Maplewell Hall School

LA Maintained School Health & Safety Policy

Maplewell Hall School

Author: J Wenham

Reviewed By: Lee Richardson

Date Reviewed: 20/04/2020

Review Due Date: 20/04/2023

Issue No: 5

Policy Created	**November 2020**
Link Governor	**Health & Safety**
Date Reviewed by Governing Body	**Autumn Term 2025**
Date of Next Review	**Autumn Term 2026**

Foreword

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

The Governors of Maplewell Hall School have ratified and accepted this health and safety policy.

Signed

Chair of the Governing Body

Date:

Signed

Principal/Head Teacher (delete as necessary)

Date:

Table of Contents

1.0 Statement of Intent……...
Error! Bookmark not defined.

2.0 Organisation – Roles and Responsibilities……...
Error! Bookmark not defined.

3.0 Organisational - Arrangements for Health and Safety…….…….13

4.0 Appendix 1 - Specific Responsibilities and Duties……29

5.0 Additional Policies and Guidance……33

1.0 Statement of Intent

1.1 The health, safety and wellbeing of all employees, service users and customers of Leicestershire County Council (LCC) and is fundamental to the success of the Authority School.

1.2 This Policy Statement outlines the framework developed by LCC to manage health, safety and wellbeing. It is a declaration of the County Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit or may be affected by the Council's activities.

1.3 Our ultimate aim is to protect all employees and customers from accidents and work-related ill health. This will be achieved by;

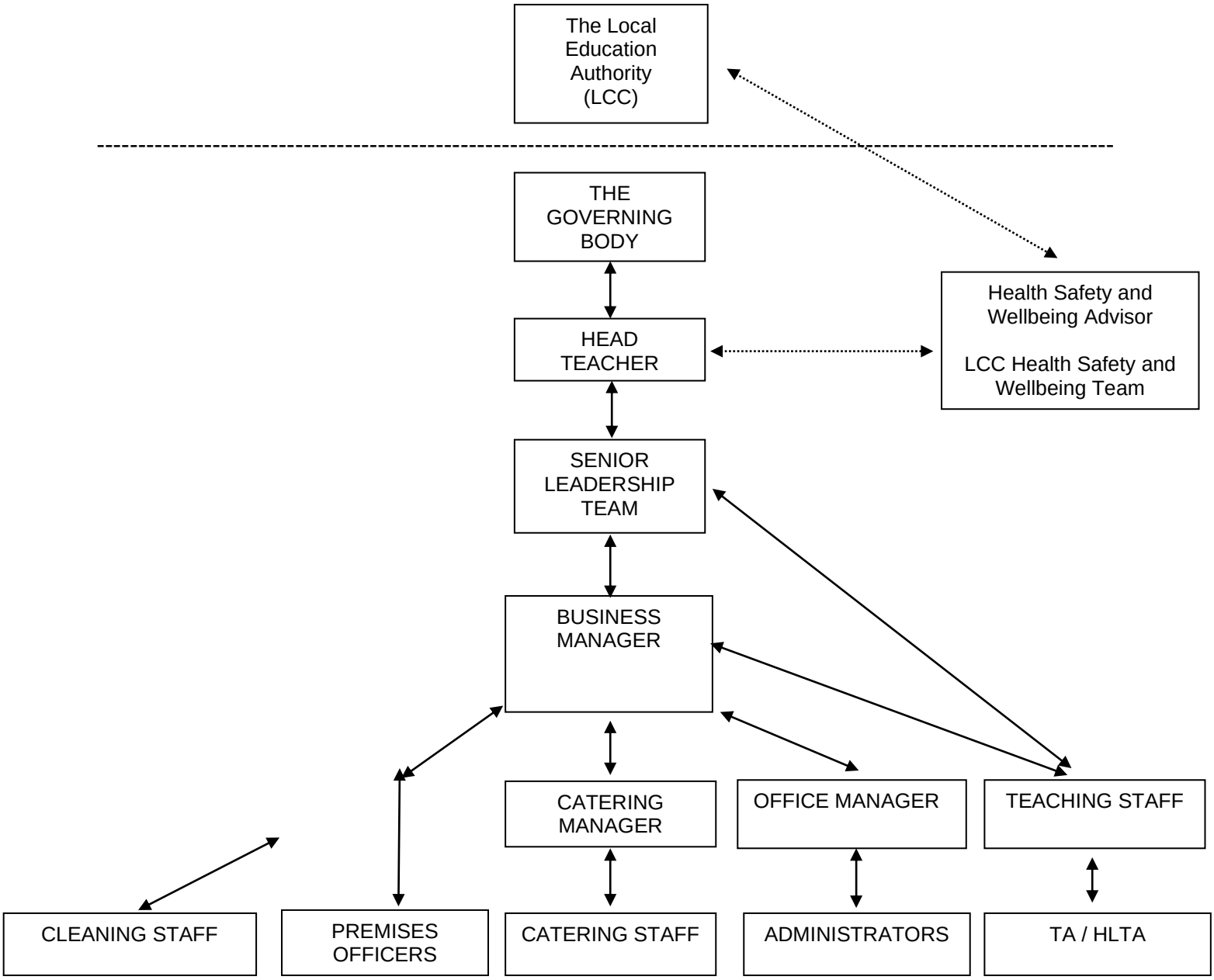
- Complying with all applicable health and safety legislation.
- Committing to the prevention of ill health and injury across the school.
- Ensuring that adequate resources are provided for health and safety.
- Encouraging the implementation of a management system within departments, to identify and control risk throughout the Local Authority School.
- Providing appropriate health and safety training in order that staff can fulfil their responsibilities effectively.
- Ensuring that appropriate monitoring and reviewing processes are in place, so that the school continually improves the way safety is managed School.
- Continually setting targets to meet the objectives of this policy and continual improvement of the safety management system.

This Policy Statement is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant legislation, which will be the minimum standard acceptable.

Signed: Signed:

Chair of Governors Headteacher
Date: Date:

Organisational Chart for Health and Safety



2.0 Organisational Roles & Responsibilities

The Health and Safety at Work Act 1974 requires the school staff, Governing Body and the Local Authority (LA) Health, Safety and Wellbeing Service, to work together to ensure health, safety and welfare objectives are achieved.

2.1 The Governing Body

The Education and Inspection Act 2006 gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.
In particular the Governing Body is responsible for:

i) ensuring that the Health and Safety Policy is implemented and monitored within the school;

ii) ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations, the Local Authority recommend that this is best achieved by making health and safety an integral part of the school's development plan;

iii) receiving health and safety guidance and information distributed by the Health, Safety and Wellbeing Service and ensuring that proper arrangements are made within the school for complying with the guidance;

iv) ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented;

v) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;

vi) ensuring that health and safety issues concerning the school are identified, decisions are taken, and that effective action is carried through;

vii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health, Safety and Wellbeing Service, Inspectors of the Health and Safety Executive (HSE), Fire and Rescue Service and any other Health and Safety Officials;

viii) ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;

ix) ensuring that procedures exist for checking that any items offered for use by the school are safe;

x) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;

xi) Setting health and safety aims and objectives for the school;

xii) Monitoring the effectiveness of the health and safety policy.

The Governing Body is also responsible for planning and setting standards which include:

i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives.
ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
iii) Developing a positive health and safety culture.
iv) Ensuring that a training plan is developed which: -
    - enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
    - provides induction training for new employees including temporary, part time and supply staff.

2.2 **Head Teacher / Principal**

The overall responsibility for all school health, safety and wellbeing organisation and activity rests with the Head Teacher, The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Techer will:

i) Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.

ii) Co-ordinate the implementation of the LA and governors' health and safety and wellbeing procedures in the school.

iii) Make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).

iv) Ensure that problems in implementing health and safety policy are reported to the LA Health, Safety and Wellbeing Service. 0116 305 5515.

v) Conduct and review of risk assessments for all activities undertaken on and off the school site, this will be delegated to staff members who have control of specific activities. The Head Teacher will review all risk assessments undertaken by other staff members.

vi) Arrange annual review of the working documents and systems that support the policies and make appropriate recommendations to the Governing Body.

v) Put in place procedures to monitor the health and safety performance of the school.

vi) Ensure that all major hazards are reported immediately to the Health, Safety and Wellbeing Service and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.

vii) Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, the working environment etc. which present hazards.

viii) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.

ix) Develop a health and safety training plan for all employees

x) Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.

xi) Ensure an annual budget is provided for health and safety.

xii) Report to the Governing Body the Health and Safety performance of the school annually through health and safety annual review meeting and secure funding for any identified Health & Safety costs

xiii) Develop action plans to maintain the school's health and safety management system.

xiv) Provide appropriate protective equipment.

xv) Monitor staff performance and taking corrective actions where necessary.

xvi) Report and investigate accidents and incidents in association with the Health. Safety and Wellbeing Service.

xvii) Facilitate Health, Safety and Wellbeing audits.

xviii) Consult and communicate with trade union safety representatives and staff safety representatives.

xix) Ensure there is a clear system for reporting accidents and incidents.

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively implemented. Overall accountability for these duties remains with the Head Teacher.

2.3 **Business Manager**

i) Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.

ii) Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.

iii) Notify the Premises officer and Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.

iv) Be the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.

v) Liaise with and report directly to the Governors on all matters of Health and Safety

vi) Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.

vii) Ensure that all certification and statutory inspections are kept up to date.

viii) To investigate accidents, incidents, dangerous occurrences and near misses, complete accident reports via AssessNET.

ix) Identify building defects and communicate with Property Services at LCC in relation to property defects. Helpline number: 0116 305 5000.

2.4 **Catering Manager**

The Catering Manager is responsible for activities undertaken within the school kitchen and will:

i) Take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff.

ii) Advise the Premises officer and Head Teacher of any health and safety concerns.

iii) Provide risk assessments for activities associated with work and relevant employee in the kitchen. Monitor their effective implementation.

iv) Ensure health, safety and wellbeing information is communicated to catering staff.

v) Report accidents, dangerous occurrences and near misses to The Business Manager.

vi) Ensure a food safety policy is devised and communicate to kitchen staff.

vii) Ensure the provision of adequate PPE for staff that they are responsible for.

2.5 **Premises officer**

The Premises officer is responsible for day to day management of property maintenance and compliance checks. The Premises officer will be responsible for:

i) Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Head Teacher.

ii) Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).

iii) Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager and Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.

iv) Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.

v) Advise the Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

vi) Carry out compliance checks as set out by LCC Property Services and LCC Health safety and Wellbeing service.

vii) Liaise and co-operate with LCC Property Services in matters relating to building/property management. 0116 305 5000.

viii) Retain and maintain compliance and health and safety related documentation.

2.6 **Teaching Staff Obligations**

The health and safety of pupils in classrooms is the responsibility of Class Teachers. Class teachers are expected to:

i) Check classroom area is safe

ii) Check equipment is safe before use

iii) Ensure safe procedures and risk assessments are followed

iv) Give clear instruction and warnings to pupils, as often as necessary

v) Report defects to the Premises officer

vi) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher

vii) Follow safe working procedures personally

viii) Ensure all teaching activities/ activities for the children are correctly risk assessed, and the risk assessments are followed.

ix) Ensure activities conducted with pupils are age appropriate.

2.7 **Obligations of all Employees under the Health and Safety at Work Act 1974 and The Management of Heath and Safety at Work Regulations**

All employees must:

i) Take reasonable care of themselves and others who may be affected by their actions or omissions.

ii) Co-operate with the employer in the discharge of its statutory obligations.

iii) Not misuse or interfere with any safety equipment and/or protective clothing provided for health and safety purposes.

iv) To report all accidents, defects, dangerous occurrences and near misses to the Premises Officer/ Head Teacher.

v) Act in accordance with any training given unless the member of staff believes it would be unsafe to do so. In this instance the member of staff should immediately report any shortcomings to their line manager.

vi) Promote a positive health and safety culture throughout the organisation.

vii) Follow all control measures set out within the employer's risk assessments unless they think it would be unsafe to do so. In this instance the member of staff should immediately report to their line manager.

2.8 **Safety Representatives/Safety Committee**

i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.

ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.

iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.

iv) The Governing Body will fulfil these obligations though the Head Teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

2.9 Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe to health, safety and wellbeing rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. Visitors unknown to staff and pupils must wear an identification badge at all times. The Head Teacher/secretary will inform all staff when unknown visitors are on site who will then inform the pupils; all safeguarding procedures will apply. All visitors must sign in and out at the school office.

2.10 Pupils

All pupils are expected to behave in a manner that reflects Maplewell Hall School's behaviour policy and in particular are expected to:

i) take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the School.

ii) cooperate with teaching and support staff and follow all health and safety instructions given

iii) not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

iv) report to a teacher or other member of Maplewell Hall School staff any health and safety concerns that they may have

2.11 Lettings

Maplewell Hall School has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

i) co-operate and co-ordinate with Maplewell Hall School on health and safety matters and agree to the terms of the lettings policy in relation to health and safety arrangements

ii) provide information relating to any additional risks or procedures which will be new or unusual to those of Maplewell Hall School that may arise from their activities

iii) Maplewell Hall School will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises

- adequate arrangements for emergency evacuation are in place and communicated

Note: All relevant tasks should be identified and delegated to an individual using Appendix 1.

3.0 Arrangements for Implementation

3.1 Distribution of Health and Safety Information

i) The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head Teacher's office and a communal area within the school. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.

ii) A copy of the Health and Safety Policy together with relevant documents concerning specific areas will be kept by the Premises Officer.

iii) All staff will receive copies of this Health and Safety Policy and will be expected to familiarise themselves with the contents. Where guidance documents are referred to in this policy copies can be found at the locations set out above.

iv) The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available.

v) All new staff including part time, temporary and supply staff will be provided with a copy of this policy and will receive induction training which will include relevant health and safety issues.

vi) The Health & Safety Law poster is displayed in the staff room and contains up to date contact details.

3.2 Accidents, Dangerous Occurrences and Near Misses (Refer to Incident Investigation, Nonconformity, Corrective Action and Preventative Action Policy)

i) Immediate first aid

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.

ii) Incident Reporting on AssessNET

Staff should ensure that all accidents involving injury or ill health effects are notified to the Head Teacher with enough information to allow him/her to complete an incident report on AssessNET – Leicestershire County Council's accident recording system.

iii) Internal Reporting and Investigation

A member of staff who witnesses or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Head Teacher. The Head Teacher will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

iv) RIDDOR reportable incidents should also be entered onto the AssessNet system, for detailed information on RIDDOR please see the Incident Investigation, Nonconformity, Corrective Action and Preventative Action Policy in regard to what accidents are RIDDOR reportable.

v) AssessNET entries are monitored by the health, safety and wellbeing team duty officer at County Hall. The duty officer will determine if the accident is RIDDOR reportable and advise the school of any further action required.

vi) First aid box inventory and equipment condition checks will be undertaken monthly and this will be documented.

vii) A first aid needs assessment will be undertaken by The Head Teacher to determine what first aid provision is required. This assessment will be reviewed annually.

3.3 **Asbestos**

i) It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.

ii) The Control of Asbestos at Work Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and a register be maintained on the premises. An appropriate survey to comply with these requirements will be carried out by the Local Authority Property Services Department. A copy of the results of that survey will be kept by the Premises officer. All contractors must check available information in the School's Asbestos Survey and sign the ASB100 sheet before commencing work on site.

iii) The School's Local Asbestos Management Plan (LAMP) has been produced to assist the Head Teacher in fully complying with their duties to manage the risks associated with asbestos. This document will be reviewed regularly and communicated to all relevant parties.

iv) The school's Premises officer will receive training on asbestos awareness.

3.4 **Contractors**

All Contractors will:

i) Observe their own health and safety policies and procedures.

ii) Report to Reception and sign in on arrival.

iii) Comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures.

iv) Examine the Asbestos Survey prior to commencing any work on site and sign the ASB100 sheet.

v) Comply with the requirements of the all relevant health and safety legislation such as Construction (Design & Management) Regulations 2015, Manual Handling Regulations 1992, Work at Height Regulations 2005 etc…

vi) Report to the Premises Officer and sign out at reception when leaving.

vii) Contractors to follow school's fire and emergency procedures and be accounted for should the building need to be evacuated.

viii) Be given a site induction before starting work.

ix) Report any unsafe actions, hazard, accidents and/or incidents to The Head Teacher.

x) Comply with the school's fire evacuation procedure.

3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

i) The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.

ii) The school will maintain an inventory of hazardous substances stored on site.

iii) Safety data sheets will be obtained from the supplier for each substance.

iv) Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.

v) Copies of COSHH risk assessments including actions required will be kept in accordance with 3.1 of this Part detailing the distribution of Health and Safety Information. Archived copies of COSHH assessments to be kept for 40 years.

vi) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

3.6 Display Screen Equipment

i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.

ii) Staff who habitually use DSE shall complete a DSE assessment using the SHINE software www.go-shine.co.uk/login/index.php Please call 0116 305 5515 for more information regarding SHINE.

iii) Eye tests will be facilitated for those staff falling within the regulations in accordance with the above guidance.

iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in Leicestershire County Council's Display Screen Equipment information and guidance, which is available on the LTS website.

3.7 Electricity at Work

3.7.1 The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

i) Arrangements for the inspection and testing of fixed installations will be organised by the Council's Property Services Department at 5 yearly intervals and in the event of a fault developing.

ii) Portable electrical equipment shall be (Portable Appliance Tested) in accordance with the LTS electrical safety guidance document available on the LTS website.

iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should not use any faulty equipment and prevent others from using it. Faults identified must be reported to the Premises Manager.

iv) All electrical equipment shall be checked for defects and damage before use following the manufacturer's instructions.

3.8 Emergency Procedures

3.8.1 *Evacuation*

i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.

ii) In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.

iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1.

iv) The school has specific emergency procedures for foreseeable emergencies such as fire evacuation & invacuation, lockdown, intruders etc.

3.8.2 Fire

i) An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed stipulated.

ii) All fire appliances such as, sprinklers, fire alarm systems, fire extinguishers will be serviced and maintained by specialist maintenance personnel. These systems will also be checked internally in accordance with the school's fire log book by the Premises officer.

iii) All fire doors must be fitted with a closing device so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building. Doorguards can be fitted where necessary to auto close doors in the event of a fire alarm activation.

iv) The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.

v) Fire drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.

vi) Appropriate members of staff will be trained how to use relevant fire appliances. The Head Teacher will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.

vii) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

3.8.3 Bomb Threat

i) In the event of a warning the Head Teacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.

ii) Any suspicious objects should be reported to the Head Teacher. Under no circumstances should the object be touched or moved.

iii) For further information please see the LTS Bomb Threat, Suspicious Packages and Lock Down guidance.

3.8.4 Chemical or Biological Incident

i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Premises Officer in consultation with the Head Teacher.

3.8.5 First Aid

i) First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.

ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times, in accordance with the first aid risk assessment. Those with current certificated training are logged in the school's training matrix. The number of pupils within the school will be also considered when calculating the first aid requirements.

iii) A nominated "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 and will ensure that first aid box contents are replenished at least once a term.

iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.

v) External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated 'appointed person' must be notified so that replenishment can be organised.

vi) Accidents should be records in accordance with 3.2 of this Policy.

3.9 **Glass and Glazing**

i) Doors which can be pushed open from either side should have a viewing panel appropriate to allow a clear view of the area on both sides of the door.

ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage (Refer to establishment glazing risk assessment).

3.10 **Inspections, Monitoring and Audit and Review of Performance**

3.10.1 Inspection

i) General inspections take place once per term by the Premises Officer with the assistance of the Governing Body and Senior Leadership Team and in consultation with the Safety Representatives.

ii) Daily inspections of the site will be undertaken by the Premises Officer and the findings will be recorded.

iii) Pre-use inspections of equipment will take place where the need is identified by risk assessment.

3.10.2 Monitoring

i) The Health and Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.

ii) The Head Teacher will monitor the school's performance on Health and Safety issues.

iii) The Governing Body will conduct an annual management review of health and safety and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3.10.3 Audit and Review of Performance

There will be a regular audit of all aspects of Health and Safety conducted by the Health, Safety and Wellbeing Service. Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body by the Head Teacher.

3.10.4 Performance Standards

The school should set performance standard based on annual statistics. They will enable standards to be monitored and acted upon where needed.

3.11 **Lifting Operations and Lifting Equipment**

i) Passenger or goods lifts on site together with any lifting equipment (such as hoists) are covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

ii) The Premises Officer will ensure that the statutory inspections take place when due.

iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use and conduct a pre-use visual check where appropriate.

3.12 **Management of Health and Safety**

ii) The school will implement the principals of the Health and Safety Management System OHSAS18001/ISO45001. This will be achieved by following guidance from the Health, Safety and Wellbeing Service.

iii) Risk assessments and safe systems of work will be developed and implemented for school activities by competent persons with the assistance of the Premises Officer. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.

iv) The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.13 **Manual Handling**

i) It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the Health, Safety and Wellbeing Service.

ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.

iii) Training will be a key part of reducing the risks for those staff involved in manual handling.

iv) Manual handling risk assessments will be undertaken for manual handling tasks.

3.14 **New Plant, Machinery and Equipment**

i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

ii) Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Head teacher. He/She will not grant such permission unless he/she can be sure that all Health and Safety implications have been satisfied.

iii) Details of new equipment will be added to the school's inventory of equipment and will be maintained in accordance with manufacturer's instructions.

3.15 **Noise at Work**

i) The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.

ii) In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. grounds maintenance equipment.

iii) As a general rule the regulations will not apply where noise levels are below 80dB(a). Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

3.16 **Occupational Health**

3.16.1 Access to Occupational Health services

i) The LA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.

ii) Staff wishing to access this service should initially discuss the problem with the Head Teacher, who will respect the privacy of the individual concerned.

iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LA.

3.16.2 Bullying

i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management responsible for addressing incidents of bullying will follow guidance from the LA.

3.16.3 Drugs and Alcohol

i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol the matter will be dealt with in accordance with the approved Substance Misuse Policy.

ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

3.16.4 Health Surveillance

i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

3.16.5 Health Promotion

i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.

ii) Assistance will be given wherever practical in relation to:

- smoking cessation courses
- encouraging healthy diet (healthy options available in school dining facilities)
- encourage staff to use the sporting and exercise facilities on site (where available)

iii) Further information on assistance available can be gained from the LA Wellbeing Group.

3.16.6 Legionnaires Disease

i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.

ii) A legionella risk assessment will be undertaken every two years and will form how the school manages the risk of water hygiene issues.

iii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.

iv) The advice in the Approved Code of Practice will be followed on site.

3.16.7 Pregnancy and Breastfeeding

i) The Pregnancy and Breastfeeding guidance from the Health, Safety and Wellbeing Service will be followed. This can be obtained from the LTS Website: www.leicestershiretradedservices.org.

3.16.8 Stress at Work

i) Stress is becoming an increasingly important issue. The Health, Safety and Wellbeing Service have produced a general guidance document entitled Stress Management in Schools'.

3.16.9 Violence at Work

i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the LA 'Challenging Behaviour and Violence at Work' will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.17 Maplewell Hall School has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- Maplewell Hall School requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. https://oeapng.info/
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.
- https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- Governors will be provided details of significant off-site visits through the Headteacher's regular Headteacher's Report to Governors
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit.
- LCC do not approve off-site visits this can only be done by the Head Teacher.

3.18 **Personal Protective Equipment**

i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed. https://www.hse.gov.uk/pubns/books/l25.htm

ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.

iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

iv) The school will provide PPE identified in its risk assessments to its employees free of charge.

3.19 **Site, Building and Staff Security and Safety**

3.20.1 Site

i) The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras if appropriate will provide a deterrent to unauthorised access. Where CCTV is used warning signs should be displayed.

ii) Doors will be secured with locks/key-pads, as will gates and the entrance to the pond and other high-risk areas.

iii) No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.

iv) Signs will be placed at all main entrance points requiring visitors to report to the school office before entering the site.

v) No child will be permitted to leave the site without prior written consent from a parent or carer. Any pupil leaving the site during school hours should be signed out/in by a parent or carer. A separate risk assessment will be enforced for Home-time procedures.

vi) Any member of staff leaving the premises should make it known to the Head Teacher and/or secretary; they should also report their return to school. When the Head Teacher leaves (and returns) the school site, she will inform the next most senior member of staff, who will assume responsibility for the school in her absence; other staff will also be made aware as appropriate.

vii) There will be designated areas on the playground/field for specific play activities, e.g. football, running. Pupils will be involved in Risk Assessments for safe play, e.g. using the climbing frames.

viii) A separate, smaller play area is available for younger pupils if needed or is appropriate.

ix) Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year.

3.20.2 Separation of Vehicular and Pedestrian movement

i) The Head Teacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.

ii) The Head Teacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.

iii) The Head Teacher will request that deliveries are not made during break or lunch times, or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.

iv) Separate access will be provided for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.

v) A risk assessment will be undertaken for all vehicular movement on site.

vi) It is the responsibility of all staff to ensure the safety of pupils in and around the access points to the school hall.

vii) The drive to the school hall will not be for public use, i.e. disabled, emergency vehicles only; this includes pedestrians. Exceptions will be made with prior consent of the Head Teacher, e.g. visiting teachers/coaches with equipment to unload; parents & toddlers walking down the drive rather than through a busy playground.

3.20.3 Staff

i) Staff working either in isolated parts of the building and/or out of normal hours should follow the LA advice within the “Lone Working” Guidance where applicable. Risk assessments for any lone working activities will be completed and appropriate controls will be implemented as required.

ii) Contract cleaning staff should sign in with the caretaker on commencement of work and sign out at the end of their shift.

3.20.4 Visitors

i) Visitors must sign in at reception and will be issued with a visitor’s badge which must be returned on leaving the site.

3.20 **Statutory Inspections and Examinations**

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Premises officer who will confirm that arrangements for inspection and examination are made by the due dates in accordance with manufacturer's instructions.

3.21 **Supervision of Pupils**

3.21.1 The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

3.21.2 The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.

3.21.3 All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the buildings and site.

3.21.4 Staff supervising pupils in and around practical rooms i.e. sports hall will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school code of conduct.

3.21.5 In all cases a risk assessment should be conducted that will detail the numbers/ratio in relation to the activity and the individuals taking part in the task.

3.22 **Training**

3.22.1 All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.

3.22.2 The Training Plan will cover:

i) **Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

ii) **Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their

duties in the areas for which they are responsible.

iii) **Specialist Training**

The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

iv) **Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms.

3.22.3 The school will follow Leicestershire County Council's Competence Training and Awareness Policy to ensure that all staff have sufficient competence, training and awareness of the occupational health and safety risks associated with their work activities.

3.23 **Visitors**

3.23.1 Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.

3.23.2 In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point.

3.24 **Work Experience**

3.24.1 The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement.

3.25 **Business Continuity**

3.25.1 Maplewell Hall School will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

3.25.2 In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the Headteacher. This employee will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

3.25.3 A copy of the Maplewell Hall School business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.

3.25.4 In the unlikely event of major disruption or disaster the SEMT will arrange to meet in the conference room to co-ordinate and implement the business continuity plan.

3.25.5 Maplewell Hall School business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by the Head Teacher.

3.25.6 The chair of the SEMT will liaise with the Resilience Partnership Group in the event of an emergency.

3.26 **Infection Prevention and Control (Inc. COVID-19)**

3.26.1 Maplewell Hall School will refer to its infection prevention and control guidance, ensuring it has been communicated and is available to all staff.

3.26.2 In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.

3.26.3 The school will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

3.26.4 The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

3.27 **Automatic Gates and Doors**

3.27.1 Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations.

3.27.2 The School will complete documented inhouse inspections of automatic doors and gates to ensure their safe operation.

3.27.3 Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

4.0 Appendix 1 Table of Delegation of Specific Duties:

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	Business Manager	
Digitally Backing up Compliance and Safety Documents	When Created or Received	Premises officer	
Allocating Budget for Health and Safety	Annually	Business Manager	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Premises officer/Business Manager	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Premises officer	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Premises officer	
Internal Checking of the Fire Alarm Panel	Daily	Premises officer	
Internal Fire Evacuation Drill Organisation	Termly	Premises officer	
Internal Manual Call Point Checks	Weekly on Rotation	Premises officer	
Internal Emergency Lighting Checks	Monthly	Premises officer	
Internal Extinguisher Checks	Monthly	Premises officer	
Internal Sprinkler System Checks	Weekly	Premises officer	
Internal Fire Door Checks	Monthly	Premises officer	
Organising Service of The Fire Alarm System	Six Monthly	Premises officer	
Organising Service of Fire Extinguishers	Annually	Premises officer	
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated (Please Insert Frequency)		
Organising Service and Maintenance of Emergency Lighting	Annually	Premises officer	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Premises officer	
Organising Service and Maintenance of Air Handling Units	Annually	Premises officer	
Reviewing the Emergency Evacuation Plan	Annually	Premises officer	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Deputy Headteacher (pastoral)	
Creating and Reviewing the Winter Gritting Plan	Annually	Premises officer	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Premises officer	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Business Manager/Premises officer/Headteacher	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Premises officer	

Responsibility	Frequency	Delegated to Job Role	Signed
Organising Asbestos Management Surveys	5 Yearly	Premises officer	
Monitoring the Condition of Asbestos on the Premises	Termly	Premises officer	
Organising Water Hygiene Surveys	2 Yearly	Premises officer	
Flushing of Little Used Outlets	Weekly	Premises officer	
Water Temperature Monitoring	Monthly	Premises officer	
Signing Off Water Temperature Monitoring	Monthly	Premises officer	
Organising Water Heater Service and Maintenance	Annually	Premises officer	
Organising Water Tank Inspections	Annually	Premises officer	
Organising Electrical Installations Condition Reports	5 Yearly	Premises officer	
Organising PAT (Portable Appliance Testing)	Annually	Network Manager	
Organising Service of Stage Lighting	Annually	Premises officer	
Organising Servicing of Gas Boilers	Annually	Premises officer	
Organising Gas Risk Assessment	Annually	Premises officer	
Conducting Workplace Inspections	Weekly	Premises officer	
Conducting Workplace Inspections (Governor and SLT)	Termly	Premises officer	
Organising Building Condition Surveys	5 Yearly	Premises officer	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises officer	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Premises officer	
Inspecting PE Equipment	Before Use	Head PE/Premises officer	
Organising External Inspections of PE Equipment	Annually	Premises officer	
Organising Glazing Surveys	10 Yearly	Premises officer	
Procuring and Commissioning Contractors	When Necessary	Premises officer	
Managing and Supervising Contractors	When Necessary	Premises officer	
Contractor Inductions	When Necessary	Premises officer	
Internal Inspection of Passenger Lifts and Hoists	Monthly	Premises officer	
Organising Service and Maintenance of Lifts and Hoists	6 Monthly	Premises officer	
Organising Service and Maintenance of The Kiln	Annually	Head of DT	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Premises officer	
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g. fume cupboards, dust extraction in D&T	14 months	Head of DT	

Responsibility	Frequency	Delegated to Job Role	Signed
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Premises officer	
Organising a Deep Clean of The School Kitchen	Termly	Premises officer/Catering Manager	
Creating and Reviewing Classroom Risk Assessments	Annually	Premises officer/Heads of Dept	
Creating and Reviewing Premises Related Risk Assessments	Annually	Premises officer	
Creating and Reviewing PE Risk Assessments	Annually	Premises officer/Head of PE	
Creating and Reviewing Design Technology Risk Assessments	Annually	Premises officer/Head of DT	
Creating and Reviewing Science Risk Assessments	Annually	Premises officer/Head of Science	
Creating and Reviewing Other Risk Assessments	Annually	Premises officer	
Conducting Pregnancy Risk Assessments	When Necessary	Premises officer/Assistant Head	
Conducting Return to Work Risk Assessments	When Necessary	Assistant Heads	
Selecting Staff Health and Safety Training	Review Termly	Premises officer /Deputy Head	
Recording Staff Health and Safety Training in a Central Record	When Necessary	Office Manager	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises officer	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Premises officer	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises officer	
Logging Accidents onto the AssessNet system	When Necessary	Office Manager	
Reporting RIDDOR	When Necessary	Office Manager	
Reviewing Accident Statistics	Termly	Headteacher	
Reviewing the Management of Medications Policy	Annually	Deputy Head Pastoral	
Reviewing the First Aid Needs Assessment	Annually	School Medical Officer	
Checking First Aid Kit Contents	Monthly	School Medical Officer	
Checking the Condition of First Aid Facilities	Weekly	School Medical Officer	
Reviewing Pupil Individual Care Plans	When Necessary	School Medical Officer	
Reviewing Individual Behaviour Plans	When Necessary	Behaviour Manager	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Deputy Head Pastoral	
Approving Off-Site Visits	When Necessary	Headteacher	

Responsibility	Frequency	Delegated to Job Role	Signed
Creating a Health & Safety Report for Governors	Termly	Headteacher	
Communicating Emergency Procedures to Lettings	When Necessary	Premises officer	
Emergency Contact during Lettings	When Necessary	Premises officer	
Work Experience Co-ordination	When Necessary	Premises officer	
Organising Service of The School Minibus(es)	XXXX Miles or Annually	Premises Officer/Business Manager	
Pre-Use/Daily Mini bus Driver Checks	Daily / Before Use	Premises Officer/Drivers	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Office Manager	
Organising Tree Surveys	3 Yearly	Premises officer	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Premises officer	

5.0 Appendix 2 Maplewell Hall School's Additional Policies and Guidance

Maplewell Hall School will in addition to this health and safety policy, follow the policies and guidance set out in the table below, all of which are available through the school's website here:
https://www.maplewell.leics.sch.uk/about/policies/

Policy Documents	Location
Off-Site Visits Policy	Website
Management of Medications Policy	Website
Supporting Pupils with Medical Conditions Policy	Website
Lettings Policy	Website

Guidance Documents	Location
Accident, Incident and Near Miss Guidance	Office Manager
Asbestos - Information and Guidance	Site Office
(Name of Academy)'s LAMP Local Asbestos Management Plan	Site Office
Schools Gate Safety Guidance	Site Office
Blood Borne Viruses & Needle Stick Injury	Medical Room
Notification of Construction Works in Academies & Schools	Site Office
CDM Guidance	Site Office
Challenging Behaviour and Violence at Work	Website
Contractor Management	Site Office
COSHH Guidance	Site Office
Door Safety in Schools	Site Office
Driving School Minibuses Guidance	Website
Driver and Vehicle Safety Guidance	Website
Display Screen Equipment Guidance	Website
Electrical Safety Guidance	Site Office
Fire Safety Guidance	Site Office
First Aid Guidance	Medical Room
Food Safety Information and Guidance	Catering Manager
Glazing - Information and Guidance	Site Office
Intimate Care Guidance	Medical Room
Lettings Guidance	Website
Lone Working	Website
Use of LPG Heaters in Schools	Site Office

Manual Handling	Website
Moving and Handling of People Guidance	Medical Room
Guidance and Information	Website
Risk Assessment Procedure Guidance	Site Office
Swimming Pool Safety Operating Procedures	N/A
Water Hygiene Procedure Guidance	Site Office
Winter Gritting & Snow Clearing Guidance	Site Office
Work at Height Guidance	Site Office
Work Equipment Guidance	Site Office