



Jasmine Hall School

(Croft House site and Cedar House Site)

Health and Safety Policy

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Statement of intent

At Jasmine Hall School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment, policy and training.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE 'Keeping children safe in education' 2023
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

1.3. This policy should be used in conjunction with the following school policies and procedures:

- [First Aid Policy](#)
- [Risk Assessment Policy](#)
- [Educational Trips and Visits Policy](#)
- [Lone Working Policy](#)
- [Smoke Free Policy](#)
- [Adverse Weather Policy](#)
- [Bomb Threat Policy](#)
- [Lockdown Procedure](#)
- [Personal Emergency Evacuation Plan](#)

- Fire Evacuation Plan
- Accident Reporting Procedure

2. Duties of the governing body

2.1. The governing body, in consultation with the **Headteacher** will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy annually and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.
- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.

2.2. The governing body endeavours to provide:

- A safe place for all users of the site including staff, Young People and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Headteacher

3.1. The **Headteacher** has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, Young People and visitors.

- 3.2. The **Headteacher** will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.3. The **Headteacher** will designate a **health and safety officer** to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the **LA** and the Health and Safety Executive (HSE) where necessary.
- 3.4. Set the direction for effective health and safety management.
- 3.5. Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- 3.6. Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.7. Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.
- 3.8. Review this policy and its effectiveness annually.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the **LA** and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

4. Duties of supervisory staff/department heads

- 4.1. Supervisory staff will be familiar with the requirements of health and safety legislation.
- 4.2. In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school Health and Safety Policy in their department, and for areas of responsibility delegated by the **Headteacher**.

- 4.3. Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- 4.4. Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, Young People and visitors comply with its requirements.

5. Duties of all members of staff

5.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, Young People and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of Young People.

○ Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other Young People', health and safety.

6. Construction and maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department

- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold **weekly** progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

7. Training

- 7.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 7.2. The **Headteacher** will ensure that there are an appropriate number of first-aid trained staff members and Fire Marshals working within the school.
- 7.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 7.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of **Jasmine Hall School**.

8. First-aid

- 8.1. **Jasmine Hall School** will act in accordance with the **First Aid Policy** at all times.
- 8.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

- 8.3. Where appropriate the school will teach Health Education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

9.

- 9.1. The table below indicates current staff health and safety responsibilities

 Jasmine Hall School	
IN AN EMERGENCY CALL 999 OR 112	
	ADDRESS Jasmine Hall School (inc. Cedar House) 51/34 Ashbourne Road Derby DE22 3FS <i>car parks off Slater Avenue</i>
	PHONE NUMBER 01332 412546
	 ALTERNATIVE NUMBERS 07596 987777 (DP) 07596 987781 (DT)
	DfE NUMBER 831/6016
	EXAMINATIONS CENTRE NUMBER 23267
	FIRE ASSEMBLY POINT (CROFT) Rear garden Wellbeing Hub FIRE ASSEMBLY POINT (CEDAR) Front Car Park (left side)
	DESIGNATED SAFEGUARD LEADS Daniel Pallett David Torrance PREVENT LEAD Daniel Pallett
	FIRE MARSHALS Ashton Gardner Daniel Pallett David Torrance Karl Bartlett Shelly Botham
	 FIRST AIDERS Alix Wylie Ashton Gardner David Torrance Karl Bartlett Leanne Slater Lisa Crosby Sarah Bagguley Shelly Botham
	MEDICATION TRAINED Alix Wylie Ashton Gardner David Torrance Karl Bartlett Leanne Slater Lisa Crosby Sarah Bagguley Shelly Botham
	 FOOD HYGIENE TRAINED Alix Wylie Ashton Gardner Karl Bartlett Leanne Slater Lisa Crosby Sarah Bagguley Shelly Botham

10. Contacting the emergency services

- 10.1.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the Casualty.
- 10.1.2. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- 10.1.3. Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios

11. Fire safety

- 11.1.1. All staff members fully understand and effectively implement the Fire Evacuation Plan – for both sites, main school and also Cedar House (see Jasmine Hall Fire Policy and Fire Risk Assessment).
- 11.1.2. The **Headteacher** is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 11.1.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 11.1.4. The school will test evacuation procedures on at least a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school (both sites, main school and Cedar House), and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.
- 11.1.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 11.1.6. Firefighting equipment will be checked on an **annual** basis by an approved contractor.
- 11.1.7. The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

12. Accident reporting

- 12.1.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated **health and safety officer** using the standard **Accident Report Form**.

- 12.1.2. The **health and safety officer** will be responsible for informing the **Headteacher/Registered Manager** if the accident is fatal or a “major injury” as outlined by the HSE.
- 12.1.3. More in-depth information concerning reporting accidents and near-misses can be found in the **Accident Reporting Procedure** and **Near-miss Policy**.
- 12.1.4. The school will always record and report work-related injuries to staff members or pupils.

13. Significant Accidents

- 13.1.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 13.2. The ‘specified injuries’ which must be reported include the following:
- Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn injury (including scalding) which covers more than 10 percent of the whole body’s surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- 13.3. Additional reportable occurrences include the following:
- The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipe work
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
 - Any accidental release of a biological agent likely to cause severe human illness

- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from work involving strong acids or alkalis
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust and soldering using rosin flux
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable
- Unintended incidents which cause physical injury

14. Reporting procedure

- 14.1.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the **health and safety officer**, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 14.1.2. The person will complete the relevant report on the HSE website: **<http://www.hse.gov.uk/riddor/report.htm>**
- 14.1.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 14.1.4. Fatal and specified injuries, as outlined in 13.2, only may be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

15. Reporting hazards

- 15.1.1. Staff, Young People, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 15.1.2. In the main, reporting should be conducted verbally to the **site manager** as soon as possible, who will then inform the **Headteacher** as appropriate.
- 15.1.3. Serious hazards will be reported using the appropriate form available in the **school**.

16. Accident investigation

- 16.1.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 16.1.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 16.1.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 16.1.4. The **health and safety officer** will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

17. Our active monitoring system

- 17.1.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking

compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly (daily) inspecting premises and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the **Headteacher**.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

18. Bomb threat procedure

- 18.1.1. All staff members fully understand and effectively implement the school **Bomb Threat Policy**.
- 18.1.2. In the event of an emergency, the procedures outlined in the **Bomb Threat Policy** and **Lockdown Procedure** will be followed.
- 18.1.3. All staff members are trained in handling bomb threats and have easy access to instructions of the procedure.
- 18.1.4. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?
 - Who are you?
 - Why are you doing this?
 - Do you have a code word?
- 18.1.5. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,
- 18.1.6. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 18.1.7. Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.
- 18.1.8. Where possible, recording devices will be used whilst receiving a bomb threat.
- 18.2. The staff member receiving the call will contact the **Headteacher** immediately, who will then alert the police and the LA.
- 18.3. The **Headteacher** will decide whether or not to evacuate the building.

19. Evacuation

- 19.1.1. **Jasmine Hall School** will follow the procedure outlined in the **Personal Emergency Evacuation Plan** in the event of a crisis.
- 19.2. In the event of a fire, the **Fire Evacuation Plan** will be implemented.
- 19.2.1. If an evacuation is deemed necessary, the following procedure will take place:
 - All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all personal items with them, to avoid unnecessary searching.
 - Staff and Young People will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
 - Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
 - Once the police have arrived, staff will await further instruction from the emergency services.

20. Visitors and Contractors

- 20.1. All visitors will sign in to reception.
- 20.1.1. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 20.1.2. No contractor will carry out work on the school without the express permission of the **Headteacher** other than in an emergency or to make the site safe following theft or vandalism.
- 20.1.3. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, Young People or visitors to the school.
- 20.1.4. Visitors and contractors will wear a visitor's badge at all times while on school site.
- 20.1.5. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

- 20.1.6. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 20.1.7. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 20.1.8. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

21. Personal protective equipment (PPE)

- 21.1.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. Jasmine Hall School provides employees and Young People who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- 21.1.2. PPE means all equipment worn, or held by, staff or Young People which is designed to protect them from specified hazards.
- 21.1.3. All staff and Young People will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- 21.1.4. Staff and Young People will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.
- 21.1.5. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- 21.1.6. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- 21.1.7. PPE includes laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).
- 21.1.8. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- 21.1.9. Thorough risk assessments are carried out by the **class teacher** or subject leader to determine the suitable PPE to be used for each hazard, and these are reviewed on a **6 monthly** basis.
- 21.1.10. Staff and Young People can expect that any equipment they use is suitable for its intended use and is properly maintained.

- 21.1.11. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- 21.1.12. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

22. Maintaining equipment

- 22.1.1. When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained **health and safety technician**, will inspect the following equipment for health and safety issues **annually**:
- All electrical appliances (PAT testing)
 - All fixed gymnasium equipment
 - Any workshop equipment, e.g. lathes and kilns
 - All fume cupboards
- 22.1.2. It is the responsibility of the **department leader** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 22.2. A **health and safety technician** should be consulted as necessary.
- 22.3. Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

23. Hazardous materials

- 23.1.1. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 23.2. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 23.2.1. Storage life will be considered by **department leaders**. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.
- 23.2.2. The **site manager** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- 23.2.3. No hazardous substances will be used without the permission of the **Headteacher**. The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

- 23.2.4. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 23.2.5. Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 23.2.6. No staff member or Young Person should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 23.2.7. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit. The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.
- 23.2.8. Control measures will be checked and reviewed on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

24. Asbestos management

- 24.1.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 12.3.2015 by Quantum Compliance Ltd (Croft House main site) which is a United Kingdom Accreditation Service accredited surveying organisation and **Cedar House**
- 24.1.2. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 24.1.3. Further details concerning the management of asbestos can be found in the **Asbestos Management Policy**.

25. Medicine and drugs

- 25.1.1. The school **Supporting Young People with Medical Conditions Policy** will be read, understood and adhered to by all staff.
- 25.1.2. The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive annual training in supporting pupils with medical conditions. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

26. Smoking

- 26.1.1. The school is a non-smoking and non vaping premises and no smoking or vaping will be permitted on the grounds, signs will clearly state this for visitors and staff.
- 26.1.2. The school's **Smoke Free Policy** will be read, understood and adhered to by all staff.

27. Housekeeping and cleanliness

- 27.1.1. Contract cleaners will be monitored by the **site manager**. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 27.2. Special consideration will be given to hygiene areas.
- 27.3. Waste collection services will be monitored by the **site manager**.
- 27.3.1. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The **Headteacher** is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

28. Infection control

- 28.1.1. **Jasmine House School** actively prevents the spread of infection through the following measures:
 - Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment

28.1.2. **Jasmine Hall School** employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all Young People, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school.
- Employing cleaners or using staff members to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any Young Person's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of Young People, for the disposal of sharps
- Discouraging Young People, staff members and visitors from touching any stray animals that may come onto the school premises.

28.2. Staff and Young People displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be assessed as to the risk and supported in the best location according to this, This will usually be in their own bedroom and recommended to see a doctor.

28.2.1. All staff are subject to a full occupational health check before starting employment at **Jasmine Hall School**.

28.2.2. **Jasmine Hall** keeps up-to-date with national and local immunisation scheduling and advice. All Young People' immunisation status is checked at school entry and at the time of any vaccination.

28.2.3. **Jasmine Hall School** encourages parents/carers to have their children immunised.

28.3. All cuts and abrasions should be covered with waterproof dressings.

29. Risk assessment

29.1.1. The **Headteacher** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas

of risk in the school, The health and safety officer will be consulted when risk assessments are being carried out.

- 29.1.2. Termly assessments of high risks areas, such as the outdoors and food tech areas, will be undertaken.
- 29.1.3. **Annual** risk assessments will be conducted for all other areas of the school.
- 29.1.4. Risk assessments will consider the needs of staff, pupils, visitors and contractor and will identify all defects and potential risks along with the necessary solutions or control measures.

The **governing body** and directors will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources. Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

- 29.1.5. **A designated staff member (Education Trips Coordinator)** will ensure risk assessments are completed by staff leading any activity and all trips or stays off site day trips or residential stays.
- 29.1.6. A Risk Assessment Policy will be developed as per the Education (Independent School Standards) Regulations 2014.

30. Slips and trips

- 30.1.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedures:
 - Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how

- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings

Review the assessment regularly and revise if necessary

- The school will remain especially vigilant to the following hazards:
- Members of staff or pupils running or carrying heavy or awkward items
 - Wearing unsuitable footwear
 - Poor lighting – particularly where there are uneven surfaces and level changes
 - Contamination
 - Obstructions, e.g. bags and trailing cables

31. Security and theft

- 31.1.1. Money will be held in a safe/locked container and banked on a regular basis to ensure large amounts are not held on-site.
- 31.1.2. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.
- 31.1.3. Staff and Young People are responsible for their personal belongings and the school limited for loss or damage.
- 31.1.4. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 31.1.5. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows, controlled entry/egress points etc
- 31.1.6. Missing or believed stolen equipment will be reported immediately to a senior staff member.

32. Severe weather

- 32.1.1. The **Headteacher**, in liaison with the **governing body**, makes a decision on schools closure on the grounds of health and safety.

- 32.1.2. If a closure takes place, the **governing body and all placing local authorities** will be promptly informed.
- 32.1.3. **Jasmine Hall School** will act in accordance with the **Adverse Weather Policy** at all times.

33. Safe use of Vehicles

- 33.1.1. The **health and safety officer** is responsible for arranging the annual maintenance of the **vehicles**, including MOTs and road tax.
- 33.1.2. The driver will have a current license, be aged 25 years or over, and hold a full licence in Group A or passenger carrying vehicles.
- 33.1.3. Drivers will complete the driving induction/practical assessment and complete the relevant form from the **school's office** and supply a photocopy of their driving licence.
- 33.1.4. Internal damage to the vehicle is the responsibility of the individual using it. The school will decide who is responsible for covering the cost of any repairs.
- 33.1.5. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 33.1.6. Fines accrued will be paid by the driver at the time the offence was committed.
- 33.1.7. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.
- 33.1.8. Staff members are required to hold a full UK driving licence and have completed specific training allowing them to drive the **vehicle**:

34. School trips and visits

- 34.1.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's **Educational Trips and Visits Policy**.

35. Manual handling

- 35.1.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

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- 35.3. The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.
- 35.4. The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.
- 35.5. All members of staff will receive manual handling information and training as needed.

36. Lone working

- 36.1.1. Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy**.
- 36.1.2. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

37. Workplace health and safety: stress management

- 37.1.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy/Staff handbook.

38. Workplace health and safety: display equipment

- 38.1.1. Display screen assessments will be carried out by the **health and safety officer** for teaching staff and administrative staff who regularly use laptops or desktops computers.

39. Near misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

40. Allergens and anaphylaxis

- Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.
- Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.
- The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.
- Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

41. Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due

to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found. Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries

Injuries will be handled in line with the First Aid Policy.

42. Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is September 2024

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix – Jasmine Hall Checklist

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the building (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways and corridors ie between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. food, water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. work surfaces, cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		

Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have Young People been advised about good practice when using computers or game consoles?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you? Jasmine House does not contain any asbestos as far as we are aware		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the room, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the room?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the room?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of any room in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link governor	Matt Storey	07984 406110	Matt.storey@smoothstonecare.co.uk
Headteacher	Daniel Pallett	07596 987777	Daniel.pallett@smoothstonecare.co.uk
Health and safety representative	Matt Storey	07984 406110	Matt.storey@smoothstonecare.co.uk
Site manager	David Torrance	07956 987781	David.torrance@smoothstonecare.co.uk

Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:		<u>Name of principal contractor</u>			
Name and address of client:					
<u>Name of school</u> <u>Address line 1</u> <u>Address line 2</u> <u>Town/city</u> <u>Postcode</u>					
Principal designer					
Name of principal designer:					
Address:					
Phone number:					
Email address:					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:		Finish:		Other:	
Where are your toilets, washing and rest facilities?					
What are your fire and emergency procedures?					
Other employees of the contractor working on site					
Name			Contact details		

What are your site induction arrangements?

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How will you keep everyone on site updated during the job?

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Risk assessment

What are the main dangers on site?	Is hazard present? (Y/N)	What controls do you have?
Falls from height		<ul style="list-style-type: none"> Ladders are kept in good condition, at the correct angle, and secured. Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.
Collapse of excavations		<ul style="list-style-type: none"> Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.
Collapse of structures		<ul style="list-style-type: none"> Props are installed by a competent person to support structures.
Exposure to building dusts		<ul style="list-style-type: none"> Dust is prevented by using cutting and vacuum extraction on tools. Vacuum cleaners are used instead of sweeping. Suitable and well-fitted masks are used.
Exposure to asbestos		<ul style="list-style-type: none"> Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out. Everyone on site is made aware of the outcome of the survey,
Activities or workers requiring supervision		<ul style="list-style-type: none"> The appropriate supervision is provided.

Electricity		<ul style="list-style-type: none"> • The electricity supply and other services are turned off before drilling into walls. • Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		<ul style="list-style-type: none"> • The site is kept secure in order to prevent unauthorised access. • Net scaffolds are used. • Rubbish chutes are used.

Register of Construction Phase Plans (CPP)

[illegible]