

# St Margaret's Preparatory School



## Staff Welfare Policy

<b>Date Policy Reviewed</b>	<b>Policy Reviewed By</b>	<b>Reason/Outcome</b>	<b>Next Review Due</b>
Sept 2016	Sara Moutard	Issue	Sept 2017

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## Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

### And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

### General Statement

The School recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of welfare facilities for employees and pupils attending the School.

The School will therefore endeavour to provide suitable and adequate facilities that comply with the relevant legal requirements, as contained within the Education (Independent School Standards) Regulations 2014; the Workplace (Health, Safety and Welfare) Regulations 1992 and with the specific Approved Codes of Practice issued by the Health and Safety Executive (HSE).

### Introduction

This policy applies all school staff. It incorporates the following issues:

1. Working at Height
2. Manual Handling
3. Electrical Safety
4. Control of Hazardous Substances
5. Display Screen Equipment
6. Machinery, Plant and Equipment
7. Other Welfare Provisions including:
  - Sanitary conveniences and washing facilities:
  - Drinking water:
  - Accommodation for clothing and facilities for changing:
  - Facilities for rest and to eat meals:

- Ventilation:
  - Temperature
  - Lighting
8. Links to other Policies

It should be read in conjunction with Cognita's Health and Safety Handbook for Employees.

## **1. WORKING AT HEIGHT**

General Statement:

The School recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out by eliminating or reducing the risk of falling.

The definition of work at height includes any situation where there is the potential to fall (whether this is above or below ground level).

Where possible, work at height must be avoided as the first consideration in managing the risks in this area.

### **Issues Specific to St Margaret's**

No member of teaching staff must work at any height above that which can be achieved by standing on the step ladders, kick steps or step ups provided for putting up displays in classrooms. They must not under any circumstances stand on chairs, tables or anything other than the step ladders and step-ups provided.

Step ladders and step-ups are available in each building and on the ground and first floor of the Main Building.

The Caretaker(s) will not use or climb any ladders (other than stepladders or step-ups) without ensuring that someone is standing at the bottom of the ladder to secure it.

The Caretaker(s) will carry out regular checks of all ladders and maintain records of all of these checks in the ladder register.

### **Other work in the School which may involve working at height**

This part of the Policy relates to other work in the School which may involve working at height.

The school will endeavour to control the associated risks and to comply with relevant legal requirements, as contained within the Working at Height Regulations 2005, the Provision and Use of Work Equipment Regulations 1998 and the Lifting Equipment and Lifting Operations Regulations 1998 and with the specific guidance issued by the Health and Safety Executive – including the Guide to 'Working at Height' and the HSE Guide 'Safe Use of Ladders and Stepladders' – both of which were published in January 2014 and copies of which can be obtained from the Bursar.

This will ensure that prior assessment has been carried out that the work is absolutely necessary and that appropriate measures have been put in place where it has been decided that is.

The following procedures will be followed:

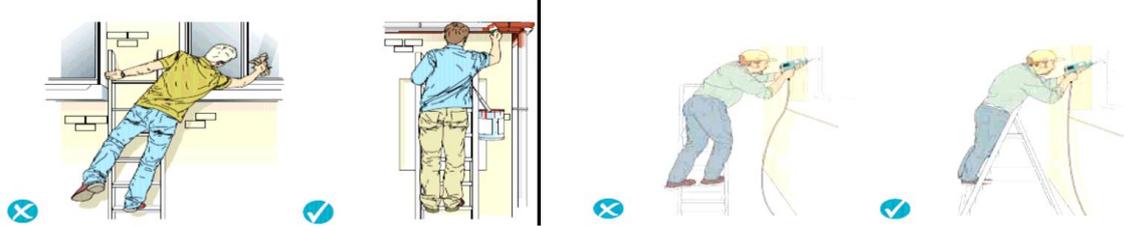
- ✓ Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
- ✓ Where work at height is unavoidable the risks of the relevant work must be assessed and appropriate work equipment will be selected and used before work commences
- ✓ All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
- ✓ All equipment used in connection with work at height must be properly inspected and maintained. This includes equipment used for means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e. work restraints, fall arrest and rope access) and ladders.
- ✓ All risks arising in connection with fragile surfaces must be properly controlled.
- ✓ All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
- ✓ When planning work at height account must be taken of emergency and rescue requirements.
- ✓ Work must not be carried out during weather conditions that could endanger health and safety.
- ✓ Lone working involving the use of access to height equipment will not be permitted.
- ✓ Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.
- ✓ Reports must be kept of all required inspections of equipment used for working at height.
- ✓ In interpreting the application of this part of the policy `work at height` is to be considered as any work where a person could be injured from falling, even if it is at or below ground level.

**Assessing the Risk:** This should be proportionate to the risks involved and factors to be considered may include:-

- ***The environment and conditions of the site*** – this includes its location; access and egress to and from site; weather and ground conditions on the site and the risks relating to other activities on the site or surrounding area.
- ***The task being performed*** – this includes: the extent of the task; its complexity; its duration; and the frequency with which the task has to be performed;
- ***The people involved*** – this includes: the numbers involved in the work; the degree of exposure to the risk; the competence of the workers involved; and the level of supervision required. It also includes risks to, or from, those not directly involved in the work.
- ***The work equipment and/or structures to be used*** – this includes: the suitability of the existing structures for work at height; the selection of work

equipment to be used; and any risks arising from pre and post use of work equipment (i.e. during installation & dismantling of work equipment).

### Safe Work at Height Examples:



## 2. MANUAL HANDLING

The School recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes dealing with the risk of injuries and other problems associated with manual handling.

When carrying out manual handling tasks in school, staff will follow the guidance set out in the Health and Safety Executive's (HSE) Guide to 'Manual Handling at Work' which was published in November 2012 a copy of which can be obtained from the Bursar.

The main injuries associated with manual handling include:

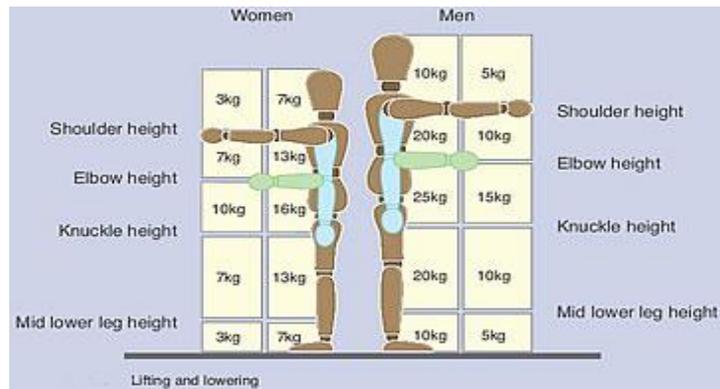
- Musculoskeletal disorders (MSDs) e.g. back strain, slipped discs
- Hernias
- Lacerations, crushing of hands or fingers
- Repetitive strain injuries e.g. tenosynovitis
- Bruised or broken toes or feet
- Various sprains and strains

The aim is to avoid the risk of manual handling altogether, if possible. Failing this, suitable and sufficient assessments will be performed by competent persons to identify hazards and reduce them, so far as is reasonably practicable. The competent person(s) at St. Margaret's will be the Caretaker(s) who have received training in manual handling.

No task involving manual handling and lifting will be undertaken unless sufficient information, instruction and training have been given to an employee required to undertake such work. If a member of staff has any doubts about their capability to lift an object they should seek help or assistance.

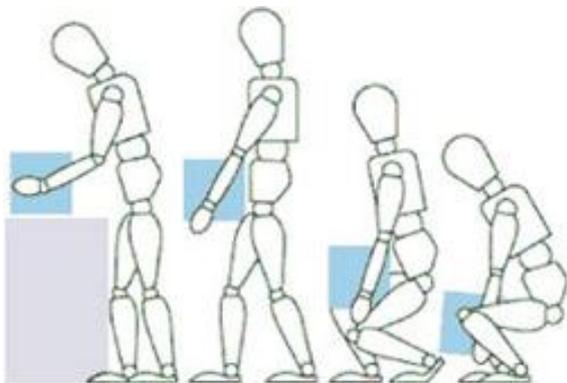
The lifting of equipment should be conducted only when the employee feels satisfied that they are capable of lifting such weights.

Mechanical lifting aids should always be used where possible and an assessment of the risks involved in lifting such weights will be conducted by a suitably qualified person as to assess the risks associated with lifting. HSE guidance will be used as a reference when considering suitable lifting weights, but this shall also be supplemented by individual capability considerations:-



Successful lifting is based on six key factors. They are associated to the correct positioning of the following:-

- FEET** - **Shoulder width apart.**
- KNEES** - **Bend the knees and use the strong leg muscles to lift.**
- BACK** - **Keep rigid and straight.**
- ARMS** - **Do not overstretch whilst lifting and keep the object close to the body.**
- HANDS** - **A good, firm grip is essential.**
- HEAD** - **Keep the head upright, look straight ahead.**



### The Assessment

All actions involving manual handling will be in compliance with the applicable statutory regulations. Where any manual handling is imposed or required for the movement of loads regarded to be excessive in weight, it may be necessary to put in place a Safe System of Work for the operation, which should be submitted to the operative performing the task.

Revision of risk assessments for specific tasks should be undertaken where there has been a change in process of considering young people and new/expectant mothers.

The task specific assessment approach will include consideration of the following key elements:-

**The Task:** Including consideration of:

- Strenuous pushing/pulling
- Bending

- Overreaching
- Twisting
- Movements
- Repetition
- Distance
- Static muscle work
- Team handling
- Handling above head height
- Handling away from the body
- Insufficient rest time

**The Individual:** Including consideration of:

- Competence
- Mental ability
- Strength
- Communication
- Health
- Training
- Age
- Attitude
- Experience
- Gender
- Disability
- Pregnancy

**The Load:** Including consideration of:-

- Centre of gravity
- Weight
- Bulkiness
- Size
- Slippery to hold
- Difficult to grasp
- Fragile contents
- Fluid contents
- Poorly stacked
- Hot
- Sharp edges
- Unstable
- Too large to see over

**The Environment:** Including consideration of:-

- Confined spaces
- Obstacles
- Hot/cold
- Humidity
- Lighting
- Ventilation

- Weather
- Slip/trip hazards
- Uneven floors
- Occupied environment

### **3. ELECTRICAL SAFETY**

The School recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

The School will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Electricity at Work Regulations 1989 and with the specific guidance (HSG 85/107/236 and HSR 25) issued by the Health and Safety Executive.

The management of access for any contractor(s) attending to support in the provision of electrical services, is under the direct management of the school. This will include consideration of the requirements for DBS or supervision arrangements, and supplemented by use of the Contractor Signing In System.

In particular the following rules and procedures will be applied:

#### **Fixed Electrical Installations**

- All fixed installations and systems meet the required standard.
- All fixed installations are maintained in a safe condition.
- All fixed installations are routinely inspected by competent persons at the recommended frequency with suitable records maintained.
- Adequate socket-outlets are provided to avoid overloading or the excessive use of extension leads.
- Employees are required to report any defective electrical installations or systems.

#### **Portable Electrical Equipment**

- All portable electrical equipment is safe and suitable for the particular work in which it is used.
- All portable electrical equipment is maintained in a safe condition or removed if it cannot be maintained safely
- All portable electrical equipment is subject to a system of visual inspection and testing.
- Staff are not permitted to bring personal electrical equipment onto the premises for use, without prior authorisation from the Bursar. Any authorised equipment must also be inspected to minimum best practice standards, alongside those established for the School's own equipment.
- All members of staff must report any defective equipment and must stop using it immediately and remove or arrange for it to be removed away from the vicinity if it is considered to be detrimental to safe usage.

#### **Information and Training**

- Adequate training and information is provided to all members of staff regarding the safe use of electrical equipment.
- All employees are provided with copies of any risk assessments and safe working procedures that are relevant to electrical installations, systems and equipment in their area or work activities.
- The School only permits suitably competent persons to carry out any work on electrical installations, systems and equipment.
- All contractors are informed of, and comply with, the School's Health and Safety policy and any relevant risk assessments or safe working procedures.

## **Record Keeping**

The following records are retained and updated as appropriate:

- A register of all portable electrical equipment on School premises.
- Details of any instruments and testing equipment that the School uses for electrical work (there are none on site at present)
- Copies of any permits authorising work on electrical equipment (there are none on site at present)
- Safety information provided to and by contractors.
- All information relating to individual competence and training of persons who are authorised to inspect electrical installations or equipment or conduct, manage, supervise or assess electrical work.
- Details of inspections and tests conducted on fixed installations, portable electrical equipment and personal protective equipment. These records show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.

All documentation in relation to electrical inspections and work to electricians in the School are kept in the Bursar's office in the Electrical File. Detailed Records of PAT Testing are kept electronically.

## **4. CONTROL OF HAZARDOUS SUBSTANCES**

### **General Statement:**

The aim of this part of the Policy is to ensure that we provide adequate training, instruction and information to prevent staff, pupils and others coming into contact with hazardous substances. This will be achieved by having a prescribed procedure to safeguard health, safety and welfare with respect to potential exposure to hazardous substances in the School environment.

This policy applies to all hazardous substances (including biological hazards). The School recognises the need to provide a safe and secure working environment. Caring for all personnel and minimizing risk is inseparable from all other school objectives. To achieve this, the school accepts that the policy for the Control of Substances Hazardous to Health (CoSHH) requires a high level of management commitment, professional competence and adequate resources.

### **Definitions**

COSHH - covers all uses of substances hazardous to health. The definition of which is given in Regulation 2 of the Control of Substances Hazardous to Health Regulations 2013 (COSHH).

The definitions cover virtually all substances including preparations capable of causing adverse health effects or disease arising from work activities. A substance may be natural or artificial and in a solid, liquid, gaseous or vapour form. Micro-organisms are also included.

Under the Health and Safety at Work, etc Act 1974 (HSW Act), an employer has a duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees.

Practical guidance on the COSHH Regulations is given in approved codes of practice (ACOPs) and many related publications by the Health and Safety Executive (HSE).

COSHH is designed to ensure that the resources applied to control hazards are suitable, adequate and no more elaborate or expensive than is necessary for control.

### **Training Requirements:**

Staff that may be exposed to hazardous substances will:

- Be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimize the risks.
- Receive training to a safe level in the handling of hazardous substances, procedures, and the use of control measures and in emergency procedures. Staff training must include accident and defect reporting procedures.

### **Evaluation and Control:**

The CoSHH Regulations require employers to undertake a number of evaluation and control measures. These evaluations must be recorded, together with the precautions taken to control or prevent exposure of employees and others to the substance(s).

The key elements of CoSHH are:

1. Assessment
2. Control Measures
3. Maintenance of Control Measures
4. Monitoring of Exposure
5. Health Surveillance
6. Provision of Information
7. Training

### **COSHH - What we do at St. Margaret's**

Assessments are conducted before any potentially hazardous substances are brought onto the site and used. This allows consideration for elimination or replacement of that substance with a less harmful substitute.

The Bursar keeps details of all substances kept in School, and identifies the level of hazard in relation to each substance.

The Cleaning Contractor and the Catering Contractor maintain their own Safety Data Sheets for substances which they use on site – and they pass copies to the Bursar for central storage.

Under no circumstances are staff allowed to bring any other substances onto site without informing the Bursar

When it has been identified that a substance is classified as hazardous, the Bursar obtains Safety Data Sheets and then completes a full CoSHH risk assessment. The full risk assessment is stored together with any relevant/available Safety Data Sheets, in the yellow CoSHH lever arch files which are kept in the Bursar's Office and the Cleaning Cupboard. The catering staff maintain their own CoSHH folder in the Kitchen but copies of each of their safety data sheets and COSHH assessments are passed to the Bursar.

All persons affected by the work, including pupils, visitors and staff, are considered.

Risk assessments are made available to all members of staff likely to be affected by the substance. This is normally done by giving a copy to the relevant member of staff and by notifying all staff that a copy is in the main CoSHH lever arch file. These documents are also referred to as part of the induction programme for all new staff (via the Cognita Health and Safety Handbook)..

All staff are encouraged to discuss any issues or concerns that may require individual risk assessments to be carried out

### **Ongoing Management Systems**

The Safety Data Sheets are reviewed if there is reason to suspect that they are no longer valid, or there has been a significant change in the matters to which the assessment relates, and in any case at least every five years.

All hazardous substances deemed to be out of date or no longer required, are removed from the site in a safe and legal manner.

### **Monitoring Of Employees' Health**

The Headmaster and the Bursar will ensure that the exposure of employees to hazardous substances will be suitably monitored as required under the CoSHH Regulations.

### **Hazard Symbols**

Hazard symbols may appear on some chemical labels. Examples are set out below:



- Acute toxicity, Very toxic (fatal), Toxic etc



- Gasses under pressure



- Harmful skin irritation, serious eye irritation



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



- Explosive, self reactive, organic peroxide



- Harmful to the environment



- oxidising gases, oxidising liquids, oxidising solids



- Longer term health hazards such as carcinogenicity and respiratory sensitisation



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

## **5. DISPLAY SCREEN EQUIPMENT (DSE)**

### **General Statement:**

All reasonable steps will be taken by the company to secure the health and safety of employees who work with display screen equipment (DSE). The company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

### **Definition of a DSE 'user':**

These Health & Safety (Display Screen Equipment) Regulations 1992 only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

A copy of the HSE Guide 'Working with Display Screen Equipment' is available from the Bursar.

The results of the DSE checks are in the yellow folder "Display Screen Equipment" in the Bursar's filing drawer.

The following members of staff fall into this category: The Headmaster, the Headmaster's PA, the Bursar, the Registrar and the Admin Assistant. Each of these members of staff completes a self-assessment checklist annually - and liaises with the Bursar where remedial action is required.

### **Arrangements for Ensuring the Health and Safety of DSE Users:**

Cognita will, in consultation with workers and their representatives:

- Carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker.
- Take all necessary measures to remedy any risks found as a result of the assessment.
- Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task.
- Arrange for the provision of eye and eyesight tests where a visual problem is experienced.
- Arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE.

- Advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

### **Procedures for Dealing with Health and Safety Issues:**

Where an employee raises a matter related to health and safety in the use of DSE, the company will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.
- Where a problem arises in the use of DSE, the employee must adopt the following procedures:
  - Inform a responsible person immediately.
  - In the case of an adverse health condition, advise the company doctor and his or her own general practitioner.

### **Information and Training:**

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors. Managers and supervisors who are responsible for users of Display Screen Equipment will also be given appropriate training.

### **Regular eye and eyesight tests:**

Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and must be arranged through the company.

### **Visual discomfort:**

Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, the company will offer an eye and eyesight test.

### **Costs of testing:**

The costs of eye and eyesight tests will be met by the company, provided that testing has been arranged through the company. Where an employee obtains a test independently and without the knowledge of the company, even if the test is specifically related to display screen use, the company shall not be responsible for the costs incurred.

### **Supply of glasses:**

Where glasses are found necessary, specifically for the use of DSE, the company will contribute an agreed amount towards the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. Evidence of intended purchase must be produced.

### **Care and replacement of glasses:**

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of company property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in an employee's visual defect and this results in a change to prescription requirements, the company will bear the cost of replacement subject to the procedures outlined above.

### **Rest breaks:**

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the company will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management. Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

### **Assessment of the workstation:**

DSE users will be invited to assist the company in providing a comfortable and safe working environment. This includes access to suitable guidance and an annual DSE Assessment conducted for all users. Where any significant change occurs such as a relocated work area; change in role; introduction of new display screen equipment etc, a review of the DSE Assessment will be undertaken.

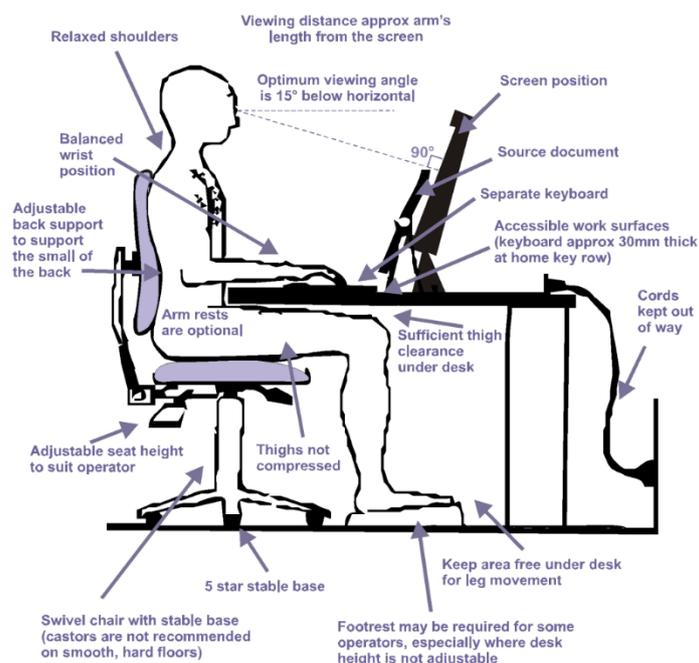
### **Training:**

All employees who use DSE will be given training to enable them to work without risk to health, in addition to access to ongoing best practice and guidance. Training will also cover the provisions of this policy.

### **Safe System of Work:**

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:

- Make sure that all your furniture and equipment is functioning correctly.
- Adjust furniture and equipment so that you are comfortable when working.
- Take the opportunity to vary activities, breaking up long periods of DSE work.
- Use your entitlement to eye and eyesight tests.
- Report symptoms of discomfort or ill health as soon as you are aware of them.
- Inform your employer of your training needs.
- Do not tamper with electrical equipment — ask for assistance.



## 6. MACHINERY, PLANT AND EQUIPMENT

The School recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all machinery, plant and equipment is maintained in a safe condition and used in a safe manner.

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (eg shearing, drawing in, and crushing)
- Impact
- Contact (eg friction, abrasion, cutting, stabbing, puncture and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
- Malfunction
- Fire
- Noise
- Vibration

The School will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Supply of Machinery (Safety) Regulations 2008, and with the specific guidance (L22) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area and associated work activities:

- Cognita will, as far as is reasonably practicable, ensure that all equipment is suitable for the intended use or tasks.
- All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
- All dangerous parts of machinery will be suitably and adequately guarded.
- All equipment will be maintained in efficient order and in good repair.
- All equipment will be maintained in efficient order and in good repair.
- Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
- Employees are required to report any defective equipment immediately to the Bursar or the Headmaster
- Employees are required to only use equipment for the purpose or operations for which it is suitable or intended.
- Every employee who uses equipment will receive suitable and adequate information, instruction, training and supervision.

Skips are hired in for the disposal of rubbish and garden waste.

Personal equipment and tools are not permitted on the School unless prior agreement has been reached with the Bursar or the Headmaster to ensure they are suitable, maintained and that the member of staff is competent to use them.

See Premises Management Handbook for additional information.

## **7. OTHER WELFARE PROVISIONS**

### **General Statement:**

The School recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of welfare facilities for employees and pupils attending the School.

The School will therefore endeavour to provide suitable and adequate facilities that comply with the relevant legal requirements, as contained within the Education (Independent School Standards) Regulations 2010; the Workplace (Health, Safety and Welfare) Regulations 1992 and with the specific Approved Codes of Practice issued by the Health and Safety Executive (HSE).

In particular the following facilities will be provided, and issues addressed, as far as is reasonably practicable within the School:-

### **Sanitary conveniences and washing facilities:**

Suitable and sufficient sanitary conveniences and washing facilities are provided at readily accessible places.

They and the rooms containing them are kept clean, adequately ventilated and lit.

Washing facilities are located close to sanitary conveniences and/or changing facilities and will have running water, soap and clean towels or other means of cleaning or drying.

A shower is provided in the changing rooms for use by staff only.

Men and women have separate facilities except where they are in a separate room with a lockable door and available for use by only one person at a time. Pupil and staff facilities are separate in all locations with the exception of the toilet in the room adjacent to the First Aid Room. This can be used by visitors and staff only when there is no one in the First Aid Room.

### **Drinking water**

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups, is provided.

Water is also available in the Staff Room in a refillable enclosed container. Bottled water may be provided in some circumstances as a secondary source of drinking water.

Drinking water is marked and signs are in place to ensure that no water is drunk from non mains supplies.

### **Accommodation for clothing and facilities for changing**

Changing facilities are available for people who need to get changed.

### **Facilities for rest and to eat meals**

The Staff Room is provided for all members of staff to use during breaks and at other times. It contains a kitchen with facilities to make hot drinks, seating and tables.

Staff may either eat in the Hall at lunchtime or in the Staff Room.

### **Ventilation**

As far as possible, given the age and nature of the School buildings, it is adequately ventilated, with fresh, clean air being drawn through windows.

Where necessary and safe, electric fans are provided in extremely hot weather in the summer.

There is an air conditioning unit in the ICT room in the LAF building.

### **Temperature**

Comfort depends on air temperature, radiant heat, air movement and humidity. Individual personal preference makes it difficult to specify a thermal environment which satisfies everyone. For workplaces where the activity is mainly sedentary, such as the School environment, the temperature should normally be at least 16 °C. If work

involves physical effort it should be at least 13 °C (unless other laws require lower temperatures).

In those classrooms which are particularly cold, given their age and nature, additional heaters are provided.

## **Lighting**

Lighting is sufficient to enable people to work and move about safely.

Emergency lighting is provided where sudden loss of light would create a risk.

A lighting level survey was carried out in 2012 and we have an ongoing planned programme of lighting improvement.

## **Room Dimensions and Workspace:**

Work rooms have enough free space to allow people to move about with ease.

The volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. All or part of a room over 3.0 m high should be counted as 3.0 m high.

Eleven cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work.

## **8. LINKS TO OTHER POLICIES**

This Policy must be read in conjunction with the following:

Health and Safety Policy

School Security Policy

First Aid Policy

Lone Working Policy

Road Safety and Parking Policy

Premises Management Handbook

Policy for Risk Assessment, Welfare, Health and Safety

Cognita's Health and Safety Handbook for Employees