

# **Poltair School**

## **Health and Safety Policy and Procedures**

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**Head of School**     **M Everett**

**Head of Governors** **D Vincent**

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## **STATEMENT OF INTENT:**

It is the policy of Poltair school (The School) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the school on associated activities.

The School will ensure, so far as is reasonably practicable, that

- Its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- There are safe systems of work for all employees and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The School recognises its responsibility to provide adequate control of the health and safety risk arising from school and clients' activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety can be delegated to the individual staff members, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CELT Board of Directors. Specific aspects of health and safety procedure at each CELT school must integrate into the CELT Health and Safety Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a health and safe working environment and to report health and safety concerns as appropriate. The School commits to implementing the Health and Safety at Work Act 1974 and UK statutory Instruments, as well as any future health and safety legislation. CELTs competent health and safety representative will provide to the schools' leadership regular information on update, changes and arrangements, about any revisions to safety legislation.

The School supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisation structure will ensure that sufficiently resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendments to this policy will be conducted annually or as necessary to reflect changes in the Trusts strategy, UK or EU Law and any changes will be brought to the attention of staff.

## **HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

The School is one of the Academies, Secondary Schools and Primary Schools within the Cornwall Education Learning Trust (CELT). The CELT holds overarching responsibility for strategic direction. The roles and responsibilities set out in this document cascade from, and in places expand on, duties set out in the CELT policy.

### **Governors**

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare in The School. The Governors will receive regular reports to enable them, in collaboration with the Executive Head / Head of School, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is listed in Appendix A.

### **Executive Head and Head of School**

- General accountability for Health and Safety management in The School in accordance with the general responsibilities set out in the CELT Health and Safety Policy;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, Chief Estates & Facilities Officer (CEFO) or Governors;
- Where contracts are negotiated directly between The School and the contractor, the Executive Head / Head of School is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

### **Leadership team and middle leaders are responsible for:**

- Day-to-day management of health and safety in the area where that team works in accordance with the health and safety policy;
- Ensuring health and safety practices are reviewed regularly;
- Carrying out regular inspections of the area where their team works and making reports to the Site Manager or Chief Estates & Facilities Officer on any defects, unsafe practices and health and safety issues;

- Ensuring that all necessary risk assessments are being carried out by all relevant staff;
- Ensuring that all risk assessments are reviewed periodically (as indicated by the EEC software) or following incidents or significant changes in workplace or systems of work;
- Ensuring all staff in leadership roles are familiar with Health and Safety Files (which include this Policy) and have signed the signature sheet;
- Ensuring all staff in their area of responsibility have access to Health and Safety Files (which include this Policy) and have signed the signature sheet.

### **Site Manager**

- The Site Manager is responsible, in cooperation with the Trust CEFO, for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled;
- The Site Manager must demand action from the contractor where conditions are considered to be unsafe or refer to the Executive Head / Head of School for support where a contractor fails to respond in a timely manner;
- Ensuring working practices and equipment used by the site team are used in accordance with the health and safety policy;
- Carrying out regular site checks and making reports to the Executive Head / Head of School and CEFO on any defects, unsafe practices and health and safety issues;
- Ensuring that all risk assessments for Site Team tasks and activities are reviewed periodically (as indicated by the EEC software) or following incidents or significant changes in workplace or systems of work;
- Ensuring health and safety issues are reported by Site staff and safe practices are discussed at team meetings, especially after an incident or 'near miss';
- Ensuring there is a culture of reporting incidents to the Leadership Team.

### **Health Safety and Wellbeing Coordinator (HSW Co-ord)**

- Develop, publish and share with members of staff, specific Health & Safety procedures for high risk activities within their department, including Science, Design & Technology, PE and Art;
- Maintaining The School's risk assessment system, ensuring regular reviews prior to expiry and/or significant changes or incidents. To ensure risk assessments are completed for internal events and activities as required, offering assistance and guidance to staff as needed;
- Ensure compliance with specific Health & Safety procedures in high risk areas, such as Design & Technology, including regular checks of machinery to ensure safe working order;
- To ensure all staff receive training in Health and Safety matters (including H&S Induction, DSE, fire safety, offsite visits, manual handling, asbestos awareness and use of ladders / working at height). Ensure ongoing training needs of

Academy staff are monitored and training identified and opportunities are recommended where required;

- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- To ensure the appropriate use of chemicals and COSHH are operated safely, with staff being trained accordingly;
- Resolve any health and safety or welfare problems referred by members of staff, informing the Executive Head / Head of School of any problems to which satisfactory solutions cannot be achieved with the resources available;
- Ensure compliance with all statutory requirements and inspections, to mitigate and assess associated risks and action corrective works as and when necessary. Check that all inspections are carried out within specified timeframes and accurately recorded;
- Check the adequacy of procedures for both emergency evacuation and emergency lockdown of the school site, developing and updating as necessary, in liaison with the Executive Head / Head of School, Senior Leadership Team (SLT) and Site Manager.
- Ensure that fire precautions are adequate and a copy of the Fire Action Notices and emergency evacuation assembly point(s) are prominently displayed in all rooms and areas;
- Establish acceptable housekeeping and safe storage standards in all areas of The School;
- To oversee the Accident and Incident Reporting procedures for The School, ensuring that all accidents and incidents (including near misses) are promptly reported and investigated using the appropriate forms and procedures;
- Ensure appropriate actions are taken for conscious non-compliance to statutory legislation and / or Academy policy, referring any such matters to the Executive Head / Head of School;
- To have an overview of the procedures for the creation and issuing of Personal Emergency Evacuation Plans (PEEPs), working closely with relevant staff to ensure these are completed to the required standard and in a timely manner.
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of, and make use of, such guidance;
- Act as the Educational Visits Coordinator (EVC) in accordance with published guidance and policies.

### **Educational Visits (EV) Coordinator (EVC)**

- The EVC is responsible for maintaining an oversight of the whole Educational Visits process, ensuring EV procedures are followed by EV Leaders;
- The EVC will ensure that risk assessments have been completed by Visit Leaders, and will request action where needed;
- The EVC will check and sign off EV documentation, including risk assessments, medical information, costings. The EVC will also ensure incidents that happened

on the Visits are recorded according to The School incident reporting procedures, including first aid provided;

- The EVC will prepare reports on Educational Visits for the Executive Head / Head of School and Governing Body when requested.

### **All Employees**

All employees have a general responsibility, as far as is reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do acts or omissions).

In particular, employees have a responsibility to:

- Co-operate with the employer on matters of health and safety in accordance with legislation;
- Comply with the CELT and Poltair School Health and Safety Policies;
- Report all accidents and incidents;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety;
- Co-operate with the schools' leadership and management on all matters relating to health and safety;
- Inform the schools management in a timely manner and in accordance with legislation if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;
- Checking classrooms / work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed (eg not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their students, support staff, themselves, and where relevant members of the public;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety group meetings, if appropriate.

### **Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with The School's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher or site team staff member as applicable.

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# **ARRANGEMENTS FOR HEALTH AND SAFETY**

## **FIRST AID**

The School has assessed the need for First Aid provision and has identified that a minimum of two fully qualified First Aiders holding the First Aid at Work Certificate and a minimum of ten personnel holding the Emergency Aid Certificate are required for adequate cover. This includes external blocks, remote sports fields, after school activities, off-site trips and activities and first-aid cover for employees working outside of school hours.

### **First Aid Co-ordinator**

The First Aid Co-ordinator, named at Appendix A, is responsible for overseeing the arrangements for First Aid within The School.

Their duties include ensuring:

- that First Aid equipment is available at strategic points in The School (see Appendix 2)
- that the correct level of First Aid equipment is maintained in each First Aid box
- that a sufficient number of personnel are trained in First Aid procedures (see Appendix 2)
- that First Aid qualifications are, and remain, current (eg First Aid at Work Certificates are valid for 3 years)

This person will also regularly check First Aid logs for indications of recurrent or frequently reported types of injury in conjunction with the Chief Estates & Facilities Officer.

### **First Aiders**

The First Aiders listed in Appendix 2 will provide First Aid treatment for anyone injured on site during The School day. They will also provide, as appropriate, First Aid cover for:

- trips & visits
- extra-curricular activities organised by The School (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

Departmental First Aiders are responsible for periodically checking the contents of First aid Kit(s) in their area and liaising with the First Aid Co-ordinator to replenish or replace holdings as required.

First Aid cover is not provided for:

- Contractors
- Members of the Public hiring The School premises outside of academy day.

First Aiders are responsible for ensuring that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section).

### **Allergies**

All staff and children who suffer from allergies will be recorded in the medical conditions records with treatments specified. Emergency actions for severe cases will be posted on the notice board in the staffroom, all

relevant training taken by staff, and all staff expected to be familiar with procedures. Parent/carers of children new into the school will have to disclose all relevant medical needs of their child by completing medical questionnaires.

### **Treatment of Injuries**

The School will rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons. In emergency situations, the First Aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend. Where there is any doubt about the appropriate course of action, the First Aider will be expected to consult with the Health Service helpline

NHS DIRECT                      111

and, in the case of student injuries, with the parents or legal guardians if they can be contacted. The School remains responsible for the health, welfare and safety of students until the parent or carer can take over.

**If in doubt, call 999.**

### **Suspected Head, Neck & Spinal Injuries to students.**

In the event of a suspected head, neck or spinal injury to a student, it is the policy of this Academy, in addition to the normal First Aid procedures, that the pupil's parent or carer is contacted and informed of the injury.

The attending First Aider, in consultation with the parent or carer, will decide the appropriate course of action in each case. The First Aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the First Aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

### **Other Significant Injuries**

Any other serious or significant injury will be notified to the parents or carers by the quickest means possible (normally by phone). Records of notification by telephone to parents will be kept by the Student Health Worker. Copies of written notification are held in the Medical Room log. Where a member of staff is unsure if an injury is significant or serious, they should inform parents or carers anyway.

### **Escorting students to Hospital**

When it is necessary for a student to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or carer is in attendance. The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent or carer if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty. The member

of staff will stay with the pupil until a parent or carer arrives, can be clearly identified and responsibility is “handed over”.

## **MEDICINES IN POLTAIR SCHOOL**

See separate Medical Policy

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# **ACCIDENTS**

## **Reporting Officer**

The reporting officer (see Appendix 1) is responsible for the collection of information and the completion of the On-Line Accident Report on Cornwall Council Online Accident Reporting system. In his/her absence, this role will be fulfilled by Deputy Reporting Officer (see Appendix 1).

All accidents must be reported to the reporting officer. The Operations Manager will review on-line accident reports to assess incidents and any possible patterns emerging.

The Reporting Officer will record all accidents on The School Incident Log system. The following incidents will be recorded and reported using the CC Online Accident Reporting System:

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on The School site
- Any incident resulting in an injury to a student which was (or might be) due to
  - The condition or layout of the premises or facilities
  - The condition of any equipment in use
  - The level (or lack) of supervision
  - The level or quality instruction or training provided
- Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Any "Occupational Disease" as listed in RIDDOR.

All other incidents will be recorded in The School's Incident Log. This includes:

- Bumps, scrapes, bruises resulting from PE or break time activities
- Minor cuts (e.g. Food and Design Technology)

The School will report annually to the Local Governing Body on serious accidents and 'near misses' during the year.

## **Accident Investigation**

All accident reports will be seen by the Operations Manager and the Executive Head / Head of School, who will decide if an investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Major incidents will be reported to the Health and Safety Governor.

All on-line reports are sent electronically to the Health, Safety and Wellbeing Services section at County Hall and are reviewed by a Health and Safety Officer under the terms of the current SLA.

## **Accidents Reportable to the Health and Safety Executive**

Reports of fatalities, major accidents and over-seven-day incidents are forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

(RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents under the terms of the current SLA.

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## **FIRE**

### **Fire Safety Officer**

The Responsible Person (as defined in Regulatory Reform (Fire Safety) Order 2005) is the Executive Head / Head of School, who retains overall responsibility for ensuring that:

- Suitable and sufficient Fire Risk Assessment has been carried out and acted upon
- General fire precautions have been provided
- Records are kept of significant findings and control measures
- Adequate instruction and training to staff has been provided

The duty of ensuring that Fire Safety Policy and Emergency Evacuation Procedures are reviewed and implemented throughout The School has been delegated to the Operations Manager and Site Manager.

The duty to review and act upon any recommendations of the fire risk assessment has been delegated to Site Manager, who also keeps records of the review and action plan.

Day-to-day fire safety-related duties have been delegated to the Site Manager, as follows:

- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- In cooperation with the Executive Head / Head of School and members of SLT, arranging a fire evacuation drill at the beginning of the school year and at least once every term
- Recording the fire evacuation drills in the Fire Log book.

The persons responsible for producing reports on significant issues during fire evacuation drills are the Operations Manager and HSW Coord.

### **All Staff**

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

This procedure will form part of the Induction for new staff and will be issued by email to all staff at the beginning of every academic year. Additionally, a single briefing will be held at the start of every year to remind staff of the procedures. A register will be taken at the briefing to ensure all staff are present.

### **Evacuation and Registration Procedures**

The detailed procedures are set out in the Poltair School Policy for Evacuation, Assembly and Registration Procedures. Warnings and immediate actions are set out below.

#### **Fire Warning Signal**

Continuous ringing of the bell lasting for approx. 1 minute, followed by a period of silence for approx. 1 minute. Class teachers must ensure that class stand in silence.

#### **Fire Alarm**

Continuous ringing of the bell following the warning signal. All staff and students to follow evacuation procedures. Students must take their belongings with them.

#### **All Clear Signal**

5 short rings of the bell following the warning signal.

#### **All staff with radios please ensure they are moved to channel 15**

A plan of the Evacuation Assembly Point is displayed in Reception, all classrooms, offices and other working areas.

- In case of fire, staff will use the nearest break-glass call point (Manual Call Point) to raise the alarm;
- Site Manager (or Site Team member in his absence) will immediately go to the main Fire Panel (Reception), and will inform SLT about the location of the fire;
- Site team is responsible for opening the external side gates immediately upon sounding of alarms;
- Attendance Co-ordinator is responsible for taking out the pupil registers for Heads of Year to collect in the Assembly Point. Heads of Year will distribute the registers to Tutors and teaching staff;
- Office Administrator to take register of teachers and support staff, including supply teachers;
- A member of Reception staff to take register of visitors and contractors;
- All staff, students and visitors will use the nearest fire exit to evacuate to the Assembly point (Year 7,8,9,10,11 Yards as set out). Class teacher is responsible for ensuring all students evacuate in timely and quiet manner;
- Fire Service is called automatically by the monitoring service, unless contacted by the school (in case of false alarm);
- Personal emergency evacuation plan is in place for all persons who may require one – wheelchair users, persons using crutches etc;
- Lifts should not be used in the event of a fire or fire evacuation;

- Reception maintains radio contact with SLT;
- Contingency arrangements if quick return to the building is prohibited (see below).

### **Additional Information/Responsibilities**

- Break/lunch time – leave by the nearest available exit;
- Staff to sign in and out in staff log book during normal school hours if they leave the premises;
- Staff who are in school outside their normal working hours to sign in and out of school.

### **After school activities, holidays and weekends**

#### After school activities

- Staff to take the register of students before the activity and email it to Attendance Officer;
- In the event of the emergency evacuation, staff will accompany the students to the Assembly Point, using the nearest exit;
- Staff will take the register of students and report to Attendance Officer.

#### Weekends and holidays

- All staff to sign in and out in Reception – use the paper log book;
- All visitors and contractors to sign in and out;
- In case of the fire alarm sounding, all staff, visitors and contractors to evacuate to the Assembly Point in staff car park, using the nearest exit;
- Site team member on duty will go to the fire panel, to check the location of the emergency;
- The site team member will take the staff, visitor and contractor log book with him and will go to the location indicated on the fire panel to confirm the emergency;
- The site team member will go to the Assembly Point (staff car park) and take the register of all present;
- The Site team member will contact senior SLT member – list held in the Site office.

### **Events (e.g. performances, open evenings, sporting events on site)**

- Risk assessment must be completed prior to any event, identifying the emergency procedures to be in place;
- For all events, members of staff must be designated as Fire Marshalls, to assist in evacuation by pointing out the correct routes and exits, and to check their designated areas (including toilets, changing rooms, etc.);
- School staff will be responsible for school students, and will take registers before each event;
- Information on emergency procedures, evacuation routes and location of Assembly Point must be given by the member of SLT present (as identified in the risk assessment for the event).

### **Procedure to be followed in the event of a failure of the fire alarm system**

- Site Manager or in their absence, a member of site team will immediately notify office team who will ensure that all members of the Leadership

Team are notified and in addition a high priority email is to be sent to all staff invoking the following procedure:

- In the event that a fire is discovered staff should first ensure that students and staff in the immediate vicinity are evacuated to safety by shouting FIRE and a telephone call is made to reception indicating the location of the fire, the severity of the fire and that the vicinity is being evacuated.
- Only if it is safe to do so, staff in the immediate area, should also direct other students or staff away from the vicinity of the fire.
- Reception staff will ensure that site staff are immediately advised, using the radio system, of the location of the fire and the severity if known. Reception staff will then contact a member of the Leadership Team who will if appropriate give instructions to telephone the Fire Brigade using 999.
- Immediately upon receipt of the notification of a fire, Site staff will go the site office and will be deployed by either the Site Team Leader or a member of Leadership Team to separate areas of the site sounding the "Air Horns" and with shouts of fire to ensure that the premises are promptly evacuated.
- The computer system messaging programme may be used to supplement information broadcast.

## **Procedure to be followed in the event return to school is impossible**

### **Critical Incident (major fire, bomb threat, flood, gas leak) – this procedure is also detailed in the Emergency Management / Business Continuity Plan.**

- The signal for evacuation will be the same for any critical incident (fire alarm), and the above evacuation procedures apply.
  - Students, staff and visitors will assemble in the usual Assembly Point, in accordance with the above procedures.
  - Once confirmed that the return is not possible (or in case it is confirmed there will be a major delay and the weather is adverse), the Emergency Management Plan will be activated – designated members of staff to assume their responsibilities.
  - Procedure to be followed:
    - Site Manager will contact the Rugby Club to apprise them of the situation and to advise that the move is imminent.
    - Visitors will report to the Reception staff and leave the site.
    - Contractors will report to the Reception staff and leave the site.
    - Site Manager (or his Deputy) will take his car to the Rugby Club.
    - Students and staff will leave the site via the gate in Area A, moving by year groups, starting with Year 8, followed by Year 7 and Year 9.
    - Year 11 and Year 10 will move to the Area A and follow the evacuation route.
    - Heads of Year, Tutors and Class Teachers will walk alongside the students, ensuring safe and orderly transfer.
    - Support staff will supervise the route, ensuring any hazardous areas (road crossings, blind corners) are safe.
    - Once in the Rugby Club grounds, the students will move into the Hall and sit on the floor.
    - Reception staff will start contacting parents (by text message) to inform them of the situation and to give them the option to pick the students up, or to confirm that the students are allowed to walk home. NOTE: This needs to be done at staggered times, e.g. Year 7 at 10, Year 8 at 11 etc.
    - PR and Communications Manager will contact local radio stations and put the announcement on the social media.
    - Attendance Officer will contact the coach company to inform them of the change in location.
    - Students whose parents haven't picked them up/confirmed will be dismissed at the normal end of school day time.
    - Any students who are awaiting pick-up will stay in the Rugby Club until their parents arrive.
    - Staff will stay in the Rugby Club until all students have left.
    - Members of staff can leave once all students have left and / or at the direction of the Executive Head / Head of School.
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## **LOCKDOWN**

The Lockdown Policy is held as a stand-alone document.

The Lockdown procedure will be displayed in classrooms and is reproduced below for information:

A lockdown may be initiated for a number of reasons; suspect people on the site, being warned by the Police that there are, or may be, suspect people in the immediate area etc.

A lockdown is when the buildings are secured, with staff and students indoors. Minimal outdoor movement is taking place and then only under direct radio direction.

The lockdown message may be passed by radio, personal visits or by computer messaging.

When a lockdown is initiated carry out the following actions:

- If you have a radio switch to channel 15
  - Listen for instruction and feedback information when requested, keep transmissions to a minimum
- If in a classroom during lesson times secure the doors, close windows and blinds (if you have them).
  - Students please sit quietly on the floor and wait for instructions.
- If outdoors go to the nearest available academy building and go indoors, check areas on the way and sweep students indoors without delay.
- During breaks periods go indoors and if practical then to your tutor room.
  - If you would need to go outdoors to get to your tutor room go to the hall and wait for instructions – you will probably then be moved to the gym or sports hall.

### **SLT**

- Executive Head / Head of School, SVP and VP go to the Site Office to observe CCTV and act as controllers
  - Decide on calling the Police on 999 and make the call as decided
- APs patrol corridors, check external doors are secured and report by radio to Executive Head / Head of School / controller
  - avoid windows as far as possible

### **Site Team**

- Listen for instructions by radio, assist in securing buildings
- Prepare to observe individuals and pass observations to the Executive Head / Head of School / SVP / VP in charge

### **Police actions**

- When the police arrive they will be robust in dealing with anyone they come across, carry out any instructions from them immediately.
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## **ELECTRICITY**

The School will undertake to inspect and test all portable electrical appliances (PA) by a competent person at least once every two years. The School has arranged for these tests to be carried out by external contractor and the Site Team (Site equipment). Site Team will also PA Test any new equipment brought to The School by other staff, upon notification. All test certificates will be kept in Site office for the duration of the life of the appliance.

### **Co-ordinator**

The Site Manager is responsible for ensuring that all equipment is available for testing. The manager is also responsible for liaising with contractors to arrange whole academy fixed wiring inspection every 5 years.

### **Personal Items of Equipment**

Personal items of electrical equipment should not be brought into academy for use by staff or students.

If it is for a one off type event then permission must be sought from Site Manager and the equipment must have a current portable appliance test – staff must contact the Site Team to have the equipment tested.

Where possible rechargeable battery type pieces of electrical equipment should be used.

### **All Staff**

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment is not to be used and must be reported to Site Team using the defect reporting system (database) or via email for repair/replacement.

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## **WORK EQUIPMENT**

The Site Manager (for Site team) and team leaders (for their teams) will be responsible for overseeing the purchase of all work equipment. All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

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## **WORKING ALONE**

It is recognised that, from time to time, it may be necessary for academy employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in The School on their own. The School has assessed the risk to these individuals using the EEC Risk Assessment Software and has introduced suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks are kept in the Site Office and in all team H&S files. Any staff wishing to work outside normal academy hours must have prior agreement / permission from a member of the Site Manager.

### **Academy Security**

The Duty Caretaker is the person who is responsible for the security of The School at the end of the day by ensuring that doors, windows, skylights etc. are secured.

The Duty Caretaker is also responsible for carrying out checks of the premises during The School holidays.

### **Academy staff responding to call outs**

When staff are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed. The risk has been assessed using the EEC Software and safe working procedures have been introduced.

The Site Team are The School's nominated representatives who will respond in an out-of-hours call out and in addition will refer to the Executive Head / Head of School or CELT CEFO as necessary.

## **Call Out Arrangements**

The School has introduced call-out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

- In the event of a callout for Security/Alarm activations the member of the Site Team receiving the call should endeavour to contact the police by telephone and arrange to meet the police on site wherever possible.
- In the event that the police are unable to respond to the callout and meet a member of staff on site, the member of staff should contact PJI Security on the number provided and arrange to meet them on site before entering the premises.
- If PJI Security are not available to attend, the member of staff should contact another Site Team member or the Executive Head / Head of School.
- Site Staff attending the premises for a callout should ensure that they have a means of communication via either the caretaker's mobile telephone or a personal mobile telephone to ensure that a direct link to further support e.g. police or emergency services is possible if require
- The person receiving the callout should normally call a family member on arrival at site, at regular intervals whilst on site, when leaving site .Upon leaving the site the family member should know when to expect the member of staff to return home and should ensure that the police are called immediately if the staff member does not return in time.
- An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.
- **No employee is expected to enter a building where it is believed that there is a significant risk.**

A copy of the procedures introduced to control these risks will be kept in the H&S File in the Site Office. Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

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## **VIOLENCE - Physical or Verbal Attacks**

### **Zero Tolerance**

Violence is not tolerated in this academy. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this academy.

### **Violence towards Staff**

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police. Violence towards staff from students will be dealt with using The School's internal disciplinary procedures (which may include police involvement where appropriate).

### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **Violence towards Students**

Violence between students will normally be dealt with using The School's internal disciplinary procedures (which may include police involvement where appropriate). Violence towards students from staff, visitors or members of the public will be reported to the police.

### **Responsibilities**

The Executive Head / Head of School assisted by the HSW Coord is responsible for ensuring that all:

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received appropriate instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

All staff have a duty to:

- Comply with The School policy and any instructions provided for reasons of health and safety
- Attend any training provided for health and safety
- Report all violent incidents (including verbal violence) to their line manager or SLT
- Report any concerns or failures in safety systems

### **Team Teach**

'Team teach' is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this academy relevant staff are trained in team teach techniques (listed in Appendix 1). A specific policy, aimed at the control of students, has been adopted; see The School Policy in the Use of Force to Control or Restrain Pupils.

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## **ARRANGEMENTS FOR SUPERVISION OF PUPILS**

The School will be open from 8.15am to 4.30pm on weekdays during term times.

- Supervision ratios & locations between academy opening and lesson start time
  - Teaching staff are available and on duty through directed time in tutor rooms and corridors. The staffing ratio is 1:16 In addition Duty Staff are allocated to the Main Car Park from 8.15 to 8.30

- Supervision ratios & locations at break and lunchtimes
  - The Leadership Team and all postholders operate a Duty Rota during break and lunchtime periods with staff posted at key strategic points as follows:
  - Year 7-8 Yard, Field, English Block, Canteen, Maths and MFL Building, Art Block, Learning Centre and in addition there are four staff patrolling The School. The staffing ratio at these times is 1:65
- Supervision ratios & locations between end of lessons and academy closing time
  - Duty staff are allocated to the main car park and The School back gate between 3.00pm and 3.15pm to supervise students leaving the site. After 3.15 students may use the Library for homework and private study otherwise students are only permitted on the campus if they are participating in after school clubs or planned activities. Supervision ratios are 1:29
- After School Clubs and Activities
  - Staff must take a register of students at the beginning of the activity, and email it to Attendance Officer. After the club/activity, staff must stay with the students until they are picked up or it has been confirmed that they are allowed to go home on their own.
- Areas to be used by students outside lesson times
  - Students are not permitted in tutor rooms outside of lesson times however they may use the corridors, canteen, Core and outside spaces which are supervised by duty staff.
  - Duty Staff monitor pupils who have not been collected and arrangements are made to contact parents by telephone. Students are allowed to wait under supervision in reception pending the arrival of parents.

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## **RISK ASSESSMENT**

The School will carry out risk assessments (RA) for all activities using the European Education Consultants Risk Assessment Software (EECLive), CLEAPSS, aFPE or the MS Word® risk assessment form available to staff (for trips and visits).

The EEC Live software indicates when risk assessments need to be reviewed. Risk assessments are also reviewed following incidents or significant changes in personnel, workplace or systems of work. The HSW Co-ord is responsible for ensuring that reviews are called up for RA held on other systems.

The CEFO is responsible for overseeing the risk assessment process. HSW Co-ord, Site Manager and team leaders are responsible for managing the risk assessment process in their respective areas and producing relevant reports for the CEFO.

Teaching staff are responsible for managing the risk assessment process within their classrooms/on the school site for all activities involving their students, support staff, and others.

The Site Manager is responsible for assessing risks associated with the grounds and premises.

The Education Visits Coordinator (EVC) is responsible for over-seeing and co-signing the safety of Educational Visits out of schools, individual teachers in charge will clear their risk assessments with the EVC.

The CEFO is responsible for producing relevant reports on the risk assessment process (completion and review, as well as any outstanding control measures) for the Executive Head / Head of School and the Governors.

All staff are required to support the risk assessment process. Staff identified with responsibility for activities is required to carry out or lead the risk assessment process for those activities. Team leaders are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Team leaders are also responsible for ensuring all department staff are familiar with Health and Safety files and have signed the signature sheet in front.

### **Safe Working Procedures**

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from the HSW Coord or Site Manager and in H&S files held in every team area.

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## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Site Manager and the team leaders in relevant areas of The School will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice). In addition the Site Manager and the relevant team leaders will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. Replacement PPE must be readily available at all times)

### **Staff and Student Responsibilities**

When issued with PPE; staff and students are required to wear it correctly. Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

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## **THE CONTROL OF HAZARDOUS SUBSTANCES (COSHH)**

All substances which may be considered hazardous to health have been assessed using Cornwall Council Sympol CMS system (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to The School and copies are available in the Health and Safety files held in each team area (where relevant – Site, DT, Art, Food, Grounds maintenance). Copies are available through the COSHH Coordinator.

### **COSHH Coordinator**

The Chief Estates & Facilities Officer is responsible for overseeing the COSHH assessment process; the list of current COSHH assessment is kept in The School H&S folder (HSW Co-ord office). The Site Manager and the relevant team leaders are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained by contacting the HSW Co-ord, who will advise on next steps.

The relevant team leaders are responsible for ensuring that COSHH assessments are seen and understood by those staff that are exposed to the product/substance.

The Site Manager is also responsible for ensuring that COSHH assessments are obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in The School.

### **All Staff**

All staff must ensure that they do not use any potentially hazardous substance without first familiarizing themselves with the requirements of the COSHH assessment.

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## **HEALTH AND SAFETY TRAINING**

### **Identification of Training Needs**

The School has carried out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments has been used as the starting point of this evaluation. A prioritised plan for delivery of training has been put in place to where the evaluation has identified a need. The Chief Estates & Facilities Officer is responsible for carrying out the evaluation of training needs and presenting recommendations to the Executive Head / Head of

School and the Governing Body as part of the annual Health and Safety Report.

### **Induction Training**

Team leaders are responsible for providing H&S induction to all new employees on their teams; the Induction process is managed and overseen by HR Officer. Specific job and task related induction is included in the Induction training provided by the team leader. Records of Induction are kept on Induction checklists by HR Officer.

### **H&S and Fire Safety Awareness Training**

Basic H&S and Fire Safety Awareness training is mandatory for all employees; completed using an online training suite. The use is enabled and overseen by Chief Information Officer and Chief Estates & Facilities Officer. Team leaders are responsible for ensuring that the training has been completed by their team members; the process will be overseen by the Operations Manager.

### **Staff Responsibilities**

Staff must attend health and safety and/or any other mandatory training provided by The School.

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## **DISPLAY SCREEN EQUIPMENT**

### **Workstation Assessment**

HR Officer is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

### **Equipment**

Appropriate DSE equipment will be provided as identified by workstation assessments.

### **Eye Tests for Display Screen Equipment Users**

All academy employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Academy employees who require an eye test should contact their line manager in the first instance.

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## **WORKING AT HEIGHT**

Within The School and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that last for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

Step stools in the school must be at one of the minimum standards or class:

- BS 7377:1994; EN 14183:2003; GS Approved; have a maximum capacity rating of 150kgs.

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS EN 131 (wood, metal & glass fibre)
- GS Approved (wherever this marking/standard is used)

### **Standing on tables, chairs or other furniture for any reason is strictly prohibited.**

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and stepladders must be thoroughly checked once a term, using checklist to ensure consistency of the inspection. The checks are completed as part of Premises Checks; records of the checks are kept by the Site Manager, also on the labels on the equipment.

### **Training:**

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact their Line Manager prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

**Step Stools** - A simple instructional training brief is to be given by Site Manager or HSW Co-ord to all users.

**Step Ladders** - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by Site Manager or HSW Co-ord; alternatively, this training may be provided by any external competent training course provider. This training will cover:

1. The school's work at height policy requirements.
2. HSE Working at heights guidance information
3. Specific safe working procedures and risk assessment
4. School safe working procedures for work at height.

**Ladders and step ladders (high risk)** – for accessing roofs, Site Staff must attend a formal stepladder and ladder safety training course.

In addition, all staff are expected to be familiar with school safe working procedures for using stepladders and putting up displays.

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## **MANUAL HANDLING**

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

Manual Handling is frequently carried out by staff employed by The School. Manual handling causes a known risk of musculo-skeletal injuries. This policy has been adapted to provide clarity and consistency of manual handling guidelines within The School.

### **Avoidance of risk**

The School will eliminate, as far as is reasonably practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

### **Assessment of risk**

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are kept in team area HS files, also available on the EEC system. Safe working procedure for manual handling has been prepared and placed in all relevant HS files.

### **Reduction of risk**

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

## **Responsibility for assessment**

The Chief Estates & Facilities Officer (overall control over the risk assessment process), Site Manager (Site team) and team leaders (for their teams) have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within The School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as far as reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The School will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

Team leaders are responsible for ensuring all employees attend training sessions.

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## **MANAGEMENT OF CONTRACTORS**

The Site Manager is responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

The School will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience; or by membership of CHAS or other safety scheme)
- Assessment of the risks associated with the work
- A method statement
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers liability and public liability insurance

### **Management of Contractors**

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of academy staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer. Direct supervision will not be necessary where the area of work is physically separate from The School (for example: where there is construction on site).

All contractors will be required to sign in and out on The School signing-in system and to carry visible identification. Signing in is not required if the area of work is physically separated from The School, e.g. a construction site, in which case the contractor will have their own signing arrangements.

All contractors will be given H&S induction; this is given in a form of a leaflet, which the contractors are required to read.

### **Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of The School and will be out-of-bounds to all non-construction workers except for the purposes of contract management

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## **HAND ARM VIBRATION AND WHOLE BODY VIBRATION**

### **Control of Vibration at Work**

Poltair School will put in place measures to protect employees from the risks of Hand

Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

This will enable The School to satisfy its obligations under the Control of Vibration at Work Regulations 2005 and the Management of Health and Safety at Work Regulations 1999.

## **DEFINITIONS**

**Hand Arm Vibration (HAV):** Mechanical vibration transmitted from work processes into an employee's hands and arms.

**Whole Body Vibration (WBV):** Mechanical vibration which is transmitted into the body when seated or standing, through the supporting surface.

**Hand Held Equipment:** pedestrian lawn mowers, hedge cutters, strimmers, and backpack blowers.

**Exposure Action Value (EAV) – 2.5 m/s<sup>2</sup> A(8)** (exposure averaged over a day)

Wherever exposure at or above this level occurs, actions (including health surveillance) are required to control the risk.

**Exposure Limit Value (ELV) – 5 m/s<sup>2</sup> A(8)** (exposure averaged over a day)

This is the maximum vibration exposure permitted for any individual on a single day. **Trigger time** – it is the actual time an employee's hands are in contact with the equipment, not the overall time it takes to complete the job

## **EFFECTS OF VIBRATION INJURY**

Employees whose hands are regularly exposed to vibration may suffer from symptoms due to pathological effects on the muscles, circulatory and nervous system, and other tissues of the hand and arm. Where they affect the hands or arms the symptoms are collectively known as hand-arm vibration syndrome (HAVS). HAVS symptoms may include the following components:

### **Neurological component**

Neurological symptoms of HAVS include numbness and tingling in the fingers, and a reduced sense of touch and temperature. This nerve damage can be disabling, making it difficult to feel, and to work with, small objects.

### **Vascular component**

Episodic finger blanching is the characteristic vascular sign. This is sometimes known as 'vibration white finger', 'dead finger' or 'dead hand'. The main trigger for the symptoms is exposure to the cold, for example being outdoors early on a winter's morning. The symptoms can also be triggered by localised or general body cooling in otherwise warm environments. Although vibration causes the condition, it does not precipitate the symptoms.

### **Muscular and soft tissue component**

Employees may complain of joint pain and stiffness in the hand and arm. Grip strength can be reduced due to nerve and muscle damage. An individual employee suffering from HAVS may not experience the complete range of symptoms, for example symptoms related to the neurological component can be present in the absence of vascular problems and vice versa. Neurological symptoms generally appear earlier than finger blanching. Carpal tunnel

syndrome, a disorder of the hand and arm giving rise to tingling, numbness, weakness, pain and night waking, can be caused by exposure to vibration.

The symptoms of HAVS are usually progressive with continuing exposure to vibration. There will be individual variation in the timing and rate of deterioration. The degree to which symptoms regress on removal from exposure to vibration is not known with any certainty and the condition may be irreversible.

Exposure to whole body vibration at low levels may aggravate existing back pain or other conditions whilst higher levels may cause symptoms to develop.

## **RISK ASSESSMENT**

The purpose of the risk assessment is to enable managers to make a valid decision about the measures necessary to prevent or adequately control the exposure of employees to HAV or WBV. It also enables managers to demonstrate readily to others who may have an interest, e.g. employees, safety representatives and enforcement authorities that they have from the earliest opportunity considered the risks from vibration.

When conducting the assessment the following steps should be followed:

- Identify all existing powered tools, equipment and machinery which potentially pose a risk of hand arm vibration or whole body vibration.
- Review and observe the conditions under which such powered tools, equipment and machinery are used to obtain a true and representative appreciation of the nature of the work
- Identify the maximum duration of their use ('trigger time' for HAVS or work time for WBV) in any working day, if necessary by keeping a log or using monitoring devices
- Assess the vibration magnitude from each piece of equipment used. This information must be provided by the manufacturer, however, manufacturers' data will often come from testing under specific controlled conditions which are very different from normal working practices and therefore may significantly underestimate exposures in practice. Additional information from on-site measurement or from databases of vibration levels may be required.
- Consider individual factors such as pre-existing health conditions that may increase risk from vibration exposure for individual employees;
- Ensure that employees use equipment correctly. Poor posture, technique etc. may increase vibration exposure from a particular activity by up to 50% compared to colleagues.
- Contact HSW Coord to discuss the most appropriate approach to managing vibration for your specific activities.

The risk assessment should identify the maximum trigger time, or usage time permissible for the equipment to ensure that exposure does not exceed the ELV. The risk assessment should detail the measures in place to reduce the risk from vibration exposure and where applicable may include an Action Plan indicating any further measures planned.

The vibration risk assessment can be a standalone document, or can be incorporated into task specific risk assessment document for a department or process where this is more appropriate

The risk assessment should be reviewed whenever there is a change in vibration exposure or otherwise at least every year.

### **REDUCING RISK FROM VIBRATION EXPOSURE**

Measures should be put in place to reduce vibration exposure to as low a level as is reasonably practicable – even if vibration levels are below the Exposure Action Value (EAV), consideration should be given as to whether further reduction is practical.

**Wherever vibration levels may exceed the EAV, assistance should be sought from the HSW Coord to assist with risk assessment and reduction of vibration exposure.**

Personal vibration exposure MUST NOT exceed the Exposure Limit Value (ELV) of 5m/s<sup>2</sup>. On very limited occasions, employers are allowed to average exposures over a week rather than over a day, but only in particular circumstances. This is primarily designed for where workers exceptionally need to carry out work causing uncommonly high vibration exposure in a single day, e.g. for emergency work. The main conditions are:

- that the person's exposure is usually below the exposure action value;
- that the risk is less than if the employee were exposed at the exposure limit value for the week.

This flexibility does not remove the duty on the employer to reduce the exposure so far as is reasonably practicable. Measures to reduce risks from vibration exposure may include: replacing tools and equipment with alternatives which produce lower magnitudes of vibration.

### **Purchasing Equipment**

When purchasing equipment, suppliers must provide information about the vibration magnitudes their products are likely to create in normal use. This is a requirement of the Supply of Machinery (Safety) Regulations 2008. A purchasing specification should incorporate maximum vibration magnitudes and test procedures, which suppliers have to satisfy. Manufacturer's data must however be looked at with some caution as they may not necessarily be measurements of levels sustained when the equipment is put to your particular use.

When planning purchasing of equipment first consider other methods of work which can eliminate or reduce exposure to vibration including automation or mechanisation of work previously done with hand-operated or hand-fed machines.

### **Work Practices**

It is important to ensure that work activities are designed to take into account ergonomic principles, and to encourage good posture and working techniques ensure correct selection of the most appropriate tools for the task.

- Ensure that all equipment is properly maintained
- Minimise time exposed to vibration e.g. regular breaks, job rotation etc.
- Provide suitable clothing to protect employees from cold and damp
- Provide suitable training and information for all those exposed to vibration

### **Training**

Face to face training may be provided by competent person in the unit or can be arranged through HSW Coord. Alternatively training may be computer based or through the use of written information.

Where new staff are employed and are likely to be exposed to vibration levels in excess of the EAV, they should be made aware of the risks of vibration prior to first exposure, or at least within the first week of employment. This can be done at the same time as asking them to complete the initial health assessment form for return to the HSW Coord.

In addition, all employees should be given appropriate training in the use of equipment. This should include periodic supervised practice to identify work practices which may increase risk such as poor postures, gripping equipment too tightly etc.

Training should include information on the following matters:

- The items of work equipment that pose vibration risks and their respective levels of risk
- How their personal daily exposures compare with the Exposure Action and Limit values (EAV and ELV)
- What symptoms of ill health they should look out for, to whom they should report them and how they should report them
- What control measures are in place to minimise risks
- What personal protective equipment is provided and when this should be used, e.g. the need to keep warm

The training provided for operators, supervisors and managers in their respective roles to ensure control of exposure, e.g. through correct selection, use and maintenance of equipment or restriction of exposure times

The health surveillance that is provided, how it will be carried out it and why it is important, as well as the overall findings (in anonymous form)

Employees' duties are to:

- follow instructions they are given on safe working practices;
- report problems with their equipment such as unusually high vibration levels;
- co-operate with the programme of control measures and health surveillance.

## **Maintenance of Equipment**

In order to minimise the deterioration of equipment, items should be inspected and serviced on a regular basis. Advice from the suppliers/manufacturers should be taken into account. There may be certain routine checks or preventative replacement of parts required, in which case these should be carried out at a set frequency.

Individual users must be made aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must report it at the earliest opportunity so that further investigations can be made.

## **Exposure Points System and Ready-reckoner**

The Health and Safety Executive have produced a 'calculator' or ready-reckoner which will enable conversion of working times and vibration magnitudes into an overall exposure factor. This allows total exposure to be calculated for use of one or more piece of equipment in a single day.

<http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm>

The ready-reckoner covers a range of vibration levels up to 40 m/s<sup>2</sup> and a range of exposure times up to ten hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s<sup>2</sup> A(8). You may find the exposure points easier to work with than the A(8) values:

Exposure points change directly proportional with time e.g. double the exposure time = double the number of points

Exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day

The Exposure Action Value (2.5 m/s<sup>2</sup> A(8)) is equal to 100 points

The Exposure Limit Value (5 m/s<sup>2</sup> A(8)) is equal to 400 points

Where a person is exposed to more than one source of vibration (perhaps because they use two or more different tools or processes during the day) the exposure must initially be calculated separately for each one. This produces two or more partial vibration exposure points values, these partial exposures points values are added together to provide a total exposure points value for that employee. **Seek guidance on completing these calculations from HSW Coord**

## **HEALTH SURVEILLANCE**

Health surveillance is carried out by the Contracted Occupational Health Service and is mandatory for employees who are regularly exposed to vibration above the Exposure Action Value (EAV=2.5. m/s<sup>2</sup>)

Health surveillance is also offered to those exposed below the EAV if they are at increased risk e.g. if they report a pre-existing diagnosis of HAVS or any other condition of the hands, arms, wrists or shoulders, or any condition

which affects circulation or nerve conduction such as diabetes, carpal tunnel syndrome etc.

Health surveillance will involve:

- Initial assessment prior to or very soon after first employment or exposure. This will usually be by questionnaire, with face to face follow up where required.
- An annual assessment questionnaire sent out to certain individuals by Occupational Health
- Face to face review - This will be arranged if the questionnaire reveals symptoms or if an individual reports symptoms between health surveillance questionnaires, or every 3 years otherwise.

All individual records are held confidentially as medical records. Where appropriate, summary results for groups of employees will be reported back to a manager to indicate the effectiveness of vibration control. Specific recommendations may be made to a manager where an individual employee requires alteration to their duties to protect against HAVS.

## **RESPONSIBILITIES**

### a) Head of Department

Where required, nominate a person(s) to develop and implement systems to achieve compliance with the vibration regulations within the department or section, and ensure they have the necessary skills and competence. (This may be the Department Safety Co-ordinator.)

Support the nominated person(s) in implementing measures to comply with the vibration regulations

Ensure all managers and employees within the department discharge their responsibilities in accordance with this policy and with local arrangements and procedures.

### b) Managers and Supervisors

- Understand the scope and content of the vibration regulations where this is relevant to work in their area.
- Ensure vibration factors are taken into account when hiring or purchasing new equipment.
- Ensure that necessary vibration risk assessments have been undertaken for any equipment used by those in their charge.
- Implement and enforce vibration control measures, in conjunction with the local safety coordinator.
- Ensure employees are suitably trained in all aspects of operating equipment, including vibration control

c) Local Safety Coordinator (or other nominated person) (In conjunction with local managers.)

- Understand the scope and content of the vibration regulations.
- Identify whether risk assessment is required within the department.
- Ensure vibration factors are taken into consideration when purchasing new equipment.
- Work with the HSW Coord and local managers to carry out vibration risk assessments if required.
- Develop and implement vibration control measures where appropriate.
- Ensure that individuals identified as being exposed to levels of vibration that are likely to exceed the EAV are identified to Occupational Health so that health surveillance can be carried out, if required.
- Ensure that new employees who are likely to be exposed to levels of vibration in excess of the EAV submit an initial questionnaire to Occupational Health within the first week of employment (or the first week of exposure).
- Provide training and information for those who may be exposed to vibration).

#### d) Employee

- Use all equipment provided in accordance with instruction Ensure any operator maintenance required is carried out. Report any identified fault or defect with equipment.
- Report any defects or difficulties with vibrating equipment.
- Report any symptoms of HAVS promptly to line manager or via local procedure Cooperate with any programme of health surveillance and training which is identified as necessary following risk assessment.

#### e) HSW Coord

- Support work on vibration risk assessment; in particular:
  - Advise on arranging vibration measurement where appropriate
  - Advise on the appropriate vibration control measures
  - Liaise with Occupational Health service where a need for health surveillance has been identified.
  - Provide/ arrange training for staff especially nominated persons to ensure they are competent to carry out the activities outlined in 3b above
  - Audit compliance with this policy and the underpinning regulations

#### f) Occupational Health Service – Contracted Out

- Provide health surveillance when required
- Give feedback and guidance on risk to individuals following health surveillance.
- Feedback group results from health surveillance to the appropriate manager.
- Advise the appropriate manager if there are restrictions on an individual's ability to work due to health risks

## **REFERENCES AND FURTHER READING**

- 1) Hand Arm Vibration: The Control of Vibration at Work Regulations 2005. L140
  - 2) Hand Arm Vibration Advice for Employees (Indg296 Rev2)
  - 3) Management of Health and Safety at Work Regulations 1999
  - 4) Supply of Machinery (Safety) Regulations 2008
  - 5) Provision and Use of Work Equipment Regulations 1992
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## **NOISE**

### **Noise at Work**

#### **Contents**

1. Policy
2. Responsibilities
3. Procedures and guidance
4. References and further reading
5. Document management table

Noise Appendix 1: Noise monitoring and risk assessment form

#### **1. Policy**

Prolonged exposure to noise at work can cause hearing loss, which is often permanent. Hearing loss caused by work is preventable, but once someone's hearing has gone, it will not come back.

Poltair School will put in place measures to protect employees from the risks of noise induced hearing loss (and tinnitus), which can be caused by exposure to excessive noise. These measures will include:-

- Assessing the risks from noise exposure
- Taking measures to reduce noise exposure where a risk assessment shows that this is necessary
- Ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired
- Providing hearing protection where necessary if risks cannot be adequately reduced by other means.
- Providing training and information for employees on the risks from noise and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

This will enable The School to satisfy its obligations under the Control of Noise at Work Regulations 2005 (“the Noise Regs”) and the Management of Health and Safety at Work Regulations 1999.

This policy does not cover the environmental aspects of noise and noise pollution; or the adverse effects on wellbeing which can arise from ‘nuisance’ noise which is below the levels likely to cause deafness.

## **2. Responsibilities**

### a) Academy Executive Head / Head of School

- Nominate a person or persons within The School or Departments to support the implementation of the Noise Regs within The School, Department or Professional Service, and ensure they have the necessary skills and competence.
- Support the nominated person(s) in implementing measures to comply with the Noise Regs.
- Ensure all managers and employees within The School / Department / Professional Service, discharge their responsibilities in accordance with this policy.

### b) Managers and Supervisors

- Understand the scope and content of the Noise Regs where this is relevant to work in their area.
- Ensure noise factors are taken into account when hiring or purchasing new equipment.
- Ensure that necessary noise risk assessments have been undertaken for any equipment used by those in their charge.
- Implement and enforce noise control measures, in conjunction with the nominated person or Academy / Departmental Safety Officer, (SSO / DSO).
- Ensure employees are suitably trained in all aspects of operating
- equipment, including noise control

### c) Academy HSW Coord / Departmental Safety Officer

- Understand the scope and content of the Noise Regs.
- Identify whether formal noise risk assessment is required within The School / Department / Professional Service.
- Ensure noise factors are taken into consideration when hiring or purchasing new equipment
- Work with The School HSW Coord in order to ensure;

### d) Employees

- use all equipment and noise control measures in accordance with instruction,
- wear hearing protection where required,
- maintain hearing protection and any other noise control equipment,
- report any defects or difficulties with hearing protection and any other noise control equipment,
- co-operate with any programme of health surveillance which is identified as necessary following risk assessment.

e) Academy HSW Coord

When requested by the Executive Head / Head of School / Head of Department or equivalent:-

- carry out, or contract competent assistance to carry out, sound level measurement where appropriate,
- advise on noise control measures,
- advise whether health surveillance is appropriate,
- providing training for nominated persons (SSO's / DSO's or equivalent), to ensure they are competent to carry out the activities outlined in (**see f) below**)
- audit compliance with this policy and the underpinning regulations.

Occupational Health

- Provide health surveillance on request.
- Give feedback and guidance on risk to individuals following health surveillance.
- Feedback group results from health surveillance to the appropriate manager.
- Advise the appropriate manager if there are restrictions on an individual's ability to work in a noisy area due to health risks.

### **3. Procedures and guidance**

#### **a) Exposure Action Values and Exposure Limit Values**

- Lower Exposure Action Value - 80dB(A) (personal exposure averaged over a day)
- 135 dB(C) Peak Sound pressure
- Upper Exposure Action Value - 85dB(A) (personal exposure averaged over a day)
- 137 dB(C) Peak Sound pressure

Wherever exposure at or above these levels occurs, certain actions are required. Where exposure is very varied, average exposure may be calculated over a week rather than a day.

- Exposure Limit Value – 87dB(A) (exposure averaged over a day or a week)
- 140 dB(C) Peak Sound Pressure

This is the maximum sound exposure permitted for any individual and takes hearing protection into account, e.g. it is the actual sound exposure of the individual "at the ears", following any attenuation from hearing protection.

## **b) Risk assessment**

A noise risk assessment is required wherever it is likely that exposure will occur at or above the Lower Exposure Action Value.

As a guide to this, the following may be considered:-

- If noise is intrusive but normal conversation is possible, likely noise level is approx. **80dB**.
- If you have to shout to talk to someone 2m away, likely noise level is approx. **85dB**.
- If you have to shout to talk to someone 1m away, likely noise level is **90dB**.

The decibel scale used to measure noise is logarithmic. An increase in 3dB equates to a doubling of sound. The increase from 80 to 85 dB is almost a four- fold increase in sound level.

A tractor, a power mower and a hand drill are each likely to generate at least 90dB (A). A chain saw may be well over 100dB (A).

Personal noise exposure is a function of noise level and length of exposure. An individual working in an area where the noise level was 80dB would have a personal exposure of 80dB if he or she worked there for 8 hours per day. Working in an area where the noise level was 85 dB for 2 hours per day would also give a personal exposure of 80dB.

Where noise exposure is accompanied by exposure to vibration or to some chemicals such as solvents, the risk of adverse effects may be higher at a given noise level.

A formal, documented risk assessment should be carried out if any individual works in an area exceeding 80 dB on a regular basis (e.g. 4 hours or more, most days or if noise levels exceed 85dB, even if exposure is infrequent or irregular.

If risk assessment is deemed not to be necessary this should be recorded, for example as part of a department or section's general risk assessment.

Risk assessment requires:-

- assessment of the level and type of noise; this may come from manufacturer's data for individual pieces of equipment, or from sound level measurement, especially where multiple pieces of equipment operate in an area simultaneously. Additional noise e.g. from background music should also be included;
- identification of who might be affected;
- the likely exposure time of those individuals, taking into account working patterns, noise exposure during breaks etc.;
- assessment of indirect risk e.g. the risk of individuals not hearing warning alarms due to the noise level;
- consideration of additional risk factors such as the presence of vibration or solvents.

The risk assessment should include an action plan which documents the measures already in place to reduce the risk from noise exposure and any further measures planned.

The noise risk assessment can be a stand-alone document, or can be incorporated into the overall risk assessment document for a department or process where this is more appropriate.

#### The HSE's exposure calculators and ready-reckoners

To assist you with your risk assessment, the HSE's noise exposure calculators can help you work out your daily noise exposure, weekly noise exposures, and estimate the performance of hearing protection.

The noise exposure ready-reckoners allow you to estimate daily or weekly noise exposure. To use the daily exposure ready-reckoner you will need to know the levels of noise and durations of exposure which make up a person's working day. For weekly noise exposure, appropriate where somebody's noise exposure varies markedly from day to day, you will need to know the daily noise exposure for each day in the working week. These ready-reckoners can be printed for completion by hand. **(Note; The link to the HSE's Noise webpages and in particular, to the HSE Noise calculator and ready reckoner, is given in Section 4 below).**

The risk assessment should be reviewed if there is any change in noise exposure, changes in personnel, machinery or the law or simply if people think the existing assessment is no longer valid, and at intervals of no longer than 2 years.

The risk assessment for noise, and any associated measurement should be carried out in conjunction with the HSW Coord (if deemed competent in Noise measurement) to ensure that the assessor has the necessary skills and experience.

### **c) Reducing noise exposure**

Measures should be put in place to reduce risks from noise exposure to as low a level as reasonably practicable, even if noise levels are below the Lower

Exposure Action Value. Consideration should be given as to whether further reductions are practical.

Wherever noise levels may exceed the Lower Exposure Action Level (e.g. personal exposure exceeding 80 dB), assistance should be sought from the HSW Coord to assist with risk assessment and noise reduction.

Formal measures to reduce noise exposure must be introduced if the upper exposure action value is exceeded, e.g. personal exposure is above 85dB. Provision of hearing protection is not an adequate solution in these circumstances. PPE is the last resort or should be used in conjunction with other measures such as engineering controls.

Personal noise exposure **MUST NOT** exceed the Exposure Limit Value of 87dB. (This measurement takes into account the effect of hearing protection (e.g. PPE)).

Measures to reduce noise exposure may include:-

- Replacing tools and equipment with alternatives which create lower levels of noise.
- Ensuring all equipment is properly maintained.
- Reducing exposure by reducing time exposed to noise.
- Shielding or enclosure (of either a piece of equipment or the operator).

Detailed guidance on ways of reducing noise exposure can be found in; "Controlling Noise at work: the Control of Noise at Work Regulations 2005. Guidance on Regulations".

#### **d) Hearing Protection**

Hearing protection can be used as an additional measure once noise has been reduced as far as is reasonably practicable by other means; or as an interim measure pending noise reduction. It must not be used as the sole method of protection if personal noise exposures exceed the upper action value (85dB)

Hearing protection should be made available on request if noise exceeds the lower action value (80dB)

Any area where noise levels exceed 85 dB (or peak sound level of 137dBC) must be designated as 'Hearing Protection Zones' and marked with appropriate signage. Within these areas, wearing of hearing protection will be compulsory, even though exposure may only be for short periods of time.

Hearing protection provided must be suitable for the levels and type of noise individuals are exposed to. Guidance on choosing suitable hearing protection can be found in "Controlling Noise at work: the Control of Noise at Work Regulations 2005. Guidance on Regulations".

Hearing protection should be stored properly, well maintained, and regularly inspected by a competent person.

#### **e) Health Surveillance**

Health surveillance (audiometry) must be carried out for employees who are regularly exposed to noise above the upper exposure action value (85 dB)

Health surveillance will also be offered to those exposed above the lower exposure action value if they are at increased risk e.g. if they report a known sensitivity to noise damage or a family history of early deafness.

Where health surveillance is required it will usually be carried out annually for two years then 3 yearly. Wherever possible, audiometry for new employees (or those newly exposed to noise within The School) should be carried out prior to any noise exposure.

Health surveillance will be carried out by Occupational Health. All individual records will be held in confidence. Where appropriate, a summary of results for groups of employees will be reported back to a relevant manager to indicate the effectiveness of noise management systems.

#### **f) Training and information**

All employees who are exposed to noise above the lower exposure action value should be given training to include:-

- The adverse effects of noise
- The results of the local risk assessments
- The measures in place to reduce noise exposure
- The need for hearing protection
- The correct use of hearing protection
- The need for health surveillance
- The responsibilities on employees

Face to face training may be provided by the HSW Coord if they are competent to do so, or training can be arranged through the HSW Coord. Alternatively the provision of information may be achieved by distributing leaflets or cards.

Measures must be in place to ensure that new employees receive appropriate training prior to exposure to noise.

#### **4. References and further reading**

**Controlling Noise at Work: The Control of Noise at Work Regulations 2005: Guidance on Regulations;** L108 HSE Books ISBN 7176 6164 4

**Noise at Work: A brief guide to controlling the risks;** INDG 362 (rev2) HSE Books ISBN 0 7176 64825

**Noise: Don't lose your hearing;** INDG 363 (rev2) HSE Books ISBN 0 7176 6510

**HSE Noise calculator(s):** <http://www.hse.gov.uk/noise/calculator.htm>

**HSE Noise at Work website:** <http://www.hse.gov.uk/noise/about.htm>

## **Appendix 1: Noise Monitoring and Risk Assessment Form**

**Part A** of this document provides a record of the survey parameters

**Part B** of this document provides a record of noise measurements obtained for individual items of equipment or at specific locations. It is also essential to document the time individuals are exposed to particular noise levels, as risk assessment is based on overall noise exposure. A calculation of daily personal exposure to noise ( $L_{ep,d}$ ) is required; a calculator tool to help with this is available at [www.hse.gov.uk/noise/calculator.htm](http://www.hse.gov.uk/noise/calculator.htm).

**Part C** identifies controls which are required to minimize the risk of noise related ill-health. This section of the form must be completed locally by the person in charge of the workspace, with assistance from the noise surveyor and/or HSW Coord if required.

**Part D** of this document provides a record of the action plan to implement the necessary controls identified as part of the risk assessment. These controls must be brought to the attention of anyone who is exposed to the noise from the equipment surveyed.

Further information on risk assessment and on compliance with "The Control of Noise at Work Regulations 2005" can be found in HSE document; L108: "Controlling Noise at Work: The Control of Noise at Work Regulations 2005. Guidance on Regulations";

The noise risk assessment must be forwarded to individuals on the above circulation list and the risk assessment should be reviewed if there is a change in the level of noise (e.g. due to equipment change) or the usage etc. (E.g. increased exposure time).

### **Part A - Survey parameters**

Location	
<b>Date and time of survey</b>	
<b>Survey carried out by</b>	
<b>Other persons present</b>	
<b>Reason for survey</b>	
<b>Equipment used</b>	
<b>Test run time</b>	
<b>Date of calibration</b>	

All measurements are taken at the location where an operator would typically stand and at a suitable head height.

**Part B – Noise Survey and Exposure**

Ref No	Location / Item of Equipment	Noise Level (LAeq)*	LCpeak	LCeq* (plus noise type if applicable) (Continuous, transient, impulsive)	Exposure time	Exposure Points - see HSE calculator <a href="http://www.hse.gov.uk/noise/caculator.htm">://www.hse.gov.uk/noise/caculator.htm</a>	Equivalent Lep,d for this location /item of equipment

\*\*Add lines as necessary

**Cumulative Lep,d for exposure to multiple noise sources**

Who is exposed to this noise risk? \_\_\_\_\_

Are any of these individuals known to have pre-existing susceptibility to noise? \_\_\_\_\_

\*LAeq and LCpeak measurements are required to help decide on the level of risk and what control measures are required.

\*LCeq is not required when determining risk. However, if hearing protection is one of the control measures recommended following risk assessment, LCeq will be needed to determine whether the chosen protection is suitable, using the formula **L'A = LCeq – SNR + 4**

( L'A is the actual level of sound at the ear when hearing protection is in use and needs to be between 70dB and 80dB; SNR is Single Number Rating, this is provided by the manufacturer)

\*Noise type (High, Medium or Low frequency) is only required for noise with a peak pressure (LCpeak) greater than 135dB(C); again, this is needed to assess whether hearing protection is suitable.

**Part C Control Measures**

Control measures	Yes	No

1	Is hearing protection mandatory – e.g. hearing protection zones must be marked?		
2	Is hearing protection recommended?		
3	Can the noise source be eliminated?		
4	Is additional maintenance required to reduce noise levels e.g. by lubrication, tightening, cleaning etc. of equipment? (Reassess noise level after maintenance work is complete)		
5	Can the equipment be modified to reduce noise at source, e.g. damping, silencers, baffles etc. fitted?		
6	Can inherently quieter components be selected e.g. slotted circular saw blades on woodworking equipment or quieter fans? (Reassess after replacement)		
7	Can the equipment be Isolated i.e. removed to another location away from people at work?		
8	Can the equipment be enclosed?		
9	Is a noise refuge area needed?		
10	Can absorptive material be used to deaden noise in the workspace?		
11	Do staff need training or information on the noise risks?		
12	Is health surveillance required?– (for all with <b>Lep,d</b> in excess of 85 dB)		

### Explanatory Notes

**Lower Exposure Action Value** – 80dB (A) (personal exposure averaged over a day) or 135 dB(C) Peak sound pressure.

**Upper Exposure Action Value** – 85dB (A) (personal exposure averaged over a day) or 137dB(C) Peak Sound pressure).

**Hearing Protection zone** - Any area where noise levels exceed the Upper Exposure Action Value must be designated as 'Hearing Protection Zones' and marked with appropriate signage. Within these areas, wearing of hearing protection will be compulsory, even though exposure may only be for short periods of time.

**Hearing protection** Hearing protection can be used as an additional measure once noise has been reduced as far as is reasonably practicable by other means; or as an interim measure pending noise reduction. It must not be used as the sole method of protection if personal noise exposures exceed the upper action value (85dB).

Hearing protection provided must be suitable for the levels and type of noise individuals are exposed to. Hearing protection should be made available on request if noise exceeds the lower action value (80dB)

**Health Surveillance** is required for those who are exposed at an **Lep,d** of 85dBA or above. It should also be provided for those exposed at an **Lep,d** of 80dBA who are known to be vulnerable to noise related hearing loss.

**Part D Action Plan**

Action required (What?)	Who will carry it out?	Due Date (When by?)	Note Action Completed

(Add lines as necessary)

**Competent Noise Risk Assessor:**

<b>Name</b>		<b>Signature</b>	
<b>Job title</b>		<b>Date</b>	
		<b>Review date</b>	

**Note: Exposure calculators and ready-reckoners**

***The noise exposure calculators can help you work out your daily noise exposure, weekly noise exposures, and estimate the performance of hearing protection.***

***The HSE web pages have links to enable you to calculate daily, weekly exposure and hearing protection calculators***

***The noise exposure ready-reckoners, found via the same web pages, also allow you to estimate daily or weekly noise exposure. To use the daily exposure ready-reckoner***

***You will need to know the levels of noise and durations of exposure which make up a person's working day. For weekly noise exposure, appropriate where somebody's noise exposure varies markedly from day to day, you will need to know the daily noise exposure for each day in the working week. These ready-reckoners can be printed for completion by hand.***

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# HOT WORKS

## Hot Work Procedures

Many aspects of maintenance and engineering work involve Welding, Burning, Cutting, Grinding and working with Bitumen boilers etc. When these activities are carried out in direct contact or in close proximity to flammable or combustible substances there is the risk of explosion, fire and the production of toxic substances, with the potential consequences of serious injury, ill-health and or damage to property and the environment. It is therefore necessary to have a control procedure to reduce the risks associated with Hot Work to an acceptable level.

This document aims to outline the procedure that Schools and Departments should adopt to ensure the risks are adequately controlled.

## Introduction

**Hot Work** comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.

Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, tanks, vessels, pipes etc., that contain or have contained any explosive, flammable or toxic substance. However, for completeness, due to the fire risks intrinsic to any Hot Work Activity, and the risk of personal injuries due to hot debris, toxic fumes etc., Hot Work is as defined in the above paragraph.

## Hazards

The hazards arising from Hot Work comprise:

- The ignition of flammable vapour within a confined space can produce pressures well above the safe working pressure of most types of tank used for liquid storage. Even tanks designed to be pressure vessels are not normally designed to withstand shock pressures generated by an internal explosion. An explosion within a tank is therefore liable to cause violent failure of the vessel. Parts of the tank may be propelled as missiles, and a flame front, hot gases and burning liquid may be expelled.
- The risk to the building or surroundings as a result of work activities that generate sparks and heat, such as Grinding, Burning and Welding etc., in areas containing combustible and flammable materials.
- Risk of eye injury including ultra-violet damage (i.e. "arc-eye"), burns and heat exhaustion.
- Asphyxiation by gases and vapours and/or asphyxiation or poisoning by toxic fumes.

## Risk Assessment for Hot Work

All Schools/Departments that carry out Hot Work must ensure that these activities have been adequately covered by their risk assessments. These

should be carried out by a suitably competent person(s). An **Authorised Person** is someone who has sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to undertake a Hot Work Risk Assessment (see duties, Appendix 3).

Hot Work should only be undertaken if alternatives have been discounted, i.e. mechanical fixing, sawing, adhesives etc.

If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes etc. then the work must include any additional control measures as necessary under the Control of Substances Hazardous to Health Regulations.

### **Safety Procedures for Hot Work**

To control the risks associated with Hot Work operations, activities must be carried out in accordance with either a **Standard Operating Procedure** or a **Permit to Work**, depending upon the circumstances.

All Hot Work must be performed by competent and authorised persons who have received:

- Awareness training of the hazards and precautions associated with Hot Work
- Instruction in the Standard Operating Procedures and application of the Permit-to- Work procedure.

A **Competent Person** is one that is trained and experienced in the actual Hot Work activity and has duties as specified in Appendix 3.

All the control and preventative measures stipulated in the standard operating procedure or permit to work must be rigorously followed by the Competent Person and the other members of the team (where appropriate).

The work area should be made as safe as possible before the work starts, and all the prescribed preventative precautions must be taken whilst the work is in progress. Refer to Appendix 1 for details.

On completion of the hot work, the area must be made safe and properly cleared up. The person in charge of the work/team must decide whether to re-visit the work area, after a suitable period of time (usually one hour), to ensure that there are no signs of possible causes of fires. This should be stipulated as part of the procedure or permit if appropriate.

### **Routine operations in designated areas - Standard Operating Procedure**

Lower risk, routine Hot Work operations should be carried out in accordance with a **Standard Operating Procedure** that has been derived from a risk assessment that covers these predictable activities. A lower risk operation is one that does **not** involve:

- Stability hazards associated with the structure,

- Hazardous residues that may be present within or on the item being subjected to heat,
- Work in locations that contain, or are in the vicinity of, highly flammable or highly combustible materials,
- Work in confined spaces.

The types of activities that would fall within this category include:

- Operations in designated facilities i.e. welding bays
- Operations in general workshop areas that are designated for routine operations,
- Operations that are carried out in areas that will not be affected by the hot work.

### **Non-routine operations - Use of Permit to Work**

Operations that are of a non-routine nature must be assessed by the Authorised Person (Site Manager) to identify whether it may give rise to significant risks to those engaged in the work or to the building or to others that may be in the vicinity. Where this is the case then this must be carried out in accordance with a **Permit-to-Work**. (See Permit form, Appendix 4)

A Permit-to-Work involves a methodical assessment of the task to identify and specify the precautions to be taken. Examples of situations for which a Permit-to-Work should be issued are as follows:

- Work on vessels, including tanks and pipes, that have contained flammable materials or are lined or coated with flammable or combustible materials,
- Work on vessels that may release harmful gases, fumes or vapours,
- Work in areas that contain flammable or combustible materials that cannot be protected by following the Safe Operating Procedure alone,
- Work in locations that could expose other users of the area to hazards, e.g. work above building entrances or on circulation routes (unless this is a regular activity for which a Standard Operating Procedure is available).

If the work is to be carried out in a confined space then a **Confined Space Permit** should be completed.

The Permit-to-Work should be issued by an **Authorised Person** responsible for carrying out the risk assessment of the job. He/she is responsible for specifying the necessary precautions, e.g. isolations, site preparations, emergency procedures. The precautions should be discussed with the senior person carrying out the hot work (**Competent Person**) to ensure that the nature of these and the hazards is clearly understood. It is the joint responsibility of the **Authorised Person** issuing the Permit and the

Competent Person receiving it to fully understand the contents, limitations and scope of the Permit and its full implications, prior to commencement of work.

The Permit-to-Work should be validated for a maximum of one day only. If additional time beyond the expiry of the Permit is required then this should be formally extended on the Permit by the person who issued it, or in their absence another appropriate authorised person after reviewing the criteria under which it was issued.

Hot work carried out by contractors should be covered by the same procedures. Method statements should accompany complex jobs. Where contractors are engaged by the Site Manager it is essential that liaison occurs between the Department and the Site Manager if the hot work might affect the normal activities of the area. Permits are controlled by the Site Manager or nominated Deputy.

A copy of the permit should be available at the hot-work location.

## Hot Works Appendix 1

### Operational Checklist for those involved in Hot Work

#### Typical Precautions for Safe Hot-Working

1.	Care to be taken when using and storing materials used for ignition purposes, i.e. matches, lighters.
2.	Hot-work equipment is in good repair and adequately secured. Gas welding and cutting equipment carries a "Hot Work Checklist" (see Appendix 2)
3.	All combustible material of a portable nature shall be removed from the site of operations and floors swept clean of combustible materials. Flammable substances such as paints and adhesives must be removed from the Hot Work area.
4.	All combustible material remaining in the vicinity shall be either a) thoroughly drenched with water or b) cover with damp sand or c) covered with non combustible sheets – <i>whichever is suitable</i> .
5.	Combustible floors, walls, ceilings protected by wetting down and covering with damp sand or covered or screened by sheets of non-combustible material – <i>whichever is suitable</i> .
6.	Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks.
7.	All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible materials.
8.	Means for fire extinguishing must be in close proximity to the "Hot Work" operation. If a fire point is not in the immediate vicinity, then portable fire extinguishing equipment must be available at the
9.	Ensure that the correct Personal Protective Equipment is worn in relation to the task being carried out.
10.	Smoke/heat detectors that could be affected by the "Hot Work" operation must either be a) isolated by the University electricians or b) "Bagged off".  In both cases, Security must be informed that smoke/heat detectors are not in operation. When the work has been completed <del>the smoke/heat detector must be put back into operation</del>
11.	Those concerned have had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of a fire or
12.	Any pipes affected have been assessed for hazardous contents or residues, isolated and vented. Precautions have been taken to prevent the release of sparks or other hazardous emissions from open ends. Consider the potential for conduction of heat.

NOTE: If considered necessary by the **Authorised Person**, a competent fire watcher shall be placed in charge whilst the "hot-work" operations are in progress and shall patrol in or about any structure of building close to the "hot-work" operations, where the risk of fire may arise. The fire watcher must

be in position for a period of at least 60 minutes after the last application of heat at the end of the working period.

The **Authorised Person** must inspect the site of the “hot-work” operation at least once per day on the dates the permit is valid.

**HOT WORK PERMITS ALONE DO NOT COVER WORK CARRIED OUT IN  
CONFINED SPACES**

## Hot Works Appendix 3

### Hot Work Checklist–to be secured to cylinder trolleys

- Condition of pipes/fittings checked?
- Enclosed fabrications (e.g. tanks, pipes) checked for hazardous contents?
- Combustible materials in area removed or covered?
- Combustible floors protected?
- Wall/floor openings protected?
- Where is the nearest:
  - fire extinguisher?
  - fire alarm call point?
  - internal phone?
- Smoke/heat detectors protected
  - Site Team / Security informed?
- Check for signs of fire after work completed
- In the Event of Fire,
  - raise alarm,
  - phone reception, state location,
  - use extinguishers if safe to do so.

(Contact the Site Manager for tags with the above information)

## **Hot Works Duties of the Authorised Person**

An **Authorised Person** is someone who has sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to undertake a Hot Work Risk Assessment. The Authorised Person has the following duties:

- (i) To assess the risks associated with the hot work activity and its potential effect on the surrounding area and processes.
- (ii) To decide whether the work can be carried out in accordance with a Standard Operating Procedure or whether a permit to work is required.
- (iii) To issue the appropriate documentation to the Competent Person, discussing the practicalities of the safety precautions and control measures required.
- (iv) To monitor that during the hot work activity, the work is carried out in line with the permit to work or standard operating procedure. Where the work extends beyond one day, to extend the permit if the conditions are still applicable.
- (v) To ensure that on completion of the hot work the Competent Person has left the area in a safe condition and to cancel a permit if issued.

## **Duties of the Competent Person**

A **Competent Person** is someone who is trained and experienced in the actual Hot Work activity and has duties as follows:

- (i) Ensure receipt from the Authorised Person (Hot Work Assessor) of either a Standard Operating Procedure or a Hot Work Permit, prior to starting work.
- (ii) If a permit is issued, discuss the safety precautions required with the Authorised Person (Hot Work Assessor). Sign for acceptance of the permit to confirm understanding of the requirements and the obligation to carry out the instructions correctly.
- (iii) Work in compliance with the job instructions and control procedures.
- (iv) Adhere to any provision in the Safety Document (Safe Operating Procedure or Permit to Work).
- (v) Supervise, erect and maintain any barriers, screens or other protective measures.
- (vi) Ensure / arrange communication and/or reporting procedures for emergency situations as appropriate.
- (vii) Observe all fire precautions.
- (viii) Comply with any monitoring required by the documentation.
- (ix) Keep the Hot Work Area clean, tidy and free from any combustible materials.
- (x) Restrict the use and application of heat to the stated points of work.

- (xi) Leave the area in a safe condition if the hot work is suspended. The permit will need to be formally extended or a new permit issued if the hot work is to continue on a different day.
- (xii) Comply with any requirements laid down in the Hot Work safety document to carry out a personal inspection after a specified period following the last application of heat.
- (xiii) On completion or cessation of the Hot Work, confirm that the Hot Work area is safe and free from any source of ignition or any signs of any smouldering materials, tidy up the work area, remove/replace any fire fighting equipment, if a permit was issued, sign it off and return it to the Permit Issuer (Authorised Person).

## Permit to Work – Hot Works

Page 1 of 2

**For all operations involving flame, welding and hot cutting**

**This permit is valid only for the job described and the timescales provided**

### Description of Work

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### Location of Work

Building	Floor	Room	Location
Date Required (Max duration 1 Day)		Valid from (time)	To

### Contact Details (method of contact)

Mobile Phone:	School Number:	01726 72163	CELT HQ	01726 216650	
Site Manager:	01726 874348	Head Teacher:	01726 72163	Emergency:	999

Potential Hazards	<input type="checkbox"/> Oxygen Enrichment <input type="checkbox"/> Oxygen Depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor Lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping / falling / striking objects <input type="checkbox"/> Other – provide details below			
Control Measures	<input type="checkbox"/> Hazard / Equipment Isolated <input type="checkbox"/> Department Staff Informed <input type="checkbox"/> Protective Equipment Required - Specify			
Other Identified Hazards		Control Measures		

### Mandatory Safety Requirements (See page 2 for further guidance)

### Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warning signs displayed	
All systems associated with the work to be isolated, inclusive of smoke detectors / alarms	
Assistant to standby with suitable fire extinguisher (competent in its use)	
Site Manager Informed	
Area to be monitored and checked for combustion for <b>1 hour</b> after last application of heat / flame	

### Person / People entering work area names

Permit Issued by: (name)	Date:	Time:	

Permit Received by: (name)		Date:		
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Permit cancellation (Site Manager or Authorised Person)

Permit Cancelled by: (name)		Date:		Time:	
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## Permit to Work – Hot Works

Page 2 of 2

### WHAT ARE 'HOT WORKS'?

All temporary operations involving open flames or producing heat and / or sparks, this includes but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing and Welding.

Hot Works are governed through The School Health and Safety Policy and Process

### VALIDITY

Hot Works Permits are only valid for a maximum of one working day.

### HOT WORKS CHECKLIST

The Permit Form guides you through the requirements, this is an aide-memoire.

Hot work Equipment is to be in good condition and inspected before use

- Condition of pipes/fittings checked?
- Enclosed fabrications (e.g. tanks, pipes) checked for hazardous contents?
- Combustible materials in area removed or covered?
- Combustible floors protected?
- Wall/floor openings protected?
- Where is the nearest:
  - fire extinguisher?
  - fire alarm call point?
  - internal phone?
- Smoke/heat detectors protected
  - Site Team / Security informed?
- Check for signs of fire after work completed
- In the Event of Fire,
  - raise alarm,
  - phone reception, state location,
  - use extinguishers if safe to do so.

Suitable fire extinguishers immediately available for use x 2, fire watcher must be competent to use the extinguishers provided.

Contact to be made with the Site Manager to ensure that the Fire Alarm System is protected / isolated as appropriate. **At Least 2 days notice is required for this.**

### REQUIREMENTS WITHIN THE WORKING AREA

Area to be checked for combustible materials which must be removed before work can commence, this can include; paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors to be swept or vacuumed clean.

Combustible flooring and other combustible surfaces must be protected with heat protection mats or other suitable materials.

All floor and wall openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in the area eliminated.

Flammable liquids / gas cylinders not being used as part of the task removed from the work area and stored appropriately.

Area to be screened, protected with warning and safety signage displayed.

### WORK ON WALLS OR CEILINGS

Combustibles to be moved away from the other side.

### FIRE WATCH / HOT WORK AREA MONITOR

Fire Watch must be maintained for a period of at least 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces must be inspected. (Walls, Ceilings, Voids etc.)

### COMPLETION OF WORKS AND FIRE WATCH

Ensure that any fire alarm protection devices or isolation have been reset to normal.

NB: In the event that it is not possible to reset the fire alarm system, and / or remove covers from detector heads, then a specific risk assessment must be carried out and appropriate control measures implemented. Site Manager and Executive Head / Head of School must be made aware.

## Appendix 1 – Named Individuals with Responsibilities

<b>Cornwall Education Learning Trust</b>	
CEO	Lisa Mannall
COO Estates and IT	Andy Keast
Estates & Facilities Officer	Jon Pursehouse
Chief Information Officer	Mark Braham

<b>Poltair School</b>	
Safety Governor	D Vincent
Executive Head / Head of School	Richard Baker Mark Everett
Emergency Evacuation Coordinator	Mark Everett
Emergency Evacuation Coordinator	Claire White
HR Officer	Alice Rowse
Office Manager	Ian Foy
Site Manager	Ian Foy
Permits to Work Authorised Person	Ian Foy
First aid coordinator	R Stevens
Incident Reporting Officer Deputy Incident Reporting Officer(s)	Ian Foy R Stevens
HSW Co-ordinator	Ian Foy
Educational Visits Coordinator (EVC)	Paul Marshall
DSE assessor	
Team Teach	Carl Foster





### Epi-Pen Trained

Surname	Forename	Qualification	Renewal Date

### Diabetes Trained

Surname	Forename	Qualification	Renewal Date