



HEALTH AND SAFETY FULL POLICY

1. POLICY STATEMENT

- 1.1. We are committed to ensuring, so far as is reasonably practicable, the health and safety of the children/learners in our care, their parents/carers, our staff, all those attending our premises and anyone else who may be affected by our work activities.
- 1.2. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.
- 1.3. This policy deals both with creating a safe working environment and with providing a safe environment for the children/learners in our care. In accordance with our health and safety duties, the Directors, in co-operation with the school principals, managers and staff teams are responsible for assessing risks to health and safety and identifying ways to overcome them.
- 1.4. We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available.
- 1.5. We acknowledge that our employees' cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote cooperation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of Melrose Education.
- 1.6. This policy outlines our organisational structure for managing health and safety so everyone is aware of their responsibilities.
- 1.7. This policy highlights key areas of health and safety with which staff are required to be familiar.
- 1.8. This policy has been developed following review of our business activities and in line with our responsibilities under the Health and Safety at Work Act 1974 (HASWA), established industry standards, nationally issued guidance, and codes of practice.



1.9. This policy links to several other Melrose Education Limited policies, a list of which can be found at the end of this policy, and is supported by supplementary written procedures, arrangements, and guidance. Our schools also implement a set of recording documents to evidence their diligence in carrying out the company policies and procedures in relation to Health and Safety, which are found at the end of this policy Under the Monitoring Checklists section.

1.10. This policy will be reviewed on an annual basis or more frequently if required, to ensure that it is current and reflective of our arrangements and legal requirements. The Company Health and Safety Policy Statement outlines our commitments and obligations in this regard and will be displayed in a prominent position within our schools.

1.11. Checklists for monitoring and carrying out workplace inspections to ensure the highest standards of Health and Safety are met, are contained at the end of this policy.

2. Legislation

All Melrose Education schools comply with the following guidance:

- This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register



- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

3. RESPONSIBILITY FOR THIS

The Chief Executive Officer, Tracey Storey, the Directors and Health & Safety Officer (Compliance Manager) Andrew Patterson have overall responsibility for health and safety and the operation of this policy. External health & safety guidance is provided by Calvin Hanks,(MSc, PgC, CMIOSH, FIIRSM, MCIEH, FRSPH) Principal Consultant. The school principal has day-to-day responsibility for health and safety matters and takes on the designated named role of Health and Safety Officer with day-to-day responsibility for applying this policy and addressing health and safety concerns. In some circumstances this role is delegated to an appropriately trained member of staff, who is appointed as the Health & Safety Champion in the school.

3.1. The named Health and Safety Officer, Andrew Patterson will:

- 3.1.1. Take an active role around health and safety matters by promoting a positive work culture and acting promptly where deficiencies are identified.
- 3.1.2. Communicate all relevant changes to policies and procedures to the principals through the principal meetings or email if urgent action is required.
- 3.1.3. Carry out risk assessments to identify all hazardous activities and the risks associated with such activities.
- 3.1.4. Bring to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- 3.1.5. Ensure the regular review of risk assessments in line with our Risk Assessment policy.
- 3.1.6. Ensure all levels of staff receive appropriate and adequate training in health and safety matters.
- 3.1.7. Ensuring the timely and appropriate investigation and reporting of accidents takes place.
- 3.1.8. Setting a personal example of exemplary behaviour in all health and safety related matters.



- 3.1.9. Ensuring that the disciplinary procedures are adequate to act against those who breach health and safety policies and procedures.
- 3.1.10. Ensure that resources are widely available for the successful implementation of the Health and Safety Policy.
- 3.1.11. Delegate responsibilities to appointed, competent persons who will manage the Health, Safety, and welfare arrangements within the school.
- 3.1.12. Ensure agendas for meetings incorporate Health and Safety matters, to ensure that all policies related to Health and Safety requirements are fulfilled; and
- 3.1.13. Following such meetings, consult and communicate with employees and other stakeholders on all matters relating to Health and Safety.
- 3.1.14. Regularly review the Health and Safety standards and practices within the school and ensure that at least annually or more frequently, this Health and Safety policy is reviewed and reflects any relevant changes (business activities or legislation and guidance).
- 3.1.15. Take an active role within the investigation procedure for serious accidents, incidents, and cases of ill health.
- 3.1.16. Ensure that serious incidents are reported in accordance with RIDDOR.
- 3.1.17. Ensure all contractors carrying out maintenance and or construction work on the premises, are passed through the selection process, whereby we will require evidence of their competence and other supporting documentation (risk assessments, method statements, Health and Safety policy, accident reporting procedure, etc.).
- 3.1.18. Consider arrangements if/when purchasing materials and equipment outside the EU to ensure that the relevant Product Safety Legislation and Labelling requirements are complied with thorough manufacturer instructions, maintenance schedule and Safety Data Sheets.
- 3.1.19. Ensure that the premises are maintained in a safe and sound condition by carrying out or, outsourcing testing, inspection, and maintenance as applicable. This may include:
 - 3.1.19.1. Fixed electrical installations
 - 3.1.19.2. Portable Appliance Testing
 - 3.1.19.3. Fire Alarm Testing
 - 3.1.19.4. Facilitating fire evacuation drills
 - 3.1.19.5. Fire equipment checks
 - 3.1.19.6. Emergency lighting checks
 - 3.1.19.7. Carrying out First Aid needs assessment



3.1.19.8. Housekeeping

3.1.19.9. Combustible waste

3.1.19.10. Access and egress to premises

3.1.20. Make suitable arrangements for supervision and monitoring of employees (and sub-contractors) so far as is reasonable, taking into consideration the level of risk from the work activities and the competence within the workforce.

3.1.21. Ensure so far as is reasonably practicable, work equipment and PPE (Personal Protective Equipment) is supplied to employees, and any other persons who enter our workplace and may be affected by our activities. These will be assessed for suitability and where necessary, maintained.

3.1.22. Ensure that the Senior Leadership Team and any other specialist advisors (if applicable), are informed of:

3.1.22.1. Any dangerous occurrence, incident or work-related illness which caused or had the potential to cause serious injury or ill health.

3.1.22.2. Any proposed changes to the business (premises location, activities, or management structure).

3.1.22.3. Any potential new hazards brought to attention that may need to be assessed within the current risk assessments.

3.1.22.4. Any notification of health and safety failings from enforcing authorities through correspondence or visits.

3.2. The Principal

The principal is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed



- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the principal's absence, the Health and Safety Champion in each school assumes the above day-to-day health and safety responsibilities. Additional guidance is available from the Health & Safety Officer, Property Director and Highgate Hill House School Health and Manager, all of whom are Managing Safely trained.

- 3.3. The Company has a duty of care for all children/learners, staff, parents, and visitors. We take our responsibilities for public liability seriously and are fully insured. Our policies and procedures have due regard to minimising negligence and any breaches of duty of care and take all reasonable steps to prevent accidents and cases of work-related ill-health.
- 3.4. All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. Staff must consider the health and safety implications of their acts and/or omissions and take reasonable care for their health and safety, that of the children/learners in their care and others, and, in particular:
- 3.4.1. take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
 - 3.4.2. co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.
 - 3.4.3. Not to interfere with intentionally or recklessly, or misuse any item provided in the interest of Health, Safety and Welfare.
 - 3.4.4. When working with company vehicles, machinery/equipment, materials, or substances, ensure that they are used in accordance with the manufacturers guidance and our policies
 - 3.4.5. Report any colleagues who are not complying with the safety arrangements to their principal. This includes safety concerns, accidents or near misses.
 - 3.4.6. Not to work under the influence of alcohol or drugs.
- 3.5. All employees are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the company or an Enforcing Authority.
- 3.6. All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate work equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in



place and use any personal protective equipment (PPE) issued to you as a control measure. All employees have duties under Sections 7 and 8 of the Health and Safety at Work Act to:-

- 3.6.1. • take reasonable care of their own health and safety and that of anyone affected by what they do;
 - 3.6.2. • co-operate with their employer to enable them to comply with their statutory duties;
 - 3.6.3. • refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.
- 3.7. Failure to comply with your legal duties may result in the enforcing authority taking action against you.
- 3.8. Any health and safety concerns should be reported in the first instance to the designated Health and Safety Officer.
- 3.9. Adequate cover is in place for both public liability and employer's liability and insurance certificates are displayed prominently.
- 3.10. Adequate Risk Management Systems are in place. Please refer to the Risk Management Policy.

4. STANDARDS OF WORKPLACE BEHAVIOUR

- 4.1. You must co-operate with the Health and Safety Officer, Andrew Patterson, on health and safety matters and comply with any health and safety instructions and policies.
- 4.2. You must take reasonable care of your own health and safety, that of the children/learners in your care and others by taking a common-sense approach to safety, observing safety rules applicable to you, and following any instructions for the use of safety equipment.
- 4.3. Any health and safety concern, however trivial it might seem, including any potential risk, hazard, or malfunction of equipment, must be reported to the Health and Safety Officer.
- 4.4. Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.



4.5. Violence and aggression in the workplace will not be tolerated. See the Melrose Education Code of Conduct and Behaviour for full details of expectations of the behaviour of staff.

4.6. We actively encourage reporting of all forms of harassment, aggression, or violence in the workplace. Please speak to the principal if you have any concerns that unacceptable behaviour is taking place.

5. **INFORMATION AND TRAINING**

5.1. We are committed to providing information, training and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

5.2. Expert external advice and support will be provided when required.

5.3. We will not require any employee to perform any work activity or task unless they have received suitable and adequate information, instruction, and training, or are working under the supervision of a trained and competent employee.

5.4. We acknowledge the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment.

5.5. We recognise that instruction and training is also necessary for existing employees to act as a reminder and to accommodate any changes in their work practices.

5.6. All temporary employees are given basic health and safety information, instruction, and training appropriate to their work activities and environment.

5.7. The training needs for all employees (or groups of employees) and their related work activities will be regularly evaluated, and the results of the evaluation will form the basis of a training matrix.

5.8. Training needs assessments will be reviewed periodically, and the training matrix updated as required.

5.9. Records will be kept of all training provided to employees and any relevant outcomes. As a minimum all Melrose Education and principals will complete the IOSH Leading Safely training and the Health & Safety Officer and other designated roles will complete IOSH Managing Safely, who will provide regional support to the schools.

5.10. All relevant safety information will be provided in each school, including:

5.10.1. HSE Law Poster

5.10.2. Fire Safety Instructions

5.10.3. Names of Fire Wardens and First Aiders

5.10.4. Employer's Liability Insurance Certificate

5.10.5. Public Liability Insurance Certificate



- 5.10.6. Health and Safety Policy
- 5.10.7. Health and Safety Statement
- 5.10.8. Environmental Policy
- 5.10.9. Other safety instructions relevant to that workplace

6. ACCIDENT REPORTING AND INVESTIGATION

- 6.1. Melrose Education recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all accidents and incidents* are reported and investigated.
- 6.2. We accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain injuries and incidents to the enforcing authority
- 6.3. In particular, the following rules and procedures will be applied in relation to this area by Melrose Education, its subsidiaries, and its employees:
 - 6.3.1. All accidents must be recorded by the appropriate member of staff on the Accident Report Form. The completed accident report form must be shared with the principal for further analysis or investigation.
 - 6.3.1.1. An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
 - 6.3.1.2. As much detail as possible will be supplied when reporting an accident
 - 6.3.1.3. Information about injuries will also be kept in the pupil's educational record
 - 6.3.1.4. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
 - 6.3.2. All accidents must be investigated by the principal or Health and Safety Officer and recorded on the Accident Investigation Form.
 - 6.3.3. If the accident or incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the Health and Safety Officer.
 - 6.3.4. All accidents/incidents will be reported online using one of the reporting forms provided at www.hse.gov.uk/riddor/report.htm or the ICC (Incident Contact Centre telephone service which is available for reporting fatalities and specified injuries only on 0345 300 9923.
 - 6.3.5. It is our policy that verbal or other communications regarding accidents/incidents to any third party will be at the discretion of the



Directors. Any request for information by pertinent and relevant parties must be addressed to the Directors in writing and they will make our official response. This statement relates to both reportable and non-reportable accidents/incidents.

6.3.6. Where an accident investigation reveals matters that are required to be implemented to prevent a recurrence, the required action must be taken immediately by the principal/Health and Safety Officer.

6.3.7. Where an investigation reveals that immediate action is required to prevent a recurrence, but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g., disconnection of equipment).

6.4. Reporting to the Health and Safety Executive

The CEO, Tracey Storey will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health & Safety Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia



- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, Health & Safety Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

- These include:
 - Death of a person that arose from, or was in connection with, a work activity*
 - An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment



- *An accident “arises out of” or is “connected with a work activity” if it was caused by:
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

* For these purposes, an accident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses. All accidents involving injury must be recorded in the accident book or equivalent form of recording. This record can be made by the relevant first aider, injured person, or another suitable person e.g., principal, colleague, or another appointed person.

7. FIRST AID

- 7.1. Melrose Education recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.
- 7.2. We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.
- 7.3. In particular, the following rules and procedures will be applied in relation to this area:
 - 7.3.1. The Company will ensure that adequate and appropriate equipment, facilities, and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work.
 - 7.3.2. The level of provision of first aid facilities at each workplace will be determined by an assessment of the circumstances and risks involved.
 - 7.3.3. When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
 - 7.3.3.1. Any significant risks present as identified with a risk assessment
 - 7.3.3.2. Any specific risks present, e.g., hazardous substances/dangerous materials
 - 7.3.3.3. Areas where different levels of risk have been identified
 - 7.3.3.4. Records of accidents or ill health
 - 7.3.3.5. Number of employees



- 7.3.3.6. Employees with special problems or disabilities
- 7.3.3.7. Special site locations
- 7.3.3.8. Lone or late working arrangements
- 7.3.3.9. Employees who travel or work alone
- 7.3.3.10. Work experience trainees
- 7.3.3.11. Access by members of the public
- 7.3.4. Suitable and sufficient first aid boxes will be provided in all workplaces and work situations.
- 7.3.5. All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment; Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance.
- 7.3.6. First aid boxes will be in conveniently accessible positions in workplaces and these locations will be clearly marked.
- 7.3.7. The company will ensure the appointment of suitable and adequate appointed persons and first aiders for every workplace.
- 7.3.8. The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance.
- 7.3.9. A list of current first aiders and appointed persons will be displayed on all company notice boards or otherwise brought to the attention of employees.
- 7.3.10. All appointed persons and first aiders will receive suitable and sufficient training in accordance with HSE guidance and will receive appropriate refresher training as and when required.
- 7.3.10.1. To ensure the first aid facilities are available and boxes are stocked according to the issued instructions.
- 7.3.10.2. To maintain records in all the cases that they treat.
- 7.3.10.3. To inform the principal of any matter relating to the provision of first aid that they deem necessary.
- 7.3.10.4. To maintain a current first aid certificate.

8. PPE (PERSONAL PROTECTIVE EQUIPMENT)

- 8.1. PPE will be provided where appropriate to control risk where identified.
- 8.2. Any required PPE will be provided free of charge, to all personnel requiring it to carry out their specific tasks.



- 8.3. Melrose Education will ensure that suitable and adequate quantities of any required PPE are available to staff and principals will ensure they are used appropriately.
- 8.4. Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant `Certificates of Approval` issued by the Health and Safety Executive or will be required to have the appropriate CE marking.
- 8.5. Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use.
- 8.6. All employees required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage and the relevant risks it will avoid or limit.
- 8.7. All employees required to wear PPE must use it in accordance with the training and instructions provided.
- 8.8. All employees must report any defects to PPE or loss to the principal.
- 8.9. Failure to wear PPE as identified in risk assessments or as instructed is a serious breach of our health and safety rules and disciplinary procedures will be invoked.

9. EQUIPMENT

- 9.1. Melrose Education and its subsidiaries will ensure that:
 - 9.1.1. We take steps to eliminate any risks associated with work equipment by ensuring all equipment is assessed and any risks identified.
 - 9.1.2. If elimination is not possible, we take steps to reduce these to an acceptable level.
 - 9.1.3. Employees notify us of any defective or dangerous parts or occurrences.
 - 9.1.4. No equipment brought onto site will be used without having first been approved and identified as safe.
 - 9.1.5. Safe systems of work are compiled, assessed, and put into practice with all associated training and information.
 - 9.1.6. Competent maintenance support is applied to all equipment and machinery including breakdowns and maintenance.
 - 9.1.7. If employees are required to operate any work equipment, they will be provided with appropriate training.
 - 9.1.8. Where exposure to hazards cannot be prevented by any other means, appropriate PPE will be provided and appropriate in its use provided.
 - 9.1.9. All materials and equipment will be stored in a safe manner.

10. VISITORS

Last Review Date: 011122

Next Review Due: 011123



- 10.1. The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who is in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.
- 10.2. Visitors are asked to sign in and out of our buildings and the register forms an essential part of the roll call during an emergency evacuation.
- 10.3. the visitor remains in the reception area until they are collected by their host;
- 10.4. Visitors will be under the supervision of one of our members of staff and will be provided with information via signage that will assist them in remaining safe during their visit.
- 10.5. Contractors undertaking work within the premises will be subject to our contractor control arrangements.
- 10.6. any incident involving a visitor must be reported without delay.
- 10.7. The visitor must be informed of the fire evacuation and lock down procedures

11. **FOOD SAFETY**

- 11.1. We are committed to adhering to the highest standards of food safety and to ensuring that staff handling food are fully trained and equipped to prepare and handle food safely.
- 11.2. We will also ensure that food prepared and provided to children in our schools is healthy and adheres to government guidelines on nutrition.
- 11.3. All dietary requirements other than Serious Allergies (which are dealt with in this policy at paragraph 10 below should be recorded on the child's or member of staff's personal records.
- 11.4. All employees who will be responsible for handling food in the course of their duties must complete food handlers training.

12. **SERIOUS ALLERGIES**

- 12.1. A Serious Allergy is an allergy which is sufficiently serious to result in a coma or death. Full reference, understanding and adherence to our Serious Allergies Policy and Procedures is a requirement for all staff employed by the Company.



13. EMERGENCIES

- 13.1. In an emergency, school staff must contact the emergency services and the child's parents/carers (or next of kin in the case of staff). Staff should provide such care as is reasonable in the circumstances and refer to any consents for medical treatment which might be prohibited on medical, religious, or other grounds.

- 13.2. Transportation to hospital in a member of staff's car should only be considered in an emergency and as a last resort; If a child/learner has an injury which requires medical attention, but is not serious enough for an ambulance, and the child/learners' parents/carers are unable to attend the school within a reasonable timeframe, a taxi may be ordered and expensed.

14. MEDICATION

- 14.1. Staff require parental consent to administer any form of medication, whether prescription or non-prescription to a child/learner. As a matter of routine parents and guardians of children/learners joining the school should complete the appropriate medication forms.

- 14.2. When administering any medication staff must ensure that:
 - 14.2.1. the appropriate consent form has been completed.
 - 14.2.2. If prescribed, that the correct child's name is displayed on the label
 - 14.2.3. the medication is in date, checking both the expiry and the use within period from opening.
 - 14.2.4. the dosage instructions are adhered to.
 - 14.2.5. the medication has been provided by the child's parents, and.
 - 14.2.6. they record that the medicine was given to the child by completing the appropriate paperwork.

- 14.3. Any medicines kept in the school for a child must be labelled with the child's name.

15. SUN SAFETY

- 15.1. Children/learners should not be allowed outside during the hottest part of the day during the summer months between the hours of 11.00 – 15.00 unless they are adequately protected with sunscreen and sunhats. At temperatures



over 24 degrees+ staff should consider whether it is appropriate to keep the children indoors.

- 15.2. Parents are asked to provide sunscreen that is suitable for their child's skin, and which has a minimum factor of 28 and contains both UVA and UVB.
- 15.3. Staff must ensure that children/learner's access regular drinks, especially water.

16. SMOKING, DRUGS AND ALCOHOL MISUSE

- 16.1. Smoking is not permitted in or around our schools. There are no smoking areas provided at the schools.
- 16.2. Staff must be aware that a breach of the no smoking rule will be regarded as a disciplinary offence and dealt with under our Disciplinary Procedure.
- 16.3. Alcohol and/or drugs are prohibited in the workplace and whilst representing Melrose Education or its subsidiaries.
- 16.4. If it is known or strongly suspected that any employee is affected by alcohol and/or drugs, a report must be made to the principal/Executive principal. Arrangements will be made for the person under the influence to be removed from the workplace.

17. OUTDOOR PLAY AREAS

- 17.1. At the start of each day all outside areas must be checked for litter and other debris including used needle sticks.

18. EMERGENCY EVACUATION AND FIRE PRECAUTIONS

- 18.1. Melrose Education will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and other persons that may be affected by its activities.
- 18.2. Risk assessments will be completed for all premises occupied by the Company for the purpose of identifying the general fire precautions required to be implemented.
- 18.3. The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.



- 18.4. All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.
- 18.5. Where dangerous substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
- 18.6. All premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms where necessary, as determined by the risk assessment.
- 18.7. All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
- 18.8. Suitable and sufficient emergency routes and exits exist for employees and any other persons to evacuate as quickly as possible.
- 18.9. All emergency routes and exits will lead to a place of safety and will be indicated by signs.
- 18.10. All emergency exits and the route to emergency exits from premises must be always kept clear. All emergency exit doors will open in the direction of escape and allow easy and immediate opening. All emergency exit doors must remain unlocked and unfastened at all required times.
- 18.11. All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.
- 18.12. All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
- 18.13. Fire drills/emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
- 18.14. All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
- 18.15. All visitors to company premises, including contractors, will be provided with suitable information, and will be required to record their details in a register, including times of arrival and leaving.

- 18.16. All staff should familiarise themselves with the instructions about what to do in the event of fire, referring to the school's specific Fire Evacuation Procedure. Staff should also know where fire extinguishers are located; ensure they are aware of the nearest fire exit and alternative ways of leaving the building in an emergency.



- 18.17. The school principal has overall responsibility for the effective evacuation of designated areas – please also refer to the school’s specific Fire Evacuation Procedure. In the event of a suspected fire or fire alarm staff must follow their instructions.
- 18.18. Termly drills will be held to ensure that our fire procedures are effective and to ensure staff are familiar with them. These drills are important and must be taken seriously.
- 18.19. Staff should notify the Health and Safety Officer as soon as possible if there is anything (for example, impaired mobility) that might impede an evacuation or the evacuation of children in the event of a fire.
- 18.20. If you discover a fire, you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm.
- 18.21. On hearing the fire alarm, you should remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the school principal and assisting the children to leave the building safely. Proceed to the assembly point. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.
- 18.22. The school principal is responsible for:
- 18.22.1. carrying out termly fire drills and ensuring that staff and children are aware of evacuation procedures.
 - 18.22.2. ensuring that fire safety equipment is regularly examined and tested by a competent person; and
 - 18.22.3. maintaining the fire logbook.
 - 18.22.4. Reviewing the Fire Evacuation Procedure at least annually
- 18.23. The school will take appropriate evacuation action on receipt of information regarding a bomb on site.
- 18.23.1. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
 - 18.23.2. All staff, pupils and visitors will assemble at the designated assembly point.



18.23.3. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

18.24. Regular "Lockdown" drills will be undertaken.

19. OFFSITE ACTIVITIES

19.1. Please refer to the Educational Visits Policy for details of Health and Safety arrangements for offsite activities/trips.

20. RISK ASSESSMENTS, DSE (DISPLAY SCREEN EQUIPMENT) AND MANUAL HANDLING

20.1. General workplace risk assessments are carried out when required or as reasonably requested by members of staff. The Health and Safety Officer is responsible for ensuring that any necessary risk assessments are undertaken at their school and that recommended changes to the workplace and working practices are implemented.

20.2. DSE "Users" can request a workstation assessment by contacting the Health and Safety Officer.

20.3. Melrose Education will identify all "Users" in accordance with current legislation – those employees who use DSE for a significant part of their working day (usually more than 1 hour).

20.4. For all "Users", a suitable assessment of the risk will be carried out. As far as is reasonably practicable, any risks identified will be reduced.

20.5. Adequate training and information in the correct set up and use of DSE will be received by all "Users" on a regular basis.

20.6. Melrose Education will contribute to the basic price of spectacles provided specifically for the use of DSE and eye tests will be provided upon request.

20.7. Any user who works at home or away from the Company's premises will receive adequate information on the correct set up and use of DSE. This information should enable the person to complete their own DSE risk assessment, which once done, must be returned to their Line Manager (as applicable).

20.8. Melrose Education will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.



- 20.9. Where it is not possible or feasible to avoid potentially hazardous manual handling, suitable and sufficient risk assessments of the tasks involved will be carried out, with a view to reducing the risk of injury by the implementation of control measures.
- 20.10. All manual handling assessments will be designed to look at all the following areas:
- 20.10.1. The tasks involved.
 - 20.10.2. The individual capacities required
 - 20.10.3. The loads involved.
 - 20.10.4. The working environment involved.
 - 20.10.5. Other factors (PPE).
 - 20.10.6. Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
 - 20.10.7. Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks.
 - 20.10.8. Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
 - 20.10.9. Employees will not be required to lift or move any loads that are beyond their individual capabilities.
 - 20.10.10. Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.
 - 20.10.11. The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.
 - 20.10.12. Employees are responsible for using work equipment provided to reduce risks from manual handling activities and must not carry out manual handling activities they consider to be beyond their capabilities.
 - 20.10.13. Any employee who considers that a manual handling activity is beyond their capabilities should bring this to the attention of the principal.

21. DRIVER SAFETY AND SECURITY

- 21.1. Please refer to the Company Vehicles Policy.

22. SLIPS, TRIPS AND FALLS

Last Review Date: 011122

Next Review Due: 011123



- 22.1. Melrose Education will ensure that areas and operations which involve a high risk of slip, trip and fall accidents will be eliminated, so far as is reasonably practicable.
- 22.2. We will look in detail at the design of work areas and traffic routes and ensure regular maintenance.
- 22.3. We will ensure there are periodic visits and monitoring of work areas and traffic routes by the principal and carry out checks on site to ensure that the applicable controls are maintained.
- 22.4. We will ensure that our staff are kept safe by identifying the risks and providing the necessary training for which the appropriate records will be kept.
- 22.5. Other measures will include:
 - 22.5.1. Selecting floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out.
 - 22.5.2. Spillage procedures must ensure the rapid clean-up of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used.
 - 22.5.3. Warning signs and barriers must be erected during the removal of spillages.
 - 22.5.4. Levels of lighting must be provided and maintained in all areas and walkways.
 - 22.5.5. Trailing leads must be avoided in all working areas and walkways.
 - 22.5.6. All accidents and incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence. Employees must report all spillages immediately to their principal together with any building defects or other problems that are causing floors to be wet, slippery, or uneven.

23. **STRESS**

- 23.1. Please refer to the Company's Workplace Wellbeing Policy

24. **NEW OR EXPECTANT MOTHERS**

- 24.1. Please refer to the Melrose Education Maternity, Paternity and Shared Parental Leave Policy.



25. WELFARE FACILITIES

25.1. Availability of suitable and sufficient welfare facilities at all workplaces for all employees, contractors and visitors will be facilitated. This will include:

25.1.1. Drinking water.

25.1.2. Toilet facilities.

25.1.3. Washing facilities.

25.1.4. Facilities for rest, preparing/eating meals, including means for boiling water.

25.2. At all schools, a satisfactory standard will be upheld regarding:

25.2.1. Temperature

25.2.2. Ventilation

25.2.3. Cleanliness/hygiene

25.2.4. Accessibility – ensuring safe access to and egress from our premises is maintained at all times.

25.2.5. Lighting

26. DRUGS AND MEDICINES

26.1. Please refer to the Medication Policy

27. YOUNG PERSONS

27.1. Melrose Education will undertake a risk assessment in accordance with current legislation before employing a young person.

28. ENVIRONMENTAL POLICY STATEMENT

28.1. Please refer to the Environmental Policy Statement.

29. HAZARDOUS SUBSTANCES/CoSHH

29.1. Please refer to the CoSHH Policy and Procedures

30. ASBESTOS

30.1. Melrose Education undertakes Asbestos surveys in its schools and information from these surveys is provided to any person carrying out work within those premises.

30.2. In the event any Asbestos Containing Materials (ACM) are identified we will adopt the following procedures:



- 30.2.1. Where Asbestos Containing Materials are known to be present we will ensure a suitable Asbestos Management Plan is prepared- including condition monitoring at periods not exceeding 6 months.
- 30.2.2. an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained;
- 30.2.3. the Asbestos Register will be brought to the attention of any employee, contractor or others who need to disturb, work on or near to a known or presumed ACM;
- 30.2.4. Where there is a need to repair / remove any Asbestos Containing Material we will take advice and where necessary employ the services of a HSE Licenced Asbestos Contractor.
- 30.2.5. before any work on or near to a known or presumed ACM is allowed to commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the ACM to be taken and analysed;
- 30.2.6. we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- 30.2.7. the employee or contractor who will be carrying out the work MUST receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;

31. LEGIONELLA

- 31.1. The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breath in the contaminated water droplets.
- 31.2. Melrose Education has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the relevant Legislation, including:
 - 31.2.1. An assessment of the risk of Legionnaires' disease and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
 - 31.2.2. Appointment of a responsible person internally with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the Health and Safety Executive's Approved Codes of Practice (ACoPs) and any precautions specified in the risk assessment.



31.2.3. The retention of records of all applicable maintenance and testing which are held onsite and readily available with a copy of the risk assessment and details of the competent person who conducted it.

31.2.4. Monitoring by the responsible person to check the records and confirm that the precautions have been implemented.

31.3. In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the responsible person should report this immediately to the Health and Safety Officer (where this is not the same individual) and additional resources, water treatment contractors or plumbing specialists will be employed as necessary to resolve the causes.

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

32. ELECTRICITY

32.1. We acknowledge our duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in our work activities. Our objectives are to eliminate the risk or reduce it to an acceptable level.

32.2. The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

32.3. Any modifications or extensions to the fixed electrical installations within our schools will be designed by a professionally qualified competent person/s. All designs will comply with the current edition of the Institute of Engineering and Technology Regulations for Electrical Installation (IET Regulations). We will ensure we obtain from the manufacturer or supplier details of power requirements and bring this to the attention of employees and any other interested party.

32.4. Any maintenance work will be carried out by a competent person/s to the standard recommended by the current edition of the IET Regulations.

32.5. LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION IS PROHIBITED.

32.6. Any competent person that carries out electrical maintenance work will be required to provide a risk assessment and method statement for the work involved.

32.7. Electrical switchgear and control equipment will be kept clean and free from obstruction at all times,

32.8. Unless employees hold the relevant qualifications and have been authorised, no employee is to undertake electrical work on any equipment or system within the workplace.



- 32.9. In the event of faults or hazards related to electrical equipment or installation, this should be reported to the principal, or escalated as appropriate, immediately.
- 32.10. The fixed electrical installation will be periodically inspected and tested at least every 5 years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association.
- 32.11. Periodic Portable Appliance Testing (PAT) will be carried out for all electrical equipment, in line with current guidance or the requirements of Melrose Education's Insurance providers (whichever is the shortest).
- 32.12. In the event of an employee having problems powering equipment through such issues as a lack of integrated plug sockets, the employee should not remedy this in isolation by using extension leads but report the situation to the principal.

33. CONTROL OF GAS IN PREMISES

- 33.1. Regular inspection will ensure that gas equipment and storage is regularly checked and maintained in accordance with supplier advice and guidance.
- 33.2. The Company will comply with The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by a contractor recorded on the Gas Safe Register and qualified to the appropriate part of the ACoP.
- 33.3. Records will be retained at each school from the competent person who conducted the testing.
- 33.4. Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.
- 33.5. Rooms where gas appliances are used will be provided with adequate ventilation.
- 33.6. A register of all gas appliances on our premises will be maintained by each school.

ACTION IN THE EVENT OF AN EMERGENCY

- If you think you smell gas:
- DON'T turn electric appliances or switches on or off.
 - DON'T smoke.
 - DON'T use naked flames.
 - DO turn off the gas supply to the meter.



DO open doors and windows to get rid of the gas.
CALL the emergency number 0800 111 999.

IF IN DOUBT, EVACUATE

34. EXTERNAL AGENCIES AND SUB-CONTRACTORS

- 34.1. Any work subcontracted by Melrose Education, or its subsidiaries shall in all cases, be suitably planned and those commissioned for the work will be vetted for competence, to ascertain that it can be demonstrated the work meets statutory requirements, and the contractors are competent to undertake the work safely. Where necessary, as part of this, Contractors will be required to provide suitable risk assessments and method statements.
- 34.2. We will provide the necessary support and assistance (interpreters, appropriate signage, etc.), should we employ or utilise the services of anyone who is non-English speaking.
- 34.3. We will ensure there are periodic inspections by the principal to carry out checks on site, to ensure that a consistently high level of technical expertise, good practice and the necessary Health and Safety controls are maintained.
- 34.4. We will ensure that our staff and customers are kept safe by identifying the risks and making sure that the works are separated from non-essential personnel where required.
- 34.5. Contractors are responsible for all persons under their control are aware of the following:
 - 34.5.1. Fire procedure
 - 34.5.2. first aid arrangements
 - 34.5.3. welfare arrangements
 - 34.5.4. the requirements of any risk assessments and method statements they are required to comply with
 - 34.5.5. areas where PPE must be used
 - 34.5.6. any permit to work systems
- 34.6. It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. The person(s) engaging contractors is/are responsible for providing this information.
- 34.7. We reserve the right to submit contractors' risk assessments and method statements to external health and safety consultants for evaluation.
- 34.8. A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair.
- 34.9. All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the



use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

- 34.10. Contractors will be required to provide evidence that any portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.
- 34.11. We reserve the right to order off our premises any contractor not complying with our Health and Safety General Policy or procedures.
- 34.12. Please refer to the Contractors Policy for further information.

35. TRAINING

- 35.1. We recognise that as well as being a legal requirement, the provision of adequate and sufficient training is an essential part of ensuring that our employees know how to work safely and avoid risks to their health. We will operate in the true spirit of legislation by ensuring:
- 35.2. All new employees receive a health and safety induction when they start work for us (this will usually be on the first day). This will cover, but will not be limited to, the following:-
 - 35.2.1. fire and emergency procedures;
 - 35.2.2. first aid arrangements;
 - 35.2.3. welfare arrangements;
 - 35.2.4. procedure for consulting employees on health and safety;
 - 35.2.5. procedure for raising health and safety concerns;
 - 35.2.6. procedure for accident and incident reporting;
 - 35.2.7. our Health and Safety Rules.
- 35.3. Following Induction, employees will receive instruction about the activities that they will be required to perform. At this stage training needs will be identified by the principal. Where training needs are identified a training programme will be agreed with the employee
- 35.4. The principal is responsible for ensuring that suitable training records are kept.

36. HEALTH SURVEILLANCE

We acknowledge that some of our work activities may have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor our employees' health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing.



37. **INFORMATION AND TRAINING**

We will give sufficient information, instruction and training to ensure employees understand the hazards to health posed by any identified work activities and the importance of the control measures provided. Information will also be given on how to report to the Proprietor any health problems that may be attributed to work activities. This may be reported verbally by the employee or when (if deemed appropriate) any specific health questionnaires we initiate.

38. **OCCUPATIONAL HEALTH SERVICES**

When necessary we will engage the services of a competent occupational health service provider to give advice and guidance in the area of any specific health surveillance. The service provider may if deemed appropriate carry out initial and/or regular health examinations to employee/s and give guidance upon symptoms to be observed so that any work-related illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse. Guidance will also be given on suitable control measures.

39. **Monitoring**

The Health & Safety Officer will conduct a termly health & safety audit of all schools within Melrose Education, providing a written report to the CEO, Directors and principal of any identified issues and providing an action plan for the resolution of any issues. In addition there will be a half termly self-assessment of the health and safety in the school carried out by the Health & Safety Champion. The principal external consultant will conduct an annual review of each school, providing further guidance and continuous improvement recommendations.

40. **REVIEW OF POLICY**

40.1. The CEO and Health & Safety Manager will ensure that this policy is reviewed annually. Recommendations for any amendments should be reported to the Directors.

40.2. We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

Linked Policies:

- Health and Safety Statement
- Risk Management Policy
- Serious Allergies Policy
- Fire Evacuation Procedure (School specific)



- Educational Visits Policy
- Company Vehicles Policy
- Workplace Wellbeing Policy
- Maternity, Paternity and Shared Parental Leave Policy
- Medications Policy
- CoSHH Policy and Procedures

T Storey
Chief Executive Officer
Melrose Education

November 2022



Monitoring Checklist

Name of Person Completing Checklist:

Date:

Area of Health and Safety Management	YES/NO
Has the Health and Safety Policy been reviewed in the last 12 months?	
Are all liabilities ensured adequately?	
Are sufficient funds available for health and safety purposes?	
Has the enforcing authority visited in the last 12 months?	
If yes, have all the requirements made by the enforcing authority been complied with?	
Are there any proposed changes to the business that have implications for health and safety?	
Have there been any changes to personnel that require health and safety responsibilities to be reassigned?	
Are you satisfied that all health and safety policies and procedures are being complied with?	
Are all risk assessments current?	
Has adequate and sufficient training been undertaken for employees and/or reviewed or as per risk assessment?	

Observation	Action required	Date Closed	Signed

Risk Assessments	YES/NO
Are there any risks which are not controlled?	
Have risk assessments been completed for all work activities?	
Is there an Inventory of substances used?	

Last Review Date: 011122

Next Review Due: 011123



Is the Substance Inventory up-to-date?	
Have Material Safety Data Sheets (MSDS) been obtained for all substances on the Inventory?	
Have COSHH assessments been recorded for all substances?	
Are the procedures for dealing with spillages written down?	
Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
Are employees wearing the protective equipment correctly (if applicable)?	
Are there any changes, which need to be considered as part of the assessments?	
Have the risks and controls been communicated to employees and others affected by the risk?	

	YES/NO
Training	
Have all employees received suitable training covering their duties?	
Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
Have all employees been made aware of their legal responsibilities to: <ul style="list-style-type: none"> • Carry out their duties in a safe and proper manner? • Make full and proper use of all safety equipment, devices etc. provided • Report immediately any unsafe conditions, defective plant, equipment etc.? 	

	YES/NO
Control of Contractors	
Are outside contractors working in a manner that does not cause potential harm to staff?	
Have you inspected the equipment used by the contractor and are you satisfied with its condition?	
Is there any information that you need to provide to the contractor?	
Are arrangements operating to appoint and monitor contractors?	
Are all staff who engage contractors aware of our policy and procedures?	
Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?	



Observation	Action required	Date Closed	Signed

	YES/NO
General	
Are all fire doors free from obstruction to allow the door closers to operate?	
Are all fire doors free from obstruction to allow the door closers to operate?	
Have all employees been instructed and trained in fire evacuation procedures?	
Are the first aid facilities adequate and are all the employees aware of the arrangements for first aid?	
Are toilet and washing facilities regularly cleaned and kept in a tidy condition?	
Are soap and drying facilities provided?	
Are adequate seating facilities provided?	
Are adequate facilities provided for employees to deposit personal clothing?	
Are all floors, passages and stairs free from obstruction and maintained in good condition?	
Is there adequate space between fixtures and fittings to allow employees and others to pass safely?	
Are all passageways, corridors etc. kept clear and free from obstruction?	
Is there a thermometer placed in a suitable position?	
Is a reasonable working temperature achieved and maintained?	
Are there any trailing cables which could cause a person to trip and fall?	

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Melrose Education
LIMITED

Are portable electric heaters so positioned as not to be at risk?	
Are all electrical leads and cables in good condition?	
Are plugs fitted securely to cables?	
Are all portable electrical appliances regularly inspected by a competent person?	
Are all storage racks and/or shelving secure?	
Are free standing racks, cupboards and filing cabinets secured and in a stable condition?	
Are all items of stock stored correctly?	
Is there adequate means provided to gain access to any racking?	
Are there adequate facilities provided for the storage and disposal of waste?	
Have all employees received adequate and sufficient training, instruction covering their duties?	
Have employees been made aware of any known risks or precautions?	
Are employees aware of security procedures?	
Have all employees been made aware of their legal responsibilities to: <ul style="list-style-type: none"> • Carry out their duties in a safe and proper manner? • Report any unsafe condition or defective equipment? 	

Observation	Action required	Date Closed	Signed

Last Review Date: 011122

Next Review Due: 011123



Employee Rules

1. WORKING PRACTICES

Employees must:

- report to management immediately any fault or damage to work equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all work equipment and articles etc. to their designated safe storage area when not in use.

You must not:

- use equipment unless you have been adequately and sufficiently trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must:

- make proper use of any work equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must:

- use all items of protective clothing and/or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must:

- comply with the emergency procedures;
- report any use of firefighting equipment.

You must not:

- obstruct any fire escape route, firefighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.



5. VEHICLES

You must not:

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- if your licence has not been checked via the DVLA web site;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

6. WORK EQUIPMENT

You must not:

- Use and/or operate work equipment for which you have not been trained;
- interfere with any aspects of the work equipment provided for your safety such as guards, emergency stop controls etc.;
- operate work equipment whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate work equipment that is faulty or not operating correctly;

You must:

- wear any Personal Protective Equipment (PPE) that has been issued to you for use whilst using or operating the work equipment;
- inform Management immediately of any fault or damage to the work equipment;
- comply with any risk assessment or safe working procedure provided for the work equipment.

7. ACCIDENTS/INCIDENTS

You must:

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all accidents/incidents as soon as it is practicable;
- notify any accident/incident in which damage is caused to property or equipment.



8. PERSONAL HEALTH

You must:

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

9. PERSONAL HYGIENE

Your general appearance and manner of dress must conform to our standards.

You must:

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

10. FIRST AID DRESSING

Cover all cuts and sores with a waterproof plaster or dressing.

11. SMOKING

Smoking is not allowed inside the premises.

12. JEWELLERY

You must not wear jewellery in areas where contact with moving parts of work equipment is possible.

13. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

14. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

15. WORK AREAS

You must:

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return work equipment to the correct storage area.

16. RULES COVERING GROSS MISCONDUCT

You may be liable to summary dismissal if you are found to have acted in any of the following ways:



- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interfere with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any external designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident/incident or dangerous occurrence;
- seriously overloading any item of lifting equipment;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.