



ELIZABETH GARRETT ANDERSON SCHOOL

HEALTH AND SAFETY POLICY

Adopted from LBI Model Policy

Health and Safety at Work Act etc. 1974

**Statement of Intent and
Organisational Arrangements**

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1.0 Policy Statement

1. This policy sets out the statement of Elizabeth Garrett Anderson School in relation to the Health and Safety at Work etc. Act 1974. It is issued in accordance with section 2 (3) of that Act which requires employers to prepare a written statement of their general policy, organisation arrangements for health, safety and welfare at work, to keep it up to date and bring it to the notice of their employees. Both employers and employees have responsibilities placed on them by the Act.

Policy Aim

1.1 The aim of the Governing Body and the Head Teacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the Health and Safety objectives detailed in this policy.

1.2 Elizabeth Garrett Anderson School attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. The School aims to provide, so far as it is reasonably practicable for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health
- Premises and places of work that are well maintained, have safe access and egress for all and without risk to health
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Any other suitable protection as appropriate, where staff might be at risk for the safety of contractors, members of the public and authorised visitors
- Control of emissions into atmosphere of toxic, noxious or offensive substances.

1.3 This policy document sets out the steps which will be taken to ensure compliance with the provisions of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations and other associated Acts and Regulations including changes to or new legislation as it is introduced.

A general statement of intent outlining the basic objectives to be achieved.

Description of how the organisation will be responsible for managing Health and Safety, and the designated personnel responsible for carrying out this policy - the organisational arrangements and responsibilities.

Written risk assessments and safe systems of work

Health and Safety Guidance Notes (SGNs) where appropriate

A copy of this policy will be made available in the staff handbook and upon request.

2.0 Statement of Intent

Elizabeth Garrett Anderson School recognises the importance of providing a working environment which is safe and healthy for all pupils, employees, contractors, visiting members of the public and undertakes to comply with all relevant legal requirements.

We believe that effective safety management:

- Is vital to employee and pupil well-being;
- Has a role to play in enhancing the reputation of our educational services provided and helping us achieve high-performance;
- Is financially beneficial to our school.
- Will involve and motivate employees in all matters concerning Health and Safety;
- Prevents accidents, injuries and ill health, identifying and eliminating hazardous situations;
- Achieves a high standard of occupational health, safety and welfare;
- Reduces the risk as low as is reasonably practicable and control situations likely to be hazardous to Health and Safety at work or cause damage to persons, equipment, property or services.

This Health and Safety policy statement and associated organisational arrangements apply to all employees of the school. As a PFI school this policy works alongside that of the Facilities Management team and clearly identifies how the school will work effectively with them to ensure the highest standards of Health and Safety for all.

Elizabeth Garrett Anderson School recognises that the majority of the Health and Safety obligations devolve upon the employer. However, the success of this Health and Safety policy is also dependent upon the co-operation and compliance with this policy of all school employees

The aim of the governing body and the head teacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the Health and Safety objectives detailed in this policy.

This school attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors.



Jill McLaughlin
Chair of Governors



Jo Dibb
Head teacher

3.0 Organisational Arrangements for Health and Safety Management

Elizabeth Garrett Anderson School will ensure there is an effective proactive Health and Safety management system in place to minimise risk in order to meet our statutory responsibilities and overall accountability for: the health, safety and welfare of our employees, pupils in school and on off site visits and of volunteers, visitors and contractors involved in school activities.

Procedures are in place for the following aspects of Health and Safety practices in school:

- Effective safety policies and procedures are in place
- Schedules of plans and compliance with standards.
- Review of policies and procedures as a result of monitoring and auditing.
- Arrangements in school involve all members of the school community in developing this Health and Safety policy.
- Our responsibility towards the environment and ensuring that our activities do not adversely affect it.

Proactive management of Health and Safety based on the control of workplace risks will

lead to a reduction in accidents, injuries and ill health. This will be achieved by promoting a positive culture where all employees consider Health and Safety issues to be of equal importance to other aspects of their work.

Elizabeth Garrett Anderson School is able to maintain a high standard of Health and Safety by creating positive attitude and encouraging involvement and participation at all levels. This is achieved by effective communication and the promotion of Health and Safety for all employees. A planned systematic approach to policy implementation is aimed at minimising risks created by work methods. Risk assessment methods are used to set priorities and objectives for hazard identification and thus risk reduction. The control of risk is achieved by planned monitoring, which looks at fixed elements such as premises, plant, equipment, substances etc. and variable elements such as people, procedures and working systems.

Good practice in Health and safety procedures will be achieved by:

- Regular review of the Health and Safety policy (2 yearly reviews as a minimum)
- Effective communication of the Health and Safety Policy.
- Risk assessment for significant hazards.
- Effective and consistent monitoring of performance standards.
- Consultation between staff at all levels.
- Quick and effective response when deficiencies in work systems are noted.
- Annual Occupational Health, Safety and Fire self-audit.
- Relevant information, training and supervision for staff.
- Effective working with the Facilities Management team with clear communications and systems in place.
- New Staff Induction

4.0 Organisational Responsibilities for Health and Safety

Duties and responsibilities for Health and Safety are assigned to Staff and Governors based upon the following roles.

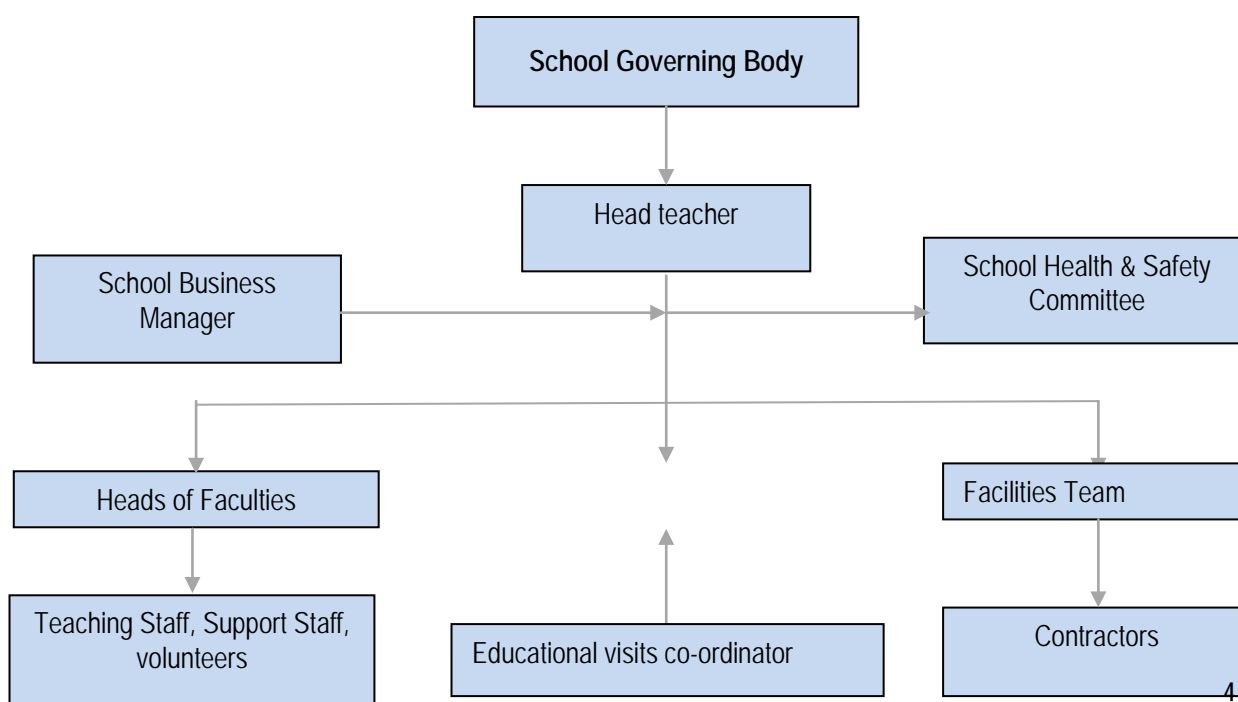
<i>Policy-makers</i>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's safety management system. Ensure that Health and Safety matters are taken into account when organisational decisions are made.
<i>Planners</i>	Develop local improvement plans to achieve school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.
<i>Implementers</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.
<i>Assisters</i>	Have the authority, independence and competence to advise Head Teacher, Governors and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of Health and Safety competency within their specialised field.
<i>Employees</i>	Irrespective of their position within the school organisation structure, everyone is regarded as an employee and therefore the employee duties within this policy apply to them.

At Elizabeth Garrett Anderson School this involves a range of people at each stage. This is shown in the diagram below.

	Policy-makers	Planners	Implementers	Assistants	Employees
School Governors					It is recognised that some governors are LA employees
Head Teacher					
Senior Leadership Team					
School Business Manager					
Facilities Team					
Heads of Faculties					
Teachers					
Support Staff					
Health and Safety Committee					
LA Officers e.g. Corporate Health and Safety Staff HR Adviser					

For more detail see Appendix 1

5.0 Roles and Responsibilities



5.1 School Governors

The governing body has a statutory duty to ensure a safe and healthy working environment for teaching and non-teaching staff in its employment as well as for the pupils and all other users of the school

School governors have responsibility for and are expected to:

- (a) Consider the nomination of a named health and safety governor;
- (b) Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the Local Authority Health and Safety policy;
- (c) Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- (d) Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the LA's Health and Safety policy;
- (e) Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- (f) Include health and safety as a regular item on the agenda of the Finance & Premises committee;
- (g) Co-operate with advice and directions issued by the LA relating to matters concerning Health and Safety or establish and adopt other equally effective measures;
- (h) Ensure that in respect of any project that the school initiates to consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

5.2 Head Teacher

The Head Teacher has primary responsibility for Health and Safety matters within the school. In the Head Teacher's absence the Deputy, will assume this responsibility.

The School Business Manager, reporting to the Head Teacher, will be designated to be responsible for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager from LBI for advice and information on health and safety matters

The Head teacher is responsible for:

- Setting up arrangements to cover all health and safety legal requirements
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and re-issue the document as may be necessary from time to time
- Resolving health and safety concerns
- Alert the Director of School Services to any instances where delegated local executive has been inadequate in reducing identified hazards
- Noting all the guidance produced by the Health and Safety Manager from LBI on

- health and safety issues and bringing them to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities which should be accessible to all staff
- Maintaining a list of Health & Safety Committee members appointed to represent staff on site
- Meeting with Safety Representatives as necessary
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Local Authority policies
- Ensuring that all areas of the site are inspected termly by the Safety Representatives
- Ensuring that a system is established and maintained for reporting, recording and/or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the building in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the LA, school staff, service providers and parents Ensuring the safety of their staff and pupils by making sure staff receive necessary training and supervision.
- Ensuring the safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Ensuring arrangements for cover of staff with key safety responsibilities
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner
- Ensuring that arrangements are made for suitable training for all aspects of Health & Safety management
- Ensuring that suitable records are kept of:
 - Employee health and safety training
 - Accidents
 - Safety committee meetings
 - Premises safety inspections
 - Fire equipment testing records
 - Machinery and equipment safety tests and inspections (kept by Facilities Management)

5.3 Facilities Management Staff (Cofely)

The Facilities Team have specific duties laid down in the Local Authority Corporate health and safety policy. These are as below.

The Facilities manager (or equivalent) has particular responsibility to ensure:

- (a) required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;

- (b) where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- (c) risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to managers of staff working in the premises and also to first aiders;
- (d) procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- (e) facilities related safety systems and procedures are effectively established and regularly reviewed. Appliances and plant equipment is serviced within the required timeframes and required records are maintained and available for inspection;
- (f) emergency procedures are established and maintained to the LA standard;
- (g) an emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings' emergency arrangement is given to staff to ensure they know how to respond in an emergency;
- (h) emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriately placed;
- (i) termly emergency building evacuation exercises (fire drills) are carried out;
- (j) escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- (k) all building and services contractors are employed in accordance with the LA's Procurement Guide;
- (l) asset management is consulted before any arrangements are initiated involving contractors undertaking work regarding:
 - i) alteration to a buildings structure or its grounds;
 - ii) substantial change to a buildings' use (whether partially or wholly);
 - iii) significant change to a buildings' water or energy supply or environmental control systems; or
 - iv) alteration or removal from service (whether partially, wholly or temporary), a buildings fire alarm, detection or sprinkler system;
- (m) that Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- (n) an Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;
- (o) common areas are safety inspected at least once per quarter;

- (p) high standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- (q) systems for environmental control are regularly serviced and are without risk to health.

5.4 Employees responsibilities

- Elizabeth Garrett Anderson School reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.
- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

5.4.1 Classroom teachers are responsible for:

- The safety of all students under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

5.4.2 The Science Faculty Head is responsible for:

- Producing and maintaining COSHH Sheets
- Monitoring health and safety practice in science throughout the school
- The safety of the preparation rooms, workshops and all other areas in which they work
- The Head of Science is responsible for managing radio active equipment and is the nominated radioactive protection officer.

5.4.3 Contractors

- Contractors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school reception on arrival. The Facilities Team will be responsible for controlling the work of contractors to ensure the safety of students, staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.
- Where work carries significant hazards, permits to work should be raised by Facilities management for contractors before they start work. Examples of work which require a permit to work are:

Work on mains electrical wiring, mains intake and distribution boards.
Removal of asbestos in all areas
Major excavations
Access to roof and roof void
Sterilising of water systems with chemicals

Access by anyone to confined spaces such as voids sumps and drains

5.4.5 Catering

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

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5.4.5(i) The Catering Manager is responsible for:

- the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
 - ensuring that kitchen staff are competent in safe working practices in the kitchens, with particular regard to the following:
 - Hygiene.** To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas
 - Fire** Awareness of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.
 - Training** Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire fighting equipment.
- Food Hygiene certification (3 years)

5.4.6 Hirers, Contractors & Other school users

- When the school's premises are used for purposes not under the direction of the head teacher then the person in charge of the activities or use will have responsibility for safe practices.
- The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in order that all statutory school's safety requirements are met at all times.
- When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:
 - Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or students of the school
- All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

5.4.7 Visitors

All visitors must report to the school reception where a signing-in system is in operation and a visitors' badge will be issued. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working on the school premises will be made aware of the health and safety arrangements applicable to them by the Facilities Team.

5.4.8 Accident Reporting

Accidents must be reported using the online reporting system, Safety Online - <http://www.safety-online.co.uk/>.

In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a schools minor injuries book which should be retained for at least 3 years.

5.4.9 Health and Safety Committee

The Health and safety Committee comprises of staff representatives from across the school and the Facilities Management team. It includes trade union appointed safety representatives as laid out in the Health and Safety at work Law. The committee meets termly to consider safety management planning and organisation, the implementation of policies and to review and monitor performance.

The Committee comprises:

Chair Karen Tumbridge School Business Manager

Members Sarah Beagley Deputy Head
Rosemary Franklin FM
Lindsay Nash TU teacher
Janette Goss teacher
Zuber Sidat Science technician
Melinda Hull Office Manager
Judith Redding
Michelle Thirkettle TU support staff

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- (a) to make representation to management in respect of health, safety and welfare issues affecting employees;
- (b) to inspect the workplace each quarter year;
- (c) to investigate accidents, hazards and dangerous occurrences annually
- (d) to attend safety committees;
- (e) to support the LA in the promotion of a positive health, safety and welfare culture.

6.0 Safety Procedures

6.1 Volunteers

Volunteers will be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training and supervision as employees whilst they are a representative of Elizabeth Garrett Anderson School.

They will have responsibility for, and are expected to, ensure that they follow all safety arrangements and procedures so as to minimise risk to themselves and others who may be affected by their acts or omissions.

6.2 Persons on work experience

Persons on work experience or placement have the same responsibilities as employees. Elizabeth Garrett Anderson School shall ensure that risk assessment arrangements and risk control measures take account of the relative lack of experience or immaturity of young persons.

6.3 First Aid

The Health and Safety (First Aid) Regulations 1981 require an employer to provide an adequate number of first aiders, trained or qualified in accordance with arrangements approved by the Health and Safety Executive and the provision of first aid equipment and facilities in order to render first aid to the school community.

The school has a minimum of four trained first aiders available to:

- Provide support throughout the extended school day
- Meet the needs for nearby support in hazardous areas such as laboratories
- Ensure that first aid provision is available for activities off the school site, such as journeys and visits

The Office Manager is responsible for ensuring that the first aid room is suitably equipped and stocked with consumable items. Designated first aiders are responsible for the stocking and maintenance of their first aid boxes.

The first aid room is located outside the General Office. As of January 2014, designated first aiders and their contact details are as follows:

Beth Howe- 250 (Gym)	Geraldine King - 239
Dawn Bramble - 224	Karen Bolden - 266
Rosie Franklin 233	Fatima Zaki – 239
Jacqueline Matthews 268/256	Zuber Sidat - 284

In the event of a serious accident or injury the following procedures will take place:

- A designated first aider will be sent for immediately
- The first aider will render first aid as far as knowledge and skill permit.
- A senior member of staff will be informed as well as, the General Office, and in the case of a pupil the Head of Year who will inform the parent
- A decision to call an ambulance will be taken by a designated first aider or senior member of staff. In the absence of either, any member of staff may call an ambulance, and must be prepared to justify the decision
- Immediately after the incident, write down the facts as observed, recording the date and time. This will be of assistance when completing the accident report form(s)

Where possible, parental consent to surgery or medical treatment will be obtained at the time that the parent is informed of the accident. In the case of an eye injury immediate medical attention will be sought.

Qualified first aiders are aware of the general principles of First Aid in case of asthma or epileptic attack, and collapse resulting from substance abuse.

6.4 Intimate Care

Please see separate policy on arrangements for intimate care procedures within the school's Safeguarding Policy

6.5 Child Protection

All members of the school community have a responsibility for Child protection. Please see separate policy within the school's Safeguarding Policy for details on all aspects of child protection. In the event of a student reporting a child protection disclosure involving

staff from Facilities Management team or any contractor on the school site the school will act in accordance with its Safeguarding Policy and procedure and will alert appropriate managers. The school retains the right to ask for any adult to be instructed to leave the school site if an investigation is necessary. In the event of an investigation being referred to the Islington Children's Safeguarding Board or police it is the responsibility of the employer to take action under their own policies and procedures. Any staff on site including those not directly employed by the school must report concerns to the School's Safeguarding Team. FM and RM staff who routinely work on the school site are included in the schools Safeguarding training.

6.6 Disclosure and Baring service.

Please see separate policy on safer recruitment within the school's Safeguarding Policy.

6.7 E Safety Please see separate policy on E safety. All staff sign the acceptable use of IT policy.

6.8 Fire Procedures

The following action will be taken in the event of fire:

- Whoever finds the fire should break the **nearest** fire glass immediately. The nearest member of staff should inform senior staff or Facilities' Manager of the source of the fire
- Everyone should then move silently, quickly but without running, to designated fire assembly point taking the direct route.
- Teaching staff will join their Year groups to help with supervision. All non-teaching staff and visitors will report to the office manager at the designated point.
- Registers, late books and signing out book are taken to the designated assembly point for distribution to the heads of year.
- Tutors should check registers in silence. Tutor groups to wait in silence for further instructions.

6.9 Fire and Emergency Arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, including damage to extinguishers.

A formal check of the fire arrangements will be made by the members of the senior management team as often as is required. This will include fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the Health and Safety committee.

Students with disabilities – refer to the personal evacuation plan

6.10 Fire Fighting Precautions

All firefighting equipment is annually inspected and serviced by AFG and contractors assigned by FM at the school site.

6.11 Fire Risk Assessment

Elizabeth Garrett Anderson School will be responsible for carrying out a fire risk assessment on an annual basis.

Fire Assembly Points (all year groups are as follows):

Year 7 – 11 (including teaching staff)

Tennis Courts (Years 10 & 11 to enter the courts via the small MUGA)

All support Staff

Small MUGA – Located next to the Tennis courts



Appendix 1

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

<i>Policy-makers</i>	
School Governors Head teacher Deputy/Assistant Head teacher HEALTH AND SAFETY Committee HEALTH AND SAFETY Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's occupational health, safety and fire management system. Ensure that Health and Safety matters are taken into account when organisational decisions are made. Ensure adequate training for competent persons.

The Policy makers:

- Will be familiar with the overall responsibilities laid down within the Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage Health and Safety which includes; planning, implementation, monitoring, reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in Health and Safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively.

As Policy Makers the Governing Body (GB):

- Will ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, communicated, and adequate training and instruction given;
- Will ensure that sufficient competent persons are in place to advise the school on Health and Safety issues;

- Will set Health and Safety targets (with Planners) to improve Health and Safety performance;
- Is required to monitor that the Health and Safety targets are being met and the school is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of Health and Safety performance on a regular basis.
- Seek advice from and receive guidance / reports from the LA Corporate Health and Safety Service as appropriate and take actions as necessary;
- Ensure that the auditing of occupational health, safety and fire takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- The GB will inform the Local Authority of any issue which has significant Health and Safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the Senior Leadership Team School Governors Governor for Health and Safety Deputy/Assistant Headteacher School Business Manager Health and Safety Committee Heads of Faculties Facilities' Manager	Develop the local improvement plans to achieve school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area. <i>Identify training needs for all staff regarding health, safety and fire to ensure compliance with UK/ EU legislation.</i>

The Planners will;

- Be familiar with the overall responsibilities laid down within the Health and Safety Policy;
- Take overall responsibility for the day to day safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage Health and Safety effectively as part of the school planning process;
- Delegate duties to other members of staff and/or all of the duties associated with the management of Health and Safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher and Chair of Governors from the overall day to day responsibilities for Health and Safety within the establishment.)*
- Identify a member of staff who can act as a Health and Safety Co-ordinator (see **Assisters** below.)
- Ensure that these staff receive appropriate Health and Safety training;
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid/ Fire Warden), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in Health and Safety management by using the London MLE / LA Health and Safety site, other resources and communications;

- Set Health and Safety objectives as part of the 3 year school improvement process;
- Advise governors of the resources and arrangements needed to manage Health and Safety effectively as part of the school planning process;
- Communicate any Health and Safety actions outlined in the school improvement process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for Health and Safety and ensure they reflect the overall commitment of the main Health and Safety Policy;
- Seek help from Corporate Health and Safety Service or other competent specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the GB;
- Ensure that a monthly **Premises Health, Safety and fire Inspection** of the premises is carried out, in line with the schools inspection arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an **Annual Occupational Health, Safety and Fire Self Audit** of the management of Health and Safety is carried out, in line with the HSG69 requirements. (This duty may be shared with other staff such as Senior Leadership Team);
- Draw up Action Plans required from the results of the Premises Health and Safety inspection and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **External Health and Safety Audit** which may be carried out by LA Corporate Health and Safety Team;
- Advise the GB of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this;
- Consult with staff as necessary on all matters relating to Health and Safety which may affect them at work.

Health and Safety Committee

An annual report to the Governing Body outlining achievements against the Health and Safety plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Co-ordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest Health and Safety targets and priorities for the forthcoming year.

<i>Implementers</i>	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Facilities' Manager Support Staff	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies and procedures

developed within school;

- Demonstrate commitment to the management of Health and Safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying Health and Safety concerns and reporting where necessary
 - Challenging poor Health and Safety performance or attitudes
 - Communicating regularly about Health and Safety
- Be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for Health and Safety as part of the overall school planning process. Monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have Health and Safety objectives as part of their annual appraisal process;
- Encourage participation in Health and Safety and ensure that communication about issues takes place;
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated;
- Ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- Ensure that staff in these roles have received appropriate training;
- Ensure that there is sufficient information, instruction, training, supervision and resources available for staff in order for them to undertake their role safely;
- Consult with staff as necessary on matters regarding Health and Safety which may affect them at work and receive Health and Safety reports from Health and Safety Representatives, responding as necessary;
- Supervise work adequately to ensure that good Health and Safety standards are maintained;
- Ensure that adequate monitoring of Health and Safety takes place e.g. by taking part on Premises Health and Safety Inspections and carrying out own inspection of work areas;
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future;
- Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
- Monitor Health and Safety standards at the local level by retaining statistics to identify patterns and trends in events;
- Seek advice from the Education Health and Safety Manager, advisor or other specialist as required.
- Make use of other resources provided by Islington Council to promote Health and Safety at work (e.g. safety alerts, schools circular);
- *In addition to the above, teaching staff are responsible for the Health and Safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Assisters	
Health and Safety Co-ordinators	Have the authority, independence and

Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff	competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of Health and Safety competency within their specialised field
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Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Co-ordinator;

- Is familiar with the responsibilities laid down in the Health and Safety Policy;
- Has the core duty to ensure that there is a system established for the management of Health and Safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary;
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by LA to promote Health and Safety at work (e.g. safety alert/schools circular/ intranet/ newsletters);
- May take on certain functions such as communication, collation of statistics, co-ordination of Health and Safety Inspections/Audits as directed, but the overall responsibility rests with the Head Teacher;
- May collate and produce an annual report on Health and Safety performance including essential KPIs for Governing Bodies to view as part of their monitoring process.

Irrespective of their position everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

Appendix 2

Health and Safety Policy Statement

This policy takes into account the merger between Cofely and Balfour Beatty WorkPlace and is a transitional statement of intent recognising that both companies have robust health and safety management systems and our aim is to develop an integrated system and manage any risks associated with changes due to the merger.

Cofely regards occupational health and safety (OH&S) to be an integral part of its business activity and is committed to achieving a high level of OH&S performance.

Cofely is committed to complying with all legal and other requirements, such as best practice standards, and has implemented an OH&S management system which complies with the requirements of BS OHSAS18001:2007.

We will achieve this by:-

- Carrying out suitable and sufficient assessments of the health and safety risks which our employees are exposed to whilst at work and reducing the impact on others affected by our activities
- Setting and publishing occupational health and safety objectives and targets to be achieved by the Company (see CMO1)
- Implementing policies, organisational procedures, control measures and systems in order to provide a risk controlled working environment
- Providing the resources necessary to implement this policy
- Learning lessons from incident investigations and continually improving so we can prevent similar injuries and work related ill health.
- Ensuring that all employees and those working under the control of the Company are aware that they have legal duties under health and safety legislation.
- Consulting with and involving employees, as appropriate, and
- Communicating this policy to all employees to ensure it is understood and implemented
- Regularly auditing the system to ensure compliance.

Every employee has a role to play in implementing the requirements of this policy.

We will review this Policy statement annually to ensure that it remains relevant and appropriate to the Company and its commitment to continual improvement.

Wilfrid Petrie

Chief Executive Officer

Cofely UK

Appendix 3

SERVICE DELIVERY PLANS

7 - Health and Safety Management Service

Elizabeth Garrett Anderson School

Date: Nov 13

Contents

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Approach

Health and Safety is of paramount importance to Balfour Beatty WorkPlace which is committed to ensuring the health and safety of its employees, customers, sub-contractors and members of the public and other persons who may be affected by Balfour Beatty WorkPlace's work activities. Balfour Beatty Workplace are working towards a 'Zero Harm' policy and culture and this will be the drive behind health and safety at EGA.

This will be achieved through understanding and evaluating the risks to health and safety in our business and managed through maintaining OHSAS18001 accreditation and the implementation of an effective Health and Safety Management System.

The Health and Safety Management System shall ensure compliance with all applicable legal and regulatory requirements and internal Balfour Beatty standards and we will seek, through continuous improvement and consultation and involvement of staff, to develop health and safety standards beyond legal minimum requirements.

To this end all staff will be provided with the necessary information, instruction, training and supervision to ensure that all employees are able to discharge their duties effectively.

Balfour Beatty WorkPlace will provide a fully comprehensive Health and Safety Service including Health and Safety files, policies, surveys and tests to ensure safety of persons within the school.

All relevant Balfour Beatty WorkPlace employees will be provided with appropriate training to ensure that all work activities can be completed safely and in compliance with statutory provisions.

On going monitoring through inspections and audits will be completed to ensure best practice is achieved and compliance is maintained.

This will be achieved through understanding and evaluating the risks to health and safety in our business and managed through maintaining OHSAS18001 accreditation and the implementation of an effective Health and Safety Management System.

The Health and Safety Management System shall ensure compliance with all applicable legal and regulatory requirements and internal Balfour Beatty standards and we will seek, through continuous improvement and consultation and involvement of staff, to develop health and safety standards beyond legal minimum requirements.

To this end all staff will be provided with the necessary information, instruction, training and supervision to ensure that all employees are able to discharge their duties effectively.

1 Service Delivery Plan for meeting this Generic Services Specification

2.1 Health and Safety Management

A Health and Safety Plan demonstrating compliance with all statutory, regulatory and relevant health and safety instruction affecting the management and delivery of FM Services will be implemented and maintained. These plans will be integrated fully with the school's health and safety plans and procedures to ensure a consistent approach to health and safety is adopted. The plans will be held in a Health and Safety Manual and will be available and used by all Balfour Beatty WorkPlace related parties and school employees.

Balfour Beatty WorkPlace have been provided with a health and safety file for EGA from CJV. This file will be updated as necessary during the life of the contract. The procedure for this can be found in LOP OPS15. Balfour Beatty WorkPlace will have responsibility for health and safety compliance relating to the operation of the building and associated infrastructure.

Balfour Beatty WorkPlace will provide training to all Balfour Beatty WorkPlace employees relating to procedures, including emergency response and security and as required by health and safety legislation. Additional training will be provided by Balfour Beatty WorkPlace to Authority Personnel as required.

A programme of health and safety inspections and audits covering the facilities and service delivery will be completed on a regular basis, and at least annually. These reviews will also include all policies, procedures and documentation relating to the facility and service delivery.

Risk Assessments are a fundamental element of health and safety and will be available for all work activities involving significant risks of injury. Task specific risk assessments will be completed for all unique or higher risk activities. Where generic risk assessments are in use on the contract these will be reviewed every six months.

All staff and related parties (i.e. sub-contractors) will have access to personal protective equipment (PPE) which will be appropriately maintained in accordance with regulatory requirements. The issue of PPE to employees will be recorded and its use by our staff and related parties and condition will be closely monitored on site.

A monthly review of accidents occurring at the school involving Balfour Beatty WorkPlace staff or resulting to third parties from delivery of services will be produced outlining causes and remedial actions with timescales required to prevent reoccurrence.

Balfour Beatty WorkPlace will consult with any interested parties, including the Police, Chief Fire Officer and Authority's Health and Safety Manager and Risk Manager in relation to safety systems and operations as appropriate.

2.2 Fire Safety

Balfour Beatty WorkPlace in conjunction with the Authority and/or school will produce, maintain and implement fire and emergency procedures in accordance with statutory and insurance requirements. These procedures will be continually updated and reviewed as circumstances demand.

Balfour Beatty WorkPlace will maintain all fire fighting and safety equipment in accordance with statutory requirements.

Balfour Beatty WorkPlace will brief and train Authority personnel as fire wardens. Alongside this, Balfour Beatty will provide some specific warden duties.

Balfour Beatty WorkPlace will provide personnel who will be briefed and act as emergency co-ordinators to manage the fire warden's operations and liaise with the Fire Brigade. Balfour Beatty WorkPlace personnel will also liaise with any relevant Statutory Authority, Head Teacher and designated staff in order to ensure a safe environment for the school and their users.

In conjunction with the Authority, Balfour Beatty WorkPlace will produce detailed fire procedures. These procedures will be continually updated and reviewed as circumstances demand. Balfour Beatty WorkPlace will carry out training for all wardens, and other officers, who perform a function under the procedures in order to produce a safe environment for the school and its users. Systems will be unobtrusive where possible to assist in a positive building environment. Balfour Beatty WorkPlace will carry out actions associated with the implementation of the procedures routinely and in the event of the occurrence of fire or other emergency.

Fire safety inspections and audits will be conducted in accordance with statutory requirements.

Balfour Beatty WorkPlace will carry out fire evacuation drills in accordance with the fire procedures and statutory provisions. All fire drills will be monitored and recorded to demonstrate compliance with procedure and efficient evacuation. As required, Balfour Beatty WorkPlace will liaise closely with the Authority prior to implementing a fire drill advising when a fire drill is to be carried out.

Balfour Beatty WorkPlace will produce detailed procedures for a variety of emergency situations in conjunction with the school. These procedures will be continually updated and reviewed. Emergency situations may include but not be limited to national emergencies, civil emergencies.

Balfour Beatty WorkPlace will ensure that fire safety systems are compliant with statutory regulations and service standards and are tested regularly against legislation and service standards.

2.3 First Aid

Selected Balfour Beatty WorkPlace staff will have an appropriate first-aid qualification and training in emergency responses as required by legislation and to fulfil the contract requirements. Balfour Beatty WorkPlace staff will not, other than in emergency situations when assistance will be given, be expected to provide first aid to Authority's parties

Balfour Beatty WorkPlace shall provide and maintain first aid kits, other safety equipment and all related consumables in the FM facilities in accordance with health and safety legislation and requirements for the use of Balfour Beatty WorkPlace employees and sub-contractors. First Aid

boxes will be checked and restocked (as required) on a regular basis. A procedure for the checking and replenishment of first aid boxes can be found in LOP HSE09.

2 Health and Safety policies and procedures

Balfour Beatty WorkPlace has a fully developed Safety Management System which includes all company policies, procedures, forms and toolbox talks. Toolbox talks will be presented monthly and will follow an annual plan.. All toolbox talks can be found on the Balfour Beatty WorkPlace Intranet. A copy of the current tool box talks can be found in Appendix 2.

Balfour Beatty WorkPlace's Sustainability Statement is provided in Appendix 1 within this section of the document.

3 Scope and Services objectives

The aims for the provision of the health and safety management service are to create a safe environment at the school having regard to the Authority's responsibility to ensure the safety and security of all users who have good reason to visit EGA.

The scope of services includes:

- Health and safety management
- Fire safety
- First Aid

Health & Safety Policy Statement

Sustainability Policy – Statement of Intent

Our Sustainability Policy sets out our commitment to achieving our sustainable goals and incorporates our intentions with regards to Safety, Health, Environment and Quality (SHEQ) in support of our integrated approach. It also highlights our commitment to continually improve the effectiveness of our Management Systems.

This Policy sets out our commitment to work in a way that considers the long term needs of all those affected by our activities, including our customers, contractors, suppliers and members of the public and will ensure the health and safety of everyone whilst minimising our impacts on the environment and providing an excellent quality of service to our stakeholders.

We display this policy on our sites and make it available through our intranet to everyone who works for us or on our behalf and to any interested parties on request.

Our 2020 Vision

Sustainability is a part of everything that we do. Our 2020 Vision for Sustainability drives us to continually improve ensuring that we see our partners, customers, and communities thrive in a future which is environmentally and socially sustainable.

Profitable Markets

As well as complying with all relevant legal and other requirements, BB Group Procedural Standards, Technical Standards from Group and the Division and Operating Company Standards we work to the globally recognised standards of BS EN ISO 9001, BS EN ISO 14001 and BS OHSAS 18001.

We are committed to deliver a service that respond to the needs and aspirations of all our customers and a sustainable society. We expect the same standards of excellence from our supply chain and use only services and products provided by BBW Selected, Approved, Preferred or Certified suppliers who have passed our rigorous tests.

Healthy Communities

We engage our people in sustainability whilst partnering with our supply chain to deliver sustainable solutions and we continue to work with the communities around us to improve the quality of life for those communities. We are passionate about ensuring we promote healthier lifestyles for all of our people including the communities we work with.

Safety affects us all and is at the core of everything that we do. We have set a goal of Zero Harm for everyone, everywhere, every day which means it is our intention to ensure:

- zero deaths and zero injuries to the public
- zero long term harm to health
- zero seriously disabling injuries to our workforce
- an accident frequency rate of below 0.1

Everyone has a part to play in this and we continue in our efforts to Make Safety Personal.

Environmental Limits

We are committed to working within environmental limits by delivering the following:

- Reduced emissions of greenhouse gases,
- Adapting to the impacts of climate change,
- Low carbon solutions for our customers,
- Reduced waste generated and managing waste as a resource,
- Reduced use of water,
- Responsibly sourced and selected materials for lower environmental impacts,
- Pollution prevention, protection and enhancement of ecological resources.

What's your role in this?

Everyone at Balfour Beatty WorkPlace is responsible for keeping the promises and objectives we have made and our entire business will be focussed on this challenge.

How do we achieve this?

The details of how we achieve our intentions are set out in our Integrated Management System (IMS), which meets the Publicly Available Specification PAS 99 requirements and incorporates our safety and health, environmental, and quality management systems.

This system helps us meet our customer's contractual requirements whilst complying with legal and other requirements across all areas of SHEQ.

Specifically we:

- review our policy every year and set objectives and targets so we can measure our achievements,
- constantly review the effectiveness of procedures, safe systems of work and resources, to make it easier to identify and manage the health and safety risks,
- endeavour to learn from incidents in order to prevent future injuries, work related ill health and environmental damage,
- provide people with the information, instruction, training and supervision they need,
- appoint competent people to provide professional support, guidance and monitoring in line with this policy.



Andy Hobart

Andy Hobart
Managing Director
February 2012

APPENDIX 2 – Tool Box Talks

Copies of the tool box talks can be accessed via the Balfour Beatty WorkPlace Intranet.

Accident & Incidents

[HS-001-001-P6 Reporting of Accidents - Stress Issues](#)

[HS-001-001-P6A Accidents and Accident Reporting TBT](#)

[HS-001-001-P6B Hotline TBT](#)

[HS-001-001-P6C BB Group Standard 101 Major Incident Response](#)

[HS-001-001-P6D BB Group Standard 102 Incident Investigation](#)

Asbestos

[HS-002-001-P6 Asbestos TBT](#)

Construction, Design & Management

[HS-003-001-P6 CDM - Management of Construction](#)

[HS-003-001-P6A CDM - Project Management Assessment Guide](#)

COSHH

[HS-008-001-P6 COSHH TBT](#)

[HS-008-001-P6A Guidance to the COSHH Regulations](#)

[HS-008-001-P6B Obtaining a COSHH Assessment](#)

Display Screen Equipment

[HS-005-001-P6 Use of Display Screen Equipment TBT](#)

Fire Safety

[HS-006-001-P6 Fire Safety Guide-Handout to Employees](#)

[HS-006-001-P6A Fire Safety TBT](#)

[HS-006-001-P6B Fire Safety in Maintenance Hot Works](#)

[HS-006-001-P6C Fire Safety Regulatory Reform Order](#)

Manual Handling

[HS-030-001-P6 Manual Handling TBT](#)

Noise at Work

[HS-012-001-P6 Noise at Work Guidance](#)

[HS-012-001-P6A Hearing Protectors TBT](#)

[HS-012-001-P6B Noise at Work TBT](#)

Occupational Health

[HS-013-001-P6 Stress TBT](#)

[HS-013-001-P6A Weil's Disease](#)

[HS-013-001-P6B Occupational Health Illnesses and Diseases Guidance](#)

[HS-013-001-P6C Weil's Disease TBT](#)

[HS-013-001-P6D Stress Dealing with and Recognising Stress Guidance](#)

[HS-013-001-P6E Dealing with Sharps](#)

[HS-013-001-P6F Sun Protection for Outdoor Workers](#)

Personal Protective Clothing

[HS-015-001-P6 Personal Protective Equipment TBT](#)

Plants & Vehicles

[HS-016-001-P6A Workplace Transport Safety TBT](#)

Radiation

[HS-017-001-P6 Radio Frequency Transmitters and Antennas Guidance](#)

Risk Assessment

[HS-018-001-P6 Risk Assessment TBT Haden BS](#)

[HS-018-002-P6 197 Risk Assessment Guidance](#)

[HS-018-002-P6A 197 Risk Assessment Process Presentation](#)

[HS-018-002-P6B 197 Risk Assessment Process on Hand-Helds Guidance](#)

Work Equipment

[HS-025-001-P6 Abrasive wheels Guidance](#)

[HS-025-001-P6A Hand Tools TBT](#)

[HS-025-001-P6B Safe use of work equipment TBT](#)

[HS-025-001-P6C Knife Usage and Sharp Equipment TBT](#)

Working at Heights

[HS-026-001-P6 Working at Height - Zero Harm Challenge](#)

[HS-026-001-P6A Working at Height TBT](#)

[HS-026-001-P6B Ladders and Steps TBT](#)

[HS-026-001-P6C Practical Alternatives to using Stepladders](#)

[HS-026-001-P6D Practical Alternatives to using Stepladders](#)

[HS-026-001-P6E HSE Guidance - INDG 405 Ladder Safety](#)

[HS-026-001-P6F HSE Guidance - INDG402 Ladders - Employers Guide 2008](#)

[HS-026-001-P6G Ladders Users Checklist](#)

[HS-026-004-P6 MEWP Planning Controlling Operations](#)

[HS-026-004-P6A MEWP Coordinators Risk Assessment Manual](#)

[HS-026-004-P6B MEWP Minimum Method Statement Content](#)

[HS-026-004-P6C MEWP Red Card Rules](#)

Workplace Safety

[HS-027-001-P6 Slips, Trips & Falls TBT](#)

[HS-027-001-P6A General Office Housekeeping TBT Iss 1](#)

[HS-027-001-P6B Use of Stairs and Handrails TBT - Haden BS](#)

Miscellaneous

[HS-016-001-P6A Workplace Transport Safety TBT](#)

[HS-032-001-P6 Catering Scalding and Burns TBT](#)

[HS-033-001-P6 Hospital Hand Hygiene TBT](#)

[HS-034-001-P6 Hospital Sharps and Body Fluids TBT](#)

[HS-035-001-P5 Toolbox Talk & HSE Briefing Record](#)

[HS-035-001-P6 Toolbox Talks HSE Briefing Record Guidance](#)