



## **Workplace Environment**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>November 2016</b>	<b>November 2019</b>	<b>Executive Head</b>	<b>Chair of Governors</b>

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Workplace Health, Safety and Welfare Regulations 1992 (WHSWR)
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We are required under the Workplace Health, Safety and Welfare Regulations 1992 (WHSWR) to manage the “workplace” in order to ensure the general health, safety and welfare of school personnel and others. The specific requirements of the WHSWR apply to all schools whatever their status.

However, the Education (School Premises) Regulations 1999 also apply to health, safety and welfare in schools. These Regulations set out standards which specifically apply to schools. We understand that these Regulations are not enforced by the Health and Safety Executive but the Department for Education expects schools to meet them.

We must consider the following in protecting school personnel:

- sanitary conveniences and washing facilities
- rest and eating facilities
- heating
- lighting
- water supplies provision
- medical accommodation
- ventilation
- cleanliness
- workspace dimensions

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## **Aims**

- To provide and maintain a safe workplace environment so that school personnel feel safe to work.
- To ensure compliance with all relevant legislation connected to this policy.

## Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Executive Headteacher and the coordinator and to report back to the Governing Body;

### Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- ensure the working environment is safe for all school personnel;
- maintain the working environment to a high standard;

Also, the Executive Headteacher working in conjunction with the Health and Safety coordinator will:

- undertake **risk assessments** of the workplace environment;
- undertake a risk assessment for **Legionella**;
- ensure **safety signs** are in place;
- ensure **sanitary conveniences and washing facilities** are:
  - fully accessible to school personnel with disabilities;
  - located in readily accessible places;
  - kept clean;
  - well lit;
  - ventilated;
  - supplied with hot (or warm) and cold running water;
  - supplied with soap and hand drying facilities
- ensure the **water supply provision**:
  - is a wholesome supply of water for domestic purpose including a supply of drinking water;
  - for washbasins, baths and showers is adequate supplying both hot and cold water;
  - does not exceed 43° C for both baths and showers
- have in place suitable **rest and eating facilities** for all school personnel;
- have in place a **medical room** with a washbasin;
- ensure every school room or other spaces will have appropriate **heating systems** capable of maintaining the following temperatures where the external temperature is - 1°C:
  - areas with normal level of physical activity 18°C

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- areas with below normal level of physical activity 21°C
- areas with above normal level of physical activity areas with normal level of physical activity 15°C
- ensure during the summer the **recommended temperature**, outside the heating season, for all areas within the school is 23°C and not exceeding 27°C;
- ensure all occupied areas in the school building must have controllable **ventilation** at a minimum rate of 3 litres of fresh air per second per person;
- ensure all school rooms will have **suitable lighting** which:
  - will be not less than 300 lux;
  - will be not less than 500 lux with visually demanding tasks
- ensure the **glare index** does not exceed 19;
- ensure the **cleaning staff** maintains the school building to a very high standard of cleanliness;
- ensure the school office has a minimum of 11m<sup>3</sup> of **workspace** per worker.

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Executive Headteacher;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- take reasonable care in the health and safety of themselves and others;
- comply with school health and safety instructions;
- implement the school's equalities policy and schemes;

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	