- ☐ Employees using fixed laptops or portable computers in a fixed location.

Health risks associated with using DSE can be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors, such as poor posture, poorly designed DSE equipment and lack of training for users. The controls listed below should aid in avoiding any hazards when using DSE equipment.

HAZARDS

- ☐ Physical (musculoskeletal) problems.
- ☐ Fatigue and visual fatigue.
- ☐ Mental stress.
- ☐ Eye strain.
- ☐ Postural problems: Pain/aching from discomfort (such as back, neck, arms, wrist, legs, hips).
- ☐ Manual Handling (Portable computers/laptops/tablets).

CONTROLS

- ☐ A formal assessment of each individual person’s work with DSE must be undertaken using the Display Screen Equipment Risk Assessment (Form 6).
- ☐ A DSE risk assessment shall be completed by a trained person/DSE Assessor and/or a member of management in conjunction with the employees concerned.
- ☐ When assessing the risks, consideration should be given for task demands and changes in activity. It should also take into account any individuals’ special needs, such as users with a disability.

- ☐ The risk assessment should be used to decide what control measures are needed. A record of its significant findings should be kept, and action taken should be recorded.
- ☐ Eyesight tests should be provided (paid for by the employer) when eye tests are requested by those employees who are identified as display screen equipment users. Where such tests determine that spectacles are required to meet the requirements of the Regulations, the employer must contribute towards the costs.
- ☐ Line Managers must ensure that DSE users receive appropriate Health and Safety training in the use of work stations. This must be recorded.
- ☐ Workstations should be analysed to assess and reduce risks by a trained person/DSE Assessor.
- ☐ Advice/recommendations can be given on the best practices to implement for ensuring a safe, comfortable DSE working environment by a trained person/DSE Assessor.
- ☐ The risk assessment should be reviewed when the user or DSE changes.

In order to get comfortable, the following may help DSE users:

- ☐ Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen.
- ☐ Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- ☐ Arrange the desk and screen to avoid glare or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- ☐ Adjust curtains or blinds to prevent intrusive light.
- ☐ Make sure there is space under the desk to move legs.
- ☐ Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users. Adjust chair to suit the individual.
- ☐ Keyboards and keying in (typing): A space in front of the keyboard can help you rest your hands and wrists when not keying.
- ☐ Try to keep wrists straight when keying.
- ☐ Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
- ☐ Using a mouse: Position the mouse within easy reach, so it can be used with a straight wrist. (A mouse mat may provide comfort).
- ☐ Sit upright and close to the desk to reduce working with the mouse arm stretched.
- ☐ Move the keyboard out of the way if it is not being used.
- ☐ Support the forearm on the desk and don't grip the mouse too tightly.
- ☐ Rest fingers lightly on the buttons and do not press them hard.
- ☐ Reading the screen: Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- ☐ Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- ☐ Make sure the screen surface is clean.

- ② When setting up software, choose text that is large enough to read easily on-screen when sitting in a normal comfortable working position.
- ② Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).
- ② Changes in activity: Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache.
- ② The following may also help users:
 - Stretch and change position.
 - Look into the distance from time to time, and blink often.
 - Short, frequent breaks are better than longer, infrequent ones.
- ② Portable Computers: The same controls will also reduce the DSE risks associated with portable computers; however, the following may also help reduce manual handling, fatigue and postural problems:
 - Consider potential risks from manual handling if users carry heavy equipment and papers.
 - Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
 - The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height).
 - More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures. Adjustments should be made to suitable levels.
 - While portable systems not in prolonged use are excluded from the regulations, some jobs will use such devices intermittently and to support the main tasks. The degree and intensity of use may vary. Any such equipment still requires risk assessment and steps must be taken to reduce residual risks

TRAINING

Information, instruction and Health and Safety training should be delivered to users to help them identify risks and safe work practices. The DSE risk assessment shall be completed by a trained person (DSE Assessor) and/or a member of management in conjunction with the employees concerned.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:

Manager Signature (if different to assessor):	Completed Date:
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SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Driving

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Many people are required to drive as part of their role. Health & Safety legislation applies to work-related driving activities in the same way it applies to other workplace activities. Employers are required to assess the risk involved and ensure that suitable controls are put in place to protect workers and other people who may be affected as a result of the driving activity. Employees are required to work within these controls. This applies to all work-related road travel but excludes commuting from home to your usual fixed place of work. It also applies to all work-related road travel undertaken by home-based workers.

HAZARDS

Poor driver capability resulting in damage or injury:

- ☐ Inexperience/inadequate skills, training or licence for the vehicle used.
- ☐ Lack of familiarity.
- ☐ Impairment, e.g. from alcohol or drugs (prescription/non-prescription).
- ☐ Health/eyesight (diagnosed and undiagnosed conditions) or medical consideration such as pregnancy, fatigue, mental health/ stress etc.
- ☐ Distraction or failure to abide by rules, legislation and policy, such as use of mobile phone, speeding, carrying out unsafe act.

Poor vehicle capability resulting in damage or injury:

- ☐ Failure to service, MOT or maintain the vehicle.
- ☐ Defects or damage to the vehicle.
- ☐ Inability to manually adjust the vehicle, e.g. the seat, mirrors, headrests to suit the comfort and requirements of individual drivers.

Poor task considerations resulting in damage or injury:

- ☐ Vehicle unsuitable for the job it will undertake.
- ☐ Poor time management or insufficient/ unrealistic time to complete tasks.
- ☐ Manual handling.
- ☐ Overladen vehicle or unsecured/ unsafe load.
- ☐ Inclement weather or adverse road conditions.
- ☐ Falls from vehicles.
- ☐ Lone working.

- ☐ Third-party actions.

CONTROLS

Heads of Department have responsibility for authorising work-related driving. This should only be provided once they are satisfied that workers can complete their driving tasks safely and without risk to themselves or others. Departmental Managers have the authority to temporarily revoke authorisation in the event of reasonable cause for concern regarding an employee whose driving activities presents an unacceptable risk.

Departmental Managers who are made aware of a health/eyesight condition or any other consideration which may adversely affect a worker's ability to drive safely must ensure that appropriate risk assessments are undertaken and any necessary referrals (e.g. to HR or Occupational Health) are made. This could also include any requirements identified for additional training needs or driver awareness.

All vehicles used on company business should carry standard equipment for use during emergency situations. This includes a first aid kit, torch, high visibility jacket/vest and a hazard warning triangle. A mobile phone should be available for safe and legal use.

Where vehicle use results in a lone working situation, this should be assessed in line with the relevant SOP.

Persons are only permitted to drive on School business if they can do so in a legal and safe manner. To this effect, all drivers are required to:

- ☐ Complete and submit a [DVLA Driving Licence Check](#) at the commencement of their employment and on an annual basis thereafter. Drivers are required to advise their Manager of any changes to the driving licence status occurring between checks. This includes but is not limited to endorsements (points), court action for an alleged offence relating to driving, or changes in health status for which a medical practitioner has advised the DVLA needs to be notified of.
- ☐ Advise their Head of Department if they suffer from any health/eyesight condition or if there is any other consideration which may adversely affect their ability to safely drive.
- ☐ Ensure that they are not under the influence of any Alcohol or Drug whilst driving. This includes prescription drugs which display a warning on the information leaflet that they may impair driving or operation of machinery.
- ☐ Ensure that they feel confident to operate the vehicle and understand how its controls work.
- ☐ Make sure that all current legislation is adhered to at all times. This includes not eating, smoking or using a mobile phone whilst in charge of a vehicle.

Only vehicles which are considered safe, legal and roadworthy are permitted for use on company business. To this effect:

- ☐ All vehicles used for work purposes must be taxed, hold a valid MOT (if required) and be serviced in accordance with the manufacturer's guidance. Where the vehicle is owned by the School, it will be the responsibility of the School to ensure that these are in place.
- ☐ All drivers must ensure that they are insured to drive the vehicle. If this is a personal vehicle, then this must include cover for business use.
- ☐ Prior to commencement of any journey, the driver should undertake a visual inspection of the vehicle to ensure it is roadworthy. This includes but is not limited to tyres (tread and pressure), washer fluid, windscreen and number plate viability, fuel level, lights and any signs of damage or defect to the vehicle. Any problems noted must be rectified prior to use.
- ☐ Manual 'comfort' adjustments should be made to the vehicle prior to use. This includes moving the seat, rearview/wing mirrors, and headrest as applicable to ensure the optimal ergonomic position.

The tasks to be completed with the vehicle should be appropriately considered in line with the driver and vehicle competencies.

To this effect:

- ☐ The vehicle must be the correct one for the task and only used within its capabilities. Loads carried must be within the limits of the vehicle and safely secured during transit.
- ☐ Tasks should be adequately planned to ensure that they can be reasonably achieved within resource capabilities. This includes the vehicle, driver and time constraints as well as physical considerations such as handling or securing loads.
- ☐ There should be safe means of access and egress to the vehicle at all times.
- ☐ Routes should be planned to take in to account current weather or traffic problems.

TRAINING

As minimum, drivers are required to hold the appropriate licence for the vehicle to be operated. They should be completely familiar with the way in which the vehicle is controlled and have received authorisation from their Manager before commencing driving activities for the business. Additional training may be necessary depending upon the tasks to be completed. This could include but is not limited to, training in respect of manual handling, securing loads and lone working.

All drivers should be aware of the policy in respect of mobile phone use, smoking, alcohol & drugs and accident reporting.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Drone Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Small Unmanned Aircraft (SUA) also known as drones are often used for recreational purposes but can also be used commercially in capturing live events including videography and shooting films, surveying dangerous areas, delivery of small items, law enforcement and military use. There are different requirements for recreational and commercial use.

A commercial operation is legally defined as:

‘Flight by a small unmanned aircraft except a flight for public transport, or any operation of any other aircraft except an operation for public transport;

- which is available to the public; or
- which, when not made available to the public, in the case of a flight by a small unmanned aircraft, is performed under a contract between the SUA operator and a customer, where the customer has no control over the remote pilot, or
- in any other case, is performed under a contract between an operator and a customer, where the customer has no control over the operator.’

Drones can cause injury or damage if they are not used correctly or responsibly. Therefore, they are subject to specific safety rules and regulations relating to the way they are operated, which are reinforced by UK law.

The Civil Aviation Authority (CAA) sets out the rules and regulations, with specific additional steps found within the Air Navigation Order 2016 (ANO 2016) which applies to air navigation only and must be followed when flying a drone for a commercial operation.

Any persons using a drone need to be aware of these regulations.

If a drone has a camera, its use may be covered by the Data Protection Act 1998. The Information Commissioner’s Office (ICO) has provided guidance on how to use a drone responsibly, and this should be followed if applicable. You must;

- ❑ Inform others before recording takes place,
- ❑ Keep images safe,
- ❑ Ensure that images that may be shared on social media are not likely to have an unfair or harmful consequence on others.

There are other rules to consider to ensure you comply with data protection law, so do check the ICO website if you are unsure.

Many camera drones let you watch a ‘live view’ of the image being captured by the camera lens, either on a smartphone/tablet, through goggles or on the remote control itself. However, part of the legislation requires that drones,

when in operation should always be in view while in the air. This would be difficult to achieve and adhere to while watching a screen. Therefore, permission from the CAA may need to be obtained to watch the live view legally.

HAZARDS

Hazards include;

- ☐ Items falling from height.
- ☐ Collision – at height including overhead cables, trees, property, location of airfields or airports.
- ☐ Collision – at ground level including crowds of people.
- ☐ Adverse weather.

CONTROLS

The CAA have produced a 'drone code' that identifies key rules in flying drones safely. These include;

- ☐ Drones to not exceed the height of 400 feet (or 120 metres) above the surface. Reducing the likelihood of a drone colliding with other aircraft.
- ☐ Drones must not be flown within any 'flight restriction zones' including airports or airfields. It is a criminal offence if a drone endangers the safety of an aircraft and could lead to a prison sentence of five years.
- ☐ Drones, when in operation, should always be in view when in the air.
- ☐ Assess the weather before flying the drone. Check the Met Office for weather forecasts prior to flying. If adverse weather is forecast, including wind, heavy rain, heavy snowfall, etc. do not fly the drone.
- ☐ Always follow the manufacturer's instructions. These should help you fly your drone in the safest possible way.
- ☐ Stay 150 feet (or 50 metres) away from people and property. You should also keep 500 feet (150 metres) away from crowds of people (more than 1000 persons) and built-up areas – and do not fly over them.
- ☐ If the drone weighs more than 7kg, additional rules apply if you fly in certain types of airspace.
- ☐ Drones that are used indoors are not subject to the Air Navigation Order; however, Health and Safety legislation will still be applicable.

Permission from the CAA is required if you wish to fly your drone under the following conditions;

- ☐ At a height of more than 400 feet above the surface.
- ☐ Within 150 metres of either a congested area or an organised open-air assembly of more than 1000 persons.
- ☐ Within 50 metres of people or properties/objects that are not under your control.

Each commercial drone operator who has been granted CAA permission will have a document issued from the CAA, granting the permission and setting out conditions for its use. If a drone operator is to operate a drone on your site, you should ask the operator to show you his/her permission document and discuss how the work might be achieved within the conditions of the permission.

An updated monthly list of current holders of the CAA permission also known as the 'Drone Registration Scheme', can be found at; <https://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=7078>

Members of ARPAS-UK, British Model Flying Association (BMFA), Scottish Aeromodellers' Association (SAA), Large Model Association (LMA) and FPV-UK will not need to register as an operator with the CAA system. The associations will collect the registration fee from members directly and supply their data to the CAA, with their permission.

The Drone Registration Scheme will be available to register from 5th November 2019 and will be mandatory to register from 30th November 2019.

There are two elements to the system;

1. Registration as an operator is required for any persons responsible for a drone or unmanned aircraft (including model aircraft) weighing between 250g and 20kg. This is at an annual cost of £9.
2. Any persons responsible for a drone or unmanned aircraft (including model aircraft) weighing between 250g and 20kg are required to take and pass an online education package. This is free and renewable every three years.

Holders of current CAA permissions or exemptions for drone operations, and model flyers holding an achievement certificate issued by a UK model aircraft association with a CAA reviewed achievement scheme, will be exempt from sitting the test.

UK registration is not valid outside of the UK.

The School must ensure that a site-specific risk assessment is produced for the use of drones within their premises.

TRAINING

Any persons using a drone must ensure that they are suitably and sufficiently trained. They must also be familiar and aware of the requirements set out in the ANO 2016 along with the requirements with the Data Protection Act 1998.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Electrical Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Electricity can kill or severely injure people and cause damage to property. However, simple precautions when working with or near electricity and electrical equipment significantly reduce the risk of injury to you, your workers and others around you. This safe operating procedure provides a summary of those precautions.

HAZARDS

The main hazards of working with electricity are:

- ☐ Electric Shocks and burns with live parts.
- ☐ Injury from exposure to arcing.
- ☐ Fire from faulty electrical equipment or installations.
- ☐ Explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts.

CONTROLS

Fixed Electrical Installations (Fixed Wiring Periodic Inspection)

Fixed installations must be inspected and tested by a competent person. (This is known as a Fixed Wiring inspection and test.) The maximum length of time between periodic inspections and testing of the fixed installation within a property is 5 years. A certificate must be submitted by the Contractor, and this should remain on the site for the lifetime of the installation. Any new installations must be similarly tested prior to use and certificated, as should any minor works carried out to the installation. Where an inspection is deemed “Unsatisfactory” a programme of remedial works must be completed to ensure compliance with the Electricity at Work Regulations. A final confirmation of compliance must be obtained and retained for inspection.

The School follows the guidance issued by the Health and Safety Executive’s Memorandum of guidance on the current legislation requirement in determining competence for any personnel employed or otherwise to carry out works.

No person will be engaged in any electrical work activity on the fixed installation unless they hold the following qualifications:

- ☐ City and Guilds 2360 Part I and II - Electrical Installation.
- ☐ AMI - Practical Assessment.
- ☐ IET Wiring Regulations 18th Edition BS 7671:2018 (as of January 2019).
- ☐ City and Guilds 2380 - The 17th Edition of the IEE Wiring Regulations (BS 7671:2008) was published in January 2008, and came into effect from the 1 July 2008.

Any electrical contractor employed to complete the five-yearly inspection and test must also hold the following:

- ☐ City and Guilds 2391 - Inspection and Test Certificate and be accredited by the National Inspecting Council for Electrical Installation Contractors (NICEIC).

Portable Appliance Testing (PAT)

The Caretaker is recommended to be the responsible person for arranging PAT as required and with reference to Best Practice. There is no statutory frequency for PAT; however, Due Diligence must be verifiable, and any test certification must be retained for inspection.

Where internal testing is carried out the Electrical Checks and Appliance Testing - Log (Form 15) can be used to record results. Persons shall be deemed competent to carry out maintenance repair, inspection or modification and electrical appliance or installation if they have been suitably trained or qualified. Certificates and training records must be available for inspection.

Other controls include:

- ☐ Where practicable, sockets to be positioned out of reach of minors and with a fused spur outlet (switched if appropriate).
- ☐ Visual checks of sockets and equipment by all Departmental Managers on regular basis.
- ☐ Any defects to be reported to the Caretaker immediately for repair / replacements. Defective equipment to be removed.
- ☐ Repairs carried out by a Competent Person.
- ☐ All room kettles to be provided for use with short cord, stored empty and power socket off.

Personal Protective Equipment (PPE)

- ☐ Cleaning and Maintenance Team members to wear sensible footwear that allows for good grip/balance.
- ☐ All staff to wear relevant PPE as outlined in specific risk assessments.
- ☐ Ensure the PPE Requisition Form is completed individually, for all staff at Induction.

First Aid

- ☐ A sufficiently stocked first aid kit should be available.
- ☐ Staff must have access to an appointed person and/or trained first aider. A notice should be displayed to demonstrate how this first aider can be accessed.
- ☐ All accidents must be recorded in the department accident book. Once completed, online accident reports should be filled in on the relevant platforms. All Accidents are to be reported on NAVITAS Compliance.

TRAINING

- ☐ All team members are trained so that they are competent to use electrical equipment in a safe manner and in accordance with manufacturer's instructions.
- ☐ Informed on safe systems of work and the dangers associated with electricity.
- ☐ Knowledgeable about actions to be taken in the event of an electrical emergency.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Employee Groups

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Employee Groups, such as Young Persons, New and Expectant Mothers, Lone Workers and Disabled Persons are defined by the HSE as vulnerable workers who are at risk of having their workplace entitlements denied, or who lack the capacity or means to secure them.

There are many hazards to be considered for those in these Employee Groups, that should be managed and controlled with the completion of risk assessments and reasonable changes being made if necessary. Health and Safety should not be used as an excuse to justify discriminating against certain groups of workers.

HAZARDS

- ☐ Lone working.
- ☐ Slips, trips, falls.
- ☐ Scalds and Burns.
- ☐ Manual Handling.
- ☐ Cuts and Lacerations.
- ☐ Dangerous Equipment.
- ☐ Confined Spaces.
- ☐ Working at Height.
- ☐ Working around ditches or ponds.
- ☐ Miscarriage/possible risk of harm to unborn baby.
- ☐ Occupational Stress.

CONTROLS

Young Persons

- ☐ A Young Person's Specific Risk Assessment (for those below the age of 18) should be completed for each Young Person on-site (Form 7). Students on work placements must also have a risk assessment.
- ☐ In order to carry out an assessment, the Risk Assessment Form should be completed and discussed with each individual. They should be readily available to the staff member and regularly reviewed by the relevant manager.
- ☐ Departmental Managers should identify where the Young Person is working within the business and assess the risk involved in that area.
- ☐ Each Young Person should be made aware of the potential health and safety risks in the workplace.

- ☐ Management of the Young Person should be confident that the individual has fully understood the work practices expected of him/her, check they understand and are able to remember and follow instructions. If there is any doubt, then the Manager or supervisor must stop the Young Person working until this is the case.
- ☐ It is important that all Young Persons are given the necessary training and supervision for their role.
- ☐ Other staff should make reasonable effort to ensure the safety of Young Persons.
- ☐ No person under the age of 18 may use or clean dangerous machines, and anyone over 18 who uses them must be properly trained. This training will be recorded in the staff personal file and in the department file. Training will only be done by a Competent Person or trained supervisor.

New and Expectant Mothers

- ☐ Each New or Expectant Mother should be assessed individually using the New and Expectant Mother's Risk Assessment (Form 8). New or Expectant Mothers include all employees who are pregnant, have given birth in the last six months or are breastfeeding.
- ☐ Any process or working condition including physical, biological or chemical agents which could affect the employee or her child should be assessed and suitable control measures put in place. The New or Expectant mother must be informed of these risks and the control measures.
- ☐ The workplace risk assessment should be checked to see if any new risks have arisen, when/if notified that an employee is pregnant, breastfeeding or has given birth within the last six months. If new risks are identified, these must be removed or reduced to a safe level.
- ☐ The New and Expectant Mothers Risk Assessment should be regularly monitored and reviewed as circumstances may change.
- ☐ If a significant health and safety risk is identified for a New or Expectant mother, which goes beyond the normal level of risk, the following actions should be taken:
 - Action 1: Temporarily adjust her working conditions and/or working hours; or if that is not possible,
 - Action 2: Offer her suitable alternative work (at the same rate of pay) if available; or if that is not possible,
 - Action 3: Suspend her from work on paid leave for as long as necessary to protect her Health and Safety and that of her child.
- ☐ If breastfeeding, the Expectant or New Mother should provide their employer with written notification that they are planning to be breastfeeding. (It is advisable to do this before returning to work, so the employer can ensure a return to a healthy, safe and suitable environment).
- ☐ There should be provision for somewhere for pregnant and breastfeeding mothers to rest and, where necessary; this should include somewhere to lie down.
- ☐ Expectant Mothers should agree the necessary timing and frequency of rest breaks with their

employer. Lone Workers

- ☐ A Lone Working Risk Assessment should be completed for Lone Workers, to identify hazards and to implement control measures (to include the risk of violence, manual handling, the medical suitability of the individual to work alone and whether the workplace itself presents a risk to them).
- ☐ Account needs to be taken of the hazards encountered in the work, e.g. working with dangerous equipment, working in confined areas, working at height or working around ditches and ponds. Other considerations are the individual themselves, their age, any illness, experience, fitness etc. Weather conditions can be another factor, particularly with reference to working at height or estate works including tree maintenance. The Online Site-Specific Risk Assessment to identify hazards and to implement control measures should be used.
- ☐ Lone Workers requirements for training and levels of experience should be monitored and updated/refreshed where necessary.

- ☐ The employer should make sure they know what is happening, including having systems in place to keep in touch with the Lone Worker. Monitoring the Lone Worker's situation through a regular 'check-in' procedure should be considered.
- ☐ The Employer should ensure appropriate fire, emergency and security precautions are in place.
- ☐ Where there are specific risks for Lone Maintenance or Security Personnel, as well as staff and contractors, suitable management systems to eliminate or control them must be implemented if the hazards from Lone Working are reasonably foreseeable.
- ☐ Management should consider consulting and discussing with employees in identifying the significant hazards which can be encountered when working alone. These should be reduced to the lowest level possible or removed. Reducing the need for Lone Working should be considered.
- ☐ Communication systems or alarms should be considered.

Disabled Persons

- ☐ Depending on the person affected and their work activities, a person-specific risk assessment may be required. Reference to the relevant DDA (Disabled Discrimination Act) may also be required. This should be completed with reference to the HR department.
- ☐ It is the duty of the Disabled Person to inform their Employer that they are disabled if their disability affects the way they can do their job. Telling their employer, they are disabled means an employer can make reasonable changes to make work safer.
- ☐ The Employer should make the necessary changes required to make work safer for the Disabled Person. Other Employees should be notified of these changes if any.
- ☐ Training for a disabled person and people who work with them should be considered.
- ☐ Changing access to a building to make it easier for wheelchair users should be considered.
- ☐ Employees should consider giving a disabled person time off for appointments with doctors and other healthcare workers.
- ☐ The Disabled Person should co-operate with their employer on Health and Safety issues. This includes listening, following instructions and training, and using any safety equipment that has been provided.

TRAINING

- ☐ The relevant risk assessments for all the above should be completed and reviewed regularly, where applicable.
- ☐ Training for the relevant roles above should be delivered and refreshed when necessary.
- ☐ All the above should be monitored and reviewed regularly in the workplace.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: External Snow and Ice

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

An established system for controlling hazards of snow and ice should be introduced across sites. Each site should not avoid clearing paths for fear of injury. People walking on snow and ice have a responsibility to be careful themselves. Inclement weather such as snow, ice, heavy rain or seasonal such as leaves falling should be assessed independently with suitable controls implemented in order to prevent slips, trips and falls from occurring.

HAZARDS

Areas used by pedestrians most likely to be affected by ice must be identified. These include;

- ❑ Building entrances.
- ❑ Car parks.
- ❑ Pedestrian walkways.
- ❑ Shortcuts/thoroughfares.
- ❑ Sloped areas and areas constantly in the shade or wet.

Once these areas have been identified, determine which areas need to be cleared.

CONTROLS

Controls will include:

- ❑ Restrict access onto the site to a minimum number of designated routes. This must be appropriate to the size of the site. Gritting and snow clearing of these areas should be undertaken, paying particular attention to steps, disabled ramps, fire exits and evacuation routes.
- ❑ Staff, guests and contractors must then be informed (where possible) of which routes will be gritted/cleared of snow and instruct them they must keep to these routes.
- ❑ Warning signs should be erected at the entrances to the designated routes/paths. If signs are used, they must be removed once the hazard has been eliminated.
- ❑ Suitable doormats should be available within entrances to buildings to enable water and slush to be removed from shoes to prevent individuals slipping on wet floors. Floors must be monitored and cleaned/dried as often as possible. Wet floor signs should also be displayed.

Other controls include;

- ❑ To monitor the temperature. This can be done by following the forecast, e.g. Met Office, and take action when freezing temperatures are forecast.
- ❑ Ensure that there is sufficient stock for the de-icing of floors such as rock salt/grit. This is most effective when it is ground down.

- ☐ Consideration should be made when grit is applied, followed by heavy rainfall, as the grit will be washed away.
- ☐ Snow should be removed by using suitable equipment. A snow shovel can be used to remove snow. Hot water should not be used to melt snow, as this may refreeze and turn into black ice.
- ☐ All persons undertaking snow clearing or gritting must wear appropriate warm clothing, including gloves. A shovel or other suitable tools should be used to spread grit with manual handling techniques followed.
- ☐ In freezing conditions or during snowfall, routes and paths will need to be gritted/cleared at regular intervals to ensure ice does not reform.

TRAINING

Staff need to be made aware of all designated routes/paths. This information can be communicated through emails, intranet and staff meetings etc. Staff members that are undertaking heavy lifting of salt etc., must have undertaken manual handling training and must ensure that the correct posture and lifting techniques are applied.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: First Aid and Accident Reporting

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The School has a legal duty to make arrangements to ensure their employees and pupils receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do or a School activity, what is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work.

STANDALONE POLICY

The Schools have a standalone Medical and First Aid Policy which sits alongside the Medical and First Aid Policy Handbook. These documents detail first aid procedures, medical procedures and accident reporting for all Seckford Education Trust Schools. This policy and handbook should be read in conjunction with this SOP.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Gas Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The law on gas safety aims to ensure the safe installation, maintenance and use of gas appliances. This is perhaps one of the most serious potential safety hazards within a premises, and rigorous control must be in place to prevent serious accidents and explosions. These hazards also extend to the risk of toxic fumes from incomplete combustion and escape from flues.

HAZARDS

If gas appliances, such as ovens, cookers and boilers are not properly installed and maintained, there is a danger of:

- ☐ Fire.
- ☐ Explosion.
- ☐ Gas Leaks.
- ☐ Carbon Monoxide (CO) Poisoning.

CONTROLS

Installing and Carrying Out Work on Gas Appliances

Any works to gas appliances and systems can only be undertaken by a GAS SAFE REGISTER registered person. Work includes installation, maintenance, servicing, permanently adjusting, repairing, altering or renewing of the appliance, or purging it of air or gas. It is possible though for a trained person to move appliances which have flexible pipes or bayonet-type connections to enable adequate cleaning of the appliance and areas around it. If an appliance is not normally easily movable, the changing of its position constitutes 'gas work', as does its removal from the premises or area in which it has been used.

Re-lighting an appliance after the supply has been temporarily disconnected also does not require the services of a qualified person.

The GSR registration must be checked before work commences. Management must be aware that different levels of GAS SAFE REGISTER accreditation exist and must ensure that the actual person employed has the correct registration for the planned work.

A list of all gas appliances including portable LPG equipment should be recorded on the Statutory Plant Register (Form 14) or as part of a PPM

system. Safe Use of Gas

Appliances

All gas equipment installation pipework and flues must be serviced annually and a current certificate retained on file. Regular checks should be made to ensure pilot lights are working satisfactorily and remain alight when the equipment is not in use. Flame failure devices must be fitted and operable for all appliances. If gas appliances are not started by automatic means then care in lighting up is needed with long taper and not with matches or newspapers. If there is any doubt as to whether an appliance is incorrectly lit or faulty it should be turned off, isolated, and management informed for repair action.

LPG Appliances Storage and Safety

The Head of School has a duty to ensure all portable gas appliances such as patio heaters are maintained in a safe condition that will not cause harm. Effective routine maintenance must be carried out. For specific requirements, reference must be made to the manufacturer's instructions for servicing of appliances. The Maintenance department will keep a maintenance record including when each gas appliance was checked, a list of the defects found (if any) and the remedial action taken.

The interval between certified inspections must be no longer than 12 months.

Because of the fire hazards associated with LPG, containers should be held in a properly constructed and carefully controlled storage area.

The bulk storage of LPG in fixed tanks

LPG vessels sited above the ground should be located in the open air in a well-ventilated position in accordance with required separation distances. Underground or mounded vessels should also be located so that the manhole and pressure relief valve is in a well-ventilated area. These general provisions should be followed:

- ☐ Weeds, long grass or deciduous trees or any combustible material should be removed from the vicinity.
- ☐ 'Sodium chlorate' type weed killers should not be used to remove weeds.
- ☐ Trees or shrubs used to screen the installation should only be placed on one side to prevent interference with ventilation.
- ☐ All vessels shall be marked, or documentation kept regarding operating conditions.
- ☐ Vessels should be enclosed by a security fence. The fence must be 1.8 metres high and at least 1.5 metres away from the vessel. Gates must be installed within the fence.
- ☐ A lockable cover is necessary for all valves/fittings.
- ☐ Any electrical equipment will be installed safely considering the high risk.
- ☐ The local Fire Authority will be consulted on the fire precautions necessary.
- ☐ Written documents provided for normal operating and emergency action procedures.
- ☐ All employees concerned with the vessel will be trained to follow these procedures.

These vessels are classed as pressure systems and must be maintained by a suitable person and independently inspected in accordance with a written scheme of examination (refer to pressure systems arrangement) by a Competent Person.

Patio Heaters and Barbecues

Only to be used in accordance to the Manufacturer's instructions. A specific risk assessment must be completed for patio heaters/barbecues.

TRAINING

Staff require to be trained using this Safe Operating Procedure and associated Risk Assessments. Any works to gas appliances and systems can only be undertaken by a GAS SAFE registered person.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Glass and Crockery

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

In a glass and crockery are handled by many team members, Food Handlers, Hospitality and Function staff and potentially teachers. If handled incorrectly, glass and crockery items have the potential to cause harm. It is important that care is taken when handling these items, particularly when picking up bottles, washing items and cleaning up broken items.

HAZARDS

The hazards from this activity could be cuts or lacerations from broken glass and crockery. Contamination of food items could also occur if broken glass and crockery is not carefully disposed of in a catering environment; this could have severe implications if a customer ate food contaminated with such items.

CONTROLS

Broken glass and crockery should be cleaned up using a soft broom and a dustpan and brush; these items should not be picked up by hand. If the breakage has occurred in a food handling area, food preparation should stop, and the area should be thoroughly examined for all traces of broken items.

Broken glass and crockery should be safely disposed of immediately following correct wrapping or bin disposal procedures. It should be wrapped in plenty of paper and placed into the external refuse bin or placed into a labelled lidded container supplied for these items. Broken glass and crockery should NOT be placed into an internal refuse bin that contains a bin liner, as it could puncture the liner and cause injury.

Rough handling during washing and drying is a frequent cause of accident so care should be taken when handling glass and crockery. When returning dirty items to the wash area, glass and crockery items should not be dropped into a sink full of water: They should be placed at the side of the sink in a safe manner. When manually washing, glassware and crockery must not be piled in sinks so that those at the bottom are liable to be broken. A check for cracked glassware and crockery should be carried out when drying these items and returning them to storage; chipped and cracked equipment should be removed and disposed of safely, as above.

When picking bottles out of a crate, never plunge a hand into the crate. Look carefully first to avoid seizing any broken bottles. Care should be taken when opening bottles as it is possible for the rim of the bottle to break when removing the crown. Broken bottles should NOT be put back into the crate; they should be disposed of safely, as above. Dropped bottles containing carbonated drinks may burst when picked up. A dropped bottle should be covered with a cloth and set aside in a safe place until the liquid has settled.

Employees should wear sensible footwear that allows for good grip/balance to reduce the risk of slipping and tripping, which could lead to the breakage of glass and crockery items that are being carried. Any spillages should be cleaned promptly and brought to the attention of employees.

TRAINING

Employees should be provided with on-the-job training in the correct handling, storage, disposal, washing, drying and polishing of crockery or glassware

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Grounds Maintenance

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Ground maintenance involves grass cutting, hedge trimming, planting shrubs and flowers, tree maintenance as well as structural maintenance to boundary fences, buildings and equipment. The hazards for these tasks are very diverse and can vary dependent upon the type of activity that is undertaken. The examples listed above provide an example of such activities; however, this list is non-exhaustive.

HAZARDS

Hazards include;

- ☐ Adverse weather including snow, ice, wind, rain and sunshine/heat.
- ☐ Slips, trips and falls.
- ☐ Manual handling.
- ☐ Cuts, lacerations, entanglement, amputation from work equipment.
- ☐ Noise from noisy equipment.
- ☐ Hand Arm Vibration.

CONTROLS

- ☐ Ensure that the weather is assessed before carrying out these types of activities. Check the Met Office for weather forecasts.
- Heat/Sunshine
 - ensure that employees take regular breaks in particular in shaded areas,
 - drink plenty of fluids,
 - try to avoid working when the sun is at its strongest (11am to 3pm),
 - apply sun cream with a high SPF,
 - wear appropriate Personal Protective Equipment (PPE),
 - encourage the removal of PPE when resting to help with heat loss,
 - educate employees about recognising early symptoms of heat stress.
- Cold including snow and ice
 - ensure that appropriate PPE is issued and worn,
 - provide facilities where employees can warm up and encourage drinking warm fluids,
 - introduce rest breaks,
 - consider rescheduling work to a warmer time of year,
 - educate employees about recognising early symptoms of cold stress.

- ☐ Assess the area before carrying out the works, including ensuring that if the ground is slippery, appropriate footwear is worn. Ensure that the area is free from any trip hazards and ensure that employees are familiar with their surroundings.
- ☐ Ensure that lifting equipment is available when transporting heavy items or machinery. Ensure employees have undertaken appropriate manual handling training, and they apply the correct lifting technique. Additional aids must be provided for the use with certain machinery, such as a strap to take the majority of the weight when hedge trimming.
- ☐ Employees should be provided with the correct information, instruction, training and supervision when using machinery. Ensure employees follow manufacturer's instructions.
- ☐ Ensure that the equipment is maintained and inspected in line with these instructions. Some equipment may require additional training to gain a higher level of competency before this equipment is used.
- ☐ Ensure that employees are not exposed to noisy environments for prolonged periods of time. Action should be taken when noise levels exceed 80 decibels. Provide appropriate PPE for use of certain equipment such as ear defenders/ earplugs that comply with EN: 352.
- ☐ Employees that use vibrating equipment could be exposed to hand-arm vibration. This causes the individual to be unable to do fine work and unable to work in cold or damp conditions, as well as triggering painful finger blanching attacks, e.g. white finger. Exposure to vibrating equipment should be eliminated if possible. If elimination is not possible use must be monitored and the frequency reduced where feasible. Employees that are exposed should undergo health surveillance. Appropriate PPE should be issued and worn.

TRAINING

Employees must be given information, instruction, training and supervision in order to ensure that any grounds maintenance is carried out safely. Training such as manual handling and the safe use of equipment should be undertaken.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Helicopter Landings

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Occasionally helicopters land within the grounds of a premises bringing guests and visitors. In accordance with civil aviation rules, flight plans must be made for all flights, and the location must have full details and prior knowledge of helicopters landing at the site. A helicopter landing site is used for the take-off and landing of a helicopter, with or without a permanent landing pad. This would generally be a temporary site.

HAZARDS

The hazards present by helicopters include:

- Moving rotor blades – these will be a hazard to anybody disembarking, boarding or approaching the helicopter.
- Suspended loads/static electricity – some helicopters use slings or nets to carry suspended loads. These in themselves can present a hazard but can also cause static electricity.
- Downwash – this is the column of air created by the helicopter's blades.
- Incorrect approach/boarding/disembarking – any person approaching, boarding and disembarking a helicopter soon after its use are at risk. The correct procedures for approaching, boarding and disembarking are detailed in the Fire and Rescue Service Operational Guide for Working with Helicopters.
- Noise – there are two main risks associated with noise; if the noise is of such intensity that normal speech cannot be heard, personnel may mishear (or not hear) critical safety information and may expose themselves and/or others to additional hazards. Prolonged intense noise may result in damage to hearing.
- Accidental activation of aircraft safety systems - accidental activation of any type of vehicle safety system may create hazards to personnel, as release mechanisms, or parts of the vehicle, for example, wheel hubs, maybe ejected prior to activation.
- Conditions which may affect the use of helicopters (including landing) – for example the presence of overhead power lines and trees, weather conditions etc.
- Aerials – contact with aerials attached to the aircraft present a serious risk of burns.
- Engine exhaust - the height of the exhaust depends on the aircraft type, but personnel should be aware that they exist and should expect a warm or hot blast of air when maneuvering near the aircraft.
- The presence of helicopters on scene not requested – helicopters may arrive at the site without prior notice, such as medical or service helicopters.
- Aviation fuel – helicopters contain aviation fuel. If there is an incident involving a helicopter, the fuel will pose a risk of fire and/or explosion.
- Falling from height/objects falling from height - there is a risk of falling from height when embarking/disembarking a helicopter and being transported in a helicopter.
- Search/spotlights – some helicopters will be fitted with searchlights or spotlights. These are extremely powerful, and staff must avoid looking directly at them.

- Use of radios – the use of radios near a helicopter may cause interference with the helicopters radio system. If the pilot identifies interference, it is expected that he will ask for radios to be turned off. However, if possible, radios on the ground should not be used to prevent interference in the first instance.

CONTROLS

Adequate safety preparations need to be made, which will include:

- Checking of the helicopter landing site to ensure it is adequately marked.
- Ensuring that the site remains safe from overhead obstructions including wires and trees etc.
- Ensuring that there is no debris that might be blown up into the rotor blades, including branches, twigs etc.
- Ensuring that fire extinguishers are available for use.
- That staff are informed of the landing event and the expected time of arrival.
- All people MUST be kept away from the landing site.
- It is the responsibility and discretion of the pilot, whether to land or not, and the location cannot influence that decision.
- If the site has a helicopter landing area, a separate Site-Specific Risk Assessment must be in place, which will include the safety measures taken to ensure risks are minimised.

TRAINING

When formulating training, the following points should be considered:

- Training needs should take account of those more likely to come into contact with helicopters during landing or take-off at the site.
- Training and development should follow the principles set out in national guidance documents and should generally be structured so that they move from simple to more complex tasks and from lower to higher levels of risk.
- Training and development will typically cover this standard operational procedure, as well as general knowledge and understanding of site procedures for the setting up of the landing pad.
- Training should also include the control measures identified in the Site-Specific Risk Assessment.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:

Manager Signature (if different to assessor):	Completed Date:
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SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Kitchen Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Only catering and food & beverage staff are allowed within the designated food areas. Under no circumstances are members of the public, guests or unauthorised staff allowed to enter the kitchen or associated areas, unless a designated area has been established. i.e. a kitchen seating area for guests. Where this is established, a Site-Specific Risk Assessment must be completed.

HAZARDS

The following are common major hazards:

- ❑ Floors, steps and stairs throughout, particularly if wet.
- ❑ Dangerous machines including slicer, stick blender, mincer, planetary mixer, food processor and waste disposal equipment.
- ❑ Manual handling hazards, particularly movement of hot pans and food stock. Large cooking pots containing hot liquid must not be carried across the kitchen, a safe system of decanting should be implemented.
- ❑ Storage, use and disposal of cleaning products and pest control baits.
- ❑ Storage and use of knives and other sharp work equipment.
- ❑ Electrical installation to equipment.
- ❑ Use of gas appliances and potential gas leaks.
- ❑ Access and egress to cold rooms and freezers.
- ❑ Access to shelving in stores and kitchen area.
- ❑ Work with hot equipment, including ovens, Bain Marie's and stills or hot water boilers, fryers, solid tops.
- ❑ Use of Barbecue equipment with respect to position near flammable materials, use of gas cylinders and risk of burns to public or catering staff.

CONTROLS

Inspections should be undertaken to identify whether kitchen equipment can be operated, adjusted and maintained safely and that any deterioration can be detected and remedied before it results in unacceptable risk. The requirement and frequency of inspections should be outlined in the manufacturer's instructions. Some pieces of equipment may require more frequent formal inspections; however, visual pre-use inspections should be undertaken for all equipment, and these inspections should be recorded.

Other controls include:

- ❑ Maintain a clean environment ensuring there is no build-up of dirt or grease residue on surfaces. This can be achieved by developing and implementing a cleaning schedule.

- ☐ Staff to be aware of their surroundings through training and informing management of any issues they may come across, such as defective equipment.
- ☐ To mop up, spills immediately, using the right cleaning process and apply signage when required.
- ☐ Staff to be aware of the emergency procedures and firefighting equipment in the event of an emergency. Staff must be trained on the use of such firefighting equipment.
- ☐ Clear information, including signage should be provided with reference to the location and operation of gas safety shut off valves within the main kitchen or other catering areas. All catering staff should be made aware of the shut-off procedures.

TRAINING

Close supervision and training of all staff is paramount, and the Executive Chef should refer to the guidance within this policy and bring them to the attention of staff.

Special care must be taken of work experience staff and those whose first language is not English. Instruction given in different languages must be checked to ensure it is accurate. This will apply to information given to staff in any department.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Knife Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Knives are used extensively in catering businesses and the hospitality industry, together with cutting blades on equipment such as slicers and food processors. Knife injuries are common particularly to the hand and fingers and are quite easy to avoid if care is taken and equipment is handled safely.

HAZARDS

The hazards from this activity are cuts and or lacerations to hands and fingers. This could be caused by general knife use and from cleaning and storage.

CONTROLS

- ☐ Knives should be stored safely on a magnetic wall rack, in a labelled knife drawer or in a knife wallet or knife box. Other items should not be stored with knives.
- ☐ Knife blades should be kept sharp, so they cut without forcing the blade, as this can cause the knife to slip.
- ☐ Knives should be sharpened using a steel, a stone, a whetstone or a dry wheel sharpening mechanism. Do not sharpen knives while in close proximity to others.
- ☐ Knife handles should be kept clean and free of grease and oil.
- ☐ The correct knife for the job should be chosen; the correct size of knife and blade should be used.
- ☐ Check the condition of the knives before use - damaged knives must not be used and must be reported to a responsible person for repair or replacement.
- ☐ Carry knives with the point downwards and never run with a knife in your hand.
- ☐ Do not work with knives in cramped conditions. Make sure that you have adequate space around you to safely use a knife and that the lighting level is sufficient to work safely.
- ☐ Never cut items while holding them in the palm of the hand. Always use a cutting board on a dry work surface; place a rubber mat underneath the board if required to prevent the board from slipping.
- ☐ Hold the knife firmly with the point of the knife away from the body. Cut downwards and away from the body; a sharper knife cuts down on the pressure required to make the cut.
- ☐ When chopping use a safe technique - hold food with your fingers bent under and away from the blade.
- ☐ Never cut or separate frozen food products with your knives as the knife is likely to slip.
- ☐ When using a knife give it your full attention, do not look around or talk. Never turn around holding a knife, put the knife down before turning around or moving away from your station.
- ☐ If large amounts of time are spent continuously using a knife, assess the need for wearing a cut-resistant glove.
- ☐ If you drop a knife, do not try to catch it, step back and allow it to fall to the floor.

- ☐ Never drop knives into sinks. Always wash one by one by hand or in racks in dishwashers. If drying in racks do not place so that the point is up.
- ☐ Do not use open blade knives for opening boxes or cutting packaging etc. Use “carton opening” knives instead.
- ☐ Do not place or leave knives in a sink. Knives that require washing should be placed in a suitable container, handle up, at the side of the sink.
- ☐ When washing knives, they should be washed on an individual basis with hot flowing water using a clean cloth or scouring sponge.
- ☐ Worn and damaged knives should be disposed of safely, by wrapping them in plenty of paper and placing in the outside refuse bin.
- ☐ Employees should wear sensible footwear that allows for good grip/balance to reduce the risk of slipping and tripping, which could lead to knives being dropped or cutting and stabbing injuries. Any spillages should be cleaned promptly and brought to the attention of employees.
- ☐ Any slicing machinery must only be used with all guards in place.
- ☐ Slicing blades should be placed into a carrier before being moved.
- ☐ Slicing blades should not be placed or left in a sink, blades that require washing should be placed in a suitable container at the side of the sink.
- ☐ When washing slicing blades, they should be washed in a blade carrier with hot flowing water, using a clean cloth or scouring sponge.

TRAINING

Employees should be provided with on-the-job training in the safe use of knives and bladed equipment. Knives and bladed equipment should only be used by staff who are trained in their correct storage, selection and use.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Lifts and Lifting Equipment

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Lifting equipment means work equipment used for lifting and lowering loads and includes its attachments used for anchoring, fixing or supporting it, including the lifting of persons.

HAZARDS

- ☐ Guests/users may become trapped within the lift if it fails.
- ☐ Loads falling.
- ☐ Persons being crushed by a moving load or lifting equipment.
- ☐ Persons being hit and injured by moving parts of machinery.
- ☐ Equipment may develop faults due to poor or no maintenance.

CONTROLS

Maintenance

All lifts or lifting equipment should be listed on Health and Safety Form 14 Statutory Plant Register or recorded as part of a PPM system. The responsible person will ensure that the equipment is properly maintained in good repair, so as to prevent danger. This is in addition to the formal periodic inspection by a competent person.

The motor rooms to the lifts are out of bounds to all staff and must be kept locked. All electrical control panels within the motor rooms must be locked, and rubber mats must be placed on the floor in front of them. The lighting must be bright, and there must be smoke detection to warn of fire.

Lift shafts must be kept clear of all debris, including combustible materials. Any work carried out inside lift shafts must be carried out under a – Contractors Permit to Work (Form 13) system. The manufacturer of the equipment shall be consulted with regard to providing a suitable service engineer.

Inspection / Written Scheme of Examination

All lifts and lifting equipment must be inspected as follows:

- ☐ Every 6 months for passenger lifts.
- ☐ Every 12 months for all other lifting equipment.
- Or
- ☐ In accordance with a written scheme of examination.

Inspections shall only be carried out by a competent person. A record of each scheme and inspection will be kept by on file for 3 years.

All reported or recorded lift defects must be reported promptly to the Senior Administration Assistant or Trust Operations Manager for urgent action.

Emergency Procedures

The Trust Operations Manager will provide suitable instructions for the safe operation and action to be taken in the event of an emergency to any person operating the system and will ensure that it is operated using these instructions.

It is no longer permissible for staff (trained or not) to undertake the hand-winding of lifts to release trapped passengers.

It must be part of purchasing policy to ensure future lift service contracts include an immediate emergency response service.

If at any time guests become trapped in a lift then it will be of the utmost priority to immediately summon the nominated lift emergency call-out engineer.

The Trust Operations Manager must prepare such an action plan which is to be effective and operable 24 hours a day, 7 days a week.

Where the emergency call-out engineer is unable to attend inside of 20 minutes, the local emergency services must be summoned instead.

To be wholly effective, lift engineering companies must agree to an annual rehearsal of these procedures on a date agreed by Trust Operations Manager

TRAINING

All relevant staff must be trained in the use of lifting equipment in accordance with manufacturer instructions. This must be logged on the staff training record.

Under no circumstances are lifts or hoists to be misused.

The following lifts/hoists are in use within the property:

Type	Location	Used For (please circle)
		Staff/Guest/Goods
		Staff/Guest/Goods
		Staff/Guest/Goods
		Staff/Guest/Goods
		Staff/ Guest/ Goods

The keys to the lift motor rooms are held by: _____

The lifts are serviced by: _____ telephone: _____

The 6 monthly insurance inspection is undertaken by: _____

Telephone: _____

A copy of the inspection reports is held by: _____ in: _____

A copy of the lift evacuation procedures is held by: _____

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Lone Working

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Lone Workers

It is inevitable that at certain times staff and others will find themselves working alone. These occasions can occur, for example, at the beginning and end of flexible working periods, during holidays, during the night and over weekends.

Many staff work alone at some time during their working periods in the workplace and in the majority of cases they do so without significant risk.

For example, persons working alone in offices carrying out typical office activities outside normal working hours are unlikely to be at significant risk provided the appropriate fire, emergency and security precautions are in place.

However, there are occasions when lone maintenance or security personnel as well as staff and contractors may attract specific risks and if the hazards from lone working are reasonably foreseeable, then suitable management systems to eliminate or control them must be implemented.

Below are the potential hazards lone workers may face and the controls which can eliminate or remove any risk of harm.

HAZARDS

- ❑ Fire: where fire hazards present a risk.
- ❑ Electrics: equipment failure/electric shock.
- ❑ Accident/harm from hazards on site.
- ❑ Illness from exposure of chemicals.
- ❑ Exposure to violence & aggression.
- ❑ Confined spaces: entrapment.
- ❑ Death from lack of training/monitoring/communication/control measures.

CONTROLS

- Carry out a person-specific risk assessment to identify the risks when working alone.
- Review risk assessments periodically or when there has been a significant change in working practice.
- Carefully select work equipment to ensure the worker is able to perform the required tasks in safe manner.
- Provide supervision until management are satisfied the lone worker is competent in working alone.
- Instruction, training and supervision must be given to the lone worker prior to working alone.
- Management should be aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker and ensure this does not happen.

- Where a lone worker is working at another employer's workplace, inform that other employer of the risks and the required control measures for the lone worker's role.
- When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.
- Consider reducing the need for lone working where possible.
- Consider communication with the lone worker through systems or alarms.
- Consider monitoring the lone workers situation through a regular 'check-in' procedure with effective means of communication. These may include:
 - supervisors periodically visiting and observing people working alone;
 - implementing a buddy system;
 - pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or email, bearing in mind the worker's understanding of English;
 - manually operated or automatic warning devices which trigger if specific signals are not received periodically from the lone worker, e.g. staff security systems;
 - implementing a robust system to ensure a lone worker has returned to their base or home once their task is completed;
 - the provision of lone working devices to allow lone workers the ability to communicate in the event of an emergency.
- Emergency procedures should be established and employees trained in them. Information regarding emergency procedures should be given to lone workers.
- Consider providing mobile workers with a first aid kit/and or first-aid training should the risk assessment identify the need.
- Lone workers should have access to adequate first-aid facilities.
- Provide the right level of supervision where there are some high-risk activities where at least one other person may need to be present.

Examples include:

- working in a confined space, where a supervisor may need to be present, along with someone dedicated to the rescue role;
- working at or near exposed live electricity conductors;
- dealing with unpredictable client behaviour and situations (potential violence and aggression).
- Management should consult all their employees on Health and Safety matters on a regular basis of their role. This may highlight changes/adjustments to the risk assessment, and therefore, additional controls can be put in place.

TRAINING

Training relevant to working alone should be provided prior to the lone worker taking on the role. This includes, where relevant, training in the use of equipment, first-aid, emergency procedures. Management should ensure that Lone Workers understand the risks involved and the controls that are in place to ensure safety when working alone.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Manual Handling

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The Manual Handling Operations Regulations 1992, as amended in 2002, apply to a wide range of manual handling activities, including tasks that involve lifting, lowering, pushing, pulling or carrying. The load may be either inanimate - such as a box or a trolley, or animate - a person or an animal.

There are three main principles to good manual handling operations and these are as follows:

1. Avoid hazardous manual handling operations where possible.
2. Assess any hazardous operation that cannot be avoided.
3. Remove or reduce the risk of injury, using an assessment of the job activity as the basis for action.

The legislation requires a specific type of risk assessment for those tasks where manual handling risk factors are significant, which will be detailed later in the SOP. This SOP also offers guidance for General Managers, Heads of Department, risk assessors and employees on the risk factors associated with manual handling and how to reduce the risk of injury.

HAZARDS

Well over 1 million people in Great Britain suffer from musculoskeletal disorders (MSDs) caused or made worse by their current or past work. Over 13 million working days are lost each year due to these work-related MSDs and on average each sufferer takes about 20 days off in that 12-month period

The term 'musculoskeletal disorders' (MSDs) covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back.

CONTROLS

General risk assessments should capture simple manual handling tasks but the following tasks are identified as more hazardous operations and are likely to warrant a specific manual handling risk assessment:

MAINTENANCE:	KITCHEN:
<ul style="list-style-type: none"> • Chemical containers 	<ul style="list-style-type: none"> • Waste receptacles - external waste food bins, other waste
<ul style="list-style-type: none"> • Moving of machines/equipment 	<ul style="list-style-type: none"> • Lifting positioning of dishwasher, chemicals, containers
<ul style="list-style-type: none"> • Removal of waste 	<ul style="list-style-type: none"> • Loading & unloading dishwasher trays in and out of machine
<ul style="list-style-type: none"> • Lifting of building equipment 	<ul style="list-style-type: none"> • Moving cooking vessels full of food/hot water
	<ul style="list-style-type: none"> • Sacks of vegetables/fruit, etc.
	<ul style="list-style-type: none"> • Boxes of frozen food, etc.
	<ul style="list-style-type: none"> • Moving equipment to clean behind
	<ul style="list-style-type: none"> • Changing oil in fryers
CLEANING:	Grounds
<ul style="list-style-type: none"> • Lifting vacuum cleaners and floor polishers 	<ul style="list-style-type: none"> • Lifting heavy equipment
	<ul style="list-style-type: none"> • Pushing or pulling equipment

This list is not exhaustive.

What should Managers do?

Manual Handling risk assessments are a separate legal assessment which can be found on Form 5 . These must be completed for all significant Departmental Tasks.

The Head of Operations and Departmental Managers must consider the risks from manual handling to the Health and Safety of their staff. The requirement is to complete a full and detailed manual handling risk assessment where required and take steps to minimise any significant risk identified. To achieve this, it is essential to consult and involve the staff. Staff will know first-hand what the risks are in their workplace are and can probably offer practical solutions to controlling them. The overarching principles are AVOID, ASSESS, REDUCE.

Aside from management, all staff should be reminded of the following responsibilities;

They should:

- ☐ Follow appropriate systems of work laid down for their safety;
- ☐ Make proper use of equipment provided for their safety;
- ☐ Co-operate with their line manager on Health and Safety matters;

- ☐ Inform their manager if they identify hazardous handling activities; and
- ☐ Take care to ensure that their activities do not put others, such as guests or contractors at risk.

What are the risk factors for manual handling injuries?

Experience across the UK has shown that risk factors for manual handling type injuries can be categorised under the following headings:

- ☐ Task – The job or type of manual handling
- ☐ Individual Capability
- ☐ The Load
- ☐ The Environment

The following are problems which are associated with these headings;

The tasks, do they involve:

- ☐ Holding loads away from the body?
- ☐ Twisting, stooping or reaching upwards?
- ☐ Large vertical movement?
- ☐ Long carrying distances?
- ☐ Strenuous pushing or pulling?
- ☐ Repetitive handling?
- ☐ Insufficient rest or recovery time?
- ☐ A work rate imposed by the task or time pressures?

Individual capacity, does the job:

- ☐ Require unusual capability, e.g. above-average strength or agility?
- ☐ Endanger those with a health problem or learning/physical disability?
- ☐ Endanger pregnant women?
- ☐ Require special information or training?

The loads, are they:

- ☐ Heavy, bulky or unwieldy?
- ☐ Difficult to grasp?
- ☐ Unstable or likely to move unpredictably, (e.g. within a box or crate)?
- ☐ Harmful, e.g. sharp or hot?
- ☐ Awkwardly stacked?
- ☐ Too large for the handler to see over

The working environment, are there:

- ☐ Constraints on posture?
- ☐ Bumpy, obstructed or slippery floors?
- ☐ Variations in levels?
- ☐ Hot/cold/humid conditions?
- ☐ Gusts of wind or other strong air movements?
- ☐ Poor lighting conditions?
- ☐ Restrictions on movements or posture from clothes or PPE?

The important point to note from the above is that it is not just the weight of an object being moved that is important.

TRAINING

Training is very important but on its own, it can't overcome a lack of mechanical aids, unsuitable loads or poor working conditions. Training will need to cover:

- ☐ Manual handling risk factors and how injuries can occur.
- ☐ How to carry out safe manual handling including good handling technique. This should be issued to staff involved in manual handling operations.
- ☐ Appropriate systems of work for the individual's specific tasks and environment. This will include on-job training on the safe system of work that has evolved from the risk assessment;
- ☐ Use of mechanical aids.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Meeting Room and Function Setup

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The safe set up of a meeting room and function room is fundamental to workplace safety. Room setup compromises of moving equipment from one location to another or within the same room, dependent upon the functionality of the room.

HAZARDS

- Trip hazards from flooring, cabling, furniture etc.
- Fire/Other Emergency.
- Electrocution.
- Manual handling.

CONTROLS

The controls include:

- Room to be spacious and well ventilated for meetings and functions - this allows fresh air to easily circulate around the room, maintaining a comfortable temperature for the individuals using the space.
- All electronic devices e.g. laptops/projectors should be Portable Appliance Tested (PAT) (recommend annually if equipment is moved regularly). This equipment should also be checked prior to use for any visible defects, this includes wiring, plugs and sockets. This is to minimise the risk of fire or electrocution.
- Any associated cabling/wiring should be secured/covered to minimise trip hazards for all persons entering and moving around the meeting room.
- Flooring should be checked for any defects or damages such as raised areas or lifting carpets before meetings or functions take place.
- Furniture in good repair to minimise risk of injury - furniture to be checked before the meeting or function for any splinters, cracks, uneven legs or other breakages which could lead to personal injury.
- Emergency exits are clear, well signed and accessible. In the event of an emergency, exit routes out of the building should be well situated and visible.
- Staff undertaking the safe set up of equipment should be competent to do so and should have received the correct relevant training.

TRAINING

No formal training is required other than an awareness of the above issues. Meeting and function rooms should be checked after setting up to ensure the above controls have been thoroughly checked and signed off by a member of management or competent member of staff before the meeting commences.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Movement of Cash

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Dealing with the 'movement of cash' in a working environment can be easily managed, however, there are risks to be considered and the following controls should be practised to minimise the risk:

HAZARDS

The main hazards with the movement of cash include;

- ☐ Theft.
- ☐ Verbal abuse.
- ☐ Threat of violence.
- ☐ Physical violence.
- ☐ Angry behaviour.

CONTROLS

- ☐ Use credit or debit cards to help keep cash to a minimum.
- ☐ Provide an adequate safe. You could use a safe with a letterbox drop facility and time locks. Transfer excess cash to the safe regularly. Keep the safe locked and change the combination frequently. Night safes may be useful as they can be used anytime. If possible, have two people as key holders for safes, and check that keys are not left on the premises. Devices are now available that can only be accessed by a pin number via a keypad.
- ☐ Use signs to clearly state that there is minimal cash on-premises/limited cash in tills. For example: 'time delay safes are used' or 'no money is left on the premises' or 'employees cannot open the safe'.
- ☐ Ensure charity boxes are in clear view of staff and securely fastened.
- ☐ Leave the till empty and open overnight.
- ☐ Use a strong cash box and, if possible, two staff when manually collecting cash from tills - one can act as a lookout.
- ☐ At the end of the working day, before cashing up and securing the premises, check everywhere for potential criminals. This includes toilets/storeroom/domestic areas and other concealed areas where criminals may be hiding.
- ☐ Try to locate the main cash handling area as far as possible from customer areas.
- ☐ Count cash away from, and out of view of, customer areas and as far away from entrances/exits or public areas as possible. Check that the office and/or storeroom has a suitable lock, is alarmed and has doors that are not easily forced. Consider passive sensors and arrangements that allow staff to see outside without people seeing in, e.g. a small one-way window or spy-hole kept unobstructed with the access area well lit.

- ☐ When counting money in the office, carefully identify callers before letting them in.
- ☐ It is good practice not to keep large sums of cash in one location, and not to allow money to build up in the tills, especially during the evening and late at night.
- ☐ Empty tills at frequent intervals, irregular times, and not in front of customers. Regularly remove high-value notes from tills and store in a safe or a secure cash box. Encourage staff to deposit larger notes immediately into drop safes or time-release safes (but out of the view of the customer).
- ☐ Advise staff never to turn away from an open till drawer.
- ☐ Using a professional cash collection service will eliminate any risk to your staff.

TRAINING

Training is key to giving staff the skills to learn to deal with managing threats and the risk of violence, as well as the fear of these issues experienced by some staff.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Noise at Work

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

A School environment can be a noisy place to work. Sources of noise can include:

- ☐ The commercial kitchen.
- ☐ Use of machinery in teaching areas.
- ☐ Grounds equipment such as chainsaws and leaf blowers.
- ☐ Radios.
- ☐ People talking.
- ☐ Heavy traffic nearby.
- ☐ Noise from other sources e.g. engineering noise, theatre.

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce the risks to Health and Safety from exposure to noise at work. It also defines noise action levels which determine the course of action that must be taken when employees are exposed to noise at or above these levels. Whilst action need only be taken to reduce noise levels when over 80 decibels is reached, there is a general duty under the regulations to reduce the risk of hearing damage to the lowest level that is reasonably practicable.

HAZARDS

Regular exposure to excessive noise can cause hearing loss, tinnitus, affect the ability to concentrate and cause stress. The risks of the effects of noise exposure are increased when staff are subject to high noise levels and for prolonged periods of time.

CONTROLS

Where levels of noise are thought to be excessive, the level should be assessed to determine whether further action needs to be taken to protect staff from noise exposure. The technicalities of measuring noise can appear complicated and require the use of sound level meters. However, a simple assessment can be made by noting whether it is possible to hear someone who is speaking, without shouting, two metres away. If this simple assessment indicates a potential noise problem, further advice should be sought from NAVITAS/ESB or the Head of Operations.

TRAINING

Employees should be provided with on-the-job training that covers Noise at Work issues specific to their workplace. Managers should be provided with training on the legal requirement to control Noise at Work.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Occupational Health

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Occupational Health is the promotion and maintenance of the highest degree of physical, mental and social well-being of workers. This is achieved through preventing ill health, controlling risks and the adaptation of work to people, and people to their jobs.

HAZARDS

There are a number of hazards relating to occupational health, however, these will be specific to different working environments. The list below is not exhaustive. Each workplace should be examined individually and the hazards identified and controlled.

- Stress - both work-related or personal due to a breakdown/conflict of relationships.
- Work-related injuries - through poor instruction, supervision and training.
- Exposure to work equipment that has not been sufficiently controlled, such as vibrating tools causing white finger.
- Unsuitable office equipment - chairs, computer screens, desks, etc. resulting in poor posture causing aches and pains.
- Dermatitis – a form of eczema that causes inflammation of the skin after coming into contact with certain substances.
- Inadequate PPE.
- Exposure to extreme temperatures causing ill health.

CONTROLS

The controls required to be put in place will be specific to the hazards identified in each workplace, but may include:

- Ensuring that temperature and ventilation is appropriate for the workplace in question - if doing a manual job, the workplace should be well ventilated to increase airflow or have air conditioning so it is not too hot. Ensure that staff are not exposed to extreme weather such as heat and cold unless they are equipped with appropriate PPE, take regular breaks and the length of exposure is monitored.
- If manual work or working with chemicals is carried out, job rotation should be in place so that the workers are not exposed to chemical exposure or repetitive movements for extended periods of time. Consider replacing repetitive manual jobs with machinery to reduce the strain on the individuals' body.
- Monitor workload given to employees so that they are not inundated with large amounts of work to complete in a small space of time, potentially increasing stress levels.
- All computer chairs should be adjustable so that the correct posture can be adopted by the DSE user and correct DSE equipment provided.

- DSE users should be provided with instruction to ensure that their work station is correctly set up. All equipment should be checked for any faults and replaced when necessary. Staff members to report any defects to management.
- If there is a risk of dermatitis, appropriate PPE should be provided, such as non-latex gloves.
- Health assessments should be offered to staff working night shifts. This is a requirement under the Working Time Regulations 1998. The Health Assessment (Form 17) can be used for this and should be reviewed annually. It should be noted that an employer must offer this assessment to night staff, but staff do not have to undertake this.
- Health surveillance of staff, for both health and welfare, as specified by legislation.
- Any recommendations identified by the health professional are implemented.
- The HR department can be contacted for further advice on occupational health, as well as NAVITAS/ESB.

TRAINING

Managers should have an awareness of the medical conditions associated with their workplace and ensure that staff members have received appropriate instruction, supervision and training specific to the tasks undertaken.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Office and Classroom Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Offices are regarded as being safe places in which to work. This can be a misguided view as there are many hazards to catch out the unwary. Many of the hazards in both offices and classrooms are created by the employees concerned usually through haste or not thinking about what is being done.

The following notes point out some of these hazards and how they can be avoided:

HAZARDS

- ☐ Slips, trips and falls: frayed carpet\flooring, electrical and telephone cables, bags, boxes, equipment.
- ☐ Manual Handling: carrying all types of objects.
- ☐ Cuts and lacerations; using scissors, guillotine, paper cuts.
- ☐ Dangerous equipment: guillotine, printer\fax machine.
- ☐ Scalds and burns: hot drinks.

CONTROLS

- ☐ Electrical and telephone cables should not be trailed across walkways, especially where the walkway forms part of an emergency escape route. Cables should be kept as short as possible.
- ☐ Materials should not be stacked so high on cupboards that they become unstable. Goods should be kept at least 0.5 metres clear of light fittings. When reaching to high shelves, tops of cupboards, etc., a proper means of access should be used i.e. a "kick step" or a small step ladder. Chairs, especially swivel chairs, should NOT be used due to their instability.
- ☐ Filing cabinets should be loaded with the heaviest items in the lower drawers. Drawers should be opened one at a time to avoid the risk of the cabinet tipping over. Drawers MUST be closed after use - left open they present tripping and collision hazards.
- ☐ When moving heavy items, ensure the correct techniques are applied, and assistance sought if necessary. (See Manual Handling).
- ☐ Avoid carrying items that will obscure your view.
- ☐ Floors must be kept clear of bags, cases and boxes. Spillages, broken glass, etc., should be cleared immediately.
- ☐ Frayed or torn carpets and carpet tiles, and torn and split vinyl floor coverings must be reported.
- ☐ All leads and plugs must be in good condition. Guards or covers provided must always be fired when the equipment is in use. Isolation switches should be easily accessible, and clearly marked for the equipment concerned.
- ☐ All electrical equipment must not be interfered with or panels removed, particularly the photocopier.

- ☐ Drinks and plants must not be placed on top of electrical equipment (such as Visual Display Units). Spillage of liquids may cause short circuits and/or electrical shock.
- ☐ Electrical equipment should be turned off and the plugs removed from sockets at the end of work - unless it is necessary to maintain power at all times, i.e. to some computers and telex receivers.
- ☐ Guillotines should be used with care and stored away correctly.
- ☐ Hot drinks should be carried around the office with care and stored safely on a desk, i.e. not on edge where it can easily be knocked off.
- ☐ Care taken with the use of safes and the hazard of trapping minimised by keeping the door closed.
- ☐ Care taken with the use of cleaning chemicals and other substances.

TRAINING

All relevant staff should read the risk assessments for all the above hazards, sign and date. Risk assessments should be reviewed annually or whenever/if there is an incident that would result in an earlier review. The relevant staff should be trained in the use of electrical equipment such as a printer/fax machine and guillotine.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Open Water

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

In some Schools waterways can be found which range from ponds, lakes, bogs and water features/fountains. Some of these may include bridges over water and wooden walkways/decking next to it. Some may not have walkways at a water's edge, and only have grass or soil. Any workplace or student area over, on or near water presents a danger that persons might slip or fall into the water, become stuck, be swept off their feet by wave action, tide action, strong currents or swell from passing water traffic. Adverse weather is also a factor that can increase the danger, and work conditions can change quickly. Whether or not a person is injured by falling in the water, there is an immediate risk of drowning and/or being carried away by water currents.

When working on or near water, consideration must be given to the health implications of falls into water. The water may possibly be polluted, for example, when working near sewage discharge points, and there is the ever-present risk of contracting leptospirosis (or Weil's disease) from water contaminated by rat urine.

Sound precautions must be taken firstly, to prevent persons entering water and secondly, if the worst happens, to ensure that they will float and are rescued in the shortest possible time.

HAZARDS

- ☐ Falls from height.
- ☐ Slips, trips, falls (stumbles).
- ☐ Persons being knocked over by moving objects (e.g. vehicles, etc.).
- ☐ Loss of balance (e.g. by high winds, poor lighting, slip surfaces, eroded bank side, etc.).
- ☐ Failure or absence of edge barriers.
- ☐ Failure or absence of fall prevention equipment, ropes, lines.
- ☐ Floating platforms sinking.
- ☐ Tide action, waves or swell from passing waterborne traffic.
- ☐ Missing handrails.
- ☐ Eroding walkways/handrails that can break/collapse.

Hazards of Falling into Water

- ☐ The most immediate danger is of drowning. Factors that can contribute to this are:
- ☐ Shock from sudden immersion in cold water.
- ☐ Weight of waterlogged clothing.
- ☐ Life Jacket not being worn (or not inflated).

- ☐ Incapacity following injury – caused by striking an object during a fall, or whilst in the water.
- ☐ Fatigue or hypothermia where rescue is not immediate.
- ☐ Lack of life-saving equipment.
- ☐ Not being able to get out of the water.

CONTROLS

- ☐ A thorough risk assessment must be completed for anyone working near water or a water hazard.
- ☐ A Safe System of Work must be completed (for anyone working near water).
- ☐ Staff are to properly trained and instructed how to work near this area safely.
- ☐ Staff to be supervised until Management are satisfied, they are competent to carry out any work.
- ☐ Platforms, edges, gangways, etc., whenever reasonably practicable, should have fixed edge protection to prevent people falling in.
- ☐ Boggy areas should have an adequate barrier to prevent unsafe access.
- ☐ Where barriers are not reasonably practicable at exposed water edges, e.g. quay edges, wooden walkways, appropriate warning signs and/or edge markings should be displayed to highlight the danger.
- ☐ Obstructions on walkways close to water should be avoided to prevent people having to walk around them and may subsequently fall into water. Walkways should be kept clear at all times.
- ☐ Safety nets can provide good fall protection for those carrying out occasional work outside edge barriers though are not 100% fail-proof, e.g. maintenance activities.
- ☐ Lifebuoys/rescue lines should be positioned at intervals near the water. Daily checks should be made to check Lifebuoys/rescue lines are in the proper place and fit for purpose. (If a rescue boat is provided, checks for its condition should also be included).
- ☐ Regular checks should be in place to check wooden walkways/decking/edging and wooden bridges are safe and checking for any rot/defects. Any defects should be reported to the maintenance team and repaired or replaced.
- ☐ When working near open water, consider using a full-body harness attached by a lanyard to a suitable anchorage point or proprietary fall prevention anchorage system. Such equipment needs to be carefully selected by a competent person to ensure it is suitable for the task, checked and maintained to ensure it is kept in good order and the users instructed and trained in its use.
- ☐ Emergency rescue arrangements must be in place. These may include, where there is a pond, lake or deep waterway, a safety boat as a safe means of recovering persons being lowered down after being suspended from a fall.
- ☐ If working from mobile elevating work platforms and next to water, a harness should not be worn due to the risk of drowning if the work platform falls into the water. Life jackets should be worn instead.
- ☐ Workplace tidiness is of special importance when working on or near water. Tools, equipment, ropes and other materials not in use should be stored away. Waste should be cleared up promptly, and materials stacked or positioned with care.
- ☐ Consider properly treating slippery surfaces to prevent the increased risk of people falling into water to ensure good grip, such as waterweed, slime, bird droppings, moss, etc., should be cleaned off. Oily or greasy surfaces should have absorbent granules or grit spread on them, and icy or frosty surfaces should be treated with salt or grit.
- ☐ Consider taking into account the prevailing weather conditions and the local weather forecast at the beginning of each shift. Rain, rising winds, fog, mist, lighting (when no daylight), are all potential dangers.

- ☐ Wherever lighting is provided near walkways close to water, regular checks should be made to ensure that no bulbs have blown.
- ☐ Where work presents a risk of people being struck on the head then safety helmets must be worn. Such an injury prior to falling into water is a significant risk.
- ☐ Rubber boots must not be worn as, once filled, they act as a weight and could drag the wearer underwater.
- ☐ Footwear with good, non-slip soles should be worn when working on or near water.
- ☐ Wearing a Life Jacket should be considered when working near water. It is a personal safety device which, when fully inflated (if inflatable) will provide sufficient buoyancy to turn and support even an unconscious person faces upwards. These must be worn at all times where there is a foreseeable risk of drowning when working near to water. Those using Life Jackets need to be trained and instructed in their proper use and storage, and the equipment regularly inspected and maintained.
- ☐ Lone working should be avoided to ensure there is always someone to raise the alarm if necessary.
- ☐ Emergency procedures/emergency rescue plan should be in place for each work activity. This should include a routine for raising the alarm, a drill to provide the rescue boat facilities (if relevant), and a routine for getting the rescue person(s) appropriate medical assistance.
- ☐ Rescue procedures need to be practised at regular intervals involving all persons who would be required to participate in a rescue.
- ☐ Each person is trained what to do in the event of an emergency.
- ☐ First aid provisions and a trained First Aider should be available in the event of an emergency or medical assistance being required.
- ☐ Safety signage should be present informing all persons whether employees, visitors, contractors that water is present and safety provisions such as life jackets/buoyancy aids are available.
- ☐ There are occasions where pupils visit open water outside of the school as part of a trip or extracurricular activity. Safe Systems of Work should be detailed in the specific risk assessment for this activity or trip.

TRAINING

All staff who work on or near open water should be fully trained and understand the hazards and risks involved, along with any rescue procedures in place.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature	Completed Date:

(if different to assessor):	
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SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Outside Furniture

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Outside furniture can be found in gardens, patio areas and on balconies. It can be manufactured from various materials such as wood, plastic, rattan, metal, with tables having inlaid glass. There are many hazards associated with the storage, usage and cleaning of outside furniture. Many of the hazards are created by staff, students or visitors misusing outside furniture or not leaving it safely positioned after use. Defects/wear can be caused by environmental issues, such as the weather. The following notes point out some of these hazards and how they can be avoided:

HAZARDS

- ☐ Slips, trips and falls: furniture not being stored correctly after use; falling off or from defective furniture due to it breaking while in use.
- ☐ Manual handling: carrying/lifting/manoeuvring furniture.
- ☐ Cuts and lacerations: defective furniture causing injury (glass in tables, wooden splinters, rotten wood, nails, peeling paint/varnish, split plastic/rattan/wooden furniture).
- ☐ Contamination to clothing/skin: bird droppings, pest droppings, moss, debris, food, drink.
- ☐ Fire hazard: access routes being obstructed.
- ☐ COSHH: cleaning of outside furniture with chemicals.

CONTROLS

- ☐ Ensure furniture is stored correctly in communal areas and does not pose a trip hazard.
- ☐ Ensure walkways are always clear from obstruction in the event of a fire.
- ☐ Regular inspections for any defective outside furniture.
- ☐ All defective furniture to be removed from use to a safe area (away from public access).
- ☐ Ensure correct manual handling procedures are always used when carrying/lifting/manoeuvring furniture.
- ☐ Do not overload furniture when carrying/lifting/manoeuvring.
- ☐ Regularly monitor outside furniture for contamination of bird droppings, pest droppings, moss, debris, food or drink. Furniture must be cleaned thoroughly if contamination is found.
- ☐ Staff to use the relevant PPE when cleaning outside furniture.

TRAINING

All relevant staff should read and sign the risk assessments for all the above hazards. Risk assessments should be reviewed annually or if there is an incident that would result in an earlier review. The relevant staff should be trained in manual handling, COSHH and what to look for during the visual check of outside furniture.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Personal Protective Equipment (PPE)

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

It is the Schools' policy to require the use of personal protective equipment (PPE) as a last resort when all other safety measures have been considered. There are a number of activities detailed within this Policy which require the use of PPE and there are a number of safe systems of work which must be strictly followed to avoid injury or illness.

HAZARDS

The main hazards associated with PPE include;

- ☐ PPE only protects the person using it - whereas measures controlling the risk at source can protect everyone in the workplace.
- ☐ Effective protection will not be achieved if equipment is not correctly fitted, maintained or used at the appropriate times.
- ☐ Using PPE can alter an employees' perception of the hazards they are dealing with.
- ☐ PPE may restrict the wearer by limiting mobility, or visibility.

CONTROLS

Departmental Managers will ensure that the issue of PPE is recorded for each member of staff and that the equipment is used as required. Consideration should be taken regarding the differences between workers; their gender, ethnicity, and lifestyle may require different sizes or types of PPE.

PPE should also be adjustable and where problems occur advice should be sought to take account of any medical conditions. In the case of close-fitting respiratory protection specific employee fit testing is required.

Where PPE is supplied it must conform to the appropriate European or British Standard.

The following is a list of activities where PPE could be needed by staff:

MAINTENANCE:	KITCHEN:
Use of chemicals	Cleaning of surfaces and equipment including ovens
Use of dangerous machines	Changing of chemical containers to dish wash machines
Cleaning out cooling towers and tanks	Use of deep clean chemicals
HOUSEKEEPING:	Grounds:
Cleaning of fixtures and fittings	Clearing pathways
Disposal of waste	Using dangerous equipment

Working outside – high visual jacket and protection against cold

Maintenance

IT IS IMPORTANT TO ENSURE THAT ONCE ISSUED PPE IS MAINTAINED AND USED AS REQUIRED BY RISK ASSESSMENT.

PPE must be properly looked after and stored when not in use, e.g. in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

Think about:

- ☐ Using the right replacement parts which match the original, e.g. respirator filters.
- ☐ Keeping replacement PPE available.
- ☐ Who is responsible for maintenance of PPE?
- ☐ Having a supply of appropriate disposable suits which are useful for dirty jobs where laundry costs are high, e.g. for visitors who need protective clothing.

Employees must make proper use of PPE and report its loss or destruction or any fault in it. Safety signs displayed in appropriate locations can be a useful reminder that PPE should be worn.

TRAINING

Training is very important, but on its own it can't overcome a lack of mechanical aids, unsuitable loads or poor working conditions.

Training will need to cover:

- ☐ Manual handling risk factors and how injuries can occur.
- ☐ How to carry out safe manual handling including good handling technique. This should be issued to staff involved in manual handling operations.
- ☐ Appropriate systems of work for the individual's specific tasks and environment. This will include on-job training on the safe system of work that has evolved from the risk assessment.
- ☐ Use of mechanical aids.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:

Manager Signature (if different to assessor):	Completed Date:
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SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Pressure Vessels and Systems

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Pressure vessels and systems pose the serious risk of explosion or the sudden release of pressurised gas or steam. The person responsible for ensuring compliance is the owner in relation to portable appliances and the user in the case of fixed appliances.

Such equipment is likely to include:

- Coffee machines which have facilities to steam/froth milk.
- Jacketed steam boilers for cooking.
- Air compressors for maintenance, cleaning or spraying operations.
- Traditional water boilers e.g. "Stills" with pressurised water and steam.
- Fixed LPG tanks and compressed gas cylinders, e.g. CO₂ and Nitrogen gas mixes.
- Steam pressure cookers.
- Hot water and boiler heating systems operating at a greater pressure than 0.5 bar.

This list is not exhaustive. The main causes of pressure-related incidents are:

- Poor equipment and/or system design.
- Poor installation.
- Poor maintenance of equipment.
- Inadequate repairs or modifications.
- An unsafe system of work.
- Operator error, poor training/supervision.

HAZARDS

- Scalds and burns.
- Cuts and lacerations.
- Impact from the blast of an explosion or release of compressed liquid or gas.
- Impact from parts of equipment that fail or any flying debris.
- Contact with the released liquid or gas, such as steam.
- Fire resulting from the escape of flammable liquids or gases.

CONTROLS

- No persons should use Pressure Vessels without adequate training.
- Departmental Managers must be satisfied that staff are fully trained and are safe to operate the machine. Supervision should be provided until satisfied.
- Departmental Managers should check staff fully understand the hazards involved and that they are aware of the safe use of the system.
- LPG Vessels are classed as pressure systems and must be maintained by a suitable person and independently inspected in accordance with a written scheme of examination (refer to pressure systems arrangement) by a Competent Person.
- Departmental Managers with the assistance of the Trust Operations Manager and Caretaking team must review possible equipment to assess whenever it falls within the scope of the pressure systems arrangement.
- All equipment operating under pressure should be listed on the plant register.
- The Trust Operations Manager and Caretaking team should determine which pieces of equipment are included for examination; to arrive at a properly informed decision advice should be sought from a Competent Person. The written scheme must then be certified by the Competent Person. It is recognised that there are minor, intermediate and major pressure systems and that increasing levels of knowledge are needed in order to maintain and inspect. An important feature of the in-house competent person is that they should be independent from the operating functions of the organisation, and they must have sufficient authority to stop the use of the pressure equipment should the need arise.
- The Company will only employ persons who are registered by the United Kingdom Accreditation Service (UKAS) as part of the Inspection Body accreditation system (BS EN45004) as Competent Persons. Please refer to UKAS for accredited inspection bodies (Tel +44 (0) 20 89178555) – email, info@ukas.com
- The Departmental Managers with the assistance of the Trust Operations Manager and Caretaking team will ensure that the system is properly maintained in good repair, so as to prevent danger, this is in addition to the formal periodic 12 - 14 monthly inspection by a competent person.
- A maintenance schedule should be written for each pressure system and a record kept of all checks.
- The user of an installed system and the owner of a mobile system shall provide for any person operating the system adequate and suitable instructions for:
 - The safe operation of the system.
 - The action to be taken in the event of any emergency.
- The user of a pressure vessel system shall ensure that it is not operated except in accordance with the instructions provided in respect of that system.
- The Departmental Manager should ensure anyone using work equipment or supervising/managing its use, should receive adequate training for the purposes of Health and Safety.
- The operator should be familiar with and have ready access to all the instructions. Instructions should be presented in the most appropriate way, e.g. simple, concise instructions may be displayed near the relevant part of the system. These should be pointed out to the operator before they use it for the first time.
- The instructions should contain all the information needed for the safe operation of the system including:
 - Start-up and shutdown procedures.
 - Precautions for standby operation.
 - Function and effect of controls and protective devices.

- Likely fluctuations expected in normal operation.
- The requirement to ensure that the system is adequately protected against overpressure at all times.
- Procedures in the event of an emergency.
- Safe cleaning procedures.
- The user of an installed system and the owner of a mobile system shall keep:
 - The last report relating to the system made by the competent person pursuant to regulation.
 - Any such previous reports if they contain information which will materially assist in assessing whether (i) the system is safe to operate, or (ii) any repairs or modifications to the system can be carried out safely.
- Cleaning of pressure vessels shall be carried out according to the manufacturer's instructions.

TRAINING

The manufacturer of the equipment should be consulted with regard to providing the appropriate training for safe operation and emergency procedures over a pressure system. If there is any doubt over the training requirements consult with your local safety adviser before using the equipment.

No persons should use Pressure Vessels without adequate training and Management are satisfied they are safe to do so. Management should check staff fully understand the hazards involved and they are aware of the safe use of the system.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Prevention and Control of Legionnaires Disease

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Legionellosis is a collective term for diseases caused by legionella bacteria, including Legionnaires' disease, as well as similar but less serious conditions. Legionnaires' disease is a potentially fatal form of pneumonia, and those at high risk of contracting the disease include:

- People over 45 years of age.
- Smokers and heavy drinkers.
- People suffering from chronic respiratory or kidney disease, diabetes, lung and heart disease.
- Anyone with an impaired immune system.

The Schools recognise the danger of this serious illness to pupils, the public and to staff. It is often found in water and wet working systems and is caught through inhalation of aerosols, through showers, air conditioning, spa pools/Jacuzzi's, hot tubs, water features/fountains (indoor and outdoor), humidifiers, mist machines and irrigation systems.

There is a reasonably foreseeable legionella risk if your water system:

- Has a water temperature between 20–45 °C.
- Creates and/or spreads breathable droplets, e.g. aerosol created by a cooling tower or water outlets.
- Stores and/or re-circulates water.
- Likely to contain a source of nutrients for the organism to grow, e.g. rust, sludge, scale, organic matter and biofilms.

The Head of Operations will ensure that effective procedures are in place and competent contractors are employed to manage and maintain the water systems in accordance with current legal requirements. The Health and Safety Executive Guidance Note L8 details key procedures to be followed and should be referred to for additional information.

HAZARDS

- Pneumonia/mild flu-like symptoms (chills, high temperature, aching muscles), or potentially death, if a person is affected by the Legionella bacteria.
- Chemicals: harm or injury from chemicals used for flushing the system.
- Slips, trips and falls: when flushing/maintaining system/cleaning showerheads.
- Access and egress: harm from entering and leaving the water/ventilation system area.
- Working in confined spaces: when maintaining the water/ventilation system.
- Manual handling: when carrying/lifting chemicals.
- Burns and scalds: harm caused by water being too hot (above 44°C).

- PPE: harm caused by using the wrong/defective or no PPE.

CONTROLS

- A Water Risk Assessment for all relevant areas, tasks and equipment must be carried out by a competent person/contractor. This should include details of safety controls and their implementation. This must be reviewed every two years.
- The risk assessment should consider and evaluate:
 - Clear allocation of management responsibilities.
 - Competence and training of key personnel.
 - A description of the water system; including an up-to-date schematic diagram.
 - An evaluation of the risk.
 - Safe operating procedures for the water system; including controls in place.
 - Monitoring, inspection and maintenance procedures.
 - Limitations of the legionella risk assessment.
 - Arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.
- The control measures and procedures identified as necessary in the risk assessment must be implemented and regard made to any PPE required to carry out the tasks safely, particularly when cleaning and flushing out systems.
- Any treatment chemicals used must be included in the department's COSHH Assessments.
- Water tanks must be inspected annually and cleaning/maintenance carried out. A regular check to ensure that covers are in place is necessary. This and other checks will be recorded by the Maintenance Engineer as appropriate.
- Coldwater temperature must be maintained below 20°C (including within food humidifiers), after 2 minutes of running at the furthest outlet.
- Hot water systems shall be maintained at source at 65°C and at least 50°C at the furthest outlet after one minute of running.
- Calorifiers will be pasteurised to 70°C annually or effective biocides used. These include chlorine dioxide used at 0.5 mg/l, or the use of ozone and ionisation.
- Any showerheads should be disinfected and de-scaled on a three-monthly basis as part of a planned preventative routine. Records of this should be kept on Health and Safety Form 16 – Control of Legionella (dismantle, clean and descale removable parts, heads, inserts and hoses where fitted).
- Specialist advice must be sought with regard to any wet cooling systems which will require statutory notification to the Local Authority.
- All outside contractors employed to carry out work in relation to water treatment must be competent; this includes maintenance, cleaning, sampling and chemical supply. They must have a written risk assessment and supply copies of COSHH assessments for all substances used.
- The following are areas of key concern and need to be assessed and controlled appropriately:
 - Water storage and distribution system.
 - New or Refurbished installations.

- Hot water systems.
 - Calorifiers.
 - Cooling towers, air washers and humidifiers.
 - Swimming pools, spa baths/Jacuzzis and whirlpools.
 - Water features and containers.
 - Mist devices of any kind including food display units.
- The mechanical ventilation system should be inspected by a competent person regularly to ensure it is in good condition (i.e. no potential for Legionella growth) and shall be serviced and maintained in good condition according to the manufacturer.
- When outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the risk of legionella proliferation in the system. Once started, this procedure has to be sustained and logged.
- Health surveillance may be necessary for employees where exposure may result in an identifiable disease or adverse health effect.
- Sampling and Analysis:
 - Routine chemical and microbiological analysis of these systems must be carried out by a competent person or contractor.
 - Routine water sampling is required on a monthly basis and specific sampling for Legionella is required on a quarterly basis.
 - Records for these sample results must be kept for a minimum of 5 years.

If routine microbiological analysis highlights any concerns about bacterial levels then further tests should be made. The emphasis should be on prevention and control and only expert contractors used.

If a water system is implicated in an outbreak of legionnaires' disease, emergency treatment of that system should be carried out as soon as possible.

TRAINING

- Any person/contractor employed to work on such systems must be competent and evidence of this provided.
- Any employees involved in the maintenance, examination and testing of control measures, e.g. automatic dosing equipment for delivery of biocides and other treatment chemicals, must be sufficiently trained.
- Regular refresher training should be given and the responsible person(s) should have a clear understanding of their role and the overall health and safety management structure and policy in the organisation.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:

Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Slips, Trips and Falls

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Slips, Trips and Falls are the most common cause of injury at work to staff, guests and contractors. For most tasks undertaken slips, trips and falls should be considered as a hazard in the risk assessment process.

HAZARDS

Common slip, trip and fall hazards within the workplace include;

- ☐ Matting at entrances.
- ☐ Leaks to machinery causing a slippery surface.
- ☐ Spillages.
- ☐ Uneven surfaces both internally and externally.
- ☐ Damaged or poorly maintained flooring.
- ☐ Insufficient lighting.

Incorrect cleaning procedures, e.g. using incorrect amount of chemicals such as detergent

CONTROLS

In the interests of safety, it is important that access routes are kept clear of obstructions and are kept well-lit for the purposes of fire escape and prevention of tripping hazards. Attention must be made to general standards of housekeeping to ensure that all hazards are controlled.

Other controls include;

- ☐ Walkways, steps and stairs must be kept in a good state of repair, provided with handrails and appropriate nose edge markings. Regular inspections by duty management and reporting of defects are required for stair nosings, handrails, skirting boards and stair/floor coverings. A change in level must be clearly marked.
- ☐ Suitable and sufficient natural or artificial lighting must be provided and maintained at all times.
- ☐ Passages and stairs must not be used as storage areas. No material will be stored below open stairs. All delivered goods must be moved to the proper store without delay.
- ☐ All debris and spillages must be removed without delay.
- ☐ Light switches are positioned to enable control from either end of the passage or stair and will be maintained in good order.
- ☐ Outside walkways, floor surfaces and steps must be clearly defined including areas around garden furniture. Regular checks on paving and uneven surfaces must be completed. Site-Specific Risk Assessments should be completed for significant hazards.

- ☐ The correct cleaning chemicals and Departmental Managers should be effective depending upon the type of floor.
- ☐ Apply the correct signage when required.
- ☐ Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents.
- ☐ Ensure plant and equipment are maintained.
- ☐ Consider how work is managed and organised e.g. to avoid rushing, overcrowding, trailing cables

etc. Other controls include;

- ☐ Staff to follow control procedures intended to minimise the risks of slips, trips and falls;
- ☐ Staff to undertake relevant training.
- ☐ Staff to maintain good housekeeping.
- ☐ Staff to report any defects for repair and maintenance.

Inspections should be undertaken on a regular basis to identify slip, trip and fall hazards. Remedial action must then be undertaken to minimise or remove the hazard. Formal recording of inspections should also be undertaken.

TRAINING

Staff should be trained in identifying and remediating all hazards related to slips, trips and falls. This training would fall under the generic workplace training.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Structural Controls

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Structural instability in buildings and other structures can pose serious risk to the Health and Safety of workers, pupils and members of the public. Problems may be identified during inspection activity. When encountered it is important that these issues are addressed quickly and efficiently.

Weather conditions can impact on the structure of a building and therefore close monitoring should be carried out regularly. Damage can also be caused by an event such as a fire, storm, flood, or by site incidents such as a vehicle colliding with a building, construction plant collapsing onto a building or a gas explosion. Poorly planned or poorly managed construction work to demolish, build, alter or extend a building or other structural work can result in the collapse of a building. In some cases, structural instability can result solely from overloaded floors, platforms or other parts of the structure. Poorly planned or poorly managed groundworks involving trench or basement excavation, landscaping or earthworks that removes support, can also result in collapse.

The lack of monitoring of maintenance can result in the slow deterioration of a structure. This can result in the potential for sudden failure and progressive collapse, e.g. uneven settlement; subsidence; movement; cracked; leaning or bulging walls. Deterioration caused by neglect or poor maintenance such as rotten timbers, corroded fixings or reinforcement, severe frost damage, loose brickwork where roof or floors collapse or falls of material could result. Hazards associated with poor structural controls can be very serious and cause a range of harm, potentially resulting in death.

HAZARDS

- ☐ Serious harm from impact of falling parts from a building.
- ☐ Subsidence.
- ☐ Collapse of a building.
- ☐ Slips, trips, falls: people falling over tiles, bricks, debris, etc.
- ☐ Working at height: checking roof conditions.
- ☐ Cuts and lacerations.
- ☐ Roof tiles/chimneys/aerials/sky dishes: falling from height/off roof.
- ☐ Brickwork collapsing.
- ☐ Death.

CONTROLS

- ☐ A risk assessment should be completed of the likely risk to those nearby.
- ☐ Develop a system for the monitoring of the external part/s of the building/s. This must be monitored regularly and carried out by an accredited Competent person.
- ☐ The system for monitoring the condition of a building should be reviewed whenever there are any changes to the structure, such as an extension or remediation works.

- ☐ Additional monitoring controls should be put in place whenever there are adverse weather conditions or defects are found.
- ☐ Any/all defects must be reported to the maintenance team for remedial action and any significant issues passed on to a structural engineer to remedy.
- ☐ Isolation/segregation of any affected areas should be put in place to prevent public access. This should be regularly monitored in the event that adverse weather conditions disturb any barriers. Signage should be displayed where applicable.
- ☐ Prevention of vehicle impact to the building should be considered with installation of bollards.
- ☐ Any brickwork or tiles that have fallen should be removed from any walkways as soon as found.
- ☐ When working at height (checking roof conditions) ensure risk assessment is completed.
- ☐ Reputable contractors to be used for all remedial/building works that the maintenance team cannot carry out.
- ☐ All personnel should be informed of any hazards due to structural damage and any controls that are in place. Equally, they should be informed when controls are removed.
- ☐ If any covered porch areas are present, height restriction signage should be used so vehicle users are aware and avoid any damage by vehicles.
- ☐ Periodic structural inspections for buildings to be carried out by a chartered surveyor or other competent person recommended at 5-yearly intervals.

TRAINING

A competent person should monitor the conditions of the structure. They should be fully trained in that field with refresher training completed where required. Refresher training in risk assessments associated with Building Controls should also be implemented.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Tree Management

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Trees, bushes, hedges and shrubs all form part of the overall landscape in many School settings and can be very picturesque, however, they all require management due to either growing too high/wide which may cause obstructions, block light and walkways. The shedding of leaves/petals also present the hazard of people potentially slipping/falling if not cleared up efficiently due to them rotting and being slippery. Some trees may be diseased and at risk from falling either towards a building or potentially, on a person.

During the last 10 years, 24 tree surgeons/arborists have been killed during tree work and nearly 1,400 have suffered an injury. The key cause of these accidents are chainsaws, falls from height or being struck by falling timber / trees.

It is necessary that tree management is managed correctly due to the many hazards associated and to maintain safety for the tree workers and public health, whilst also preventing any damage to nearby buildings.

HAZARDS

- ☐ Falls from height: falling from ladders/platforms/trees.
- ☐ Cuts & lacerations: from chainsaw use or from sharp edges of wood/splinters.
- ☐ Impact/harm from falling branches/being struck by trees.
- ☐ COSHH: petrol.
- ☐ Serious injuries from using power tools (chainsaws).
- ☐ Serious injuries from falling from height (paralysis, broken limbs).
- ☐ Death.

CONTROLS

- ☐ A thorough risk assessment must be completed for tree management. This will include working at height and also dangerous equipment.
- ☐ Areas where tree work is being carried out must be segregated/isolated to prevent public access with signage displayed where applicable.
- ☐ Only competent persons will be allowed to carry out tree work who must be fully trained. Proof of training/qualifications must be provided by tree surgeons prior to carrying out any work.
- ☐ A Safe System of Work and Method Statement must be provided by the tree surgeon prior to works.
- ☐ Trees must be checked for any disease. Any diseased trees should be treated accordingly.
- ☐ All tree works must be supervised.

- ☐ All equipment must be regularly inspected, maintained and kept in good condition. Any faults must be reported to the Maintenance/Management team. For external contractors, faulty equipment must be replaced with suitable equipment.
- ☐ All equipment must be stored in the correct designated area.
- ☐ All tools must be kept tidy and put away after use.
- ☐ Any equipment that requires petrol for power, such as chainsaws, must refer to the relevant risk assessment.
- ☐ Safety Data Sheets must be available for any petrol used.
- ☐ Personal Protective Equipment (PPE) must be used at all times when carrying out tree work. PPE must be kept in good condition and stored correctly.
- ☐ Harnesses must be worn for tree work when working at height at all times. These must be regularly inspected and well maintained.
- ☐ Dust masks must be worn when using chainsaws for the protection of breathing in any wood dust.
- ☐ Hard hats must always be worn when working from height.
- ☐ Employees must use all personal protective equipment that their employer gives them and they must report any faults.
- ☐ All work at height must be properly planned and organised - including planning for emergencies and rescue.
- ☐ Ladders/platforms should be checked for safety prior to use and regularly inspected and maintained. Any found to be defective should be reported to the maintenance team.
- ☐ Any leaves, twigs, broken branches should be cleared up regularly to prevent slip hazards. Whenever there are adverse weather conditions, increased checks for any excess leaves etc. must be carried out to ensure there is no accumulation.
- ☐ Emergency procedures must be in place. There should be a designated person that will ring/contact emergency services in the event of an emergency.
- ☐ First aid provisions and a First Aider must be available.
- ☐ Personnel must be informed whenever tree management is being carried out and when it has finished.

TRAINING

All persons working with tree management must be fully competent. This includes having the relevant up to date qualifications and experience. Any personnel who may be involved in any emergency procedures must be fully trained.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:

Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Use of a Deep Fat Fryer

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Deep fat fryers are a dangerous piece of equipment, with numerous and significant hazards. It is essential that safe working practices are completely implemented across site, ensuring that workers and other people who may be affected by activities involving deep fat fryers are protected from harm. Each stage of the process should be fully risk assessed and all controls implemented. Only fully trained and competent staff should be authorised to operate deep fat fryers, with an additional authorisation provided to those who are permitted to clean equipment and change the oil.

HAZARDS

- ☐ Burns / Scalds caused by hot oil or contact with hot surfaces / parts of the equipment.
- ☐ Steam explosion caused by water contacting with hot oil.
- ☐ Fire.
- ☐ Electricity / Gas.
- ☐ Cleaning Chemicals.
- ☐ Slips caused by oil on the floor.
- ☐ Strains and sprains caused from lifting and moving equipment.

CONTROLS

During Use:

- ☐ Always follow manufactures instructions. Only use designated equipment and chemicals. Procure Oil in smaller drums to assist when manually moving them.
- ☐ Ensure that all equipment is regularly checked for defects and that it is possible to isolate the deep fat fryer from the electrical/gas mains. Ensure that appropriate hazard warning and other signage is in place and that a wet chemical fire extinguisher is situated close by.
- ☐ Never overheat or leave unattended when in use.
- ☐ Never allow water to contact the oil.
- ☐ Clear up any spillages immediately and ensure suitable materials such as absorbent pads or spill kits are available for this purpose.

During Oil Changing and Cleaning:

- ☐ Always follow the manufactures guidance and use the specific equipment (e.g. the detachable spout) designed for the deep fat fryer in use.

- ② Put on any PPE required such as eye protection, non-slip footwear, heat resistant gloves and an apron. This will have been identified during the risk assessment process and will be dependent upon the specific type of deep fat fryer in use and local rules.
- ② Prior to commencing any oil changing or cleaning procedure, ensure that the appliance is switched off and the electricity/gas supply is isolated. Ensure that all necessary equipment is to hand and has been checked for the absences of defects. This will include a filter along with a receptacle for the oil which is suitable in terms of size and construction (metal or hard plastic). Additionally, the receptacle should have carrying handles and be fitted with a secure lid.
- ② Ensure that the oil is at a safe temperature. Oil must have cooled to a temperature of 40°C or lower before any cleaning or changing procedure is undertaken and this should be established via the use of a calibrated temperature probe.

Whilst the oil contained within a deep fat fryer can heat up to a usable temperature in as little as 6-7 minutes, it can take as much as 6-7 hours for it to cool. Cleaning and oil changing procedures should therefore be completed prior to use, rather than after use. In the event the fryer is required continuously, then a rotational system should be adopted between fryers to ensure adequate cooling time before cleaning or changing oil. If automated or semi-automated filtering equipment is used then the manufacturers operating guide for these systems must be adhered to.

- ② Thoroughly drain the fryer through a filter into the suitable designated receptacle.
- ② If the oil is too cold to drain, then briefly reheat for up to one minute and agitate it with the fryer basket. The temperature of the oil should again be checked to ensure it remains below 40°C. Ensure that the appliance is again turned off and isolated from the mains.
- ② Continue until all oil has drained; however, remember that it is always better to drain large volumes in smaller amounts. This will prevent overfilling, reduce the chance of spillages and also make the receptacle easier to move as it will not be so heavy.
- ② Ensure that the receptacle is sealed before moving from its location. Adhere to correct manual handling techniques when moving the receptacle. Store the receptacle in a suitable location, off the floor in an area where it will not become contaminated by water or chemicals.
- ② Thoroughly clean the fryer. Ensure that all debris is removed and surfaces are washed using approved chemicals and in accordance with manufacturer's instructions.

Never allow the chemicals to boil in the deep fat fryer. This can emit fumes and also cause the liquid to cascade on to the floor resulting in additional slipping or scalding hazards.

- ② Thoroughly drain the fryer. Rinse through with plenty of water and completely dry.
- ② Ensure that the drain tap is closed and refill the fryer with new oil. Never overfill. Always adhere to correct manual handling techniques.
- ② Ensure that all areas around the deep fat fryer are clean, dry and free from slip hazards.

TRAINING

Staff must be trained in the correct use of a deep fat fryer prior to operation. This must take in to account manufacturers guidance and local equipment / conditions. Cleaning and changing of oil must be limited to named individuals who have been specifically trained in this task and have subsequently received authorisation. Documented records must be maintained.

Anyone using a deep fat fryer must be over the age of 18. Additional training considerations include COSHH and Manual Handling.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Use of Dishwashers, Glass Washers and Washing Machines

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Work equipment can include almost any item or machinery used in the course of carrying out a work activity. Some equipment may have rules that apply specific controls, e.g. electrical items, but all equipment used as part of the running of the catering unit must be:

- ☐ Safe for its normal use.
- ☐ Used in a safe way.
- ☐ Maintained to keep it safe for use.
- ☐ Staff must be trained in how to use equipment safely and understand how, and when, maintenance should be carried out.

HAZARDS

Hazards associated with dishwashers/glass washers and washing machines include;

- ☐ Burns from hot surfaces.
- ☐ Scalds from hot water splashes.
- ☐ Entrapment or entanglement of digits, hair and clothing.
- ☐ Electric Shock.
- ☐ Manual Handling injuries from lifting dishwasher trays.

CONTROLS

Controls will include;

- ☐ Dishwasher/glass washers and washing machines to be installed and maintained on a regular basis by a competent person.
- ☐ Conveyor type dishwashers to be fitted with retaining curtains on the open ends to prevent hot water splashing out.
- ☐ Machines to be designed so that the water and motor cut out automatically when doors are opened.
- ☐ Staff to stand back when opening the operating door or lid in order to avoid scalds from steam.
- ☐ Conveniently accessible stop control button to be fitted on machines.
- ☐ Only trained staff to handle and change dishwasher chemicals by following COSHH Risk Assessment controls including wearing appropriate PPE
- ☐ Non-slip floor surface/anti-slip mats to be used around dishwasher as appropriate.

- ☐ Spillages must be dry mopped immediately and wet floors clearly identified using Wet Floor signs until dry.
- ☐ Team members to take appropriate precautions when removing broken glass/ crockery – wear gloves and ensure machine is switched off. Broken glass and crockery to be securely wrapped before being disposed of separately.
- ☐ Items like drinks glasses which are removed from the washer should be allowed to cool before filling with a cold liquid.
- ☐ Equipment should be positioned to reduce bending when loading/unloading.
- ☐ Trolleys to be used where appropriate for the movement of crockery and cutlery

TRAINING

Team members to be trained on use and cleaning of dishwasher/glasswasher, in accordance with manufacturer's instructions. COSHH and PPE training should also be included, where relevant.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Use of Open Flames

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Open flames can be found in use in a number of situations including;

- Indoor Open / Multifuel Fires.
- Candles, Tea-lights & Oil Burners.
- Gas cooking equipment and ignitors.
- Open flame cooking - BBQ's / Indoor Solid Fuel Appliances.
- Catering Blow torches / Flambé Lamps / Chafing Fuels.
- Smoking.
- Gas Patio Heaters.
- Bonfires / Firework displays.

HAZARDS

The potential hazards include:

- Fire.
- Explosion.
- Asphyxiation / Carbon Monoxide (CO) Exposure.
- Burns & Scalds.
- Heat Exposure.

All of the above could result in death / personal injury or illness and damage to property.

CONTROLS

Indoor Open / Multi-Fuel Fires

- Ensure the fire is selected, sited and fitted by a competent person (HETAS Accredited).
- The correct fuel must be used for the type of fire.
- Ensure the fuel is stored/stacked safely in a dry ventilated area.
- Lighting material should be kept away from sources of heat.
- The correct equipment / tools should be available to be able to use the fire safely.

- When removing ash, ensure a suitable fireproof container is used (e.g. ash bucket). If there is an ashtray, ensure this is checked and emptied regularly.
- For multi-fuel stoves, it is recommended that a magnetic thermometer is sited on the flue as a means of checking that the fire is not over-heating.
- For open fire, ensure it is dampened down safely at the end of each night and that this is signed off in a close-down procedure.
- Fires must only be set-up and tended to by trained employees.
- The chimney / flue should be cleaned by an external contractor twice yearly.
- Multi-fuel stoves should be regularly checked for any signs of wear, e.g. On the door roping / cracking internally, and be subject to routine servicing.

Candles, Tea-lights & Oil Burners

Departmental Managers should assess the safe use of tealights and candles and if put into use, the following should be implemented:

- Tealights and candles are only to be provided in lantern holders or suitable tealight holders. Holders to be robust and substantial and to fully cover the sides of the candles. Use within bedrooms should be prohibited and housekeeping teams should incorporate checks into daily routines.
- Tealights and candles are not to be used on any ledges or low-level surfaces (window sills for example), or on tables in areas where children may be present.
- Lit tealights and candles should not be carried across public areas at any time. They should be lit in their designated positions by trained staff only.
- Always extinguish candles/tealights before moving them. If collected at the end of each night, they should be sited on a suitable surface (e.g. metal tray) and stored in a safe location to be able to cool.
- Departmental Managers and staff should monitor tables to ensure that the tealights and candles are not being misused by customers. Items such as beer mats, napkins etc. should not be provided to tables where tealights and candles are provided to remove potential fuel sources.
- Determine whether tealights and candles should be left until the end of the night or whether they should be removed at a set time (e.g. restaurant close).
- In-corporate tealights and candles into the close-down procedures.

Gas cooking equipment and ignitors

- Ensure gas is turned on immediately prior to lighting. If equipment fails to light, switch off and allow any accumulated gas to disperse, do not try to re-light straight away.
- Tapers or ignitors should be used to light appliances - matches should never be used. Any gas re-fill canisters should be stored away from sources of heat (e.g. cooking equipment), ideally in the designated COSHH Cabinet, when not in use.
- Have fire blanket and fire extinguisher in a suitable, safe and easily accessible location in case of fire.
- Do not leave any lit equipment unattended during use. Ensure pans, panhandles and all other cooking equipment are safely sited and secure to avoid being knocked / dislodged or the handles getting caught.
- Ensure clothing is not too loose to avoid entrapment or catching fire.
- Keep the work area clear of any other combustible material such as paper / packaging / oven cloths.
- Provide suitable oven cloths for employees to use whilst cooking.
- Ensure the work area is well ventilated with an air exchange system in place and maintained.

- On leaving the kitchen at the end of the night, a closedown procedure must be completed to ensure the kitchen is safe from risks to Health and Safety or fire safety. The closedown procedure must include turning off all equipment and gas flames to prevent unauthorised use or a fire risk.
- Equipment must be serviced regularly by an approved contractor. Where appropriate, programme work to retro-fit all equipment with flame failure safeguards where not already fitted.
- Training and instruction should be given to all employees on the procedure to follow when lighting gas kitchen equipment and what to do in an emergency. Routine fire safety training should also be provided to all employees.

Open flame cooking - BBQ's / Indoor Solid Fuel Appliances

BBQs

- BBQs should only be set-up and operated by fully trained employees.
- BBQs should be sited in a safe location away from combustibles / sources of ignition.
- Where possible BBQs should be provided with a barrier / suitable open enclosure.
- A fire extinguisher or large bucket of sand should be sited in the vicinity in a safe but accessible distance from the BBQ.
- BBQs should be lit in a safe manner. Lighter fuel or other similar products should never be used to spray onto BBQ coals to encourage flames.
- BBQs should never be left unattended.
- Non-gas BBQs should be extinguished using cold water before leaving unattended.
- Gas BBQs should be routinely maintained by a competent contractor.
- Routine checks should be carried out on pipes, gas cylinder etc. prior to use, to ensure the BBQ is in good working order with no signs of damage. A BBQ should not be used or should be taken out of use if any signs of wear and tear are found to the pipework.
- Provide suitable utensils and oven cloths for employees using the

BBQ. Indoor Solid Fuel Appliances

Note: certain restrictions of use may be in place in Smoke-Control Areas.

- The appliance must be selected, sited and fitted by a competent person.
- Ensure the work area is well ventilated with a sufficient air exchange system in place and maintained.
- Provide and fit a Carbon Monoxide Monitor in the vicinity of the appliance.
- Ensure the correct type of fuel is used for the appliance.
- Follow the manufacturer's advice with regards to storage and use of the fuel. A dry well-ventilated storage area should be available.
- Ensure the appliance is not overloaded with fuel to be able to control the level of heat as far as possible. Ensure the air circulation is correctly controlled to control the flames.
- Do not use any form of accelerant such as firelighters or paraffin.
- Keep lighting materials away from sources of heat.
- Ensure the correct tools (such as pizza paddles) and PPE are provided for the users.

- Ensure the appliance is checked during the closedown procedure and measures are in place to ensure the fuel burns out and cools down safely.
- Ensure the appliance (and any associated mechanical ventilation hoods and ducting) are cleaned regularly.
- Monitor the condition of the appliance for any deterioration or heat damage and action accordingly.
- Ensure the appliance is correctly insulated to avoid the outside surfaces becoming excessively hot.
- Ensure regular servicing is in place in line with statutory and manufacturer's requirements.
- Ensure all users are suitably trained.

Catering Blow torches / Flambé Lamps / Chafing Fuels

- The manufacturer's instructions on correct use and storage must be followed at all times.
- Ensure that the area in which the unit is to be used is free from combustible materials such as napkins and tea towels.
- Only ignite the burner once preparation for its use has been made and/or they are sited in the correct position.
- Ensure that burners are lit in a safe manner using a taper.
- Employees not to wear trailing clothing and hair to be secured back.
- Turn the equipment off immediately after use. Never walk around the room with the burner lit.
- Have a fire blanket and fire extinguisher in a suitable, safe and easily accessible location in case of fire.
- Staff must be fully trained in the use of the blow torch alongside routine fire safety training.
- Maintenance team to be aware of the presence and location for storage so it can be included in any fire plan and assessment.

Smoking

- The Schools smoking policy must be adhered to. For clarity The Trust operates a no smoking policy on site

Gas Patio Heaters

- Equipment to be provided, installed and maintained by approved suppliers. Heaters to be CE marked and provided with safety features to help prevent overbalancing, gas leaks, fires and burns.
- Heater to be installed in well-ventilated area and in accordance with manufacturer's instructions i.e. do not use indoors unless designed specifically for indoor use.
- Heater element must be above head height.
- If a gas leak is suspected, turn off gas and report immediately. Take patio heater out of use and ensure the area is well ventilated.

- Store gas cylinder in well ventilated approved and designated storage area - do not exceed storage capacity.
- Do not store gas cylinders on their side, even when empty. Ensure pipework or flexible hose from the cylinder to the point of use is protected against accidental damage and is properly supported.
- If a suspected leak occurs, call the LPG supplier immediately, so that they can come out to make the cylinder safe. If the fault is with the appliance or pipework, then an approved competent contractor will be used.
- Chlorate based weed killers not to be used in areas where patio heaters are in use as they can be a fire hazard.
- Do not attempt to put out any fire involving LPG, initiate fire evacuation plan / evacuation of the area immediately.
- Control any unruly behaviour - all management, and where necessary, employees trained in dealing with violence and aggression.
- Only employees who have training on the use of the patio heaters are permitted to operate

them. Bonfires / Firework Displays

Note: certain restrictions may be in place in Smoke-Control Areas.

- Bonfires should be set up safely on a level surface, in a location which is away from buildings and other property.
- Bonfires should not be stacked too high to avoid risk of collapse / spread of fire.
- Bonfires should be of a manageable size and not overloaded. Measures should be in place to avoid them, getting out of control.
- Bonfires should be provided with a barrier / suitable enclosure.
- Do not use any form of accelerant such as firelighters or paraffin.
- Keep lighting materials away from sources of heat.
- Have firefighting equipment on hand.
- Ensure the bonfire is supervised at all times until extinguished.

TRAINING

All maintenance and inspections must be carried out by a competent person who has the qualification, experience and has received the relevant training. This must be appropriate to the individual piece of work equipment. Details of the competent person(s) should be recorded at the front of this policy.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:

Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Violence at Work

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Every employee has the right to be treated with dignity and respect. Violence at work covers any situation in which an employee is abused, threatened or assaulted in circumstances relating to their work. This could be by another member of staff, a pupil or a member of the public. It includes both physical attacks and verbal abuse or threats. Left unaddressed violence at work can lead to injury and/or mental distress for the individual as well as reduced morale for the workforce.

HAZARDS

- ☒ Job roles having contact with customers or the general public.
- ☒ Peacekeeping attempts/conflict intervention.
- ☒ Delivering bad news/adverse information.
- ☒ Contact with persons having known behavioural issues, anger management problems or involvement in previous incidents of violence.
- ☒ Availability of potential or makeshift weapons.
- ☒ Persons intoxicated through drink or drugs.
- ☒ Holding desirable goods at site such as high volumes of cash or high-value equipment.
- ☒ Workplace activities such as;
 - Cash/valuables handling.
 - Receiving deliveries.
 - Opening/locking up premises or part of the premises.
- ☒ Staff lone working or working night shifts.
- ☒ Poor site security/unprotected access or absence of visitor control.
- ☒ High profile business/customer or activities taking place at site/ in the local vicinity.

CONTROLS

Frontline staff who deal with customers or the general public should be trained to recognise the early warning signs of violence and the actions to take with regards to de-escalation/personal protection. In particular, staff should:

- ☒ Obtain assistance from a colleague/manager/security and if necessary, the police as soon as they believe there is a threat to themselves, pupils, other members of staff, the general public or business property.
- ☒ Never be confrontational or display signs of aggression.

- ☐ Remain polite and courteous. Communicate information in a clear and concise manner. If required, carry out actions such as summoning assistance or raising the alarm in a discrete way.
- ☐ Never put themselves at risk by attempting to stop a theft or robbery. In this situation the manager/security should be alerted immediately and the police called. If any attempt is made to detain an alleged offender whilst waiting for the police then this must never be at the risk of personal safety, and physical contact with the alleged offender should not be made. The alleged offender must be informed that the police have been called and they must be accompanied by a minimum of two personnel at all times - one of whom should be the manager or security. The alleged offender should be afforded the usual level of politeness and courtesy whilst awaiting arrival of the police.

In the event of a bomb threat or similar being received either by message (telephone call, written note etc.) or through the discovery of a suspicious package then management must be IMMEDIATELY informed, the police called and the School policy followed. The decision as to whether or not evacuation is required will usually be upon police advice; however, in the belief of a credible threat, the premises should be immediately evacuated.

Agreed procedures must be in place for all work activities where an elevated risk of violence has been identified. These should be individually risk assessed taking local conditions into account. Controls include but are not limited to ensuring:

- ☐ Correct management of cash and other valuables. Making full and proper use of safes, locking mechanisms, CCTV and not holding larger volumes of cash at site than what is required.
- ☐ Deliveries of goods which may be more susceptible to theft are made in a safe manner. Wherever possible this should be in the hours of daylight and when additional members of the workforce are on duty.
- ☐ Locking up and unlocking of premises/part premises is conducted safely and correct key/ access control is in place.

Lone working activities must be properly risk assessed and additional control measures put in place. These will be dependent upon the tasks undertaken and local environment but may include:

- ☐ Provision of a mobile phone and/ or personal alarm.
- ☐ Checking in / out procedures.
- ☐ Automatic 'check-in' points.
- ☐ Monitored CCTV.

All incidents of violence at work must be report to the manager and fully investigated. It will be necessary to obtain witness statements from anyone involved and anyone who saw/heard what happened. This is in addition to any police investigation.

Appropriate assistance should be provided to anyone suffering injury or distress. This could be in the form of first aid, medical intervention, additional support or counselling. Relevant risk assessments should be reviewed to ensure that appropriate controls are in place to prevent re-occurrence. It may be necessary to review staff training as a result of this. If necessary, a formal report should be made under RIDDOR.

General control measures may include:

- ☐ Access control.
- ☐ General CCTV across site.
- ☐ Limiting lone working, especially for any activities considered to be higher risk.
- ☐ Job rotation to prevent complacency.
- ☐ Time/day rotation for completing higher risk tasks and prevent a predictable 'window of opportunity' occurring.
- ☐ External site lighting audits and maintenance to prevent vulnerability/ cover for assailants.

- ☐ Ensuring correct storage and maintenance of dangerous equipment/items held on-site.

TRAINING

All staff should be fully trained in any procedure, equipment or mechanism designed to keep them safe at work. This includes awareness in how to identify the early warning signs of violence and the best course of action to take in this situation. All training should be documented and regularly refreshed. Additional training may be required in respect of whistle-blowing (Site-Specific), lone working, first aid, accident/incident reporting and RIDDOR.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Waste Oil Disposal and Storage

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The process of manually disposing of waste oil involves draining the oil from the fryer through a filter into a suitable metal-holding or heat-resistant hard, plastic container. The container is then manually lifted onto a trolley for safe storage. Serious accidents have occurred where oil that has not sufficiently cooled has been drained into an empty plastic container and the base of the container has given way. The temperature of the oil is important when emptying fryers – the oil should be cooled to 40°C or below as burns from hot oil can be very serious. Oil takes only 6–7 minutes to heat up but can take 6–7 hours to cool down again. The following notes point out some of these hazards and how they can be avoided:

HAZARDS

- ☐ Burns and scalds - harm from hot oil; contact with hot surfaces; eye injuries from splashes.
- ☐ Manual handling - strains and sprains from lifting and moving containers of oil.
- ☐ Slips, trips and falls - from oil spillage.

CONTROLS

- ☐ For fire safety and economy, switch off deep fat fryers when unattended.
- ☐ Carry out waste oil drainage/disposal as one of the first tasks of the day rather than as part of the closing-down procedure, to ensure it has sufficiently cooled.
- ☐ Turn off the appliance and the power supply at the wall socket for electric appliances, and the on/off control for gas appliances.
- ☐ Allow the oil to cool, ideally for at least six hours and check the temperature using a suitable probe thermometer before draining. Do not drain if the temperature is above 40°C.
- ☐ Follow the manufacturer's instructions and use the correct equipment (e.g. a detachable spout for the type of fryer you are emptying) making sure to bring any equipment that is required to the fryer before starting.
- ☐ Depending on the type of fryer, drain the oil by drain valve, removable spout, lifting container or by tilting.
- ☐ If the oil is too cold to drain easily, reheat it briefly and agitate with the fryer basket for no more than one minute. Switch the appliance off and check the temperature again before emptying.
- ☐ The oil should be drained into a suitable metal holding or heat-resistant hard, plastic container. These containers will generally need carrying handles and a cover or lid. Before moving make sure that the lid or cover is secure.
- ☐ Make sure the container is empty and big enough to take the volume of oil being drained at any time.
- ☐ When draining large volumes of oil, it is safer to drain off in smaller amounts. This avoids overfilling the container and will reduce the chance of spillages when moving it. Smaller amounts will also be easier to carry.

- ☐ Ensure the container is positioned in a safe place where it cannot be contaminated with chemicals, water or foreign bodies. Place the container on top of a drip tray to avoid any floor contamination.
- ☐ NEVER dispose of waste oil down the drain – disposal must comply with environmental legislation.
- ☐ Clean up any spillages immediately.
- ☐ Make sure floor areas around equipment are completely clean and dry to avoid slip risks.
- ☐ Make sure the design of the drain-off tap prevents it being turned on accidentally.
- ☐ Ensure the fryer is well maintained and any attachments used are suitable for their purposes, as recommended by the Manufacturer – a procedure for reporting faults will help in complying with this duty.
- ☐ Ensure staff are aware of the safe system of work for emptying and cleaning fryers.
- ☐ Staff should be provided with suitable protective equipment (PPE) where required by the risk assessment, e.g. eye protection, heat-resistant gloves, aprons. PPE MUST be used at all times for this task.
- ☐ Always use a trolley to transport waste oil to a safe storage area.
- ☐ Ensure two people carry out the task when lifting heavy oil containers

TRAINING

Staff should be trained in the procedure for emptying fryers of waste oil and be aware of the safe system of work. Staff should also be trained in manual handling. All relevant staff should read the risk assessments for all the above hazards, sign and date. Risk assessments should be reviewed annually or whenever/if there is an incident that would result in an earlier review. Staff should be made aware of the reason and importance for using suitable protective equipment, i.e. heat resistant gloves, eye protection, aprons.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Window Cleaning

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Window cleaning is an important and necessary but potentially dangerous undertaking, especially where consideration has not been given at the building design stage.

Whether cleaning is undertaken by employees, or by contractors, care must be taken to ensure that fundamental safety precautions are implemented.

HAZARDS

Hazards associated with window cleaning can include the following;

- ☐ Falls from height.
- ☐ Manual Handling Injuries.
- ☐ Adverse weather working conditions.
- ☐ Pedestrians being struck by falling objects.
- ☐ Access difficulties.
- ☐ Ground surfaces conditions.

CONTROLS

When outside contractors are employed to clean windows, care should be taken while agreeing the contract to include “safe systems of work,” copies of agreed contractors risk assessments and a safety policy statement.

Whichever method of window cleaning is used by the School, the operation must be included in the general assessment of risks.

The Maintenance Manager and/or Departmental Manager together with the contractors should make an initial inspection of the premises to agree the method of access to the outside of the windows.

Contractors Permit to Work (Form 13) should be agreed and used for any cleaning above the first floor.

This method of access, together with the safety procedures to be adopted should be clearly stated in the contract document. Specific mention should be made that where safety precautions are ignored this will lead to the cancellation of the contract. In addition, specific dangerous practices (e.g. balancing on ledges, or jumping from one ledge to another), should be prohibited by a clause in the contract.

It is decided that mechanical access equipment is to be used then the contractor must demonstrate suitable experience on the use of equipment. Wherever possible systems of cleaning which can be undertaken without the need to work at height should be the first option.

Where eye bolts are present, test certificates require to be held by the School.

Where certain window cleaning can be carried out safely by School staff members, a risk assessment must be completed by the Departmental Manager.

TRAINING

School Staff who are involved in window cleaning duties require to be trained in the relevant risk assessments according to their duties.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Window Safety

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Windows provide light and ventilation, however, serious injuries and fatalities have occurred when people have fallen from or through windows in leisure premises. Window cleaning can be a potentially dangerous undertaking. Taking into consideration the hazards windows can pose, the controls laid out below should be considered to minimise any risk:

HAZARDS

- ❑ Falling from height – pupils, staff, visitors.
- ❑ Falling against window/glass.

CONTROLS

- ❑ Windows that are large enough to allow people to fall out should be restrained sufficiently to prevent such falls. The opening should be restricted to 100 mm or less. Window restrictors should only be able to be disengaged using a special tool or key. Window restrictors should be regularly checked for safety.
- ❑ Windows, glass doors and patio windows/doors should also be fitted (in accordance with building regulations and British Standards) with toughened or safety glass or covered with a protective safety film.
- ❑ Where assessment identifies the risk of falling against or through glazing, adequate precautions must be taken. These may include provision of suitable safety film, replacement with safety glass or provision of barriers.
- ❑ Access may need to be restricted to balconies that are not designed to prevent people who are at risk from climbing over.
- ❑ Where window cleaning at height cannot be avoided, you must first consider using an existing place of work that is already safe for example, cleaning from inside windows or from a balcony. If you cannot find an existing safe place, to work from, suitable access equipment should be provided. Where the risk of falling is not eliminated by either of these means, additional measures should be taken to minimise the distance and consequences of any fall by using the right type of fall arrest equipment.
- ❑ When planning and organising window cleaning you must avoid work at height where it is reasonably practicable to do so, for example, by using telescopic water fed poles or cleaning windows from the inside.
- ❑ When outside contractors are employed to clean windows, care should be taken while agreeing the contract to include “safe systems of work,” copies of agreed contractors risk assessments and a safety policy statement.
- ❑ Whichever method of window cleaning is used by the premises, the operation must be included in the general assessment of risks.
- ❑ The Maintenance Manager and/or Departmental Manager together with the contractors should make an initial inspection of the premises to agree the method of access to the outside of the windows.

TRAINING

All those working at height must have the right skills, knowledge and experience. The requirements for specific competences will depend on the work being done, e.g. a window cleaner involved in abseiling will require different skills, knowledge and experience from someone only involved in cleaning ground floor windows.

Those monitoring the safety of window restrictors should be competent.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Work at Height

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

Working at height means working in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Use of Ladders

The use of ladders, including step-ladders within the Schools may create a hazard to pupils, staff, guests and visitors. Staff must be aware of the hazards associated with the use of ladders and ensure that they carry out the work safely by their correct use. Every time a ladder is used, a pre-use check should be undertaken. These checks should be carried out by the user before using the ladder for a work task and after something has changed e.g. moving from a dirty area to a clean area (checking the condition of the feet). Pre-use checks should include;

- ☐ Feet - check that feet are not missing, damaged or worn.
- ☐ Platform - check that the platform is not split or buckled.
- ☐ Steps/treads - ensure steps are not contaminated causing them to be slippery.
- ☐ Strength and Stability - ensure fixings are not loose causing it to collapse.
- ☐ Stiles - ensure stiles are not bent or damaged causing it to buckle or collapse.

All ladders will be constructed to meet the requirements of the British Standards (BS), marked accordingly and a record kept of compliance. Formal inspections of ladders should be carried out by a competent person and all inspections should be recorded. The Maintenance Manager is responsible for ensuring that all ladders are checked regularly.

Use of Mobile Elevated Working Platforms (MEWPs) and Equipment

This is a specialist activity which needs extreme care and a confirmed maintenance standard for equipment. Any staff using the equipment must be fully trained and competency certificates retained. Reference to manufacturers operating instructions should be used when completing risk assessments and establishing safe systems of work. MEWPS that have been supplied by another business or rental company must be accompanied by a clear indication of when the last thorough examination has been carried out.

Scaffolding

All portable scaffolding units will comply with the construction requirements of British Standards for portable scaffolding platforms. They must be correctly assembled with adequate cross-bracing and lockable wheels. Staff will only be authorised to use this equipment if they have received appropriate training. This training must be recorded on the staff training record. Any additional certificates should be retained for inspection. It will not be erected when staff and customers are in the immediate area. The work area will be cordoned off and adequate side protection provided to prevent materials from falling.

Roof Work

Extreme care must be taken when working on the roof of a premises. These are out of bounds areas for all staff and students except the Maintenance Manager or contractors. The roof areas access must be kept locked. Ladders, doors

and walkways must be well maintained. Clear marking of walkways and handrails will be provided. Edge protection may also be necessary given the circumstances.

Attention must be paid to Fragile Surfaces. Where persons are working near or on fragile surfaces effective controls and awareness must be established.

Every task undertaken on the roof will be risk assessed. The correct use of Personal Fall Protection Systems should be included within a specific risk assessment of the task.

Fall Arrest System

The Fall Arrest System enables the user to undertake work, such as on the edge of a roof, in order to carry out maintenance or repair. Should the user fall at any point the fall will be arrested allowing the user to be rescued or self-rescue. This system normally consists of a full-body harness and lanyard with some form of inline shock absorption capability. The forces in place are considerably higher than when a Restraint system is used.

Restraint System

The Restraint System stops the user from falling, by preventing the user from getting into a position where you can fall. The lanyard length should be set or adjusted so that the user cannot get into a situation where a fall arrest is required.

HAZARDS

Hazards with working at height include;

- ☐ Falling objects when working at height.
- ☐ Risk of falling near fragile surfaces.
- ☐ Overloading risk when on ladders.
- ☐ Workers falling when not following the correct working at height procedures.
- ☐ Defects occurring with poorly maintained equipment.
- ☐ Ladders not fit for purpose.
- ☐ Incompetency of users.

CONTROLS

The Maintenance Manager should ensure that equipment installed and assembled has been inspected in the correct position by a competent person.

Any equipment that is exposed to conditions where it can deteriorate and may result in a dangerous situation occurring should be inspected at suitable frequencies appropriate to the environment and its use.

Pre-use checks should be carried out for items such as ladders.

Where people are being lifted by equipment e.g. MEWPs, this equipment must be examined at six-monthly intervals to comply with The Lifting Operations and Lifting Equipment Regulations and in accordance with manufacturer's instructions.

TRAINING

All persons that engage in any activity in relation to work at height or work equipment for use in working at height, must be competent to do so. This can be achieved by receiving the necessary training, being supervised by a competent person or selecting competent contractors to carry out the works.

Low risk, short-duration tasks (typically less than 30 minutes) will require appropriate training and instruction on how to use the equipment safely. This knowledge would include identifying defects and carrying out pre-use checks.

For more complex tasks, a higher level of competency is required. Plans of how to assemble equipment may be required, along with training and certification schemes from trade associations and industry.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SAFE OPERATING PROCEDURES (SOP)

ACTIVITY: Work Equipment

(NOTE: The Safe Operating Procedures must include reference to the relevant risk assessment)

INTRODUCTION

The School recognises that certain plant and work equipment within the premises are potentially dangerous and require special attention to avoid the risk of accidents throughout the School.

Work Equipment

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work, whether exclusively used at work or not. This definition includes everything from simple hand tools, to complex pieces of machinery e.g. hammer, chisel, drill, saw, lawnmower, ladders and tractor are all included. In a catering environment dangerous equipment includes fryers, brat pans, dishwashers, knives, slicing machines etc.

These pieces of work equipment can be powered by electricity, gas or hydraulically operated and also could be pressurised. In some cases, reference must be made to the other relevant sections within this policy.

HAZARDS

- ☐ Loads falling when being moved by work equipment.
- ☐ Persons being crushed, entrapped by a moving load or work equipment.
- ☐ Persons being hit and injured by moving parts of machinery.
- ☐ Equipment may develop faults due to poor or no maintenance.
- ☐ Burns and scalds from catering equipment.
- ☐ Cuts and lacerations.
- ☐ Slips, trips and falls.

CONTROLS

A specific risk assessment must be produced for work equipment with adequate controls identified and implemented to ensure the safe use of such equipment.

Controls include;

- ☐ Ensuring that all equipment is suitable for purpose, safe for use and is maintained in accordance with manufacturer's instructions.
- ☐ All team members are trained so that they are competent to use work equipment in a safe manner and in accordance with manufacturer's instructions.
- ☐ No person under the age of 18 may use or clean dangerous machines and anyone over 18 who uses them must be properly trained. This training will be recorded in the staff personnel file and in the department file. Training will only be done by a Competent Person or trained supervisor.
- ☐ Under no circumstances are the dangerous machines to be operated unless all safety guards are in position.

- ☐ When cleaning dangerous machines, ensure the machine is switched off and the plug removed from the mains sockets or the electrical supply isolated.
- ☐ Take extra care in handling dangerous or sharp parts of machinery when cleaning.
- ☐ Before commencing use of the dangerous machine, always ensure that it has been reassembled correctly.
- ☐ Report any faults, electrical or mechanical, immediately to the Line Manager/Supervisor.
- ☐ Ensure that warning signs and information are displayed.
- ☐ Under no circumstances will any contractor use any of the units' dangerous machines or work equipment unless he has been called in to maintain or repair it.

Maintenance of Work Equipment

All work equipment is to be maintained so that it is safe at all times. The frequency and maintenance regime will depend upon the type of equipment. Simple hand tools will usually require minimal maintenance but may need repair or replacement parts at intervals. More complex equipment will normally be accompanied by the manufacturer's instructions manual which will specify routine maintenance procedures. A Planned Preventative Maintenance (PPM) scheme should be established that includes all dangerous machinery and work equipment. This can include the use of the Compliance Diary format that can be found on NAVITAS Compliance Homepage.

Inspection of Work Equipment

Inspections should be undertaken to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration can be detected and remedied before it results in unacceptable risks. The requirement and frequency of inspections should be outlined in the manufacturer's instructions. Work equipment that poses a foreseeable risk of major injury resulting from a faulty installation, should be inspected after installation and before being put into service for the first time. Some pieces of equipment may require more frequent formal inspections, however, visual pre-use inspections should be undertaken for all equipment and these inspections should be recorded. The extent of the inspection will be determined by a Competent Person, or by appropriate specific risk assessments.

TRAINING

All maintenance and inspections must be carried out by a competent person who has the qualification, experience and has received the relevant training. This must be appropriate to the individual piece of work equipment. Details of the competent person(s) should be recorded at the front of this policy.

MONITORING AND REVIEW

Risk assessments will be reviewed following an accident or significant change in equipment or tasks and in any case at least annually.

Site-Specific Controls in Place:	
Assessor Signature:	Completed Date:
Manager Signature (if different to assessor):	Completed Date:

SECTION C – HEALTH AND SAFETY FORMS

Found in the Documentation Library within NAVITAS Compliance.

HEALTH AND SAFETY FORMS

FORM 1.	Departmental File Index
FORM 2.	Employee Declaration
FORM 3.	Six Monthly Head Declaration
FORM 4.	COSHH Risk Assessment
FORM 5.	Manual Handling Risk Assessment
FORM 6.	DSE Risk Assessment
FORM 7.	Young Person's Risk Assessment
FORM 8.	New and Expectant Mothers Risk Assessment
FORM 9.	Site-Specific Risk Assessment (online if applicable)
FORM 10.	RIDDOR Reporting Form (online if applicable)
FORM 11.	Accident Investigation Form (online if applicable)
FORM 12.	Contractors Signing-in and Conditions
FORM 13.	Permit to Work
FORM 14.	Statutory Plant Register
FORM 15.	Electrical Checks and Appliance Testing - Log
FORM 16.	Control of Legionella
FORM 17.	Health Assessment
FORM 18.	Monthly Departmental Hazard Inspection

SECTION D – WHAT TO DO IF?

WHAT TO DO IF THE ENFORCEMENT OFFICER VISITS/TAKES ACTION?

- An enforcement officer may be an Environmental Health Practitioner (EHP) – often known as an EHO - or technical officer with additional skills in Health & Safety, or alternatively an inspector from the Health and Safety Executive. These enforcement officers have the right to inspect without giving notice.
- Don't panic. Many visits are routine and are meant to help you.
- If you are very busy and/or short-staffed you can ask for them to come back at a better time. However, if they insist on carrying out the inspection you must let them in.
- Introduce yourself and check their identification card.
- Ask why they have visited, where/what they want to see and if there is any paperwork or documents you will need to show them.
- Show them the page in this manual information for managers and enforcement officers
- Accompany the enforcement officer during the visit. Take a pen and paper as you might want to make notes about things pointed out to you.
- Don't be tempted to rush things and don't volunteer too much information!! Answer the questions they have, truthfully.
- Show them any paperwork or documents they wish to see.
- At the end of the visit ask them to summarise their findings. They may complete an inspection summary form and give you a copy. If you don't understand something, ask. It is part of their job to explain and ensure you know what is going on.
- Complete the Enforcement Officer Visit Form whilst the officer is present.
- Find out if they are going to come back – if so, when?
- Ask if they are going to take any other action – if so, what?
- Record details of the visit on NAVITAS Compliance.

If the enforcement officer:

- Leaves a handwritten report / sends you a letter

Action any items that they state are legal requirements as soon as possible and certainly within the date given.

Consider whether any recommendations are practical for the operation – action if they are. Send the report to General Manager.

- Visits because of a complaint or a RIDDOR report
- Ask whether they will release the complainant's details at the end of their investigation and pass these on to the Head of Operations or equivalent so that they can write to apologise if necessary.

It is a good idea for the Head of Operations to contact the enforcement officer within two weeks to check the progress of their investigation. This demonstrates that the School takes Health and Safety seriously and will ensure that you are fully aware if they intend to take further action.

- Cautions you or a team member

A caution is when an enforcement officer says to you “You do not have to say anything, but it may be held against you, if you fail to mention when questioned something you later rely on in Court”.

Apart from giving your name, address and position, do not answer any further questions.

Explain that you are not authorised to answer questions under caution on behalf of the School and that they should contact the Head and/or to arrange an appointment. Advise the Enforcement Officer that the Head will be happy to arrange an appointment to answer any questions.

- Serves an Improvement Notice (Formal Notice Requiring Works to be completed) Follow the procedures outlined in what to do if an enforcement officer visits. Check that you understand what exactly needs to be done and by when.

Contact the Head of Operations immediately to inform them of the details.

If you are able to complete any works prior to the expiry date, the Head of Operations will invite the officer in so that if they are not satisfied you still have time to put it right.

If you do not feel you will be able to complete the works on time, the Head of Operations will contact the officer to ask for an extension and ask them to put it in writing.

If you do not agree that the notice should be served the Head of Operations will check the “Rights of Appeal” on the back and seek legal advice.

- Serves/intends to serve a prohibition notice

Follow the procedures outlined in what to do if an enforcement officer visits.

Check that you understand what exactly you need to do before the equipment of activity can recommence. Contact the Head of Operations immediately to inform them of the details. Do this whilst the officer is on-site.

The Head of Operations will contact the officer as soon as the work is complete so that they can re-visit.

If you do not agree that there was a serious risk of personal injury, the Head of Operations will seek legal advice.

- Invites you or a team member to a formal interview

This is an interview under caution and your answers could be used in evidence in Court. Do not accept the invitation.

Advise the Enforcement Officer that the Head or Head of Operations will be happy to arrange an appointment to answer any questions.

- Asks you to do something not listed above

Immediately contact your Head of Operations.

WHAT TO DO IF AN AUDITOR FROM THE NAVITAS/ESB VISITS?

- Audits are carried out regularly by our Environmental Health Consultants. They will carry out in-depth inspections to check that legal and School standards are met. These audits are unannounced.
- Introduce yourself and check their identification card.
- Ask where/what they want to see and if there is any paperwork or documents you will need to show them.
- Accompany the auditor during the visit. Take a pen and paper as you might want to make notes about things pointed out to you.
- Answer the questions they have, truthfully. Use the audit as an opportunity to ask questions and to raise any concerns. Remember these consultants are employed by the School to help you.
- Show them any paperwork or documents they wish to see.
- At the end of the audit ask them to summarise their findings.
- Ensure that all the points are actioned within the time-scales agreed and that actions are signed off on NAVITAS Compliance website <https://compliance.navitas.eu.com>
- The auditor will contact the Head of Operations by telephone if there are any critical failures.

WHAT TO DO IF THERE IS AN INCIDENT, ACCIDENT OR A NEAR MISS?

Immediately after the incident, accident or near-miss

- Ensure that a first aider and ambulance are called to provide medical assistance if necessary.
- Take corrective any action to prevent further accidents or incidents.
- Inspect the scene and interview any witnesses to the accident.
- It may be appropriate to take photographs for future

reference Reporting of Incidents/Accidents

All incidents, accidents and near misses however minor, must be entered immediately into the Accident Book. Even the most minor injury must be recorded since it is possible for complications to set in at a later date and non-reporting of the original injury could have legal repercussions. The School Medical and First Aid Policy must then be followed.

If you are not certain about the correct course of action which should be taken, contact NAVITAS/ESB for further advice.

WHAT TO DO IF THERE IS A FIRE?

- Sound the alarm.
- Turn off gas appliances (there may be an emergency cut off button on the exit).
- Only if you have been trained and it is safe to do so should you use the firefighting equipment.
- If you are a fire marshal complete your duties as trained by the Client.
- Leave the building immediately (do not return to collect personal effects) by the nearest fire exit. Close all doors behind you and do not use a lift.
- Check doors and door handles for heat before opening.
- If smoke blocks your primary exit, use another one. If you must exit through smoke stay low by crawling on your hands and knees.
- Once outside go to the fire assembly point and do not re-enter the building until fire brigade say it is safe to do so.
- Check that all of the team have exited the building safely, if anyone is missing inform the fire brigade.

The Head of Operations should be contacted immediately and the incident should be reported onto NAVITAS Compliance.

WHAT TO DO IF MAINTENANCE IS REQUIRED OR EQUIPMENT DEFECTIVE?

- If the fault is urgent it should be reported by telephone immediately to the Maintenance Manager and/or the Head of Estates and the service contractor.
- A Maintenance and Defect Report Form should be completed in every case and the form numbered chronologically.
- Equipment faults may also be recorded by team members on the Daily Record Sheet.
- The form should be emailed to the Maintenance Manager or Head of Estates.
- Once the works have been completed the completion date should be added to the log.
- If the repair remains outstanding/ not actioned then the Departmental Manager should follow up with the Maintenance Manager and/or Head of Estates.

SECTION E – APPENDIX

SOP REVIEW TABLE

SOP	Date Completed	First Year Review	Second Year Review	Third-Year Review
Asbestos Controls				
Bar Safety				
Barbecues				
Bodily Fluids, Sharps & Contaminated Linen				
Car Park/Vehicles on Site				
Confined Spaces				
Contractor Controls				
Control of Substances Hazardous to Health				
Display Screen Equipment				
Driving				

Drone Safety				
Electrical Safety				
Employee Groups				
External Snow and Ice				
First Aid & Accident Reporting				
Gas Safety				
Glass & Crockery				
Grounds Maintenance				
Helicopter Landings				
Kitchen Safety				
Knife Safety				
Lifts & Lifting Equipment				

Lone Working				
Manual Handling				
Meeting Room & Function Setup				
Movement of Cash				
Noise at Work				
Occupational Health				
Office Safety				
Open Water				
Outside Furniture				
Personal Protective Equipment				
Pressure Vessels and Systems				
Prevention & Control of Legionnaires Disease				
Slips, Trips & Falls				

Structural Controls				
Tree Management				
Use of a Deep Fat Fryer				
Use of Dishwashers				
Use of Open Flames				
Violence at Work				
Waste Oil Disposal and Storage				
Window Cleaning				
Window Safety				
Work at Height				
Work Equipment				

Author(s):	Head of Operations
Review frequency:	Yearly or as required by legislation
Review and ratified date:	Michaelmas Term 2020 Approved by FAR 04.10.20
Review due by date:	Michaelmas term 2021
References:	HASAWA (1974); MHSWR (1999); HSE ACOP (http://www.hse.gov.uk/); Navitas/ESB