



## CLAREMONT HIGH SCHOOL ACADEMY

# Premises Management Policy

### Premises Management

Legal Status:

**Statutory**

Updated:

**April 2018**

Adopted:

**May 2018**

Next Review:

**2020**

Responsible SLT:

**GDP**

## **ASBESTOS POLICY**

### **Introduction**

At Claremont High Academy Trust, premises staff members constitute a particular group at risk due to the nature of their work (eg drilling and fixing). Vandalism may also result in the release of asbestos fibres (eg damage to asbestos panels caused by pupils kicking them). Other staff and pupils are not likely to be at risk in the course of their normal activities.

Governors and school management have a legal duty in relation to asbestos in work premises. It is therefore imperative that the governing body and management:

- Know if the school contains asbestos.
- Know what condition any asbestos containing material is in.
- Inform any people who may disturb asbestos that it is there.

Guidance from the DFE (Health and safety: advice on legal duties and powers 2013) clarifies responsibilities under existing health and safety legislation. It explains who is responsible for the health and safety of school staff, pupils and others on school premises and it sets out related powers under education legislation.

It needs to be emphasised that the regulations do not require the automatic removal of asbestos-containing materials (ACMs). If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. Claremont High Academy Trust School follows this policy. However, if the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it will be removed.

Anybody undertaking any sort of work on ACMs at Claremont High Academy Trust School must be competent, adequately trained and use safe working methods. Licensed contractors will be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.

### **Objectives and targets**

The objectives of this asbestos policy are to keep abreast of developments in the handling of ACMs and ensure that Claremont High Academy Trust School implements any changes to legislation.

### **Action plan**

Our site manager has responsibility for the maintenance and/or repair of school premises and has day-to-day management on behalf of the duty holder, under Regulation 4 of the Control of Asbestos Regulations 2006. This means that s/he knows whether the premises contain asbestos, where it is, what condition it is in and ensures that it is managed properly. This includes telling those people who may disturb it that it is there. At Claremont High Academy Trust School, the [local authority (LA) or governing body] act as the duty holder and on a day-to-day basis the health & safety officer Claremont High Academy Trust is responsible for matters related to asbestos in the school.

At Claremont High Academy Trust School we comply fully with the health and safety policies and procedures set for schools by the LA including arrangements for dealing with specific risks. We liaise fully with the LA on maintenance issues, especially where, as the employer, they have statutory duties such as asbestos management. We reach or exceed the standard that schools are expected to achieve and co-operate fully in the LA monitoring of compliance. Although health and safety related functions have been delegated to the governing body, the LA as the employer must still set the policy for asbestos management.

At our school therefore, the management of asbestos remains the responsibility of the LA. Health and safety issues, including asbestos management, can only be delegated to competent individuals.

Hence the LA ensures that the individuals they delegate to are trained to a sufficient level of competency.

Regulation 4 of the Control of Asbestos Regulations 2006 (as updated 2012) requires duty holders to:

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them eg maintenance workers and teachers.

## **Monitoring and evaluation**

The school has a statutory duty to monitor how it is complying with government regulations. The matter of ACMs in the school will be considered regularly at meetings of the premises committee of the governing body and action taken as soon as it becomes necessary.

## **Reviewing**

The efficacy of the policy will be discussed annually as part of the governors' rolling programme of reviews and updated in the light of developments in government policy.

Next school review due: SUMMER 2018

## **ELECTRICAL SAFETY POLICY**

### **Introduction**

The Management of Health and Safety at Work (MHSW) Regulations 1999 require employers to undertake 'suitable and sufficient' risk assessments to identify significant risks to health and safety and enable measures to be taken to remove or reduce the risks. Risk assessments on electrical safety must take account of provisions of The Electricity at Work Regulations 1989, which cover all electrical systems, including electrical apparatus as well as the mains supply.

### **Objectives and targets**

The governing body of Claremont High Academy Trust School recognises its responsibility for setting a strategic framework for all aspects of the school's safety policy, including electrical safety, and for monitoring its implementation.

We recognise the wide range of electrical equipment that is now used in our school. Work with electrical apparatus is a common part of many lessons and extended school activities. While accidents involving electricity are fortunately rare, this policy is intended to ensure care is always taken to safeguard the safety of those working with or around electrical appliances.

Wherever any alleged breaches of health and safety requirements are encountered these must be reported to the headteacher who will advise the employer (*LA/governing body*).

### **Action plan**

At Claremont High Academy Trust School we ensure that all persons undertaking the maintenance or repair of electrical apparatus are competent. We do not engage anyone on any work activity where technical knowledge or experience is necessary to prevent danger or possibly injury, unless s/he possesses such knowledge or experience or is under such degree of supervision as may be appropriate having regard to the nature of the work. In our school:

- Teachers are never required to undertake any electrical maintenance or repair work.
- Without exception, such work will always be allocated to an individual with appropriate training and expertise.

Thus straightforward maintenance and repairs, eg plug-fitting, will be carried out by a contractor or qualified member of our premises staff.

Any day-to-day testing of electrical apparatus will be the responsibility of school science technicians or other support staff who have received the necessary training for this task. Only individuals who have the necessary professional skills will carry out more complex work on testing and maintenance.

However, teaching and support staff are expected to undertake a primary and routine inspection of electrical equipment prior to use by them or by students. This is to establish that the equipment at least looks to be in good working order. Visual checks include:

- Is there any obvious damage to the plug?
- Are there any loose or bare wires?
- Do any parts of the equipment appear to be missing?
- Is the equipment becoming hot when it is running?
- Is it becoming particularly noisy?
- Is there a smell of burning?

Where the answer to any of the above questions is 'yes', the member of staff will report the problem and not use the equipment until it has been properly examined and repaired.

### **Electrical supply**

Batteries rather than mains electricity are used in science, where appropriate. Mains electricity is, however, needed for some science lessons, as well as for general purposes in school. We therefore ensure that the supply of electricity is safe and that pupils are protected in all locations on site.

It is school policy to ensure that all staff and pupils are properly educated in the principles of electrical safety. In our school, electrical systems are as similar as possible to systems that pupils will encounter at home and elsewhere. In science laboratories, craft rooms and similar areas, residual current circuit breakers (sometimes known as 'residual current devices' (RCDs)) are always used to provide additional protection. Such devices are commonly used in homes and elsewhere. Particular care is taken to ensure that mains electrical circuits and installations are only ever modified by trained personnel and not by untrained staff or pupils. Any modified or 'home made' equipment will be inspected and tested for electrical safety by a competent person before use. Regular testing will then be provided.

### **Maintenance of apparatus**

Most apparatus used in school has been designed to comply with modern electrical safety standards and should pose no risk if properly maintained in working order. The maintenance and repair of electrical equipment is carried out by competent persons under a planned programme of work. A test certificate confirming the date and results of all inspections and tests is prepared – copies are held by [*premises manager*].

An inventory of all electrical equipment is also held on a department-by-department basis. The inventory is periodically updated by a competent person who examines the equipment. Obsolete, redundant or defective equipment is taken out of service and properly repaired or disposed of. If the latter, the item is removed from the inventory.

All earthed portable equipment such as drills, saws, irons, hand lamps etc are subject to a detailed inspection and test, at a frequency dependent upon the use of the equipment and determined by one of our competent technical staff. Items which are rarely unplugged, eg refrigerators, are inspected and tested annually. Those which are unplugged regularly, eg low voltage units in science laboratories, are checked at least annually, or even termly, depending on the frequency of use.

We comply with the HSE recommendation that all portable electrical apparatus should be visually inspected once each term but more frequently if the nature of its use or environment suggests this.

The equipment itself is marked with some form of identification which includes the date of the most recent test. We follow the HSE advice that fixed electrical installations (including the mains system, sockets, lights and heaters) which have been installed in accordance with the Institution of Electrical Engineers' (IEE) regulations should be safe for general purposes, provided they have been adequately maintained. We ensure that fixed electrical installations are inspected by a competent person at least every five years.

All electrical apparatus must be used in accordance with manufacturers' guidelines. Staff members are required to ensure that equipment is always visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, because these may become damaged, wrenched and jerked, which may loosen their connections. We ensure that when new or replacement electrical equipment is purchased, consideration is given to equipment such as soldering irons and hand lamps operating at voltages of 50V AC or less.

### **Working with live electricity**

All staff are fully trained in the use of any electrical equipment they will be operating. Before working with any electrical equipment which could give sizeable shocks and/or serious burns, pupils must be given clear guidance by teachers and or technicians and must be closely supervised.

### **Accidents involving electricity**

Although every possible precaution is taken to avoid accidents, we recognize that the passage of electric current through the body may cause muscular contractions, respiratory failure, fibrillation of the heart, cardiac arrest or injury from internal burns. We ensure therefore, that our first aiders have received training in dealing with an injury involving electricity and receive refresher training every two years. All accidents, and near misses, involving electricity are taken seriously and are recorded in the school's accident book and reported to the *LA/headteacher* on health and safety reporting forms (see Appendix 1). Injuries resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours must also be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). Injuries which involve the injured person being away from work for more than three days must also be reported under RIDDOR, as must dangerous occurrences, that is, incidents which do not result in a reportable injury but which clearly could have done.

To help prevent accidents, we do not accept gifts of second-hand electrical appliances.

Members of staff should not bring in their own appliances from home, unless the equipment has been tested by a competent person.

### **Monitoring and evaluation**

The school has a statutory duty to monitor how it is complying with government regulations. The matter of electrical safety in the school will be considered regularly at meetings of the premises committee of the governing body and action taken as soon as it becomes necessary. The policy will also be evaluated in the light of any incidents involving electrical safety.

## **Reviewing**

The efficacy of the policy will be discussed annually as part of the governors' rolling programme of reviews and updated in the light of developments in government policy.

## Appendix 1

### Health and safety incident report Claremont High Academy Trust School

Type of incident: *Tick as appropriate*

Accident	Violent incident		Near Miss		Property damage		Work related health issue	
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#### Personal details

Name		Job Title	
Department			
Home address and postcode			
Telephone numbers			
Date of birth			

#### Details of the incident

Date		Time		Location	
What happened?					
What injuries were sustained?					

### How the incident was handled

Was first aid needed? <i>Circle as appropriate</i>	Yes		No	
Who was the first aider?	Name		Department	
After the incident the person involved: Circle as appropriate	Returned to work	Went home	Went to hospital	Other
Give details if other				

### Details of person completing the form

Name	Job title
Department	Telephone or email details
Signature	

### Follow up action (to be completed by appropriate line manager)

What do you think caused the incident to happen?			
What has been done since to prevent a reoccurrence of such an incident?			
Have risk assessments been reviewed and updated?	Yes	No	



**Witness details**

Name	
Job title	
Department	
Contact details	

**Contact details of line manager**

Name	
Job title	
Department	
Telephone or email details	
Signature	