



Health and Safety Policy

St Peter's School, York

May 2025

(Next review Summer Term 2027)

Contents

1	Introduction	3
2	Health and Safety Statement of Intent.....	3
3	Roles and Responsibilities.....	4
3.1	Board of Governors.....	4
3.2	Health and Safety Governor	4
3.3	Head Master.....	5
3.4	Chief Operating Officer (COO) and Director of Operations	5
3.5	Senior Leadership Team (SLT)	6
3.6	Heads of Department.....	6
3.7	Health and Safety Co-ordinator.....	7
3.8	All Employees	8
4	Health and Safety Arrangements	8
4.1	Accident Reporting and Investigation	8
4.2	Allergies.....	9
4.3	Asbestos.....	9
4.4	Consultation with Employees	9
4.5	Contractors.....	9
4.6	Control of Substances Hazardous to Health (COSHH)	9
4.7	Display Screen Equipment (DSE).....	10
4.8	Driving for Work.....	10
4.9	Educational Trips and Visits	10
4.10	Electrical Appliances.....	10
4.11	Emergency Procedures.....	10
4.12	First Aid and Medication.....	11
4.13	Fire Safety	11
4.14	Food Safety.....	11
4.15	Gas, Electricity, and Water Services	11
4.16	Health and Safety in Design and Technology (DT).....	11
4.17	Health and Safety in Science	11
4.18	Inspection of Premises.....	11
4.19	Legionella	11
4.20	Lifting Equipment	12
4.21	Lone and Isolated Working.....	12
4.22	Manual Handling.....	12
4.23	New and Expectant Mothers	12
4.24	Noise	12
4.25	Occupational Health	13
4.26	Personal Protective Equipment (PPE)	13
4.27	Play Area Equipment.....	13
4.28	Radiation	13
4.29	Risk Assessment.....	13
4.30	Security and Personal Safety	13
4.31	Sports Department	13
4.32	Stage Equipment.....	14
4.33	Swimming Pool	14
4.34	Training	14
4.35	Vibration	14
4.36	Work at Height.....	14
4.37	Work Equipment	14
4.38	Work Related Stress.....	15
4.39	Young Workers	15

I Introduction

- St Peter's School, York comprises of St Peter's 2-8, St Peter's 8-13, and St Peter's 13-18 Schools, collectively referred to in this policy as the School unless otherwise stated.
- This policy explains how the School will fulfil its legal duties relating to the health, safety and welfare of employees, pupils and the wider School community. The Health and Safety Policy for the School is divided into three sections, **Statement of Intent, Roles and Responsibilities**, and **Health and Safety Arrangements**.
- This policy should be read in conjunction with the **Safeguarding Policy, Critical Incident Action Plan**, the **Staff Code of Conduct** and the **Data Protection Policy**. Other policies are referred to under the Health and Safety Arrangements section as necessary. All policies can be found in the School Policies folder on the Staff Homepage. Guidance on workplace health and safety can be found at www.hse.gov.uk.

2 Health and Safety Statement of Intent

- St Peter's School attaches the utmost importance to the health, safety and welfare of its employees, pupils and visitors to the School. We consider health, safety and welfare to be an integral part of our activities with equal status to other aspects of our operations. Compliance with legal requirements is the minimum acceptable standard, and we are committed to progressive improvement in health and safety management.
- St Peter's School shall, so far as is reasonably practicable, ensure that we:
- Provide and maintain the School environment so that it is, so as far as is reasonably practicable, safe, without risk to health, and with adequate provision of facilities and arrangements for the welfare of all employees and pupils.
- Identify hazards arising out of the undertaking of the School, assess the risks involved, and take effective measures to eliminate, or, where elimination is not reasonably practicable, implement suitable and sufficient controls for those hazards.
- Provide information, instruction and training to all our employees, to enable them to work safely, without creating risks to themselves or to others.
- Define and communicate organisational responsibilities for the management of health and safety.
- Consult with employees on matters which could affect their health and safety at work and act upon genuine concerns.
- Investigate accidents and cases of work-related ill health and take effective action to prevent recurrence.
- Foster a good working relationship with regulatory authorities, neighbours, parents, suppliers and stakeholders on health and safety matters.
- Keep the Governing Body aware of the School's health, safety and welfare policies and procedures, so that the Governing Body can guide a sensible and practical approach to managing risks in the School.
- The objectives of this policy will be achieved with the support and commitment of all employees: it is not simply a management obligation. All employees have a duty to take reasonable care for their own health and safety, and that of other people who may be

affected by their actions or omissions. We expect employees to make their own assessment of risk and be actively involved in ensuring our activities are undertaken safely. Compliance with health and safety rules, policy and procedures is a condition of employment.

- The arrangements for implementing this policy statement are contained in the Health and Safety SharePoint site [HealthAndSafety - Home \(sharepoint.com\)](#). This Statement of Intent will be monitored for effectiveness and compliance and reviewed annually.
- This Statement of Intent will be signed by the Chair of Governors following annual review. A signed copy is available in the Staff Policies folder on the Staff Homepage.

3 Roles and Responsibilities

3.1 Board of Governors

The Governing body of the School has primary responsibility for ensuring the health and safety at work of employees, pupils and visitors. To fulfil these obligations the Board will:

- Identify a member of the Board to be Health and Safety Governor.
- Establish the remit of the School's Health and Safety Committee and support it in the discharge of that remit.
- Maintain a clear structure of accountability on health and safety performance at all levels.
- Have oversight that employees have competence for their health and safety duties and provide adequate resources for these duties to be met.
- Endorse health and safety plans with priorities identified through risk assessment.
- Require that health and safety performance be satisfactorily monitored at all levels.
- Integrate health and safety into all school management activities.
- Be open, transparent and fair in all health and safety management activities.
- Visibly support the values and vision of the health and safety programme by personal example.
- **Allocate the executive responsibility for this to the School's Head Master, who appoints the Chief Operating Officer to be responsible for the day-to-day oversight of health and safety.**

3.2 Health and Safety Governor

The appointed Health and Safety Governor is a champion for health and safety within the Board of Governors. To fulfil these obligations the Health and Safety Governor will:

- Liaise with the Chief Operating Officer and Director of Operations to ensure that the School has appropriate health and safety policy and procedures, and that these are reviewed.
- Attend the Health and Safety Committee meetings to keep the Board of Governors informed of any health and safety concerns.
- Attend at least one Health and Safety site tour annually.

- Monitor completion of any reasonably practicable actions to remove, or reduce and control, significant risks to employees, pupils or others affected by the business of the School.

The position of Health and Safety Governor does not reduce the responsibility that the whole Board of Governors has for health and safety at the School.

3.3 Head Master

The Head Master has, on behalf of the Board of Governors of the School, overall responsibility for the Health and Safety of all school employees, pupils and visitors and anyone else affected by the activities of the School. To fulfil these obligations the Head Master will:

- Allocate day-to-day management of health and safety to employees including the Chief Operating Officer, Director of Operations and Health and Safety Co-ordinator.
- Chair the Whole School Consultative Committee (WSCC) where health and safety is a standing agenda item, and ensure appropriate action is taken to rectify any health and safety management issues discussed at the Committee.
- Support the School Health and Safety Committee with the discharge of its remit.
- Require that health and safety performance be satisfactorily monitored at all levels.
- Support the values and vision of the health and safety programme by personal example.

3.4 Chief Operating Officer (COO) and Director of Operations

The COO has responsibility for the day-to-day management of health and safety, which is delegated to the Director of Operations. To fulfil these obligations the COO and Director of Operations will:

- Delegate effectively the responsibility for specific safety precautions and arrangements to Teaching and non-teaching Heads of Department.
- Keep the Head Master and the Governors informed of any health and safety risk that poses a significant risk to pupils, employees or other people, or to the reputation of the School.
- Ensure that corporate health and safety objectives are monitored and implemented.
- Ensure that health and safety is integrated into the School's core business management activities and that adequate resources are available for these duties.
- Maintain a clear structure of accountability on health and safety performance at all levels.
- Endorse health and safety plans with priorities identified through risk assessment.
- Ensure that arrangements for implementing, monitoring, updating and reviewing the policy are put in place and maintained.
- Facilitate the provision of adequate training and instruction, including the induction of new employees, to allow employees to work safely without creating a risk to themselves or others.
- Chair the Health and Safety Committee and ensure appropriate action is taken to rectify any health and safety management issues discussed at the Committee.
- Ensure that there are effective arrangements in place in the event of a critical incident at the School or involving school employees and / or pupils.

- Ensure that the School has adequate statutory insurance cover in place.
- Providing adequate resources to enable risks to be adequately removed, or reduced and controlled, to as low a level as possible.
- Support the values and vision of the health and safety programme by personal example.

3.5 Senior Leadership Team (SLT)

The SLT are responsible for the implementation of the Health and Safety Policy within their sphere of responsibility. The SLT shall:

- Ensure all employees with health and safety responsibilities have a clear understanding of their duties and are competent to carry out these duties.
- Support the values and vision of the health and safety programme by personal example.
- Promote a health and safety culture.
- Report to the Health and Safety Co-ordinator any shortcomings in health and safety.
- Monitor and implement the school health and safety objectives.
- Identify those areas of risk which require the preparation of written risk assessments or the implementation of special arrangements to ensure health and safety and taking relevant action.
- Ensure health and safety is incorporated into teaching and learning.
- Allocate adequate resources to ensure risks are controlled.

3.6 Heads of Department

Heads of Department are responsible for the implementation of the School Health and Safety Policy within their areas of responsibility. This role includes:

- Ensuring they have an awareness of health and safety.
- Support the values and vision of the health and safety programme by personal example.
- Promoting a health and safety culture.
- Reporting to the Health and Safety Co-ordinator any shortcomings in health and safety.
- Ensuring all employees have a clear understanding of duties delegated to them.
- Monitoring and implementing the school health and safety objectives.
- Ensuring health and safety is incorporated into teaching and learning.
- Allocating adequate resources to ensure risks are controlled.
- Ensuring that new starters are inducted and understand their health and safety responsibilities.
- Identifying employees' health and safety training needs.

- Identifying those areas of risk which require the preparation of written risk assessments or the implementation of special arrangements to ensure health and safety and taking relevant action.
- Where relevant to their Department, ensuring no chemical or substance hazardous to health is used before a safety data sheet is obtained and a COSHH assessment is carried out.
- Ensure that arrangements are in place for the safe handling, storage, use and disposal of all substances hazardous to health.
- Ensuring departmental equipment is maintained, including statutory thorough examinations where appropriate.
- Reporting accidents, near-misses and cases of occupational ill health to the Health and Safety Co-ordinator, in conjunction with their employees.

3.7 Health and Safety Co-ordinator

Reporting to the Director of Operations, the Health and Safety Co-ordinator is the School's primary 'Competent Person' for health and safety. The Health and Safety Co-ordinator must be satisfied that the health and safety arrangements for the School are proportionate given the nature of the activities and the size. They will:

- Advise on the suitability of risk assessments and safety guidance developed by employees.
- Monitor risk assessments to ensure they remain up to date and appropriate.
- Provide competent advice to senior management, the Health and Safety Committee and all employees.
- Ensure that statutory requirements are met and identify any breach of such requirement to the appropriate manager.
- Ensure accident records are maintained, and incident, reportable disease and occupational ill health reports are investigated, making recommendations for improvement as appropriate.
- Report incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Liaise with HSE and other external bodies on health and safety.
- Assist Heads of Department with the systematic inspection of workplaces, plant, equipment and safety guidance within their areas of responsibility.
- Assist with the identification of health and safety deficiencies and any hazards in the workplace.
- Formulate health and safety policies and procedures for approval by senior management.
- Ensure fire safety risk assessments are up to date and provide advice on matters relating to fire safety and fire prevention.
- Ensure new employees receive adequate induction with respect to health and safety.
- Consult with employees on health and safety matters through attending both WSCC and Health and Safety Committee meetings.

- Assist line managers in undertaking return to work, new and expectant mothers, ill-health and young persons' risk assessments.
- Assist the Health Services Manager to ensure that there is adequate first aid provision.

3.8 All Employees

It is the responsibility of all employees to have a clear understanding of their role, responsibilities and duties. Employees must:

- Maintain the relevant level of competence, training and certification to fulfil their role.
- Take reasonable care for their own health and safety and for that of other persons who may be affected by their acts or omissions at work.
- Carry out risk assessments as appropriate.
- Not exceed their competence and carry out only work for which they possess the necessary knowledge, skills and training to enable them to work safely.
- Refrain from interfering or misusing anything provided in the interests of health, safety or welfare.
- Not use any equipment which is faulty or known to be out-with its date for routine inspection or statutory thorough examination.
- Ensure that the use of any equipment is directly linked to the work of the School.
- Be familiar and conform to the School's health and safety policy, local rules, guidance and relevant risk assessments.
- Wear Personal Protective Equipment (PPE) and always use appropriate safety devices, where necessary for the discharge of their duties.
- Wear clothing appropriate for the work being carried out.
- Reporting accidents, near-misses and cases of occupational ill health to the Health and Safety Co-ordinator, in conjunction with their Head of Department.
- Assist in the investigation of incidents involving injury or dangerous occurrence.

4 Health and Safety Arrangements

4.1 Accident Reporting and Investigation

Accidents are reported by employees as per the above roles and responsibilities. Reports are made via the Smartlog software, accessed through the Staff Homepage. On submission of a report via Smartlog, an email alerts the Health and Safety Co-ordinator or a designated deputy, who will review the report and make further enquiries if appropriate.

Investigations are undertaken by the Health and Safety Co-ordinator where necessary and as soon as possible after occurrence. Recommendations will be made as appropriate to prevent re-occurrence. The same procedure applies for cases of work-related ill health and for near miss incidents. Data will be retained in accordance with the **Data Retention Policy**.

The Head Master is responsible for ensuring reports are made under RIDDOR as required, but delegates this duty to the Health and Safety Co-ordinator.

4.2 Allergies

See **Allergies and Anaphylaxis Policy**.

4.3 Asbestos

The Control of Asbestos at Work Regulations 2012 requires the School to manage the risk from asbestos containing materials (ACMs). The Estates Manager will:

- Ensure a management survey of each building has been undertaken by a competent asbestos surveyor and have ACMs reinspected annually.
- Ensure a refurbishment or demolition survey is undertaken by a competent asbestos surveyor prior to any refurbishment or demolition works.
- Comply with duties related to licensed and non-licensed work, including notifying relevant authorities when necessary.
- Maintain a record of the location and condition of ACMs.
- Develop and implement an Asbestos Management Plan to manage these risks.
- Keep records of licenced and non-licensed work involving ACMs.
- Ensure that employees who may encounter ACMs receive awareness training.
- Provide information about the location and condition of ACMs to anyone likely to disturb them, such as contractors, and to the emergency services in case of an emergency.

4.4 Consultation with Employees

Employers have a legal duty to consult employees in respect of health and safety issues. The School's consultation process is via the WSCC and the Health and Safety Committee. Minutes for the Health and Safety Committee are available on the Health and Safety SharePoint site.

4.5 Contractors

See **Control of Contractors Policy**.

4.6 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 applies to substances that are used, or are produced because of a process, which may cause harm to anyone exposed to them.

Heads of Department must ensure, where relevant to their Department:

- Wherever possible, hazardous substances are substituted with less hazardous alternatives.
- Material Safety Data Sheets (MSDS) or CLEAPSS Hazcards have been obtained for hazardous substances that are used by their departments.
- COSHH risk assessments have been undertaken by a competent person, necessary risk controls established and implemented before a hazardous substance can be used. The Health and Safety Co-ordinator can be contacted to assist if required.
- There are suitable facilities in place for safe and secure storage of hazardous substances, and to deal with spillages and correct disposal.

The Estates Manager will ensure:

- Dust monitoring is undertaken by an occupational hygienist in relevant departments.
- Local exhaust ventilation (LEV) systems are maintained in conjunction with departmental technicians where applicable.
- LEV systems are thoroughly examined and tested by a competent LEV engineer at least every fourteen months.
- Health surveillance is undertaken by an occupational health provider for employees who may be exposed to hazardous substances (lung function testing, skin checks for dermatitis).
- Following receipt of the above reports, corrective actions are taken in conjunction with the Health and Safety Co-ordinator.

4.7 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 a 'DSE user' means an employee who habitually uses display screen equipment as a significant part of their normal work. The Health and Safety Co-ordinator, supported by the IT Department and Head of Housekeeping, will ensure that DSE users are provided with:

- Suitable workstations including adjustable chairs, monitors and laptop risers.
- Training to self-assess and adjust their own workstations.
- Eye tests through a Specsavers voucher scheme. If corrective appliances are required for DSE purposes only, these will be covered under the same voucher.

Where self-assessment identifies deficiencies, the Health and Safety Co-ordinator will investigate and make recommendations. Additional specialist equipment may be provided. For complex cases, occupational health referrals can be made through the Human Resources Department (HR).

4.8 Driving for Work

See **Use of Vehicles Policy**.

4.9 Educational Trips and Visits

See **Educational Trips and Visits Policy**.

4.10 Electrical Appliances

The Estates Manager arranges for portable appliance testing (PAT) by competent electricians. All school electrical equipment is tested annually except some equipment identified as low risk that is tested on a two-year cycle.

In boarding houses, all pupils own electrical equipment is tested at the beginning of the academic year and then any new equipment acquired over the Christmas holiday period is tested at the beginning of the spring term.

House parents and matrons are responsible for informing Estates if there is any pupils' new own electrical equipment requiring testing. House parents should confiscate any pupils' own electrical equipment that is in a poor condition at any time, pending checks by Estates.

4.11 Emergency Procedures

See **Critical Incident Action Plan, Lockdown Policy and Foreseeable Crisis Framework**.

4.12 First Aid and Medication

See **First Aid Policy**.

4.13 Fire Safety

See **Fire Safety Procedures**.

4.14 Food Safety

See **Catering Management Policy**.

4.15 Gas, Electricity, and Water Services

The Estates Department ensures that gas, electricity, and water services are maintained in a safe condition. Gas services and appliances are regularly inspected and tested by a registered gas engineer. Mains (fixed) electrical installations are inspected and tested at least once every five years. Water services are maintained in a condition that does not give rise to risk.

4.16 Health and Safety in Design and Technology (DT)

Specific procedures are implemented within Design and Technology departments to reduce risks from equipment and processes to a minimum. The School utilises CLEAPPs for DT. Further information is available from the Heads of Department.

4.17 Health and Safety in Science

Specific procedures are implemented within Science departments to reduce risks from equipment and processes to a minimum. The School utilises CLEAPPs for Science. Further information is available from the Heads of Department.

4.18 Inspection of Premises

Premises are inspected regularly by FAs to reduce the likelihood of accidents occurring. All employees can report issues with the premises directly to Estates via Every reporting system, accessed through the Staff Homepage.

4.19 Legionella

HSE Approved Code of Practice L8 '*Legionnaires' disease: The control of legionella bacteria in water systems*' requires the School to manage the risk from legionella. The Estates Manager will ensure:

- A risk assessment has been undertaken by a competent person and is reviewed biannually.
- A written scheme for controlling the risk from exposure to legionella bacteria has been prepared by a competent person and is kept up to date.
- The responsible person and deputy responsible person for legionella are identified in writing.
- Relevant employees have received training on legionella control.
- Water sampling is undertaken annually in accordance with the written scheme.
- Temperature checks are undertaken of each water system every month.
- Shower heads are cleaned and descaled each quarter.
- Low use outlets are flushed through every week.
- Visual checks of water tanks are undertaken biannually.

- Remedial actions including the use of biocides are taken where necessary.

4.20 Lifting Equipment

To comply with the Lifting Operations and Lifting Equipment Regulations 1998, the Estates Manager will ensure:

- Any equipment used for lifting objects or people is maintained in a good condition.
- Thorough examinations are undertaken by a competent person every six or twelve months as required by the Regulations and records kept.
- Employees who use lifting equipment have been trained to do so.

4.21 Lone and Isolated Working

Work activities involving lone workers will be risk assessed. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

Working outside of normal hours is generally discouraged, as employees should be taking their rest period. Employees who choose to work on their own out of normal hours must inform the FAs when they arrive and when they leave site. FAs are first aiders, fire wardens and carry mobile phones so they can be contacted. The phone numbers are on all employee and contractor identification cards. A minimum of two FAs are on site from 6am to 11pm Monday to Saturday and 6am to 10pm Sundays. Outside of these hours, school buildings and gates are locked.

4.22 Manual Handling

Head of Departments are responsible for ensuring that the risk from manual handling within their departments have been considered and reduced as low as is reasonably practicable. Wherever possible, mechanical handling equipment will be used, such as electric vehicles, tractors, and trollies.

Where the activity cannot be avoided, and it poses a risk if injury, a risk assessment is required in accordance with the Manual Handling Operations Regulations 1992. Manual handling training is provided to employees who undertake these operations routinely, such as housekeeping and FAs. Pupils should never be asked to carry heavy or awkward loads. Any pupils required to assist in handling rowing boats will be given training in safe handling techniques.

4.23 New and Expectant Mothers

The Health and Safety Co-ordinator undertakes risk assessments for new or expectant mothers at work. The assessments are reviewed at regular intervals throughout the pregnancy and reasonable adjustments made to address any issues. In complex cases, occupational health referrals will be made through HR.

4.24 Noise

To comply with the Control of Noise at Work Regulations 2005, the School will:

- Reduce noise exposure at source, for example by purchasing quieter machinery.
- Minimise individual exposure, for example by task rotation.
- Provide PPE and train employees how to use it correctly.
- Monitor noise levels and use this information to inform risk assessments.
- Provide annual audiometric testing for relevant employees by an occupational health professional.

4.25 Occupational Health

The School actively promotes good health amongst employees. Occupational health referrals for long term or complex health conditions can be made through HR. Recommendations from these referrals will be implemented so far as is reasonably practicable, in consultation with the employee.

4.26 Personal Protective Equipment (PPE)

To comply with the Personal Protective Equipment at Work Regulations 1992 the School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be adequately controlled in other ways.

It is the responsibility of the Head of Departments to identify when PPE is required and ensure it is used by those exposed to the risk concerned. The Health and Safety Co-ordinator can be contacted for advice on suitable PPE. Staff must ensure PPE is kept clean, in good condition and report any loss or defect.

4.27 Play Area Equipment

Any play area equipment will be designed, installed and monitored in accordance with national standards. Play equipment is checked by FAs weekly and records kept. Issues identified will be logged on Every and repaired. Independent inspections by a competent person are undertaken annually.

4.28 Radiation

Specific procedures are implemented within Physics Department to reduce risks from radioactive sources to a minimum. More information is available from the Head of Physics.

4.29 Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, risk assessments are undertaken by the employee responsible for the work activity. The significant findings are recorded via Smartlog. Training, assistance and validation are provided by the Health and Safety Co-ordinator. Once suitable means for reducing risk have been identified, those measures are implemented. Risk assessments are reviewed on a regular basis. Risk assessments are also requested of hirers of the School's facilities.

4.30 Security and Personal Safety

See **Security and Access Policy**.

4.31 Sports Department

Specific procedures and risk assessments are implemented within the Sports Department to reduce risks from equipment and activities to a minimum. Further information is available from the Director of Sport.

All pupils and employees must have an induction before using the gym for the first time. Pupils and Employees must not use the gym equipment, or lift the weights, if they have medical conditions which would put them at increased risk of injury when using the equipment.

Pupils are normally only permitted to use the Gym under direct supervision. 5th and 6th Form pupils may be permitted to use it at set times without direct supervision if they are on a list of inducted pupils, are authorised by the Sports Department, and there are always at least two of them. Pupils will only be permitted to use equipment appropriate to their age and individual strength.

The use of sports facilities, including the Swimming Pool, by external hirers is organised by the Lettings Department and is covered by specific Terms and Conditions. Any use of the gym by external hirers must be authorised by the Director of Sport.

4.32 Stage Equipment

The School ensures that specialist equipment used on and around a School stage is maintained in a safe condition. Further information can be obtained via the School's Theatre Technician.

4.33 Swimming Pool

The School adheres to the standards set by HSE and the Royal Life Saving Society (RLSS). Normal operating procedures and emergency action plans are in place, and employees supervising swimming lessons are trained in appropriate rescue and resuscitation skills. Further information is available from the Pool Manager.

4.34 Training

The School maintains a record of health and safety related training that employees have received via Smartlog. Risk assessments are used to help identify training needs. New starters are required to complete St Peter's Health and Safety training via Smartlog. Line managers are required to undertake a day one health and safety induction with each new starter, which includes fire safety. Further information can be obtained from the Health and Safety Co-ordinator.

4.35 Vibration

To comply with the Control of Vibration at Work Regulations 2005, the School will:

- Reduce vibration exposure at source, for example by purchasing low vibration machinery.
- Minimise individual exposure, for example by task rotation.
- Monitor vibration exposure and use this information to inform risk assessments.
- Train relevant employees to reduce the risk of ill-health developing.
- Provide annual hand-arm vibration syndrome testing for relevant employees by an occupational health professional.

4.36 Work at Height

To comply with the Work at Height Regulations 2005, the School will ensure that:

- Wherever reasonably practical to do so, work at height is avoided.
- Work at height is properly planned and organised, the risks are assessed, and appropriate work equipment is selected and used.
- Those involved in work at height are competent.
- The risks of working on or near fragile surfaces are properly managed.
- The equipment used for work at height is properly inspected and maintained.
- Access equipment is not left available for pupils or other persons to use, for example by securing ladders when not required.

4.37 Work Equipment

To comply with the Provision and Use of Work Equipment Regulations 2002, the School will:

- Purchase work equipment from reputable suppliers.

- Ensure purchased equipment conforms to any relevant standards and, where applicable, meets minimum health and safety requirements.
- Ensure any equipment used at work is suitable for the purpose for which it will be used and only be used for the purpose for which it has been designed.
- Ensure equipment is maintained in a safe condition and taken out of use if it becomes defective.
- Ensure employees using School equipment are provided with appropriate training.

4.38 Work Related Stress

The School recognises that work related stress can affect different people in different ways. Line managers are encouraged to be aware of possible causes and to take action to reduce the likelihood that employees will become ill through stress. An Employee Assistance Programme is in place to enable employees to receive appropriate assistance. Further information can be obtained via HR.

4.39 Young Workers

Risk assessments are undertaken to ensure that when any young person undertakes work on behalf of the School, suitable and sufficient precautions are taken to prevent them being placed at risk. This includes pupils who volunteer to assist with activities or events and work experience placements from other schools.

Reviewed by	Board of Governors
Reviewed	May 2025
Next Review	Summer Term 2027