

HEB SAFETY SOLUTIONS

Moreton Hall Preparatory School

Mount Road

BSE

IP32-7BJ

Carefully examine your work place regularly and identify what could cause harm to people.
Weigh up whether or not you have taken enough precautions
The aim is to make sure that NO-ONE gets hurt or becomes ill. Accidents and ill health can ruin lives.

SITE SPECIFIC METHOD STATEMENT

CLIENT	Moreton Hall Preparatory School
INSPECTED BY	HEB Safety Solutions
LOCATION OF SITE	Mount Rd, BSE IP32-7BJ
WORKS REFERENCE	Pg008-21122015
SCOPE OF WORKS	Site specific RA for Moreton Hall Preparatory school
PEOPLE ON SITE	Staff, Pupils under 18, Visitors, Contractors
DOCUMENT WRITTEN BY:	Mr P Grahame
DATE:	21/12/2015

FOR HEALTH & SAFETY CONTROL

INSTRUCTIONS: Refer to site staffing level guidance matrix – All staff should look for potential hazards at all times, in the event of any finding it should be reported straight away and documented. Periodical H&S training should be passed to staff and recorded.

NAME	RESPONSIBILITIES	CONTACT NUMBER
Paul Grahame	Author of document	07789693163
Paul Grahame	Inspection of school	07789693163
Justin Hunt	Tour of school	07970292818
TBC	School staff	

SITE SPECIFIC DETAILS

DURATION OF INSPECTION	4.5 hours	FROM	21/12/2015	TO DATE	20/12/2016
TREE PRESERVATION ORDER	TBC	OWNER PERMISSION (VERBAL / WRITTEN)	YES		
CONSERVATION AREA	TBC	LISTED BUILDING	YES		
HIGH VOLTAGE >11KV	NO	BUILDING OCCUPIED 24HRS	YES		
UNDER 18 ON SITE	YES	ALARM SYSTEMS	YES		

CLIENT AUTHORISATION

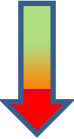
All staff inducted	YES	Shutdown authorised and arranged	NO
CBR / DBS checks on staff required	YES	Access permit granted	YES
Secure / restricted access site	YES	Road access in to site	YES
Under 18 present	NO		
Escorted to all areas	NO		

KEY SITE HAZARDS & CONTROL MEASURES

<u>Significant hazards not covered in generic risk assessments)</u> Weather Services (UG and OH) Weather Conditions Ground Conditions Fuel Storage Pesticides/Fuel Oil Spill Kits Working at height Roads and Access Waste Vermin	<u>Who and how affected:</u> Under 18 students Staff Other Site Workers General Public Lone Workers (maybe) General Public Trespassers	<u>Controls required and by whom:</u> Appropriate Training Additional Training Briefing by responsible person Practice drills Awareness training
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WORKING AROUND SCHOOL RECOMMENDATION

This is only a recommendation based on the initial inspection – The authorised and experienced persons must determine the correct means of access as part of the site specific risk assessment – Working at hierarchy procedures must be followed.

Can working around the school be avoided?		N	
Suitable for Collective Fall Prevention Measures		Y	External Contractors must be CRB cleared or chaperoned
Suitable for Work Positioning Measures		N	

SAFE SYSTEM OF WORK RISK REGISTER

All work will be carried out under strict supervision in accordance with the schools policies, procedures and safe systems of work.

The generic risk assessments below are for the Moreton Hall Management System and Safe Systems of Work and are considered most relevant, for the school and staff.

GENERIC RISK ASSESSMENT NEEDED FOR MORETON HALL SCHOOL

Site Specific RA	Pg008-21122015
Scaffold Tower external works	
Sports hall Sports activity's (outdoor equipment)	Inspected every quarter
Swimming pool (outdoor)	
Grounds Maintenance	
Boarders / Living accommodation	
Classrooms	

PROTECTING THIRD PARTIES AND PUBLIC

Care will be taken at all times to ensure that no hazards are posed to Children and staff, third parties, the public or trade contractors working in close proximity to Moreton Hall school activities. At all times staff must follow the safe systems of work and associated daily risk assessments and visual inspections to ensure the areas are clear and safe to work in and appropriate barriers and guards are erected where needed.

All designated pedestrian routes and walkways will not be blocked without an alternative route being clearly identified with signage and guarding around in or outside of the school.

METHOD OF WORK FOR NORMAL DAILY ACTIVITY

- Any staff members can do a visual inspection of the school and identify any potential hazards.
- These hazards if found will be cordoned off at the earliest chance.
- House masters / staff will close doors at night and check appliances are turned off.
- External contractors will be prior vetted before they work on site

SITE DIRECTIONS

IP32-7BJ –If approaching by car drive through the Moreton Hall housing estate, BSE, turn left at the roundabout on to Mount Road and follow this road 300 yards just over a zebra crossing then turn left into the signed marked turning and follow the private road to the car park at the front of the school.

SITE MAIN PHOTOS



Main Building with living accommodation:

Schools outdoor park inspected every quarter:

WELFARE FACILITIES

Facilities are located throughout the school on most levels, segregated between students accommodation, and broken to Male/Female ablutions, staff areas.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED BY ALL OPERATIVES ON SITE

All operatives are required to wear Personal Protective Equipment (PPE) whilst on site dependant on tasking.

The minimum requirement is dependent on what works or lessons are taking place. Students will be required to wear appropriate PPE from direction of the SME teachers.

Additional resources available to the students and staff are:

- FFE throughout the school
- First Aid boxes (enough for a large incident)
- Designated first aiders
- Designated fire wardens
- Designated fire marshals
- RA available for all aspects of academic training / syllabus
- Means of raising alarms
- Signing in/out books
- Forming up / safe areas
- Emergency torches available
- Emergency numbers

A first aid kit should be available throughout the school and briefed down, FA training given to students and staff.

DOCUMENTATION ON SITE WHEN SIGNING IN

All visitors/contractors will hold the following documentation on arrival at site location

- Identification Badge crossed referenced to who is expected at the school
- Job documentation
- Site Specific Risk Assessment Sheets for specific roles and responsibility's
- Company Health & Safety information containing company policies on safety procedures, generic risk assessments and method statements, CoSHH and all staff qualifications that are on the schools premises

Responsible persons will also maintain any and all health and safety documentation given to him by the client's representative

PLANT AND EQUIPMENT USE REQUIREMENTS

Equipment to be used on this site:

This will be dependent on the works been carried out, Moreton Hall's H&S representative will check the following:

All plant and equipment will be checked before use.

Any plant or equipment failing daily checks or without a valid test certificate will be removed from the school and asked to be replaced. Only supervisors will have access to plant or equipment that has been removed from service to avoid uncontrolled access and use and away from the schools premises.

SAFE ACCESS / EGRESS TO THE SITE

How will the visitors gain safe access and exit at the site?

- *Emergency access route is the access route to site as it is one access and egress.*
- *Vehicles will not be parked in areas where they block any safe access / egress for emergency vehicles*

ACCESS ROAD	YES	ACROSS FIELD	YES	
FOOTPATH	YES	OTHER	NO	
CAR/VAN	YES	HLS (IF NEEDED)	YES	

OPERATIVE TRAINING CERTIFICATION

EMERGENCY PROCEDURES

- The named persons in Moreton Hall schools policies and procedures will be the appointed operative in emergency first aid, rescue planning & fire precautions.
- Emergency fire alarm on this site will be a siren or verbal. On hearing the alarm operatives will proceed immediately to the nearest fire assembly point which is at the main front car park.
- On hearing the alarm **DO NOT** try to fight the fire or return to collect personal belongings. If you believe that a member of staff or student is missing or still on the site, **DO NOT** return to the location, but **DO** inform a supervisor immediately who will notify the emergency services.
- Emergency rescue plan, including emergency trauma, will have designated people assigned to them outside of the site specific RA.

EMERGENCY SERVICES & CONTACT NUMBERS

Emergencies involving any Moreton Hall schools staff or students will be dealt with by the school's first aiders who are trained in first aid procedures or by emergency services depending on the response location and the emergency type.

If the situation / hazard pose a greater emergency to other staff, dial 999 and request the emergency services.

Give clear and precise information to the emergency services and the full site address. An operative should be instructed to make themselves clearly visible to the imminent arrival of the emergency services and clearly indicate the location of the incident.

In the event of a major accident or incident the schools responsible person (usually the head master) must be contactable within 2 hours of the incident occurring. This is in case RIDDOR needs to be informed.

Nearest Accident & Emergency Hospital:

West Suffolk Hospital
 Hardwick Ln, Bury St Edmunds, Suffolk IP33 2QZ
 01284 713000

WASTE MANAGEMENT

Waste management should be regularly audited (at least once a month) to ensure adequate steps are being taken to prevent any unauthorised disposal of waste.

ENVIRONMENTAL CONSIDERATIONS

FLORA / FAUNA	Y	FUELS	Y	BIRDS & BATS	Y	AMPHIBIANS	N
WATER	N	CHEMICALS	Y	BADGERS	N	<i>Other</i>	Y / N

Before commencing of any external work at Moreton Hall School the external Team Leader will carry out a site specific risk assessment by dynamically upgrading this document to a site-specific assessment.

All operatives will be compliant to and guided by the Country's wildlife policy. Sites where wildlife habitats such as County wildlife sites, bats roosts, badger sets, otters or any other protected sites are identified, all operatives will take every precaution, including stopping any further work, until such time as the site can be assessed by the in house qualified environmental professional.

All operatives will be mindful of possible hibernation bat roost sites and follow guidance from the bat conservation trust, Natural England and the Arboriculture and bats- a guide for practitioners Lantra technical awards.

In the event of a spill such as HFL's (diesel fuel) wherever possible and without taking risks to personal safety, external contractors will act immediately to identify the spill material and the associated hazards and precautions required. Contain the spill by using absorbent materials or by building a bunding / dam of earth or sand to divert and block the spill away from drains, watercourses and other sensitive areas. The external contractor will clean up and dispose of all contaminated materials in line with waste management guidelines and at the contractors own cost.

RESPONSIBILITY FOR THIS DOCUMENT

Moreton Hall school will ensure that any updating of this document is recorded.
Adjustments can be made in pen/pencil but clearly marked by the person making changes to the document.

SITE STAFFING LEVELS GUIDE *Instruction – consider how the site is to be managed as well as the work being undertaken. The following is a guide. There must be adequate trained personnel to carry out Rescue if needed at all times. There must be adequate personnel to manage the general public, other site workers and the schools listed persons at all times.*

Staff Number/ Risk Rating	JOB / SITE DESCRIPTION	CONTROL MEASURES
2 + (LOW RISK)	House masters/responsible persons will be present 24 hours a day throughout term time. Point of contact and the responsible person for any event or emergency out of the working day.	Practice drills. Practice alarm tests. Understands evacuation plan and responsible for the call out of the emergency services if needed.
3 + (MEDIUM RISK)	School events such as plays, sports days when external persons are visiting the school. Increase of external visitors on the schools premises.	Minimum of 2 x responsible persons taking control for the increase of people. Designated person to take responsibility of an event and to brief external contractors on policies and procedures.
4 + (MEDIUM RISK)	Large construction works that fall over term time (new roof etc.) external contractors, visitors, students at the site. Sports days, sports matches taking place and a larger volume of people at the school.	Minimum of x 2 responsible persons taking control for the increase of people. Minimum 2 x designated persons taking responsibility of event and briefing external contractors on policies and procedures. Create a safe access and egress for all parties to segregate students away from working areas.

PLEASE CONFIRM THAT MORETON HALL PREPARATORY SCHOOL HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS DOCUMENT

No	Name (Print)	Signature	Date
Headmaster			
Housemaster			
First Aider			
Des 1			
Des 2			