



EDGBASTON HIGH SCHOOL

Health and Safety Policy

STATEMENT OF GENERAL POLICY

Edgbaston High School Governing Body recognises and accepts its responsibility as an employer to provide, as far as is reasonably practicable, a safe and healthy work place and working environment for all its employees and pupils. The Governing Body is committed to ensuring that the School complies with all relevant Health and Safety legislation. The Governing Body also recognises the need to ensure that the work of the School does not adversely affect the health and safety of other persons who from time to time may work at the School on a temporary basis, or visit the School.

The Governing Body will take all steps that are reasonably practicable to meet the responsibility and will pay particular attention to:

- a. Provision, maintenance and inspection of plant, (mechanical and electrical), equipment, appliances and systems of work;
- b. Arrangements for the safe use, handling, transport and storage of potentially hazardous materials and substances;
- c. The maintenance of places of work and residence in a safe and healthy condition with the provision of safe means of access/progress to/from such places, thus providing a pleasant working and living environment;
- d. Provision of information, instruction, equipment and supervision and where relevant, training to enable all employees to recognise and avoid hazards and contribute positively to risk assessments and generally to the health and safety at work of themselves and others.
- e. The provision of welfare facilities, including first aid and the prompt treatment of injuries and illness within School premises.

Details of the organisation and arrangements for carrying out Health and Safety duties are contained within this policy.

Without detracting from the primary responsibility of academic and administrative staff for ensuring safe conditions of work, the Governing Body will arrange for the provision of competent technical advice on health and safety matters, where it is necessary.

It is therefore the duty of members of the Whole School Leadership Team, Heads of Department and all supervisors to ensure that the objectives of the Governing Body's policy are fully met within those areas for which they are responsible. This duty may not be delegated. However, to assist every manager/supervisor to identify the risks to health and safety, the School has a Safety Committee which consists of:

Chairman: Facilities manager
Members: Headmistress
Head of Preparatory Department
Health and Safety Officer (Currently the Director of Co-Curriculum
Staff Representatives (Academic & Support staff)

The Committee will meet at least once per half term.

No safety policy is likely to be successful unless it actively involves employees themselves. In this connection the Governing Body remind all employees of their own duties, under Section 7 of the Health and Safety at Work Act (HSAWA), 1974, to take care of their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the Governing Body in carrying out its responsibilities.

The Governing Body will review the effectiveness of the policy annually but this will not preclude more frequent evaluation in the light of experience or changes in legislation.

A copy of this statement will be issued to all employees and is available on the network. Any member of staff who fails to observe the requirements of any part of the statement may be the subject of disciplinary proceedings, in accordance with his/her Contract of Employment.

All persons employed by or visiting the School are to be made aware of the Statement of General Policy. Copies are to be held at reception for visitors' use. All members of staff are to be issued with a copy when they commence their employment at the School.

Health and Safety Policy

Rationale

Edgbaston High School attaches the utmost importance to the safety, health and welfare of its employees and pupils at the School. The school complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EU Directives. The Governing Body bear ultimate responsibility to provide leadership, and day-to-day responsibilities are delegated to the Headmistress and other named members of staff (**see appendix 1**)

Linked Policies and Protocols:

First Aid

Fire Safety

Crisis Management

Risk Assessment

Risk Management

Swimming Pool

Minibus

Employment Handbook (not yet complete)

Objectives

The school's work programmes, so far as are reasonably practicable, adopt good safety practices. These include:

- Provision, maintenance and inspection of plant, (mechanical and electrical), equipment, appliances and systems of work.
- Arrangements for the safe use, handling, transport and storage of potentially hazardous materials and substances.
- The maintenance of places of work and residence in a safe and healthy condition with the provision of safe means of access/progress to/from such places, thus providing a pleasant working and living environment.
- Provision of information, instruction, equipment and supervision and where relevant, training to enable all employees to recognise and avoid hazards and contribute positively to risk assessments and generally to the health and safety at work of themselves and others.
- The provision of welfare facilities, including first aid and the prompt treatment of injuries and illness within School premises.

Success Criteria

- The minimisation of risks in the workplace by careful selection and design of facilities, equipment and processes together with effective control measures and training for employees.
- An effective system for hazard reporting with a process for learning lessons and enacting improvements.

Methodology

1. Implementation

Without detracting from the primary responsibility of academic and administrative staff for ensuring safe conditions of work, the Governing Body will arrange for the provision

of competent technical advice on health and safety matters, where it is necessary (**see appendix 2**).

A Safety Committee (**see appendix 3**) has been appointed which will consist of:

Chairman:	Facilities manager
Members:	Headmistress
	Head of Preparatory Department
	Health and Safety Officer (Currently the Director of Co-Curriculum
	Staff Representatives (Academic & Support staff)

The Committee will meet at least once per half term.

The Whole School Leadership Team, Health and Safety Officer and Facilities Manager will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. Regular consultation with all employees/staff representatives with regards to health and safety issues will be conducted via the half-termly Safety Committee meeting or at other necessary and appropriate times.

The School will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means. All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee. No safety policy is likely to be successful unless it actively involves employees themselves. In this connection the Governing Body remind all employees of their own duties, under Section 7 of the Health and Safety at Work Act (HSAWA), 1974, to take care of their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the Governing Body in carrying out its responsibilities.

To achieve this employees must:

- Obey all the safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or the Facilities Manager all hazards, potential hazards, defects in equipment and any shortcomings in the school work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy, in accordance with his/her contract. All new members of staff have an induction relating to health and safety and sign to say that this has been completed (**see appendix 5**)

2. Monitoring

The Governing Body has overall responsibility for the implementation and monitoring of the policy and will ensure that sufficient financial provision is made available to support the policy. Day to day responsibility is delegated to the Headmistress who will report to Governing Body at least three times a year on health & safety matters affecting the school.

In order to achieve the aims and objectives of the health and safety policy, issues will be brought regularly to the attention of the Safety Committee, Whole School Leadership Team and The Governing Body

The Safety Committee meets at least once per half term. It is chaired by the Facilities Manager. Its purpose is to ensure a safe working environment for our employees and students. Minutes are taken of these meetings. Safety Incident Reports (SIRs), to include near misses and recommendations for improvements, are completed if necessary. These are reviewed by the Facilities Manager, Headmistress, Whole School Leadership Team and Safety Committee (if appropriate)

Regular safety audits will be carried out and a safety report completed each term.

A copy of this policy will be issued to all employees and is available on the network. When changes have been made to the policy, an updated version will be uploaded and employees will be notified.

Evaluation

This policy will be regularly evaluated by the Headmistress, Facilities Manager and Health and Safety Officer as necessary (but at a minimum of one year intervals). In conducting the evaluation, due regard will be given to the safety measures as outlined in **appendix 4 (Accident reporting, COSHH, Display Screen Equipment, Electrical Safety)** and other linked policies. Also considered will be the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level. An evaluation will also ensure that the safety requirements are implemented throughout the school by all employees and that training, including the completion of risk assessments, is regularly conducted in support of those standards.

Review

The Governing Body will review the effectiveness of the policy annually but this will not preclude more frequent evaluation in the light of experience or changes in legislation.

Signed by Headmistress: _____

Approved by the Governing Body: _____

Date: _____

Review date: September 2024

Appendix 1

Delegated roles and responsibilities

Facilities Manager and Team

- Advising the Headmistress on any measures that may be needed in order to carry out maintenance work without risks to health and safety. Co-ordinating the advice given by specialist safety advisors and producing action plans where necessary. Ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.
- Organising and recording safety audits.
- Identifying specific health and safety training needs of staff.
- Building and site security (including alarms, CCTV, locking external doors, gates and windows)
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the Science laboratories, the design technology rooms etc – This should be done in cooperation with the Heads of PE, Science and DT.
- Car parking on site and vehicles on site.
- School Bus arrangements (including notifying parents of delays).
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy.
- Training the drivers of the minibus.
- Reporting notifiable accidents to the HSE – the School Nurses are responsible for keeping statistics of accidents.
- Monitoring safety incident reports (SIRs) and implementing work to mitigate risk identified through the SIRs.
- Keeping fire routes and exits clear.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers.
- Electrical Safety Testing.
- Lightning protection is in place for all buildings.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineer.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings.
- Securing flammable materials used in maintenance are locked in purpose-made, flame-proof containers.
- Risk assessments for Fire, Legionella, reprographics machines and copiers, grounds maintenance (including use of pesticides and COSHH), maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials).
- Maintaining the Asbestos register.
- Organising Health and Safety training (and maintaining records).
-

Health and Safety Officer (Director of Co-Curriculum)

- Termly fire practices recorded by Fire Officer, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire.
- Briefing new staff on emergency fire procedures.
- Inducting new staff in health and safety.
- Risk assessments for any issue arising that requires one, e.g. Pandemics.
- Organising and maintaining records of First Aid training (whole school and individual).
- Risk assessments for all rooms, corridors and exits.
- Risk assessments for the following areas, in collaboration with the relevant Head of Department:

- Science (including COSHH and flammable materials)
- All outdoor games
- All general indoor games
- Swimming
- Athletics
- Fencing
- Duke of Edinburgh Award
- Dance and gymnastics
- Drama
- Art (including COSHH and flammable materials)
- Music
- All visits and trips

Catering Manager

- Switching off all kitchen equipment at the end of service.
- Risk assessments for catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures).
- Organising Health and Safety training for the Catering and Cleaning staff (and maintaining records).

Heads of Department, Line Managers and Supervisors

- Controlling lone working after hours.
- Checking that all Scientific and DT equipment is switched off at the end of the school day.
- Securing flammable materials used in teaching are locked in purpose-made, flame-proof containers.
- Identifying specific health and safety training needs of staff.
- Organising department related health and safety training (and maintaining records of training).

School Receptionist

- Ensuring that all visitors book in at Reception and wear visitors' badges.

Medical Team

- Maintaining a record of accidents on EVOLVE.
- Reporting on all accidents, looking for patterns, at the Health and Safety meeting.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye washes are kept replenished.
- Identifying specific health and safety training needs of staff.

Safety Committee

- Preparing summary reports for the Health and Safety Committee and the Headmistress.
- Identifying specific health and safety training needs of staff.

Network Manager

- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends.
- Identifying specific health and safety training needs of staff

Pastoral Staff

Briefing new pupils on emergency procedures.

Appendix 2

External Advisors for Health and Safety

At Edgbaston High School, we use external consultants to advise on matters of health and safety within the School.

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- All gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, The Catering Manager arranges for:
 - Professional advice from a Dietician on healthier food, menu planning and special diets as needed.
 - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas.
 - Appropriate pest control measures to be in place.
- The school has an independent fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- The school has an independent risk assessment for legionella, every 3 years and a water sampling and testing regime in place.
- The school maintains an asbestos register and the Facilities Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The School's Radiation Protection Supervisor (RPS), Head of Physics is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The School has current electrical test certificates for all its building. It uses qualified Electrical Engineers to inspect and maintain its electrical installations
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- Lightning protection conforms to BS EN 62305 and is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

Appendix 3

School Health and Safety Committee

There is a School Health and Safety Committee which meets twice a term under the chairmanship of the Facilities Manager.

The other members of the Committee are:-

- Head of School
- Head of Preparatory School
- Health and Safety Officer
- Head of Biology, Chemistry, Physics (on rotation)
- Head of PE
- The School Nurses
- The Head Technicians from Science and Technicians from Art, Drama and Food and Nutrition and Textiles
- ICT Technician – Prep

The role of the Committee is to:-

- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Health and Safety Policy guidance, and updating it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

Appendix 4

Reporting of Accidents

All accidents which cause the victim to receive attention or treatment are recorded.

- Accidents are recorded on an EVOLVE.
- Individual Departments keep their own records of minor accidents, this record is brought to Health and Safety meeting and discussed at the end of each term.
- The site of severe accidents is inspected by the Facilities Manager and appropriate action taken.
- All accidents are reported to RIDDOR as required.

Display Screen Equipment

The most common equipment covered by the regulations are computers of all types.

The regulations are for the protection of employees who **habitually use display screen equipment as a significant part of their normal work.**

The regulations do not lay down definite hours per day to define who is a user. Factors such as the frequency, duration, intensity and pace of spells of use should be considered. In some cases it is clear who the users are –if the display screen equipment is more or less in continuous use on most days of the individuals work.

- The individual depends on the use of the display screen equipment to carry out his/her job
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- The individual uses the equipment in this way more or less daily
- High levels of attention and concentration are required where error may be critical.

The regulations require that –**every employer shall perform a suitable and sufficient analysis of workstations for the purpose of assessing health and safety risks to which the users are exposed. Review the assessment when necessary and reduce the risk to the lowest level reasonably practicable.**

The assessment should be carried out by the user or by the user and the assessor together. The most practical way of collecting the information required is by using a checklist either on the computer or hard copy. (See below)

The assessments should be carried out annually and reviewed from time to time especially when there has been a significant change to the work station.

Reducing Risks

- **Postural problems** – these can usually be overcome by simple adjustments such as repositioning equipment or adjusting the chair. Some new equipment may be needed such as a footrest or a document holder.
- **Visual problems** – These can often be resolved by repositioning the screen or by fitting blinds to the windows to reduce glare. Sometimes the distance of the screen from the user and keeping the screen clean will help to reduce visual problems.

- **Daily work routine** – The daily routine should be periodically broken up by non-screen based activities. In most work this happens as a consequence of the work such as answering the telephone or referring to paperwork.

The following guidance on breaks is taken from regulations:

- Breaks should be taken before the onset of fatigue, not taken in order to recuperate. The timing of the break is more important than the length of the break
- Breaks or changes in activity should be included in normal working time.
- Short, frequent breaks are more effective than less frequent ones.
- Breaks can be a change in activity and are better if taken away from the screen.
- Whenever possible users should be allowed some discretion as to how they carry out their tasks and control the pace of work over the working day.

Eyes and Eyesight

The school will pay for eyesight tests every two years, for those who use computers for more than 4 hours per day.

DISPLAY SCREEN EQUIPMENT SELF-ASSESSMENT QUESTIONNAIRE

This Self-Assessment should be carried out by persons using Display Screen Equipment for continuous spells of one hour or more at a time. Return to Health & Safety Officer.

NAME: DEPARTMENT: DATE:

Tick yes or no box as appropriate. When action complete or no further action required put YES in completed box.

ITEM	YES	NO	ACTION REQUIRED	COMPLETED
SCREEN				
Is Image Stable?			1. Adjust screen/2. Contact IT/3. Eye test	
Is Contrast Adjustable?			Contact IT	
Is Image Readable?			1. Adjust screen/2. Contact IT/3. Eye test	
Are Glare or Reflection Absent?			1. Move screen or workstation angle/2. Fit blinds to windows	
Do the height and angle allow a comfortable head position?			1. Adjust posture/2. Adjust screen/3. Adjust chair height/4. Contact IT	
KEYBOARD				
Is it adjustable?			Replace	
Is it moveable?			Replace	
Is it legible?			1. Clean/2. Replace	
WORKSTATION				
Does keyboard height allow forearms to be horizontal?			1. Adjust posture/2. Adjust chair height/3. Adjust workstation height	
Wrists do not have to be stretched or bent up or down?			1. Adjust posture/2. Adjust chair height/3. Adjust workstation height	

Is there space in front of the keyboard to support the hands and wrists?			1. Adjust posture/2. Adjust workstation	
Is there space for postural change and no obstructions under the desk?			Adjust workstation	
Is the surface glare-free			1. Adjust workstation/2. Fit blinds to windows	
Is a document holder required?			Provide document holder	

ITEM	YES	NO	ACTION REQUIRED	COMPLETED
CHAIR				
Has the base got castors/feet?			Replace	
Does it provide good support for the back?			1. Adjust back/2. Replace	
Can the back be adjusted for angle?			Replace	
Can the seat height be adjusted?			Replace	
Is there excess pressure on thighs or back of knees?			1. Adjust posture/2. Adjust angle and/or height	
Is a footrest required?			Provide footrest	
LIGHTING				
Is existing lighting adequate?			Contact Headmistress	
Is local lighting required?			Contact Headmistress	
OPERATOR				
Does operator require eye test/reading glasses?			Contact optician	

COSHH

All substances in use on the school premises (e.g. chemicals for science; products for cleaning and maintenance) must be identified and assessed, as appropriate.

1. Records of all substances must be maintained:
 - a. By the science staff for chemicals used in science lessons
 - b. By the school Facilities Manager for substances used in cleaning/maintenance. The record should record the name of the product, the storage location, suitability for use, requirement for COSHH assessment etc. There are 3 copies: Cleaning Store, Housekeepers Office and site copy in the Music Department.
 - c. Records of substances are as follows: Swimming Pool in the pump house, Chemical stores by the kitchen and Science area in the main prep room.
2. Data sheets must be obtained from suppliers for all substances in use on the premises and are used to provide details for their use. Details include hazard warnings, possible routes of entry to the body, storage conditions and location, chemical constituents, maximum exposure limits (MEL) and occupational exposure standards (OES).

For substances used in science lessons, reference will be made to the appropriate "HazCards". The assessment will be an estimate of any likely hazards which may arise from continued use of the product or generation of the substance. Recommendations for safe use will also be included.

4. Storage of chemicals

The safe storage of chemicals must be assessed using the data sheets. Any unsatisfactory conditions noted for action e.g. unstable chemicals, chemicals for disposal, incorrect storage for flammables etc.

There is a flammables cupboard in the Science Department and a record is kept of the contents. All other flammables are kept under lock and key in appropriate containers.

5. Disposal of chemicals

- a) A review is carried out regularly within the science and maintenance departments of the school in order to establish a list of chemicals which are to be disposed of.
- b) A decision is made by the Head of Science and/the Facilities Manager as to the appropriate timing and method of disposal (usually an approved Waste Disposal firm is called in).

Chemical spillage

- a) A risk assessment must be carried out on all chemicals before use within the school and this includes consideration of how accidental spillage or fumes should be dealt with. Details of these are held by the Facilities Manager and in the Science Department as part of the HazCards.
- d. Should an incident occur - then reference is made to the appropriate risk assessment and/or "HazCards" in order to deal correctly with the spillage/fumes. The HazCards are regularly updated following CLEAPSSE guidelines and a full set is held in each prep room and in S12.
- c) A log must be kept (Hazardous Waste Disposal Sheet) giving details of the manner in which any spillage/fumes have been dealt with. Any further follow-up action is then taken as appropriate.

Electrical Safety and PAT testing

The Law – Electricity at Work Regulations 1989

The legislation relevant to electrical maintenance is as follows:

- Health and Safety at work Act 1974
- Management of Health and Safety at work Regulations 1999
- Provision and use of work equipment Regulations 1998
- Electricity at Work Regulations 1989
- Work place (Health, Safety and Welfare) Regulations 1992

The school has established an ongoing testing regime for all portable electrical appliances. Testing is carried out by trained PAT testers. A complete inventory of electrical equipment is maintained and updated as necessary, along with a record of the outcomes of the tests. All tested items are clearly labelled on the plug with PASS/FAIL and with the date of the test. All failed items are withdrawn from use and repaired or safely disposed of. Failed items must not be used unless repaired and re-tested.

1. Users should be aware that equipment will be regularly **inspected**, **tested** and **labelled** – IF equipment labelled is faulty – it should not be used.

- Every Employee has the duty to comply with Electricity at Work regulations 1989.
 - All data is stored on school database; Safety 1st Express.
 - Further reading: The IEE Code of Practice – kept in Technician’s office in Senior School. also www.theiet.org.
- 2 Staff are asked to carry out the following visual user checks in each case when an item of electrical equipment is used:-
- Each time an item of electrical equipment is used a quick visual check should be made to verify that:
- (a) the item is in good working order
 - (b) there is no damage, e.g. cuts, to the cable sheath
 - (c) there is no damage to the plug, e.g. bent pins or cracked casing
 - (d) the socket is not overloaded - although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multisocket into multisocket must be resisted
 - (e) the coloured insulation on the internal wires is not protruding from the plug or equipment
 - (f) the equipment is not wet or excessively dusty
 - (g) there is no obvious damage to the outer casing of the equipment, e.g. loose screws
 - (h) there is no evidence of overheating, e.g. scorch marks
 - (i) extension leads are not a tripping hazard - if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.
- This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.
- 3 **Staff are asked NOT to introduce ANY items of electrical equipment into the school (e.g. from home) unless/until the appliance has been tested as above.**
- 4 Staff are asked to provide FULL details of any new electrical items purchased for use in their department, to the school office for inclusion in the

Electrical Appliance Register.

Details will include:-

Type of equipment, Make, Model, Serial Number, Date Purchased.

TRAINED STAFF – responsible for PAT testing:

Vanessa Gutzmore – Senior School

Peter Flynn – Prep, Westbourne and Nursery

Wayne Hayes - Grounds, Pavilion and Workshop

The above staff are responsible for In-service Inspection and testing i.e. routine testing of all equipment in use and any new bought-in equipment

In-Service Inspection and testing ensures that the following measures are undertaken:

- No electrical appliance may be used in school which has not been PAT tested.
- User Checks – Users to check equipment before use for signs of any visual damage.
- Periodic Inspection and testing – performed by trained staff using PAT TESTING equipment which is calibrated annually.

Labelling

- All tested equipment will have a unique number (appliance number with bar code)
- All tested equipment will have a retest label
- Equipment with red label indicates failed equipment/not to be used.

A copy of the details of faulty equipment is left with the person responsible i.e. Head of Department.

If equipment is found to be damaged or faulty on inspection or test:

1. It will be disposed i.e. extension lead or
2. Removed from service with red label

Fixed Wire Testing

The school undertakes annual testing of the electrical systems throughout the school. The Electrical Installation Condition Report is carried out by an external and independent contractor working in accordance with British Standards BS 7671. This work is undertaken to assess the overall condition of the electrical installation, as well as identify any deterioration, defects and possible dangers.

- A report is produced annually. This is stored electronically
- Any urgent remedial work (C1 or C2) will be actioned as soon as is practicable
- Any other recommendations to be investigated when appropriate

Appendix 5



EDGBASTON
HIGH SCHOOL FOR GIRLS

Please sign and return to Lara Batchelor.
A copy will also be given to Gabrielle Franchi to be added to a staff members file.

HEALTH & SAFETY PROCEDURES AT EHS

I have attended an induction session on Health & Safety. As a result I:

- a. Am familiar with the contents of the following documents
- Health & Safety Policy
 - Risk Assessments
- (b) Am aware of Health & Safety procedures at EHS.
- (c) Know that the Facilities Manager and the Director of Co-curriculum are the Health & Safety Officers.
- (d) Know that a copy of the Health & Safety policy is on the One Drive.
- (f) Understand the responsibilities of staff in this area, and the issues that may arise.

Signed Date