Competent Advice Provision: Policy

1. Scope

This guidance considers the provision of competent health & safety advice as appropriate to the activities undertaken by the School.

2. Objectives

2.1. To ensure that there is an adequate provision of competent advice for the School activities and campus.

2.2. To ensure that those with management responsibility are able to obtain advice for areas within their control. To demonstrate the Schools commitment to promoting the health of pupils and staff.

3. Guidance

3.1. The Bursar is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision.

3.2. An external health and safety consultant is retained to report annually on the arrangements for health and safety in the following areas:

- lessons
- support areas
- public spaces
- sports facilities

3.3. External consultants may also be used as follows:

- surveyors to give advice on the fabric of the school;
- engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems);
- qualified electricians for all electrical systems work;
- Gas Safe registered engineers for work on gas boilers and appliances;
- engineers for lightning protection;
- asbestos consultants for sampling, updating registers and management action plans;
- consultant / contractor for risk assessment and sampling of water systems;
- consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment.
- Consultant to undertake a regular health and safety audit

3.4. Internal expertise will be used as appropriate and may include:

- Teaching area risk assessments (Head of Department);
- Caretaking and Grounds activities (Bursar/Premises Manager)
- First Aid (Bursar/Matron)

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
B: Management of Health and Safety at Work Regulations 1999 (www.hse.gov.uk)
C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfe)

Recommended Review Period: Annual

Review By: Bursar

Date Reviewed: September 2021

Construction (Design and Management) Regulations ("CDM"): Policy

1. Scope

This guidance is applicable to all employees of and workers / contractors for the School who undertake construction activities. Construction work includes any construction, alteration, conversion, fitting out, commissioning, renovation, repair, redecoration, cleaning (pressure washing, sand blasting, using a corrosive / toxic substance), decommissioning, demolition and dismantling.

2. Objectives

2.1. To ensure that the School complies with the requirements of CDM and in particular to ensure that:-

2.1.1. Construction projects deliver structures which are:

(a) Safely built
(b) Safe to use
(c) Safe to maintain

3. Guidance

3.1. The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow (www.hse.gov.uk/pubns/indg411.pdf).

3.2. The School / Board of Governors will be the Client under CDM and on all construction projects will, so far as is reasonably practicable:

(a) Appoint competent persons to the project team;
(b) Allow adequate time for the design, planning and construction work to be undertaken;
(c) Provide key information to the project team, including that regarding the site and existing structures;
(d) Put in place arrangements for communication, co-operation and general management of the project;
(e) Check that contractors have adequate welfare facilities in place before work starts on site;
(f) Liaise with designers so that workplaces are correctly designed.

3.3. In addition, where projects are notifiable (work lasts longer than 30 construction days with more than 20 workers working at the same time or involves more than 500 person days of work) to the Health & Safety Executive, or have more than one contractor the School will:

(a) Appoint a Principal Designer to plan, manage and co-ordinate the pre-construction phase;
(b) Appoint a Principal Contractor to plan, manage and co-ordinate construction work;

(c) Ensure that work does not start on-site until a suitable construction phase health & safety plan has been developed by the Principal Contractor;
(d) Keep up to date and make available to anyone who needs it, a health & safety file.

3.4. The Bursar will have the responsibility for implementing this policy with support from the Premises Manager as appropriate.

Legal Requirements & Education Standards

References:

A: Commentary on the Regulatory Requirements, Part 3 (www.isi.net)
B: Construction (Design and Management) Regulations 2015(www.hse.gov.uk)
C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfe)
G: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Recommended Review Period: Annual

Review By: Bursar

Date Reviewed: September 21

Contractor Management: Policy

1. Scope

This guidance is applicable to all those with responsibility for selecting and appointing contractors to work for and on behalf of the School. There is separate policy guidance on construction projects where contractors will be employed and compliance with the Construction (Design and Management) Regulations is needed. The general points of this guidance will be applicable to such work.

2. Objectives

2.1. To ensure that, so far as reasonably practicable, safety standards are complied with by contractors.

2.2. To ensure the health and safety of:

- School employees
- School pupils
- contractors employees
- sub-contractors
- any other persons who may be affected by the work being undertaken

3. Guidance

3.1. The Bursar / Maintenance Engineer will be responsible for the implementation of this policy.

3.2. The Bursar / Maintenance Engineer will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

(a) how the contractor manages health & safety, eg policy, conducting risk assessments, access to competent advice
(b) who has overall responsibility for health & safety
(c) what training staff have had
(d) has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
(e) provision of example risk assessments for the type of work you will be undertaking
(f) details of any serious accidents in the last 3 years and record of any prosecutions
(g) references for the type of work from previous clients

3.3. The Contractors representative ("contractor rep") will report to the person instructing the work ("school rep") and provide details of:

(a) general description and scope of work
(b) timescale for the work
(c) areas affected
(d) work methods, safe systems of work / risk assessment as applicable
(e) any foreseeable hazardous operations
(f) any hazardous materials or dangerous work practices

3.4. The School Rep will advise the Contractor Rep on:

(a) premises emergency procedures including evacuation / assembly points
(b) facilities available to the contractor
(c) relevant operational rules and procedures, eg no-go areas, times of working
(d) access arrangements
(e) school activities which may affect the contractors work
(f) documentation required by the school

3.5. Outside normal school hours work may be allowed by prior agreement with the School Rep.

3.6. The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors) and if appropriate the arrangements for signing in and out of the site/permit to work arrangement

3.7. The contractor will be required to:

(a) ensure that work areas are safe
(b) ensure that work areas are tidy
(c) remove rubbish and redundant materials

3.8. Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the School Rep, this includes:

(a) hot work
(b) excavations
(c) scaffolding
(d) overhead work
(e) use of flammable liquids
(f) work involving electricity
(g) work at height and involving lifting equipment
(h) any construction work

3.9. Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed

3.10. The Contractor Rep will report any accidents to the School Rep.

3.11. The Contractor is responsible for the provision of their own first aid arrangements

3.12. Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

Legal Requirements & Education Standards

References:

A: Commentary on the Regulatory Requirements, Part 3 (www.isi.net)
B: Health & Safety Executive, Using Contractors a brief guide (www.hse.gov.uk/pubns/indg368.pdf)
C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
F: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Recommended Review Period: Annual

Review By: Bursar

Date Reviewed: September 2021

Control of Substances Hazardous to Health (Including Radioactive) (COSHH): Policy

1. Scope

This guidance is applicable to all employees of, workers for, and students of the School when using substances hazardous to health.

2. Objectives

2.1. To ensure that foreseeable work activities using/generating hazardous substances are identified.
2.2. To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
2.3. To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the School.

3. Guidance

3.1. Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

3.2. Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, e.g. pesticides

3.3. Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc. used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control
- Exposure to radioactive substances

3.4. Heads of Department will ensure that:

- Where hazardous substances are used or stored on the School premises, a risk assessment will be undertaken and any required control measures will be implemented. An example template is given at appendix 1
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed
- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides

- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That students using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use/generation of hazardous substances has been undertaken

3.5. Maintenance, examination and testing of control measures will be the responsibility of the Bursar/Premises Manager/Head of Department. Such arrangements will cover:

- Fume cupboards
- Other local exhaust ventilation
- Respiratory protective equipment
- Other personal protective equipment, .e.g. gloves, aprons, eye protection

3.6. Records will be kept by the Bursar/Premises Manager/Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years
- Records of health surveillance and monitoring for 40 years in relation to individuals

3.7. The Head of Science/Physics is the School Radiation Protection Supervisor (RPS). They will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to
  - Sealed sources
  - Specified Open source for half-life demonstration
  - Geological specimens
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 students under supervision
- Ensure that younger students are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

Legal Requirements & Education Standards,

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: COSHH and Radiation home pages (www.hse.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfe)

G: CLEAPSS (www.cleapss.org.uk), including hazards, training and "Managing Ionising Radiations and Radioactive Substances in Schools"

H: Pesticides home page (www.pesticides.gov.uk)

Recommended review period: Annual

Review by: Bursar

Date reviewed: September 2021

Appendix 1: Model COSHH Assessment Sheet

Substance:	
Manufacturer/Supplier:	
Hazardous Ingredient(s):	
How is the substance Hazardous?	
Where is the substance stored?	
How is the substance stored?	
Where is the substance used?	
What precautions should be taken?	
Emergency Procedures/First Aid	
Telephone number of Matron:	

To be completed by all staff who use this product:
I have been trained in the safe use of this product. I understand that I can obtain further information from .....

NAME	SIGNATURE	DATE

Electrical Safety: Policy

1. Scope

This guidance is applicable to all employees of and workers/contractors for the School who undertake activities associated with electrical systems and equipment.

2. Objectives

To ensure that the school complies with the requirements of the Electricity at Work Regulations 1989 and in particular to ensure that:-

2.1. Action is taken on the discovering of defects;

2.2. Systems are in place for the inspection and repair of electrical installations and equipment;

2.3. Inspection and test certificates are held as required.

3. Guidance

3.1. The School will appoint a person (Bursar/Premises Manager) to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations 1989 and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

3.2. The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. The Premise Manager and Assistant Caretaker have been trained to undertake visual inspections of portable equipment.

3.3. An electrical inspection checklist is at Appendix 1 to this guidance.

3.4. All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

3.5. Where simple maintenance tasks, such as lamp changing, are to be carried out by School maintenance staff, that those employees have received adequate training in that task.

3.6. The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5-year period on a 20% basis).

3.7. All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by the Premises Manger and/or his deputy who have obtained the relevant City and Guilds or equivalent qualification.

3.8. The current test date will be displayed on each portable appliance.

3.9. Records of any fixed system and portable appliance work will be kept by the Bursar/Premises Manager. This will include repairs, servicing, maintenance or withdrawal

from use.

3.10. Users of electrical equipment should visually check for defects before use.

3.11. Privately owned electrical appliances will not be permitted to be used on School premises unless confirmed as electrically safe. Parents should be requested to co-operate with the School in the inspection and testing of electrical equipment which students bring to the school.

3.12. Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

Legal Requirements & Education Standards,

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health and Safety Executive Electricity Homepage (www.hse.gov.uk)

C:Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfe)

Recommended review period: Annual

Review by: Bursar/Premises Manager

Date reviewed: September 2021

Appendix 1: Electrical Inspection Checklist

- Plug sockets are not over-loaded by multi-way adaptors
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets
- Cups, plants and other items are not kept routinely where they can spill onto electrical equipment
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

Gas Safety: Policy

1. Scope

This policy is applicable to all employees of and workers/contractors for the School who undertake activities associated with gas systems and equipment.

2. Objectives

To ensure that: -

2.1. Action is taken on the discovering of defects;

2.2. Systems are in place for the inspection and repair of gas installations and equipment;

2.3 Inspection and test certificates are held as required.

3. Guidance

3.1. The minimum number of mains and bottled gas appliances are used and stored on the School premises.

3.2. All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel are allowed to enter.

3.3. Flammable gases and oxygen are not stored together.

3.4. Only Gas Safe registered individuals are to work on installations on the Schools premises.

3.5. All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

3.6. Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.

3.7. Records of all work undertaken on gas systems/appliances will be kept by the Bursar/ Premises Manager in the H&S Safety Certificate file.

3.8. In the event of a leak or suspected leak: -

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

3.9. Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- spare or empty cylinders should be stored outside, preferably in a lockable area

- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed (e.g. Highly flammable - LPG)
- smoking or naked flames must not be permitted in or near storage areas
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids/materials
- regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
- no valves on any cylinder should be left open and they should not be dropped or roughly handled
- accommodation in which gas is used must be adequately ventilated
- portable gas heaters should only be used for emergency purposes

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health and Safety Executive Gas Homepage (www.hse.gov.uk/gas/index.htm)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Guidelines for Environmental Design in Schools" DCSF Guidance

Recommended review period: Annual

Review by: Premises Manager

Date reviewed: September 2021

General Workplace Safety: Policy

1. Scope

This guidance is applicable to all those with the responsibility for the provision and maintenance of the working environment on School premises. The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and students to respect the environment and treat it accordingly.

2. Objectives

2.1. To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.

2.2. To ensure, so far as reasonably practicable, the continued wellbeing of employees and students.

3. Guidance

3.1. The Bursar/Premises Manager will be responsible for the implementation of this policy.

3.2. Welfare

Suitable and sufficient welfare facilities will be available on School premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

3.3. Workplace Safety

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and work station
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including for the disabled.

Provisions will be made to prevent slips, trips and falls and falling objects.

Any storage racking will be inspected regularly and be fit for purpose.

Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, e.g. no access
- warning signs, e.g. danger electricity
- mandatory signs, e.g. eye protection must be worn
- emergency or first aid

The School noticeboard will also display:

- health & safety policy statement
- HSE Health & Safety Law poster
- emergency procedures
- details of first aiders and fire marshals

3.4. Public Safety

It is the aim of the School to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Health & Safety Executive, Workplace health, safety and welfare - A short guide for managers, INDG244 (www.hse.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: " Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

Recommended review period: Annual

Review by: Bursar

Date reviewed: September 2021

Hot Works: Policy

1. Scope

This guidance is applicable to all employees of and workers/contractors for the School who undertake activities associated with hot works.

2. Objectives

To ensure that the School manages risks associated with hot works and that:-

2.1. All work is planned and is not commenced until a permit is in place

2.2. All work is carried out in a safe manner.

2.3. The area where the work has taken place is safe for reuse.

3. Guidance

3.1. The School will appoint a person (Premise Manager) to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.

3.2. Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

3.3. Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress.

3.4. When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks/hot particles are generated.

3.5. Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.

3.6. If bitumen boilers or similar equipment are used on a roof a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable firefighting and emergency spillage equipment provided.

3.7. Where hot materials are taken to roof level extreme care must be taken during the transporting of them.

3.8. The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

3.9. A permit will be completed for all hot works (see Appendix 1).

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
B: Health and Safety Executive Welding Homepage (www.hse.gov.uk)
C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
D: " Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
F: Guidelines for Environmental Design in Schools" DCSF Guidance

Recommended review period: Annual

Review by: Premises Manager

Date reviewed: September 2021

Appendix 1

HOT WORK PERMIT

Applicable to all operations involving production of excessive heat, flames or sparks likely to cause combustion.

Includes: Welding and brazing.

PART 1	To be completed by authorised responsible person at start of work. Complete all sections.				
Permission is granted to:					
Manning names:					
Task:					
Location:					
Date:		From:		To:	
Authorised by:		Position:			
SPOT CHECKS					
I have examined the area and all combustible materials (including liquids or gas sources) in the vicinity of the operation have been removed or protected against heat or sparks.		Time of Inspection:			
					Yes/No/NA
Alarm systems have been isolated where necessary					
A second person is on hand with a fire extinguisher while the operation is in progress					
Those concerned have had fire alarm/telephone point pointed out to them and have been told what to do in the event of a fire					
The fire exit routes are clear of obstructions.					
Signature of person issuing permit:		Position:		Date:	

PART 2	To be completed by operator carrying out hot work

Work has been completed and all sources of ignition removed. The work area and all adjacent areas have been inspected after completion of hot works for signs of smouldering fires.	Time Work Completed	
	Time of Inspection	

Signature of operator carrying out hot work		Name	

PART 3	To be completed by the responsible person after completion of hot works

The work area and all adjacent areas have been inspected one hour after completion of hot works for signs of smouldering fires.	Time Work Completed	
Alarm systems have been de-isolated where necessary.	The hot work permit is cancelled.	

Signed:	
Name:	

Lightning Protection: Policy

1. Scope

This guidance is applicable to those with responsibility for the maintenance of School premises in relation to the protection of structures against lightning.

2. Objectives

2.1. To ensure that people are protected against potential lightning strikes.

2.2. To ensure that any control measures put in place are adequately maintained.

3. Guidance

3.1. The Premises Manager will be responsible for the implementation of this policy.

3.2. Lightning protection is required (in accordance with BS6651) where:

- large numbers of people congregate
- essential public services are concerned
- the area is one where lightning is prevalent
- there are very tall or isolated structures
- there are structures of historic or cultural importance
- there are structures with explosive or flammable contents

3.3. The Premises Manager will arrange for a specialist contractor to undertake a risk assessment. A checklist for risk assessment is shown in Appendix 1. A summary of the factors to be taken into consideration is:

- the number of flashes to ground per square kilometre per year (lightning flash density)
- the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building)
- use of the structure
- type of construction
- contents and consequential effects
- degree of isolation
- type of country

3.4. Where the risk assessment indicates that lightning protection is required:

- appropriate protection should be installed (protection is installed on the John Crook Theatre; Sports Building and Philip Cottam Centre)
- a regime for maintenance of the protection should be implemented

3.5. Any new buildings which are constructed should have the need for lightning protection assessed.

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (www.isi.net)
B: BSEN/IEC 62305 "Lightning Protection Standard"
C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

Recommended review period: Annual

Review by: Bursar/Premises Manager

Date reviewed: September 2021

Appendix 1 Lightning Protection Risk Consideration Points

RISK ASSESSMENT DATA COLLECTION

School Name

Building reference

Building height (average) m

Overall Building Length m

Overall Building Width m

Weighting Factors (Please tick appropriate selection)

Use of Structure

- Houses or comparable
- Houses with outside aerial
- Workshops
- Offices
- Places of assembly
- General School building

Type of Construction

- Steel framed, not metal roof
- RC frame, not metal roof
- Steel or RC frame, metal roof
- Brick or concrete, not metal roof
- Timber frame, not metal roof
- Brick, concrete, timber, metal roof
- Any building with thatched roof

Contents or Consequential Effects

- Domestic or office buildings
- Industrial buildings, susceptible contents
- Power generation, telephone, radio exchange
- Key industrial plants and historical buildings
- Schools general

Degree of Isolation

- Same as surrounding
- Few other buildings of same height
- Isolated structure

Type of Country

- Flat country
- Hill country
- Mountain country (300m - 900m)
- Mountain country (> 900m)

Water Quality (including Legionella): Policy

1. Scope

This guidance is applicable to all employees of and contractors for the School who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

2. Objectives

2.1. To clearly identify the responsibilities of individuals as appropriate.

2.2. To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows: -
- hot and cold water systems;
- other plant and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.

2.3. To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance.

3. Guidance

3.1. Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Bursar/Premises Manager. He maintains appropriate records of testing and certification.

Legionnaire's Disease

The school has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's '*Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems*'.

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, is conducted by a competent contractor. The school use ACS to conduct a risk assessment on all water quality areas of the school. This is updated every 3 years or whenever changes happen in school.

- Derek Frost (plumber) carries out annual sampling and testing of the 8 cold water tanks in school. The results of these tests are kept in the Health and Safety Certificate File and are carried out every summer.

- Monthly monitoring is carried out by the Premise Manager of the water temperatures at various locations and recorded in the H&S file. Quarterly disinfecting of shower heads is also completed and recorded in the H&S file.

4. In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Premise Manager reports this immediately to the Bursar and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

   The notification will cover:
   - Details of the sample
   - The organism
   - Location
   - Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headmaster will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

5. Where School employees (e.g. maintenance staff) have responsibility for implementing practical control measures, an example list of duties is included at Appendix 2 to this guidance.

6. Where a Contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 3 to this guidance.

7. the records will be kept for the period for which they remain current and at least 5 years following that period.

Legal Requirements and Education Standards

References:

A. Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools (www.isi.net).
B. "Legionnaires' disease: Essential Information for Providers of Residential Accommodation" HSE Guidance, May 2003 (www.hse.gov.uk)
C. "Approved Code of Practice - The Control of Legionella Bacteria in Water Systems (ACOP L8)" HSE, 2013) and HSG 274 guidance (www.hse.gov.uk)
D. "How good is the Drinking Water"? (www.dwi.gov.uk)
E. "Guidelines for Environmental Design in Schools" DCSF Guidance, 2003(www.gov.uk/dfe)

Recommended review period: Annual

Review by: Bursar/Premises Manager

Date reviewed: September 2021

Appendix 1: Water Safety Manual Contents

Halliford School has employed ACS, a firm of water safety specialists to prepare a water safety manual for all the School buildings and residential accommodation.

The manual includes schematic drawings of:

- All the hot and cold water systems, water tanks, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses
- Condition of the water throughout the premises
- The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

Physical Preventative Measures

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that are are planned in order to control the risk of legionella at the school:

- All metal cold water tanks have been replaced by covered plastic tanks to ensure that they are free from debris.
- "Point of use" water heaters have been introduced in the Art Department.
- All hot pipes and calorifers/hot water tanks have been insulated.
- Water is heated and stored in the calorifers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

The manual is reviewed and updated every 3 years, or each time that a new measure is introduced.

Appendix 2: Internal Control Measures

The Premise Manager has been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the H&S File) in order to maintain good water hygiene:

1. Taps

    - Any cold tap that has not been used within a seven-day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)

    - Any hot water tap that has not been used within a seven-day period is similarly flushed for:
        - models with thermostatic valves fitted: at least 5 minutes
        - ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C

      on a weekly basis and before the water is used

    - Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.

    - Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

2. Showers
    - Any shower (whether heated directly by an instant water heater or through mains hot water) that is not used within a seven-day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
    - Shower heads and hoses are dismantled and descaled quarterly.

3. Toilets
    - Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

4. Cold Water Tanks
    - Temperatures are taken from the water in the tank and the water in the ball valve every six months.
    - The tank is inspected visually on an annual basis.

5. Calorifers/ Hot Water Tanks
    - The water temperature leaving and returning to the calorifers/hot water tanks is inspected on a monthly basis.
    - The calorifers/hot water tanks are inspected annually.

6. Drains
    - Drains are disinfected monthly

- Debris is cleared from external drains weekly

7. Hot Water Systems
   - Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
   - Staff then flush the system before use.

8. Cold Water Systems
   - All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

Appendix 3: External Control Services

We employ external contractors to help us to manage water safety in the following areas:

1. Heating plant, Air Conditioning and Condensers

    - Our air conditioning equipment and our evaporative condensers are serviced annually.
    - Our boilers and heating plant are serviced annually.
    - The calorifers/hot water tanks are checked and descaled.
    - The heating system is serviced.
    - Inhibitor chemicals are topped up

2. Water Sampling

An accredited Water Consultant (varies depending on device) conducts the following sampling and analysis of our water supplies:

- Every six months
    - Plumbed water coolers and water fountains are serviced and tested (on a hire agreement)

- Annually
    - Water samples from the calorifers are tested
    - The thermostats on taps are checked and repaired/replaced.
    - "Point of use" water heaters are checked and serviced
    - Cold water tanks and pumps are inspected

3. Drains

External drains are inspected and jetted annually.

Radon: Policy

1. Scope

This guidance is applicable to all those on School premises who may be potentially exposed to radon. Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces.

2. Objectives

2.1. To ensure that exposure to radon is considered where appropriate.

2.2. That where radon is identified as a risk that appropriate control measures are put in place.

3. Guidance

3.1. The Bursar/Premises Manager will be responsible for the implementation of this policy.

3.2. The Bursar/Premises Manager will consult the definitive radon dataset at www.ukradon.org to see if their premises are located in an affected area.

3.3. Where premises are located in an affected area, the Bursar/Premises Manager will arrange for a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The Public Health England website contains up to date details of validated laboratories.

3.4. The survey should be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible.

3.5. Where results indicate levels above 400 Becquerel's per cubic metre a specialist radon removal contractor should be consulted. The contractor should consider guidance from the Building Research Establishment website "Descriptions of Radon Solutions".

3.6. The risk from radon in affected areas should be reviewed when significant building/new building works are undertaken.

Legal Requirements & Education Standards
References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
B: Health & Safety Executive (www.hse.gov.uk/radiation/ionising/radon.htm)
C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
F: Buildings Research Establishment (www.bre.co.uk/radon)
G: Public Health England (https://www.gov.uk/government/organisations/public-health-england)

Recommended review period: Annual
Review by: Bursar
Date reviewed: September 2021