

Rudolf Steiner School

Kings Langley

Policy owner	RSSKL - Principal
Policy lead	Estate Manager
Audience	All staff
Legislation and regulation	
Formally endorsed by	Board of Trustees
Endorsement date	NOVEMBER 2017
Next review	NOVEMBER 2019

Health & Safety Handbook

© Copyright 2017

The copyright in this work is vested in The Rudolf Steiner School Kings Langley and Safety Action Services Limited (The Author) and the information contained herein is confidential. This work, either in whole or in part, must not be reproduced or disclosed to others or used for purposes other than that for which it is supplied, without The Rudolf Steiner School Kings Langley's and the Author's prior written permission, or if any part hereof is furnished by virtue of a contract with a third party, as expressly authorised under that contract.

Rudolf Steiner School Kings Langley Health and Safety Policy and Handbook



1. VERSION HISTORY

CONTROLLED DOCUMENT			
Copy Number	Issue To	Date Issued	
0001	Nick Rayment – Estates Office	6 th June 2013	
0002			
Version History			
Version	Amendment Details	Date Reviewed	Date to Be Reviewed By
This Manual Will Be Reviewed in Full Biannually			
Original			
Version 2.0	Review and update of the Health & Safety Handbook plus the addition of new sections	May 2013	May 2015
Version 2.1	Final Review and update by Nick Rayment	July 2013	May 2015
Version 3	Review and update of the Health & Safety Handbook	January / February 2015	
Version 3.1	Update re the new CDM 2015 Reg's	May 2015	May 2016
Version 4.0	Complete review plus the addition of	February 2016	April 2017
Version 4.1	General review plus the complete update of the School Trip Policy and COSHH and the addition of Personal Electrical Equipment Policy and © Copyright 2016 statement	November 2016	November 2017
Version 4.2	Review and update of the Health & Safety Handbook. Updated various sections especially the School Trip Policy and the ratio of staff to pupils	October 2017	November 2018

Issue date	March 2015
Issuing Authority	Flow Group
Review date	February 2017
Responsible for Review	Principal / SMT / Trustees
Distribution	All Staff

Rudolf Steiner School Kings Langley

Health and Safety Manual



2. INDEX

CONTENTS

1.	Version History	3
2.	Index.....	4
3.	Appointment of Specific Health & Safety Duties - 2017 – 2018	11
4.	Health & Safety Acronyms	12
5.	Equal Opportunities Policy	14
	General	14
	To Whom Does the Policy Apply?.....	14
	Complaints	14
6.	Code of Conduct and Emergency Procedures.....	15
	Please Report:	15
	General	15
	Hygiene	15
	Electrical.....	16
	Work Equipment.....	16
	First Aid	16
	Substances	17
	Personal Protective Equipment.....	17
	Safe Access	17
	Fire	18
	Further Information.....	19
	Stress	19
	Violence at work.....	19
	Ideas and Suggestions.....	19
	Regulation Hazard Symbols	20
	Manual Handling.....	22
7.	Consultation with Staff.....	23
	Policy.....	23
	Arrangements for Consultation With Staff.....	23
	Consultation with Staff Monitoring and Review Check List	24
	Consultation with Staff Monitoring and review Action Plan	25
8.	Risk Assessment.....	26
	General Policy	26
	Risk Assessment Policy	26
	Risk Assessment Policy for Monitoring and Reviewing	26
	Definitions	27
	Arrangements.....	27
	Date of Review:	32
	Date of Review:	32
	Date of Review:	32
	The RSSKL Risk Matrix and Explanatory Notes	33
9.	Lone Working and Out of Hours Access Policy.....	34
	Lone Working Risk Assessment	35
	Lone Working Risk Assessment	36
10.	Aggression and Violence at Work Policy.....	37
	Policy.....	37
	Arrangement for Dealing with Aggression and Violence at Work	37
	Aggression and Violence at Work – Monitoring and Review Checklist.....	38
	Aggression and Violence at Work – Monitoring and Review Action Plan	39
	Some Basic Information Regarding Violence and Aggression.....	40
	Physical Attacks and Verbal Abuse.....	40
	Psychological Symptoms can include:	40
11.	Safety Training Policy and Arrangements.....	41
	Policy.....	41

Rudolf Steiner School Kings Langley

Health and Safety Manual



Arrangements for Information, Instruction and Training	41
Information, Instruction and Training – Monitoring and Review Checklist	42
Information, Instruction and Training – Monitoring and Review Action Plan	43
Guidance and Records	44
Induction Training	44
Training Outline for Senior Staff	44
Induction Checklist	45
Individual Training Checklist	46
12. Work Related Stress Policy and Arrangements	47
Policy	47
Arrangements for Dealing With Work Related Stress	47
Work Related Stress – Monitoring and Review Checklist	48
Work Related Stress – Monitoring and Review Action Plan	49
Additional Background Information on Stress	51
Work factors that create stress can include:.....	51
Non-work factors that create stress can include:.....	51
Managers should be aware of effects of stress:	51
13. Manual Handling Policy and Arrangements	52
Policy	52
Arrangements For Manual Handling	52
Manual Handling – Monitoring and Review Checklist	53
Manual Handling – Monitoring and Review Action Plan	54
Guidance and Records	55
Staff Responsibilities	55
Health Problems	55
Pregnancy	55
Manual Handling Risk Assessment	56
Basic Principles of Manual Handling - Handout	59
14. Gas Safety	61
Policy	61
Arrangements for Ensuring Gas Safety	61
Gas Safety – Monitoring and Review Checklist	62
Gas Safety – Monitoring and Review Action Plan	63
15. Noise at Work	65
Policy	65
Arrangement for Noise at Work	65
The Noise at Work Co-ordinator will ensure that:.....	65
Noise at Work – Monitoring and Review Checklist	66
Noise at Work – Monitoring and Review Action Plan	67
Guidance and Records	68
Risk Assessment	68
Action Plan	68
Contractors and Visitors	69
Noise Level Chart 01	73
Noise Level Chart 02	74
16. Electrical Safety	75
Policy	75
Arrangements for Electrical safety	75
Electrical Safety – Monitoring and Review Checklist	77
Electrical Safety – Monitoring and Review Action Plan	78
Guidance and Records	79
Procedures for Inspection and Testing	79
Record of Formal Visual Inspection	80
Recommended Minimum Frequency of Inspection and Testing:	81
Formal Visual Inspection	83

Rudolf Steiner School Kings Langley

Health and Safety Manual



17. Personal Electrical Equipment	84
Policy.....	84
Introduction and purpose	84
Scope	84
Definitions	84
Policy Statement	84
Arrangements.....	84
Types of privately-owned personal equipment allowed.....	84
Responsibilities	85
The Estate Manager is responsible for:.....	85
The College are responsible for:	85
The Fire, Health and Safety Adviser is responsible for:	85
Staff and Contractors Responsibilities.....	86
18. Display Screen Equipment.....	87
Policy.....	87
Display Screen Equipment – Monitoring and Review Checklist.....	88
Display Screen Equipment – Monitoring and Review Action Plan	89
Guidance and Records	90
Correct Posture	101
How To Sit Correctly.....	103
The Ideal Posture	104
Using a Mouse.....	106
Posture Guidance.....	108
Adjusting Your Workstation.....	110
19. Control of Substances Hazardous to Health (COSHH).....	111
Policy.....	111
Arrangement for the Control of Substances hazardous to Health (COSHH)	111
The Control of Substances Hazardous to Health (COSHH) Co-ordinator will ensure that:.....	111
COSHH – Monitoring and Review Checklist.....	113
COSHH – Monitoring and Review Action Plan	114
COSHH Regulations – Hazard Symbols.....	115
Regulation Hazard Symbols	115
Hazardous Substances Inventory Sheet.....	117
Emergency Procedures.....	119
20. First Aid Policy.....	120
Purpose	120
First Aid Provision.....	120
First Aid boxes.....	120
First Aid boxes should contain: -	120
Procedures In School:	121
Out of School.....	121
Educational Visits	122
Incident Reporting	122
Homeopathy	122
Administration of Medicines.....	122
First Aiders: -	123
21. Provision and Use of Work Equipment (PUWER).....	126
Policy.....	126
Arrangements for the Provision and Use of Work Equipment (PUWER).....	126
The Provision and Use of Work Equipment (PUWER) Co-ordinator will ensure that:.....	126
PUWER – Monitoring and Review Checklist.....	128
PUWER – Monitoring and Review Action Plan	129
Guidance and Records	130
Work Equipment Assessment	132
Advice to Staff on Machine Guarding.....	135

Rudolf Steiner School Kings Langley

Health and Safety Manual



Start up or Daily Machine Check Sheet	136
Machine Safety Operating Procedure	138
General Safety.....	138
Safe Working Procedures.....	138
22. Working at Heights Policy	139
Policy.....	139
Arrangements for Working at Height.....	139
The working at height co-ordinator will ensure that:.....	139
Working at Heights – Monitoring and Review Checklist.....	141
Working at Heights – Monitoring and Review Action Plan	142
Guidance and Records	143
Ladders.....	143
Mobile Access Equipment	143
Work on roofs Inspection.....	143
Maintenance	143
Short duration work	143
Travel Restraint	144
Training.....	144
Safe Working Procedures for Ladders and Stepladders.....	145
Step-Ladder Safety Guidance Note	146
Introduction.....	146
General Safety.....	146
New EN 131 Ladder Standard in Development	147
Use of Step-Ladders	148
Ladder Pre-Use Checklist	149
Sample Ladder Register	150
23. Transport.....	151
Policy.....	151
Arrangements for Transport Safety.....	151
Transport – Monitoring and Review Checklist.....	152
Transport – Monitoring and Review Action Plan	153
School; Vehicle Handbook.....	154
Introduction	154
Routine Maintenance	154
Driver's Responsibility	154
School's Responsibility.....	154
Breakdowns	154
Accidents.....	154
Security	155
Driving Licence.....	155
Road Traffic Offences	155
Mobile Telephones.....	155
Drinking and Driving.....	155
First Aid.....	156
School Standards.....	156
Tiredness	156
Unauthorised Passengers.....	156
Personal Injury / Illness	156
Overnight Parking	156
Winter-Time Driving	156
Defensive Driving	156
In the Event of an Accident	158
24. Personal Protective Equipment.....	163
Policy.....	163
Arrangement for Personal Protective Equipment.....	163

Rudolf Steiner School Kings Langley

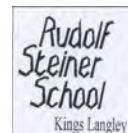
Health and Safety Manual



The Personal Protective Equipment Co-ordinator will ensure that:.....	163
PPE – Monitoring and Review Checklist.....	164
PPE – Monitoring and Review Action Plan	165
Guidance and Records	166
General.....	166
Respiratory Protective Equipment (RPE).....	166
Head Protection.....	166
Eye Protection	166
Foot Protection	167
Hand and Arm Protection	167
Protective Clothing	167
Personal Protective Equipment – Risk Assessment	168
Record of Issue of Personal Protective Equipment.....	169
25. Food Hygiene and Pest Control Policy.....	170
Policy.....	170
Arrangements for Food Hygiene and Pest Control	170
The Food Hygiene co-ordinator will ensure that:.....	170
Food Hygienic and Pest Control – Monitoring and Review Checklist	171
Food Hygienic and Pest Control – Monitoring and Review Action Plan.....	172
Guidance and Records	173
Basic Hygiene in the Workplace.....	173
Hand Hygiene.....	173
Procedure for Dealing with Food Related Illness	174
Sickness and Notifiable Diseases	174
Cleaning is Everyone’s	175
Why do we clean?	175
Cleanliness is the Law.....	175
Cleaning Power	175
Pest Control.....	176
Appendix A The Rules – A Summary.....	177
Cleaning	177
Pest Control.....	177
Good Housekeeping.....	177
26. Occupational Health	178
Policy.....	178
Arrangements for Controlling the Risks to the Health & Safety of Staff Whilst at Work.....	178
The HR Manager will ensure that:.....	178
Occupational Health – Monitoring and Review Checklist.....	179
Occupational Health – Monitoring and Review Action Plan	180
Guidance and Records	181
Evaluation.....	181
Medical Examinations.....	181
Education and Training.....	183
Record Keeping.....	183
Confidentiality	184
Walkthrough Survey	187
27. Control of Legionellosis	189
Policy.....	189
Arrangements For the Control of Legionellosis	189
The Legionellosis Co-ordinator will ensure that:	189
Control of Legionellosis – Monitoring and Review Checklist.....	190
Control of Legionellosis – Monitoring and Review Action Plan	191
Guidance and Records	192
Legionellosis.....	192
Legislation and the Approved Code of Practice (ACoP)	192

Rudolf Steiner School Kings Langley

Health and Safety Manual



Identification and Assessment of the Risk.....	193
Preventing or controlling the risk from exposure to Legionella Bacteria	193
Record Keeping.....	193
28. Pressure Systems	194
Policy.....	194
Arrangement for the Safe Use of Pressure Systems	194
The Pressure Systems co-ordinator will ensure that:.....	194
Safe Use of Pressure Systems – Monitoring and Review Checklist.....	195
Safe Use of Pressure Systems – Monitoring and Review Action Plan	196
Guidance and Records	197
Definition of a Pressure System	197
Marking of Pressure Vessels.....	197
Installation	198
Repairs and Modification	198
Safe Operating Limits	198
Protective Devices.....	198
Written Scheme of Examination	199
Responsibility of Users and Owners to Define Scope of Scheme.....	199
Confirmation of Scope of Scheme.....	199
Competent Person.....	199
Review of Written Scheme	200
Legal Responsibility.....	200
Maintenance	200
Keeping of Records.....	200
Information Instruction and Training.....	200
29. Management of Contractors and Visitors	202
Policy.....	202
Contractors – Management of.....	202
Arrangements for the Use and Control of Contractors.....	203
Construction - Projects Including Design and Management	204
Construction Work.....	206
Notification of Construction Work.....	206
4. Guidance and Records	207
30. Smoking at Work – the Control of	214
Policy.....	214
Arrangements for the Control of Smoking at Work	214
The Control of Smoking at work coordinator will ensure that:.....	214
Smoking - Monitoring and Review Checklist.....	215
Smoking – Monitoring and Review Action Plan	216
Guidance and Information.....	217
Legislation	217
Second Hand Smoke.....	218
Help and advice.....	218
Giving UP	219
Nicotine patches to stop smoking.....	219
31. RSSKL Kindergarten Policies and Procedures	220
Policy - Bringing and Collecting Children to and from the Kindergarten	220
Policy – Bringing and Collecting Children from Classes 1 and 2	221
32. Pregnancy and Nursing Mothers.....	222
Policy.....	222
Arrangements.....	222
2. Pregnancy and Nursing Mothers Monitoring and Review Check List	223
3. Pregnancy and Nursing Mothers Monitoring and Review Action Plan.....	224
Pregnancy Check List	225
33. Nursery Security.....	226

Rudolf Steiner School Kings Langley

Health and Safety Manual



Nursery Arrivals and Departures Policy and Procedures.....	226
Introduction	226
Security Policy.....	226
Protocols.....	226
Policy for Ensuring that Children Arrive and Depart Safely from the Nursery	Error! Bookmark not defined.
Action to be Taken in the Event of Unauthorised Collection	Error! Bookmark not defined.
Nursery Security, Arrivals and Departure – Monitoring and Review Checklist	227
Nursery Security, Arrivals and Departure – Monitoring and Review Action Plan.....	228
34. School Trip Policy.....	229
Policy.....	229
Arrangements for the Proposed Trip / Visit	229
Guidance on Arranging Trips	230
Staff/Pupil Ratios.....	231
After Permission is Granted and with Immediate effect:	233
At least Three Months in Advance.....	233
Six Weeks in Advance.....	234
Two Weeks in Advance	234
The Day Prior to Departure / the Day of Departure	235
During the Visit or Activity.....	236
Delayed Return	236
On Return.....	236
35. Travel Plan	237
School Day / Residential Trip Activity Form	238
Parent Consent Form	240
36. Work Experience	243

Rudolf Steiner School Kings Langley

Health and Safety Manual



3. APPOINTMENT OF SPECIFIC HEALTH & SAFETY DUTIES - 2017 – 2018

TOPIC	RESPONSIBILITY
Health and Safety Overall Compliance	The Board of Trustees / The Principle
Health and Safety – Day to Day	Bursar/Estates Manager
Risk Assessment	Teachers/Estates Manager
Child Protection/Violence and Aggression	Child Protection Officer
Safety Training	Education Facilitator/Bursar/Estates Manager
Work Related Stress	SMT / HR
Personal Protective Equipment	Bursar / Estates Manager
Food Hygiene and Pest Control	Bursar / Estates Manager/Contractor
Manual Handling	Estates Manager
Gas Safety	Estates Manager
Fire and Emergency Evacuation	Bursar / Estates Manager
Electrical Safety	Estates Manager
DSE Safety	Bursar / Estates Manager/Teachers
Noise at Work	Teachers / Estates Manager
Control of Substances Hazardous to Health	Teachers / Estates Manager
Control of Contractors	Estates Manager
Legionella	Estates Manager
Pressure Systems	Estates Manager
First Aid and Accidents	Bursar / First Aid Mandate Holder
Work Equipment	Bursar/Teachers / Estates Manager
Working at Height	Estates Manager
Transport	Bursar / Estates Manager
Nursery Security	Teachers / Estates Manager
Educational Trips	Teacher / Bursar
Environment Management	Estates Manager

Rudolf Steiner School Kings Langley

Health and Safety Manual



4. HEALTH & SAFETY ACRONYMS

ACRONYM	MEANING
AAIAC	Adventure Activities Industry Advisory Committee
AALA	Adventure Activities Licensing Authority
AALS	Adventure Activities Licensing Service
ACM	Asbestos Containing Material
AIB	Asbestos Insulation Board
BAALPE	British Association of Advisers and Lecturers in Physical Education
CDM Reg's	Construction (Design and Management) Regulations
CFM	Chief Fire Marshal
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health (Regulations)
CSDS	Chemical Safety Data Sheet (<i>see MSDS and HSDS</i>)
D & T	Design and Technology
DCSF	Department for Children, Schools and Families
DfES	Department for Education and Skills
DOH	Department of Health
DSEAR	Dangerous Substances and Explosive Atmosphere Regulations
DSE	Display Screen Equipment – (Regulations)
EHO	Environmental Health Officer (Local Authority Enforcement Officer)
EVA	Educational Visits Adviser
EVC	Educational Visits Co-ordinator
FM	Facilities Management
GP	General Practitioner
H&SWA	Health and Safety at Work etc. Act 1974 (<i>see HASWA</i>)
HASWA	Health and Safety at Work etc. Act 1974 (<i>see H&SWA</i>)
HAVS	Hand Arm Vibration Syndrome
HFRS	Hertfordshire Fire and Rescue Service
HSC	Health & Safety Commission (<i>now amalgamated with the HSE</i>)
HSDS	Hazard Safety Data Sheet (<i>see MSDS and CSDS</i>)
HSE	Health and Safety Executive
ICT	Information and Communication Technology
KPI	Key Performance Indicator

Rudolf Steiner School Kings Langley

Health and Safety Manual



ACRONYM	MEANING
LA	Local Authority
LOLER	Lifting Operations and Lifting Equipment Regulations 1998
LST	Low Surface Temperature (Radiators)
MSDS	Material Safety Data Sheet (<i>see CSDS and HSDS</i>)
MHO	Manual Handling Operations
MHW Reg's	Management of Health & Safety at Work Regulations
NUT	National Union of Teachers
PAT	Portable Appliance Testing
PED	Property and Estates Division
PPE	Personal Protective Equipment
PTW	Permit to Work
PUWER	Provision and Use of Work Equipment Regulations
RA	Risk Assessment
RAMS	Risk Assessment and Method Statements
RIDDOR	Reporting of Diseases and Dangerous Occurrences Regulations
RPE	Respiratory Protective Equipment
RSM	Record System Manual
S & S	Sites and Safety
SDS	Safety Data Sheets
SSOW	Safe Systems of Work
SWP	Safe Working Procedure
VDU	Visual Display Unit
VWF	Vibration White Finger
WAG	Wales Assembly Government

Rudolf Steiner School Kings Langley

Health and Safety Manual



5. EQUAL OPPORTUNITIES POLICY

GENERAL

Everyone has the right to be treated with dignity and respect at work and we are committed to the principle of equal opportunity in employment. We will not treat anyone less favourably or tolerate discrimination or harassment on the grounds of:

- Gender, including gender reassignment;
- Marital or civil partnership status;
- Having or not having dependants;
- Religious belief or political opinion;
- Race (including colour, nationality, ethnic or national origin);
- Disability;
- Sexual orientation;
- Age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

TO WHOM DOES THE POLICY APPLY?

It is the responsibility of all employees to adhere to the equal opportunities policy. **Equality commitments** We are committed to:

- Promoting equality of opportunity for all persons;
- Promoting a good and harmonious working environment in which all persons are treated with respect;
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation;
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice;
- Complying with our own equal opportunities policy and associated policies;
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the grievance procedure. A copy of this procedure is available in the staff handbook. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Rudolf Steiner School Kings Langley

Health and Safety Manual



6. CODE OF CONDUCT AND EMERGENCY PROCEDURES

PLEASE REPORT:

Anything which may be hazardous to you or anyone else i.e.: -

- Equipment malfunctions and electrical defects;
- The discharge of any fire extinguisher;
- Any medical condition which may affect your or others safety at work;
- All accidents no matter how small and ensure they are recorded in the accident book;
- All incidents including near-misses regardless of any lack of damage or injury;
- Any damaged equipment of which you become aware.

GENERAL

Please ensure that you:

- Comply with safety signs and follow any warnings which may be given;
- Keep your work place clean and tidy;
- Mop up or report spillages ensuring that suitable signage / protection is in place (before you leave the area).

Please Don't

- Leave equipment in a condition or position where it may later injure you or someone else;
- Let any person operate work equipment for which you are responsible unless they are competent so to do.

HYGIENE

Please ensure that you:

- Wash your hands before and after using the toilet;
- Wash your hands and remove all safety equipment before eating.

Please Don't

- Eat or drink in any area where dust, dirt or fumes are present;
- Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition.

Rudolf Steiner School Kings Langley

Health and Safety Manual



ELECTRICAL

Please ensure that you:

- Know the location of your equipment's electrical switches;
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use;
- Unplug/switch off electrical equipment when not in use.

Please Don't

- Bring any personal electrical equipment onto the premises unless authorisation has been given by School management;
- Leave trailing cables over which you or others may trip;
- Use 240 Volt equipment outside or in wet environments;
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not authorised and competent so to do.

WORK EQUIPMENT

Please Don't

- Drive or operate any vehicle unless you are competent and have been authorised to do so;
- Ignore or remove equipment or machinery guards;
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent and authorised so to do;
- Wear gloves when using machinery with exposed rotating parts;
- Use tools that are damaged or incorrect for the task;
- Operate any work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or coordination i.e. drowsiness;
- Use any equipment without wearing the appropriate specified personal protective equipment;
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

FIRST AID

Please ensure that you:

- Know who the First Aiders are;
- Report any accident to the first aider who will record it in the accident book;
- Report to the first aider anything used from the first aid kits.

Please Don't:

- Use the first aid cabinets to store any medicines, ointments, tablets etc;
- Use the pins, bandages, plasters etc. for any other purpose.

Rudolf Steiner School Kings Langley

Health and Safety Manual



SUBSTANCES

Please ensure that you:

- You only use a substance for which you have a MSDS and a COSHH Risk Assessment
- Return left over or unused substances to their correct and safe storage area;
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided;
- Keep all lids on substances between applications and when not in use;
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you;
- Report all faults with extraction and personal protective equipment immediately and do not use;
- Do not empty any hazardous substance down the drains.

PERSONAL PROTECTIVE EQUIPMENT

Please ensure that you:

- Wear items of protective clothing/equipment provided. In particular, these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties;
- Maintain all protective clothing and equipment properly and inform the School of any loss or damage to such clothing and equipment;
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised so to do.

SAFE ACCESS

Please Don't:

- Work at height unless you have safe access equipment, are authorised so to do, and the work is undertaken in a safe, pre-planned manner;
- Climb shelving or any structure or stand on chairs or other unsuitable equipment or surfaces.

Rudolf Steiner School Kings Langley

Health and Safety Manual



FIRE

Please ensure that you:

- Know your fire escape routes and relevant evacuation procedures;
- Know where extinguishers are and only use them if you have been trained;
- Raise the alarm;
- Report to assembly point on hearing the fire alarm or any person shouting "Fire";
- Keep exits clear of all obstructions;
- Report any suspected fire hazards to the Estate Manager or Bursar;
- Know the fire wardens.

Please do not:

- Tackle a fire BEFORE raising the alarm and only then if you are trained and confident that you can put it out without endangering yourself and others;
- Re-enter a building after a fire until authorised to do so.

Remember you must accept responsibility for your own health and safety whilst at work by cooperating with the School.

Rudolf Steiner School Kings Langley

Health and Safety Manual



FURTHER INFORMATION

STRESS

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage senior staff to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All staff are encouraged to discuss any matters that may affect their work with their senior colleague or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances, we may be able to find ways to relieve the pressures at work so that they do not become excessive.

VIOLENCE AT WORK

The School aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the School but most importantly to taken care of their own health and safety and that of pupils and others.

Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, pupils or person's visiting/working on our premises.

If you feel you are being subjected to any such treatment you should contact any senior staff member to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

IDEAS AND SUGGESTIONS

You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the School

Regulation Hazard Symbols

The classification, labelling and packaging of substances and mixtures – the CLP Regulation – came into force in all EU member states, including the UK, on 20 January 2010. The CLP Regulations replaced the Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP) on 1st June 2015.

Although the CLP Regulations and the CLP hazard pictograms are very similar to the CHIP hazard symbols, they have a new shape, new design and a new colour. A brief description is given here for information purposes only



Explosive, self-reactive, organic peroxide



Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas



Oxidising gases, oxidising liquids, oxidising solids



Corrosive (causes severe skin burns and eye damage), serious eye damage



Acute toxicity, Very toxic (fatal), Toxic etc



Harmful to the environment

Rudolf Steiner School Kings Langley Health and Safety Manual



You'll see that the old 'harmful/irritant' symbols are missing. These has been replaced by the exclamation mark pictogram:



Harmful skin irritation, serious eye irritation

A couple of new pictograms have also been introduced:

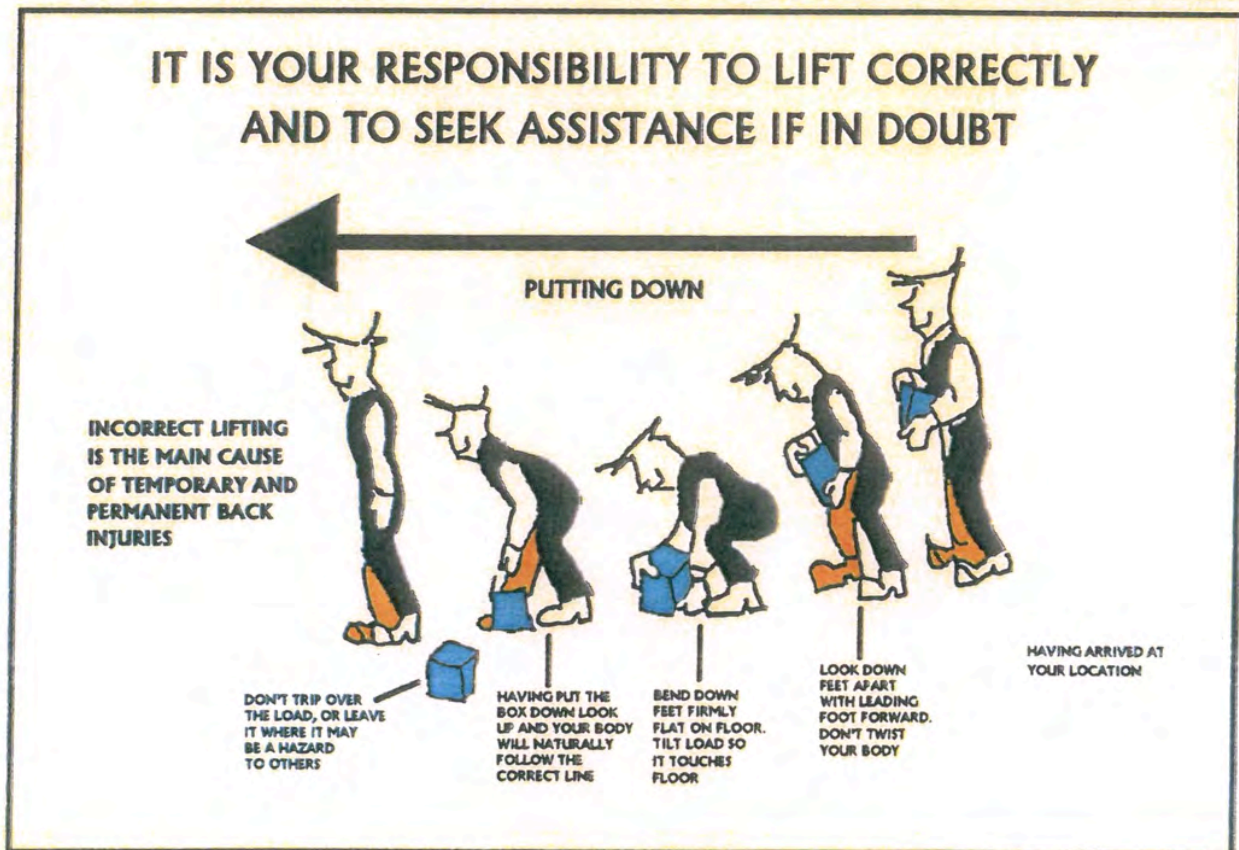
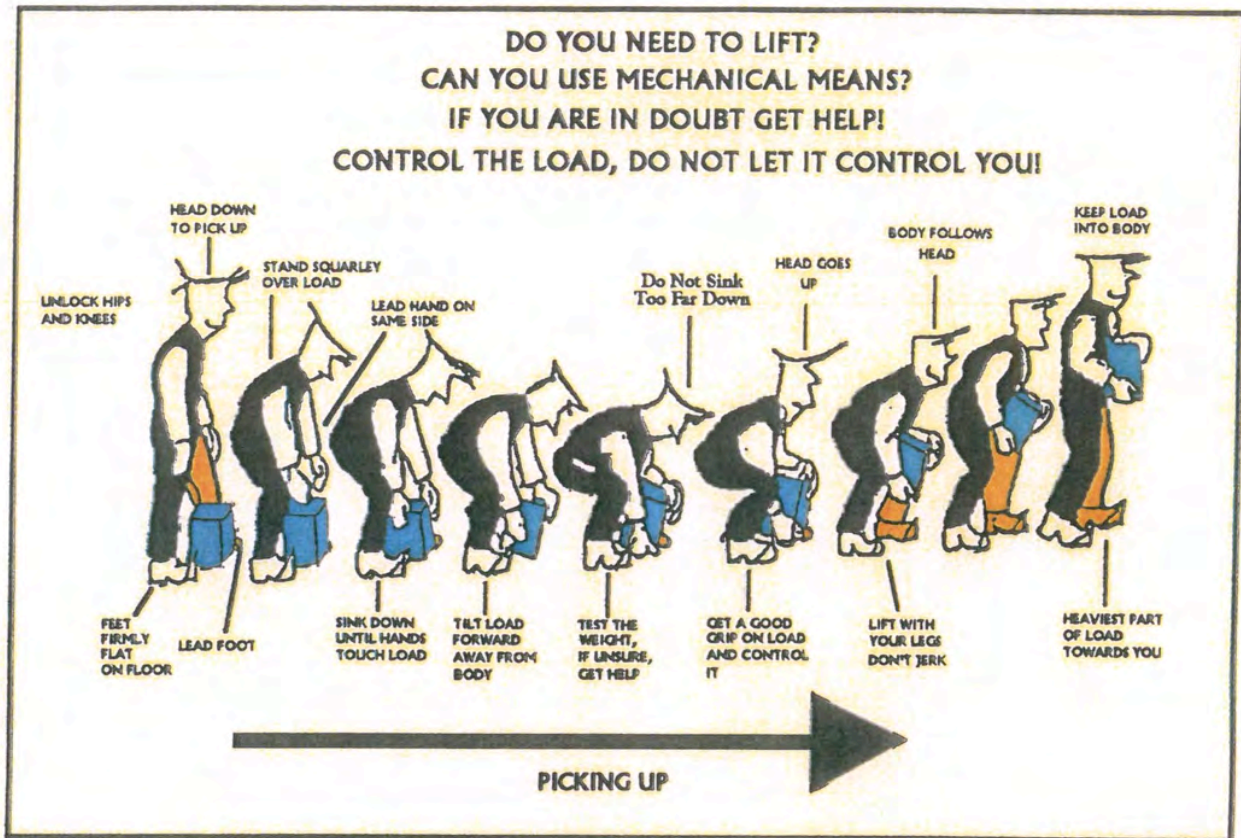


Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard



Gasses under pressure

Manual Handling



Rudolf Steiner School Kings Langley

Health and Safety Manual



7. CONSULTATION WITH STAFF

POLICY

We recognise the importance and benefits to be gained by consultation with our Staff on all Health and Safety matters.

We will ensure that arrangements are in place to consult our staff on the introduction of any measure at the workplace which may substantially affect the health and safety of those staff, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace.

We will ensure that all staff with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide Staff Representatives with information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.

We will allow Staff Representatives to consult with Inspectors from the Enforcing Authority and ensure that they are adequately trained to fulfil their role. We will also meet any reasonable costs associated with such training and allow suitable time off with pay to enable the Staff Representatives to perform their functions.

ARRANGEMENTS FOR CONSULTATION WITH STAFF

The Consultation with Staff Coordinator Will Ensure That:

- 1.1 Arrangements are in place to consult staff or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Staff representatives are provided with sufficient Information and training to enable them to effectively carry out their functions.
- 1.4 Staff representatives are provided with information on reportable accidents.
- 1.5 Staff representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Staff representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Staff representatives are allowed sufficient time off from their normal work to allow them to perform their functions.

Rudolf Steiner School Kings Langley

Health and Safety Manual



CONSULTATION WITH STAFF MONITORING AND REVIEW CHECK LIST

Negative answers should have corresponding entries on the Action Plan Positive answers should cross-reference supporting material

Name: -

.....

Date: -

.....

N ^o	QUESTIONS	YES	NO
1.1	Are arrangements in place to consult staff or their representatives on Health & Safety issues?		
1.2	Has consultation taken place on the arrangements for appointing a competent person?		
1.3	Are Staff Representatives provided with sufficient information and training to enable them to effectively carry out their functions?		
1.4	Are Staff Representatives provided with information on reportable (RIDDOR) accidents?		
1.5	Are Staff Representatives encouraged to make representations on general Health & Safety matters, potential hazards and dangerous occurrences in the workplace?		
1.6	Are Staff Representatives permitted to consult with Inspectors from the Enforcement Authority?		
1.7	Are Staff Representatives allowed sufficient time off from their normal work to allow them to perform their functions?		

Comments or Further Actions	
-----------------------------	--

Rudolf Steiner School Kings Langley Health and Safety Manual



CONSULTATION WITH STAFF MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence listing outstanding matters and revised timescales, where necessary giving the reasons for this.

Include any additional matters discovered during the monitoring.

Nº	COMMENTS
1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	

Date: -

Completed By: -

Signature: -

8. RISK ASSESSMENT

GENERAL POLICY

At the School, we recognise that the assessment of risk is critical in the management of good health and safety in the school therefore we shall, in so far as is reasonably practicable, ensure that we undertake suitable and sufficient assessment of the risks to the health and safety of all employees, students and others whilst they are at work so that we can identify the measures needed to comply with the requirements of current legislation.

We will ensure that all such assessments are reviewed periodically to ensure that, where any significant changes have been made to the safe system of work, the persons undertaking the work, the equipment or substances used in the work process etc., that these changes are in line with statutory requirements.

We will ensure that sufficient competent persons are appointed to carry out any necessary assessments and that all teachers and employees, and in particular duty holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

RISK ASSESSMENT POLICY

The School, in so far as is reasonably practicable, shall ensure:

- That suitable and sufficient assessment is made of the risks to the health and safety of:
 - Employees whilst they are at work;
 - Persons not in their employment but arising out of, or in connection with, their work;to allow the School to identify the measures needed to comply with the requirements of current statutory legislation.
- That all such assessments are reviewed periodically to ensure that where any significant changes have been made to the safe system of work, they are in line with statutory requirements.
- That sufficient competent persons are appointed to carry out any necessary assessments;
- That all employees, and in particular duty holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

RISK ASSESSMENT POLICY FOR MONITORING AND REVIEWING

- All completed risk assessments are valid for one year from the date that they were written / reviewed unless otherwise stated;
- Local Managers / Teachers are required to undertake annual reviews of all their Risk Assessments which should be recorded on the risk assessment;
- Apart from annually, the other occasions when risk assessments MUST be reviewed are: -
 - Immediately upon changes in legislation that directly affects any of the associated risks.
 - Immediately on changes to working practices, new staff / employees or the environmental conditions that could affect staff safety.
 - Immediately after an accident, near miss or serious incident; or
 - If for any reason it is believed that the assessment is no longer valid.

Rudolf Steiner School Kings Langley

Health and Safety Manual



DEFINITIONS

As part of the Risk Assessment process it is fundamental to be clear about the differences between a HAZARD and a RISK therefore we have defined these two phrases below:

- **HAZARD** – Something with the potential to cause harm i.e. Trailing Cables
- **HAZARDOUS EVENT** – Interaction with the Hazard i.e. tripping on Trailing Cables
- **RISK** – The likelihood that the harm from this hazard is realised, and the Consequences of the outcome if it does.

ARRANGEMENTS

There are five main steps in Risk Assessment once you have listed the work tasks, and these are:

1. Look for and identify the hazards;
2. Estimate the risks and decide who or what might be harmed, and how;
3. Evaluate the risks arising from the hazards and decide if these are managed by existing controls or should more be done;
4. Record the significant findings;
5. Review the assessment if significant changes are made or the original assessment was inadequate.

Hazards

Hazards generally fall into six broad groups:

- Mechanical
- Physical
- Chemical
- Biological
- Environmental
- Organisational.

Some hazards fall under more than one group. For example, poor housekeeping can be classified as a physical hazard as well as an environmental hazard.

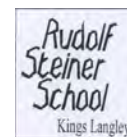
Mechanical Hazards

Mechanical hazards can be categorised according to the type of injury caused:

- crushing – when part of the body is caught between a moving part of a machine and a fixed object, for example an arm or leg in a press
- shearing – when part of the body is subjected to a scissor action from equipment, for example an arm or leg in a scissor lift
- cutting and severing – when part of the body comes into contact with a saw, for example a finger in a guillotine or cut by a knife.
- entanglement – when clothing or hair comes into contact with rotating objects or catches on projections, such as drills, rotating work-pieces or conveyor belts
- drawing-in or trapping – when part of the body is caught between two counter- rotating parts, for example a finger trapped in gears

Rudolf Steiner School Kings Langley

Health and Safety Manual



Physical Hazards

Physical hazards are the most common type of hazards in the workplace and include unsafe conditions that can cause injury, illness and death. These types of physical hazards include:

- tripping
- slipping
- falling from a height or on a level
- being struck by a falling object.

Tripping and/or slipping are often seen as humorous events and not worthy of attention, but slips and trips are the most common cause of major injuries at work. They occur in almost all workplaces and 95% of major slips result in broken bones. They can also be the initial cause of other types of accident, for example falls from height.

Physical hazards are easy to spot but are usually overlooked because of familiarity and resistance to spend time and money on necessary improvements.

Physical hazards also include ergonomic hazards. An ergonomic hazard is a physical factor within the environment that harms the musculoskeletal system. These working conditions or body positions often put strain on the body when a worker's capacity for work is restricted by the type of work. Ergonomic hazards include themes like repetitive movement, manual handling, workplace/job/task design, uncomfortable workstation height and poor body positioning

Chemical Hazards

Chemical hazards can be presented by substances that are:

- used directly in work activities (for example, adhesives, paints, cleaning materials)
- generated during work activities (for example, fumes from soldering and welding).

The level of harm caused depends on the route and speed of entry into the body. Chemicals can harm a person's health when entering the body by:

- **absorption** through the skin, including entry through cuts
- **ingestion** through the mouth, which is considered a rare method of contracting a work-related disease
- **inhalation** through the lungs, which is the most important route of entry because the lungs are very efficient in transferring substances into the body.
- **injection** through puncturing the skin i.e. through cuts or needle prick etc.

Biological hazards

Biological hazards are organic substances or microorganisms that pose a threat to the health of humans and other living organisms. Biological hazards also include toxins that are produced by organisms.

Explain to delegates that biological hazards include:

- pathogenic bacteria
- viruses
- fungi
- parasites.

Rudolf Steiner School Kings Langley

Health and Safety Manual



Environmental Hazards

Environmental hazards are the conditions or state of events that have the potential to affect the environment and adversely impact people's health. These hazards come in various forms and are often unnoticed until an accident occurs.

Environmental hazards include

- noise,
- poor lighting,
- unreasonable temperatures and
- dust.

Organisational Hazards

Organisational hazards are associated with behaviour, workload, time constraints and deadlines.

Studies have shown that the following work dimensions may have the potential to be stressful:

- temporal aspects of work – for example, shift work, overtime
- work content – for example, nature of tasks and level of autonomy
- interpersonal issues within a team – for example, interaction with co-workers, equality of workload
- interpersonal issues with supervisors – for example, provision and receipt of feedback
- organisational structures.

The ideal workload should be organised to provide the optimal alertness. If people are overworked and not performing well they miss potential hazardous warnings through burn out and, if people are underworked they may also miss potential hazardous warnings through rust out

Regular review of these risk assessments is also crucial to ongoing management of our policy.

Risk Assessment forms a crucial part of the RSSKL Health and Safety Policy and you are therefore recommended to refer to the RSSKL "Risk Assessment Procedures" for further detailed information.