

WINCHESTER HOUSE SCHOOL
HEALTH AND SAFETY POLICY AND PROCEDURES

Version 1

Responsible Governor: Martin Wetherill / Health and Safety Committee

Last reviewed: 23rd November 2020 (KA)

Approved by Health and Safety Committee and Board

Date: 12th March 2019 (Covid-19 Addendum September 2020)

Next review due: 23rd November 2021 (KA)

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HEALTH AND SAFETY POLICY STATEMENT OF INTENT

(As required under Section 2 (3) of the Health and Safety at Work etc. Act, 1974 (HSW Act))

Introduction

This policy applies to all areas of School life including EYFS and Boarding.

The school attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school governors bear ultimate responsibility and day to day responsibilities are delegated to the Head.

The **leadership** team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors, visitors and other persons affected by the school operations can work.

The **leadership** team will make the necessary assessments, identify safety training and provide information and appropriate supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

A copy of this policy and all related policies can be found on the staff intranet, the staff common room and the Pre-Prep office.

Focus

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

- arrangements for the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, supervision and, where relevant, training to enable employees, including temporary employees and contractors, to recognize hazards and contribute positively to the safety and health at work of themselves and others.
- the provision and maintenance of plant, equipment and systems of work which are safe and without risks to health.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

Policy Review

This policy will be regularly reviewed, by the board of governors as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pool etc.

Organisation - A review of 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.

Control - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed as deemed appropriate. These documents will form the basis for monitoring and review, to ensure that a satisfactory standard of health and safety is achieved.

Approved by Health and Safety Committee

Date: **4th February 2020 and May 2020 (CoVid)**

Date of next review March 2021

ORGANISATION AND RESPONSIBILITIES

Governors

The person with overall legal responsibility for health and safety is the Chair of Governors, Mr Richard Greaves .

Health and Safety Governor

Professor Martin Wetherill chairs the Governors' Health and Safety Committee. The committee meets at least twice a year, more often if required. **Professor Martin Wetherill** will report to the Board of Governors on matters of health and safety.

Director of Operations

The Director of Operations, **Mrs Katie Applin** , is the safety officer responsible for ensuring day-to-day implementation of this policy in liaison with the Head and heads of department. The Director of Operations is Chair of the School Health and Safety Committee.

Health & Safety Co-ordinators / Heads of Department

The head of each department has the following responsibilities:

- Implementation of this policy in his or her own department, and bringing it to the attention of all employees;
- Compliance with safety precautions that apply to his or her department, including the regulating of contractors and completion of risk assessments;
- Ensuring that all new staff entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedure;
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment;
- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call-points in the department, and are conversant with its effective use;
- Ensuring that any legal requirements relating to the operation of the department are fully complied with, including (but not limited to):
 - inspection of all fire-fighting equipment;
 - safe use of electrical switches and circuits;
 - maintenance of all appropriate registers;
 - necessary safety training for staff;
 - statutory inspections of plant and equipment;
 - provision of first-aid equipment;
 - accident investigation; and
 - arrangements for cleaning;
- Ensuring that any responsibilities delegated to subordinate staff are clearly identified;
- Ensuring that access to the premises by pupils, parents or other members of the general public is strictly limited to safe areas; and
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders.

Those with responsibilities under this policy are shown at Annex A.

Members of the Governors' Health & Safety Sub-Committee and of the School Health and Safety Committee are shown at Annex B.

Employees

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.

Employees have a legal duty to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- be responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
- use safety equipment or clothing in a proper manner and for the purpose intended;
- not, intentionally or recklessly, misuse anything supplied in the interests of health and safety;
- work in accordance with any health and safety instruction or training that has been given;
- not undertake any task they have not been authorised to do and for which they are not adequately trained;
- report promptly to their department head, or the assistant bursar, all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures;
- familiarise themselves with this policy.

In addition, Teaching staff are responsible for ensuring:-

- that the children in their care are given instruction and/or made aware of any relevant Health, Safety, or welfare matter, as listed under Staff Information.
- that pupils know that they are expected, at all times, to behave in a responsible, reasonable manner and are aware of the safety and well-being of their peers.
- that pupils know they are to report to a teaching member of staff any accident, injury, damage or dangerous occurrence they witness or sustain.
- that pupils know that they are to try to adhere to safety rules and regulations given to them by staff.

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a member of staff is taking medication which may affect their ability to care for children, they should seek medical advice.

The School has a responsibility to ensure that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly and that medication held on the premises is securely stored and out of the reach of children at all times.

Employees are given the opportunity to consult on any issues which may affect their health and safety via their representative on the H&S committee. Representatives will actively encourage and seek out the views of those whom they represent and minutes of committee meetings will be made available to all staff.

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. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

PROCEDURES AND ARRANGEMENTS

Management of Health and Safety

The school's governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy they will be brought regularly to the attention of the school's management team during management and board meetings.

The policy will be drawn to the attention of new employees when they start.

Risk Assessments (inc. annex C)

Risk assessment is an integral part of school life and the School has a separate risk assessment policy. On an annual basis, or more frequently if circumstances change significantly, risk assessments of rooms (internal) and play areas (external) will be undertaken by staff. Remedial actions arising from these assessments will be reviewed and actioned by the Director of Operations. Copies of the assessments are held by the Director of Operations.

Risk assessments will also be carried out for school activities, with specific attention being paid to those deemed to be of higher risk such as science and DT activities. Copies of the assessments are held by the relevant head of department and the staff intranet with staff to be reminded annually of the need to refresh.

Risk assessments for catering staff and activities are the responsibility of the catering manager, employed by Thomas Franks.

Young people and those who are pregnant will be subject to separate, specific risk assessments. Copies of assessments are held in personnel files.

Risk assessments will be carried out for maintenance, grounds and housekeeping activities. Copies of the assessments are held by the H&S representatives for housekeeping and maintenance / grounds and on the appropriate school portal .

School Trips

All off site trips and visits, whatever duration, will be risk assessed prior to departure. The "School Journeys and Educational Visits policy" can be found in Staff Information and the relevant paperwork should be completed by the trip leader and authorised by the Deputy Head or Head and Director of Operations. Copies of the assessments are held by the Head's PA.

Fire

The school has a "Fire Safety Policy" and procedure documents which detail actions to be taken in the event of a fire, either during the normal school day or outside of these times. The policy and all procedures can be found in Staff Information and are reviewed on an annual basis.

Alarms and lighting are checked on a weekly basis by maintenance staff and recorded in the fire log book.

Alarms, lighting and extinguishers are serviced at least annually by Executive Alarms.

Science Teaching

The Health and Safety requirements of science teaching are the responsibility of the Head of Science. The school subscribes to CLEAPPS and uses its resources to control health and safety in the laboratory.

Two science laboratories have fume cupboards. These are maintained and serviced annually by Safelab.

Copies of relevant documentation are held by the Head of Science. Risk Assessments are available on **the school intranet**.

All equipment is risk assessed prior to use and supervised throughout. All equipment and chemicals are stored in locked facilities unless in use as pupils are able to access the rooms independently during break time and enrichment slots.

Design & Technology Teaching

The Health and Safety requirements of DT teaching are the responsibility of the Head of Art, Design & Technology.

The school recognises that DT machinery is covered by the Provision and Use of Work Equipment Regulations (PUWER98) and ensures that all of its equipment meets these regulations.

The DT room contains labelled emergency stop buttons, located throughout the room which stop machinery but not lights or extraction systems. It also contains one lockable master switch which will isolate all machinery in an emergency.

Activities which may produce hard or soft wood dust are controlled. Extraction systems are in place to ensure the level remains at the lowest level practicable and do not exceed a Workplace Exposure Limit (WEL) of 10mg/m³.

All equipment is risk assessed prior to use and supervised throughout. Access to the D&T room is prohibited unless a member of staff is present.

First Aid and Medical Provision

The school has an appointed School Sister, a qualified nurse who is responsible for the management and administration of first aid for day pupils, boarders, staff and visitors to site.

Accidents are reported on accident forms which are collated and reviewed by the School Sister in conjunction with the Bursar. Forms are held by the School Sister.

The School Sister is responsible for reporting and managing any incidents which may fall under RIDDOR regulations.

A full first aid policy, administration of medication and homely remedies policies are available in Staff Information.

Grounds and Maintenance Staff

The health and safety of the grounds and maintenance staff is the responsibility of the Director of Operations.

Grounds and maintenance staff are issued with PPE and instructed to wear / use it accordingly. PPE is regularly inspected and replaced as necessary.

Machinery is regularly inspected and risk assessments completed for users to ensure safe use. Training is provided as required. Items which do not meet safety regulations are removed from site for repair or disposal.

Pesticides used on site are subject to CoSHH assessment and training requirements.

Activities which fall outside the competence of the maintenance team are passed onto suitably qualified contractors – including, but not restricted to: tree surgery, electrical installations and modifications, boiler and gas maintenance, work requiring a chain saw.

CoSHH Regulations

CoSHH requirements for science are the responsibility of the Head of Science.

CoSHH requirements for DT are the responsibility of the Head of Art & DT.

CoSHH requirements for both grounds and maintenance staff and housekeeping staff are the responsibility of the Director of Operations. All substances identified as hazardous to health have a CoSHH substance assessment form completed, which is kept with the suppliers' safety data sheet for said product. For housekeeping and maintenance, these are held by the H&S Co-ordinators. For teaching departments, these are held by the Head of Department. Hazardous substances are kept in locked cupboards.

Products which are new to the school should be assessed prior to use and staff instructed in the safe use of the product.

Electricity

All school electrical equipment is PAT tested by an external contractor or in-house maintenance staff. Tested equipment is labelled with the test date and date for re-test. Faulty equipment is removed.

Whilst every effort is made to PAT test boarders' electrical equipment it is inevitable that some items are not on site when PAT testing is carried out. Boarding staff are encouraged to be vigilant on this issue and to refer items for testing to the maintenance department.

NICEIC fixed electrical testing is carried out on a 5 yearly basis. Certificates of inspection are held by the Bursar.

Swimming Pool

The school has a separate policy for its swimming pool, which can be found in Staff Information.

Use of School Facilities

Where possible the school allows use of its facilities by third parties to increase community involvement and to earn letting income. Any lets to third parties will be outside of school hours and school use will always take priority and come under the management of Winchester House Trading Ltd.

Accident Reporting & Investigation

The school places emphasis on prevention of accidents and incidents and requires staff to report all "near misses". It adopts a "no blame" culture and seeks to learn from such events in an effort to improve the health and safety of all.

Accidents are reported, via accident forms, to the School Sister. These are reviewed each term by the School Sister to identify trends that may need to be addressed.

Accidents which may fall under RIDDOR will be reported by the School Sister to the reporting authority. Investigation will be carried out by the Director of Operations, or delegated member of staff.

Serious accidents or trends are reported to the school Health and Safety Committee and the Governors' Health and Safety Committee.

Control of Legionellosis

Annual survey and inspections are carried out by Rochester Midland Corporation Limited. Weekly and holiday flushing schedules are maintained by the maintenance department. Records are held by the maintenance health & safety co-ordinator.

Control of Contractors

The school aims to restrict the number of contractors used on the site for maintenance and remedial work. All regular contractors will be required to complete a "Contractor Safety Questionnaire", to be held on file by the Director of Operations(annexe E). Contractors will be informed of hazards and potential hazards (e.g. asbestos) by the Head of Maintenance prior to work commencing.

The Head of Maintenance and / or the H&S Co-ordinator for maintenance will ensure adequate supervision is in place for any contractors on site and that any actual or perceived bad practice is reported to the Bursar and / or contractor's management.

Where possible, maintenance work by contractors will be carried out outside of normal school hours. During school hours there will be adequate supervision by maintenance staff of non DBS checked staff.

Noise

The control and regulation of noise exposure affects mainly maintenance and grounds staff, DT teaching staff and music teachers. In all cases, it may be possible for staff to be exposed to long periods of high intensity noise.

If the workplace is intrinsically noisy, i.e. it is significantly noisier than one would expect from the sounds of everyday life, it is possible that the noise levels will exceed 80 dB. This is comparable to the noise level of a busy street, a typical vacuum cleaner or a crowded restaurant – you will be able to hold a conversation, but the noise will be intrusive.

Risk assessments will be initiated and held by the head of department. The School has implemented a programme of annual hearing tests for those deemed to be at most risk. Hearing protection will be provided where needed.

Display Screen Equipment

All administrative staff are identified within the school as "regular users" of DSE. Risk assessments are carried out by the staff concerned and held in their personnel file. As far as is practicable, remedial measures are put in place to correct concerns identified during the assessment.

Where necessary the Director of Operations will undertake an independent assessment of an individual user.

Where any employee "user" requests one, the school arranges and pays for, an eye and eyesight test, by a registered ophthalmic optician and this should be repeated at a frequency recommended by the optician.

Where separate spectacles are recommended for use with DSE, the cost of a basic pair of glasses is also met by the school.

Manual Handling

Maintenance, grounds and housekeeping staff should be the only staff within the school who are expected to undertake any potentially hazardous moving and handling tasks.

All maintenance, grounds and housekeeping staff are expected to attend bi-annual training to ensure the principles of safe manual handling are being adhered to.

Records of training are kept in personnel files.

Personal Protective Equipment

Where PPE is identified as necessary, following risk assessment, it is provided and staff instructed to wear it.

PPE for pupils is required for subjects such as science and DT and it is the responsibility of the Head of Department to ensure all pupils wear PPE provided.

Slips and Trips

Within the school environment three areas are the cause of most slips and trips – wet floors, uneven floors and trailing cables. Spillages are cleared quickly and floor mopping is carried out outside of normal school hours as far as possible. "Wet Floor" signs are deployed following cleaning and removed once the area is dry.

Rooms are assessed at least annually for trailing cables that could present a trip hazard. Where possible, cables are fixed to walls.

Site Safety & Security

The safety and security of pupils and staff is of utmost importance to the school and its Governors. Periodic security reviews will be undertaken and recommendations considered and acted upon where possible.

The safety of pupils on the main drive and in the pre-prep car park remains a serious concern. Older pupils are reminded regularly of the need for caution crossing the drive, younger pupils are escorted around the school site and across Manor Road.

Works vehicle use is restricted as far as possible during the school day as is the movement of cars in either car park. During drop off and pick up times the drives and car parks become

especially busy, and a one-way system applies to help minimise risks. Vigilance by all staff is required at these times to ensure pupils remain safe.

Buildings are accessed by key pad control doors. Pupils and staff are reminded regularly to close doors behind them. Visitors, Governors and contractors are required to sign in at Main School reception and to wear a badge whilst they are on site - staff encouraged to challenge people that they do not recognise. Staff also wear identifiable name badges.

Asbestos

Some school buildings are known to have, or are presumed to have, asbestos as part of their fabric. A full, type 2, survey was carried out during 2010/11 and recommendations are being acted upon. The Head of Maintenance has a copy of the full report. Should structural building work be undertaken on site a type 3 survey will be commissioned

All work on asbestos, including sealing and removal but excluding non-invasive work with asbestos cement must be carried out by a contractor licensed by the Health and Safety Executive (HSE).

The contractor must confirm that he is aware of the asbestos regulations and any relevant approved codes of practice and the work must be carried out in accordance with the regulations and approved codes of practice.

The material to be removed/worked on must be clearly identified and the contractor must have a copy of the results of analysis of the material.

The contractor should provide a copy of his current HSE licence and indicate whether the work requires notification to the HSE.

The contractor must provide a copy of his written risk assessment and method statement. The contractor must provide an assurance that he will take reasonable steps including signing to ensure that no persons other than his employees will enter any hazardous areas.

Following completion of the work, visual inspection and air monitoring should be carried out by an accredited laboratory. Clearance levels of less than 0.01 fibres per ml are required before any enclosure is removed. A copy of the laboratory's report must be provided by the contractor.

Periodic reviews should be undertaken to check that the complete asbestos management plan is working effectively and that relevant employees are fully apprised of its requirements.

Working at Height & Ladder Maintenance

Any work at height is risk assessed prior to being carried out. Risk assessments must be committed to writing.

Window cleaning – window cleaning is carried out by contractors. Checks will be made to ensure that the contractor is complying with relevant H&S legislation (MISC611-613).

Ladders - Ladders and stepladders are regarded primarily as a means of access. They should only be used as workplaces for short periods of time and then only if the use of more suitable equipment is not justified because of low risk and when the residual risk is adequately controlled. It is generally safer to use a tower scaffold or a MEWP (mobile elevating work platform).

The use of ladders is only permitted where the use of more suitable work equipment such as, tower scaffolds, podium steps, temporary stairs or MEWPs is not appropriate and:

The work can be reached without stretching

The ladder can be secured to prevent slipping

A good handhold is available (unless, in the case of a stepladder and when carrying a load, the maintenance of a handhold is not practicable).

Timber and aluminium ladders must conform to the appropriate British Standard or other standard i.e. BS 2037 or BS 1129 Class 1 – heavy duty. Class 3 ladders are intended for domestic use only and are not recommended for use at work.

Ladders (not stepladders) must be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal). Where ladders are used as a means of access they should extend approximately one metre above the access platform, unless some other adequate handhold is available.

Ladders must only be used on a firm, level surface and they should rest against a solid surface, not against fragile or other insecure materials such as plastic guttering or asbestos cement sheet. Ladders must be secured from falling: if a ladder cannot be secured by a physical fixture, then a second person must foot the ladder during use.

The top platform of a stepladder must not be used unless it is designed with handholds for that purpose.

A list of ladders in use in the school is held by maintenance and each ladder is checked each half term for suitability of use and wear & tear. Inspection records are kept by maintenance.

Where possible, roof work will be carried out by competent contractors.

Gas Safety

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a "class of persons" approval by the HSE.

All gas appliances, installation pipework and flues are maintained by a contractor, Curtis & Carder.

Kitchen

Contract caterers are employed but the school remains responsible for the kitchen premises and equipment both of which are to be properly maintained. The catering manager is to inspect the premises on a termly basis and report any defects in a timely manner to the Director of Operations.

Environmental Health and other inspections and certificates are to be kept by the catering manager.

Smoking

All school premises and vehicles are no-smoking areas and is indicated by signage displayed at the entrance to the school and in the school minibuses.

Minibus Driving , Private Cars and Insurance

The School owns **three** 17 seater minibuses that are used regularly by staff to take pupils to and from School, for travel to games fixtures and for school trips.

Staff that drive a minibus on School business are required to undertake an independent minibus driver assessment every three years. They are reminded, through the minibus policy, that it is their responsibility to check the road-worthiness of the vehicle before leaving site.

The School has fully comprehensive insurance for both vehicles and personal accident insurance for all employees.

Staff who wish to use their cars on School business must provide documentary evidence to the bursary confirming that they have business use insurance, a valid MOT and a copy of their driving licence.

All staff are informed of the cover provided through the School's insurers.

Inspections, maintenance & regular safety activities

Competent persons must inspect, examine and maintain the following plant and equipment as necessary at appropriate intervals. Records of all activities must be retained for future reference.

Gas fired boilers and appliances – annual maintenance is carried out by Curtis & Carder. Records are kept by the Director of Operations.

Electrical installations – five yearly examinations and tests are arranged by the Director of Operations. Records are kept by the Director of Operations.

Portable electrical appliances – inspections and/or tests are carried out in-house. Records are kept by the maintenance department.

Fire alarm systems (plus electromagnetic door releases etc.), emergency lights (including batteries and battery charging systems) and automatic fire detectors – annual examinations and tests are arranged by Executive Fire. Records are kept by the Director of Operations/ maintenance.

Fire extinguishers and other emergency fire-fighting equipment – annual examinations and

maintenance are by Executive Fire. Records are kept by the Director of Operations/maintenance.

Fire alarm call points - weekly tests are arranged by maintenance. Records are kept by the maintenance department.

Emergency lighting – monthly tests are arranged by maintenance. Records are kept by the maintenance department.

Fume cupboards – annual thorough examinations are arranged by Safelab. Records are kept by the Director of Operations.

The kitchen lift - thorough examinations and annual maintenance are arranged by Oakland Exelsior. Records are kept by the Director of Operations.

Trees – safety inspections are arranged by Complete Ground Management. Records are kept by the Director of Operations.

Emergency electrical stop buttons – annual tests are arranged by the Head of Maintenance. Records are kept by the Director of Operations.

Gymnasium and PE equipment– annual examinations and maintenance are arranged by Olympic Gymnasium Services. Records are kept by the Director of Sport.

Outdoor play equipment – annual examination and maintenance carried out by Wicksteed. Records are kept by the Director of Operations.

Access equipment including scaffold towers and ladders/step ladders - examinations are arranged by the maintenance department. Records are kept by the maintenance department.

Guards, safeguards and safety devices fitted to work equipment (including machines) – annual examinations are arranged by the appropriate Contractor. Records are kept by the Director of Operations.

Actions to control legionella – annual inspection and follow up inspections are carried out by Rochester Midland Corporation Limited. Records are kept by the Director of Operations/maintenance.

ICT Ventilation & air conditioning – serviced and maintained by 361. Records are kept by the Director of Operations.

Kitchen ventilation & ducts – serviced and maintained annually by a competent contractor. Records are kept by the Director of Operations.

Kiln servicing – serviced annually by Corby Kilns. Records are held by the Head of Art.

Fabric of building, fixtures & fittings, including items to reduce risk of trips and falls – annual inspections of fixtures and fittings are arranged by the Director of Operations. Records are kept by the Director of Operations.

Children and Young People at Work

Where *young people/children are involved in work experience/are employed* we ensure that

we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

In the case of employment/work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

Disabled Persons Including Temporarily Disabled

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities.

Relevant risk assessments will be reviewed at frequencies which take account of any change in the person's health condition.

Safe Hot Water and Hot Surface Temperatures

We ensure that temperatures at hot water outlets accessed by more vulnerable persons are thermostatically controlled to prevent scalding. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.

Health and Safety Policy Addendum

Coronavirus (COVID-19) Pandemic September 2020

This addendum was developed in conjunction with:

GOV.UK (September 2020) Coronavirus (COVID-19): implementing protective measures in education and childcare settings

GOV.UK (May 2020) COVID-19: cleaning in non-healthcare settings

General

The Health and Safety Policy remains as stated at the time of this Addendum being prepared with the following steps having been taken to address risks related to Covid19 -

- Risk Assessments prepared to permit the re-opening of the School safely in line with Government guidelines.
- Covid-19 Operations Policy created and updated as appropriate in line with Government guidelines
- CoVid19 Risk Assessment updated as appropriate to reflect changing circumstances
- Government guidelines and guidance followed as minimum requirement
- Risk Register reviewed and updated
- Relevant policies reviewed and updated including -
 - First Aid
 - Infection control guidance
 - Specific PPE introduced

HEALTH AND SAFETY ORGANISATION & DEPARTMENTAL RESPONSIBILITIES

Safety & Fire Officer	<u>Mrs. K. Applin</u>
First Aid	Mrs.W. Bull
Boys Boarding	Mrs S Irvine
Girls Boarding	Mrs M Merritt
Housekeeping	Mrs D Molloy
Catering	Mr. M. Isgar
Maintenance/Grounds	Mr. T. Dunn
Pre-Prep	Mrs J. Green
Mathematics	Miss R. Tuck
English	Mrs J Newman
Science	Mr J Martin
Classics	Mrs A V White
French	Mrs. A.V. White
Music	Mr. C. Price
Sport/PE	Mr. S. Stoop
Information Technology	Mr. C. Leach
Art	Mr. T. Till
DT	Mr M Scouse
Geography	
History	Miss. R. Smith
Library	Miss. R. Smith
Years 3 & 4	Mrs B. Lomax
Learning Development	Miss A. Mobbs

Governors' Health & Safety Sub-Committee

Prof.. M.H. Wetherill
Mr. P. Bradshaw

School Health & Safety Committee

Mrs. K. Applin
Mr. T. Dunn
Mrs, S. Irvine
Mrs. L. Mansfield
Mrs. W. Bull
Mr. S. Stoop
Mr J. Martin
Mrs. J. Chase
Mrs. J. Green
Mrs. KD. Molloy
Mr. C. Price
Mr M Scouse

Area of Responsibility

Chairman & Safety Officer

First Aid & Accident Reporting (RIDDOR)

Appendix C(i)

Risk Assessment Form – Internal Areas

The purpose of this assessment is to assess potential risk and hazards in the named area. The legal requirement is, so far as is reasonably practicable, to provide a healthy and safe working environment.

Area of Assessment	
Assessor	
Date of Assessment	
Previous accidents in this area in the last 12 months	
Cause of previous accidents	

	Yes	No	N/A	Comments	Action to be taken
Is the ceiling in good condition?					
Are the lights or anything attached to the ceiling secure?					
Are the walls in good condition?					
Are the fixtures to the walls secure?					
Are the shelves in good condition?					
Is the storage of items on the shelves safe?					
Is the flooring in good condition?					
Is the flooring safe for the purpose?					
Is the floor clear of obstructions?					
Are the windows in good condition?					
Are there adequate facilities for ventilation?					
Is window opening safe?					
Are open windows safe?					
Is there adequate protection from sunlight?					
Are all fixtures to windows secure?					
Are the heating arrangements adequate?					

	Yes	No	N/A	Comments	Action to be taken
Can the heating be adjusted?					
Is the radiator temperature safe to touch?					
Are sinks in good condition?					
Is there hot & cold water supply?					
Is the fitted furniture in good condition?					
Is there adequate electrical socket provision?					
Are all electrical appliances in good condition?					
Does all electrical equipment have a current test certificate?					
Are all trailing leads safely secured?					
Is all equipment with the potential to cause harm stored safely (eg scissors, glue)?					
Is all equipment safe and suitable for purpose?					
Are all hazardous substances identified, used & stored correctly?					
Is the area free from noise exposure?					
Are all users aware of the emergency procedures & escape routes?					
Are fire extinguishers in good repair with current test certificate?					
Is the area kept tidy?					
Is the standard of cleaning satisfactory?					
Are sinks / toilets cleaned to a satisfactory standard?					
Has this covered all general health & safety aspects?					

Signed Assessor _____

Date of Next Assessment _____

Appendix C(ii)

Risk Assessment Form – External Areas

The purpose of this assessment is to assess potential risk and hazards in the named area. The legal requirement is that – so far as is reasonably practicable to provide a healthy and safe working environment.

Area of Assessment			
Assessor			
Date of Assessment			
Previous accidents in this area in the last 12 months			
Cause of previous accidents			

	Yes	No	N/A	Comments	Action to be taken
Is the surface safe for the purpose?					
Is the surface well maintained?					
Is the boundary fence in good condition?					
Is the areas free of obstructions?					
Is the area tidy?					
Are all furniture & fixtures secure?					
Are all furniture & fixtures suitable / safe for purpose?					
Are all plants, hedges, trees suitable / safe for the area?					
Is the area secure?					
Are all areas of the site visible?					
Is everyone aware of the emergency procedures and escape routes?					
Has this covered all general health safety aspects in the area?					

Signed Assessor _____

Date of Next Assessment _____

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

YOUNG PERSON RISK ASSESSMENT

NAME OF YOUNG PERSON	
-----------------------------	--

PURPOSE/METHOD OF WORK

Please give a brief outline of the role and tasks the individual will be expected to undertake.

SPECIFIC LEGISLATIVE REQUIREMENTS		LEVEL OF SKILL/TRAINING REQUIRED
Young Persons At Work		

CHEMICALS/MATERIALS INVOLVED (COSHH)	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED

Please take the following into account when assessing the hazards and risks:

- inexperience, lack of awareness of risks and immaturity of young persons,
- the fitting-out and layout of the workplace and the workstation,
- the nature, degree and duration of exposure to physical, biological and chemical agents,
- the form, range and use of work equipment and the way in which it is handled,
- the organisation of processes and activities,
- the extent of the health and safety training provided, or to be provided, to the young persons.

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
MANUAL HANDLING RISK		PERSONAL PROTECTIVE EQUIPMENT REQUIRED
Has a manual handling risk been identified? YES/NO		

Is the risk considered to be Low/Medium/High Is a further detailed assessment required? YES/NO		
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.		Is training and instruction required YES/NO Is there need for special accommodation YES/NO Is there need for test/examination YES/NO Is all P. P. E. compatible YES/NO

Next review due:

Signed -----

Post/Title -----

Date -----

If under 16, signed by parent / guardian _____

COPY : Personnel File
 Young Person (if under 16 a copy is to be given to the parent / guardian)

PREGNANCY HEALTH AND SAFETY CHECKLIST

Pregnancy health and safety checklist

Y N

1. Physical job demands

- Does the work involve lifting or pushing heavy objects?
- Does the work involve standing or squatting for long periods?
- Does the role involve a lot of walking?
- Does the work involve working at height or climbing steep steps?
- Does the employee need to access areas with limited space?
- Will any tasks become more hazardous as the employee changes shape and size?
- Does the role involve shift work?
- If so, does it involve working at night?

2. Mental job demands

- Does the job involve meeting challenging deadlines?
- Does the role involve rapidly changing priorities and demands?
- Does the role require a high degree of concentration?

3. Working conditions – general

- Does the work involve lone working or working in remote locations?
- Does the role involve any home working?
- Are toilet facilities easily accessible to a pregnant worker?
- Is the worker able to take toilet breaks when necessary?
- Can the worker take rest breaks when needed?
- Can the worker control the pace of her work?
- Are there any risks of violence at work?
- Does any part of the job involve dealing with members of the public?
- If so, does it involve dealing with distressed or disturbed people?
- Does the role involve:
 - contact with young children or sick people?
 - unpredictable working hours?
 - dealing with emergencies?

- Are there any obstacles in corridors or offices that could cause problems for pregnant women, e.g. in the event of a fire evacuation?
- Is the workplace non-smoking?
- If not, is the worker separated from any designated smoking area?
- Is there any other form of indoor air pollution?
- Is the temperature in her working environment reasonable?
- Is there enough room for the worker to get in and out of her workstation?
- Will there be enough room as the pregnancy develops?
- Does the worker have an adjustable seat, with a backrest?

4. Specific hazards

- Does any part of the job involve the use of chemicals?
- If so, are there any risks to the employee whilst she is pregnant or a nursing mother?
- Is there any exposure to vibration, e.g. through the use of hand tools?
- Does the employee need to wear personal protective clothing?
- If so, will this present a problem as the pregnancy develops?

5. Actions to be taken

This checklist has been completed to the best of my knowledge.

Signed:

Date:

Signed:

Date:

Note: This checklist is to be kept on file for at least three years.

**STANDARD REGULATIONS FOR THE HIRE OF
WINCHESTER HOUSE SCHOOL**

1. Applications

All correspondence and applications for the hire of the School must be made to the Director of Operations.

2. Hirer

The Hirer must be over 18 years of age and shall be the person by whom the form of application for the hiring is signed. Such person shall be responsible for the payment of the fees and other monies payable in respect of the Hire and for the observance and performance in all respects of the conditions and stipulations herein contained and on the part of the Hirer to be observed and performed.

3. Limitation of Hirings

The School reserves the right to decline an application without giving a reason therefore.

4. Right of Entry

The School reserves to itself, and its officials, the right to enter at all times any part of the premises hired on producing evidence of their identity.

5. Cancellation of Hiring

The right is reserved to cancel any hiring, without notice, where the Director of Operations considers it necessary for any cause outside his control. In the event of any hiring being cancelled, the amount of the fee payable hereunder will be refunded to the Hirer, but the School shall not be held liable or required to pay compensation for any loss sustained as a result of, or in any way arising out of, the cancellation of the hiring.

6. Hand Over of Premises and Equipment

The School will provide a member of staff to hand over premises and equipment at the start of the hire, and to take back the same at the end of the hire. Instructions on the use of equipment will be provided during the hand over. If there is any doubt over the use of equipment, it is the Hirer's responsibility to ask at the hand over for specific instructions.

7. Health and Safety

A copy of the School's Health and Safety Policy Statement will be provided on the hand over. While the School is responsible for providing safe equipment etc, the Hirer is responsible, as the occupant, for its safe use, and for the health and safety of their staff and visitors. Any faults or damage to school equipment, giving rise to a health and safety concern by the Hirer, must be reported to the Bursar as soon as is reasonably practicable.

8. Preservation of Order

The Hirer is responsible for the preservation of good order during the letting of the School premises and for any damage that may be done to the School property in consequence of the letting or which would not have been done if the letting had not taken place.

The Hirer is responsible for keeping noise to reasonable levels.

At any hiring to which members of the public are admitted, the Hirer shall provide an adequate number of stewards who shall be present throughout the hiring.

In the event of any such damage, the School may make it good and the hirer, by the acceptance of the hiring subject to these Regulations, will thereby be deemed to have undertaken promptly to pay the cost of such reparation, and shall, where the deposit referred to in Regulation 18 is less than the amount which in the reasonable opinion of the bursar is needed to cover the damage, pay to the School at the end of the Hire the amount of such shortfall.

9. Care of Premises

No nails, tacks, screws, etc shall be driven into any walls, floors, ceilings, furniture or fittings. It is a condition of the letting that the wearing of stiletto heels, by those using the premises, shall not be permitted.

10. Intoxicating Liquor

Intoxicating liquor shall only be consumed on School premises if written approval has been obtained from the Director of Operations. If it is intended to sell intoxicating liquor on the premises it is the Hirer's responsibility to obtain and abide by the necessary licence.

11. Licensing

The premises shall not be used for cinematography exhibitions, public music or music and dancing, boxing, wrestling or stage play purposes for which a statutory licence is required to be granted by any relevant licensing authority, unless such a licence has been so granted in respect of the premises and the Hirer shall strictly obey and observe all the requirements laid down in the licence.

12. Seating Accommodation

The seating accommodation provided is limited to the number of chairs, the property of the School, that are on that part of the School premises (which are included in the Hire) on the day of the Hire. Further provision may be made by the hirer at his own expense, subject to the approval of the Director of Operations.

13. Gaming

No gaming is allowed.

14. Prohibition on use of Certain Rooms

Certain rooms may not be hired.

15. Time Limits for Hiring

In special circumstances and for reasons that appear to her to be reasonable and proper, the Director of Operations may extend the term of the period of Hire.

16. School Furniture and Equipment

School furniture (other than chairs for use in halls) shall not be moved except by arrangement. Where it is agreed that furniture may be moved, it is to be returned to its original location before the end of the period of Hire. If School employees are required to return furniture and equipment to their correct locations, the cost will be charged to the Hirer.

17. Copyright

a. The Hirer shall comply with all the provisions of the Copyright Act 1956. If the Hirer shall fail to do so any permission previously granted by the Bursar to use the school premises shall be immediately cancelled and the School shall have the right to recover fees, charges or any other payments referred to in these Regulations.

b. The Hirer shall indemnify the School from and against all actions proceedings, costs, claims, or demands whatsoever, arising out of the performance of Copyright Works on School premises.

18. Electrical Systems

Any alteration or addition to the School lighting or electrical heating systems is strictly forbidden, except with the written consent of the Director of Operations. Consent may be subject to conditions, which the Hirer will be required to observe and, where necessary, the consent of the electricity supply undertakers.

19. Stage and Spot Lighting

If stage lighting and spotlights are required, it must be clearly stated on the application form. A competent person must carry out the operation of spotlights and dimmers.

20. Fees and Charges

a. The Hirer shall pay to the Director of Operations with, and in addition to, the scale charges appropriate to the hiring, such amount by way of deposit as may be determined by her. In the event of damage occurring during the hiring, this deposit, or the requisite part thereof, will be applied on account or in satisfaction, as the case may be, of any sum due from the Hirer in respect of the cost of making good any damage which occurs during the hiring. Any balance not so applied will be returned to the Hirer.

b. The School reserves the right to refuse access to the premises hired if the whole of the fees have not been paid or if these regulations have not been complied with.

c. The School also reserves the right to refuse to accept payment by cheque.

21. Security

The Hirer will be responsible for the security of all premises hired and for locking the main gates during the hours of darkness.

22. Cancellation/Postponement of Hiring

Hirers will be allowed to cancel or postpone bookings on the following conditions: if fourteen or more days' notice is given half fees will be payable and, if less than fourteen days, full fees will be payable, unless in either case the premises are fully re-booked.

23. Indemnity

The Hirer shall indemnify the School against all actions, proceedings, claims and demands whatsoever which may arise as a result of the hiring.

24. Entertainment Programme

The Hirer shall, if called upon to do so by the Director of Operations, furnish for approval a copy of the programme of any entertainment to be given during the hiring and, in that event, no entertainment shall be given except in conformity with a programme that has been approved by the Director of Operations. Failing approval of a programme, the hirer will be allowed to cancel the hiring without payment.

25. Hypnotism

No person shall give any exhibition, demonstration, or performance of hypnotism in the premises hired.

26. Children's Entertainment

The following provision of Section 12 of the Children and Young Persons Act 1933 must be strictly complied with:

"(i) Where there is provided in any building an entertainment for children, then, if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or to any part thereof, than the building or part thereof can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or part thereof, and to take all other reasonable precautions for the safety of the children.

(ii) Where the occupier of a building permits, for hire or reward, the building to be used for the purpose of an entertainment he shall take all reasonable steps to secure the observance of the provisions of this section."

27. Office Machinery

The School will allow the use of a facsimile machine at the cost of 7p per page, including VAT, and the use of a photocopier at a cost of 4p per copy including VAT. The use of the facsimile

machine will be logged by the Hirer and will be payable, together with other office machinery costs, at the end of the hiring.

28. Hirer's Insurance

The Hirer is to provide evidence that he holds public liability insurance and that his cover includes an extension to cover his liability for damage to leased and rented premises.

29. Limitation of School's Liability

The School under no circumstances whatsoever shall accept any liability arising out of accidents causing personal injury (whether fatal or otherwise), however caused, to any persons accepting the facilities provided under these Regulations and contemplated thereunder, including drivers, owners and passengers and vehicles of any sort attending the premises in connection with this agreement SAVE in respect of liability for death or personal injury arising from the negligence of the School. Nor does the School accept any liability for any personal possessions of any persons accepting the facilities provided under these Regulations.

30. Miscellaneous

- a. Unless otherwise specified in the Agreement, the School will provide all bedding but not towels.
- b. If the Hirer is allowed to use the Swimming Pool, it is a condition that safety regulations are adhered to at all times and that the Hirer is responsible for providing lifeguard cover.
- c. If the Hirer is allowed to use the Sports Hall, it is a condition that safety regulations are adhered to at all times and appropriate non-marking footwear is worn, and that the Hirer is responsible for providing suitable and sufficient trained supervision.
- d. If the Hirer is allowed to use the Astroturf, it is a condition that safety regulations are adhered to at all times and appropriate footwear is worn, and that the Hirer is responsible for providing suitable and sufficient trained supervision.
- e. If the hirer is allowed use of the kitchens, and/or equipment pertaining to food preparation and/or service, it is a condition that any equipment shall be used in the manner that it is intended and that the Hirer is responsible for providing suitable and sufficient trained supervision throughout the period of hire.
- f. Smoking is not permitted anywhere on site.

WINCHESTER HOUSE SCHOOL
SPORTS HALL HIRE
DOCUMENT OF COMPLIANCE – CODE OF PRACTICE

The following should be adhered to:

1. Respect the fabric and equipment of the Sports Hall.
2. Non-marking footwear to be worn.
3. Clean footwear to be worn in changing rooms, Sports Hall and lobby.
4. No food to be taken into the Sports Hall.
5. Participants to be wearing clothes suitable to the activity.

Hirers should also note the following:

1. Hirers are to provide their own equipment e.g. balls, bats, rackets etc.
2. There will be no admittance to Sports Hall office, therefore you must provide your own first aid equipment and mobile phone.
3. Changing rooms are not lockable, therefore can accept no responsibility for possessions lost.
4. The club that is hiring the Sports Hall must accept responsibility for any accidents that occur.
5. The Sports Hall is a No Smoking area.
6. Payment for usage of the hall is to be made in advance.
7. Please arrive no earlier than 15 minutes before booking time and leave the premises promptly at the end of sessions.
8. Spectators are allowed on the balcony but must not go beyond roped off area.
9. Young children who are not participating must be supervised.
10. A booking/letting can be terminated with immediate effect if the person/persons using the Sports Hall do not comply with the code of practice.

I have read and understood the code of practice.

Signed

Name of Club

Position within the Club

Astroturf - Hire Agreement

Hirer: Contact:
Phone:
Email:

Commencement:
Completion:

Day & Time:

Cost:

I understand that I / The Club will be invoiced each half term for booked sessions, regardless of whether they are used.

I / We will supply a copy of my / The Club's public liability insurance.

I / We agree to abide by the conditions of use, as outlined, and understand that our booking may be terminated without refund if the conditions of use are broken.

I / We understand that bookings made for a future half term will not be honoured if there is an outstanding invoice for sessions to date.

Signed: Date:

Conditions of Use:

- No food to be taken inside the perimeter fence
- Drinks allowed in the viewing area only and not on the pitch
- **Flat soled footwear, or astroturf specific footwear only to be worn**
- Clean footwear to be worn on the pitch, changing footwear inside the perimeter fence if possible
- Dividing nets to be returned to their storage bags if used
- **Goals and equipment to be returned to the side of the pitch at the end of the session**
- Users to arrive at the pitch at the agreed start time and no earlier
- The pitch to be vacated promptly at the booked finish time
- Users to be courteous to all School neighbours at all times

- Any damage to be reported immediately to katie.applin@winchester-house.org

Contractor Safety Questionnaire

Please complete the following sections and supply the relevant information as requested.				Office use Only	
1 Company address and contact details					
2 Please supply a chart showing your company health and safety organisation.					
3 Who in your organisation is ultimately responsible for health and safety?					
Name	Position	Contact Details			
4 Who in your organisation is responsible for the management of health and safety?					
Name	Position	Contact Details	Qualifications		
5 Please supply a copy of your organisations safety policy arrangements relevant to this work.					
6 Supply details of relevant health and safety training which has been provided to any company personnel in the last 12 months. (Attach copies of certificates and competence cards) <i>Please use separate sheet if required.</i>					
Course	Training Provider		Dates		
7 Does your organisation use sub-contractors?				YES	NO
If YES please outline how you ensure the competence of them.					

				Office use Only
8 Complete the following table with the number of accidents/incidents within your company over the last 2 years.				
Year	Fatalities	Major Accidents	Dangerous Occurrences	Over 3 day lost time accidents
9 Complete the following table with the number of enforcement notices issued and prosecutions over the last two years. (use separate sheet if required)				
Year	Notice	Details	Remedial Action	
10 Supply details of relevant trade/professional associations that the organisation subscribes or belongs to.				
11 Supply contact details of two organisations that you carry similar works out for.				
Contact Name		Contact Name		
Address		Address		
Telephone		Telephone		
Fax		Fax		
Email		Email		
Nature of Contract		Nature of Contract		
12 Supply evidence of the following insurances				
	Expiry Date		Expiry Date	
Employers Liability		Public Liability		
Contractors All Risk		Professional Indemnity		