

Health and safety is one of TAMOS Education's prime considerations when it comes to creating a safe, nurturing and comfortable environment where students can feel relaxed and able to learn and reach their full potential.

The directions in TAMOS Education's health and safety policy should be followed at all times by every member of staff, pupils, parents, volunteers and any stakeholders entering the TAMOS campus. Failure to follow these directions could lead to disciplinary or legal procedures.

Health and safety essentials - 3cs

Control

- Someone needs to be placed in charge;
- This person is key to controlling the work and, therefore, the risks that might arise;
- He / she needs to be sufficiently senior to have the necessary authority.

Co-operation

- All involved should properly consider how the work would be co-ordinated;
- Agree responsibilities in advance of the work;
- The work should be considered in its entirety. It is important that you co-operate with others to ensure that one person's work does not adversely affect the work of others.

Competence

- Don't take on work beyond your capabilities. You need the right knowledge and experience;
- You should know the risks associated with your work and how to deal with them;
- Be sure to ask for advice and information where you need it.

Six things to do

- 1) **Check there is someone in charge** - find out who it is. If it is you, you may have the responsibility for points 2 to 6;
- 2) **Confirm competence** - make sure you know what you are doing. Also, make sure that anyone who works for you knows what they are doing. If necessary, get advice, information, and more training. (Those who are not experienced can work under supervision.);
- 3) **Assess your risks** - Risk assessment is the essential first step. This is a careful examination of what could cause harm to people which enables you to weigh up whether you have taken enough precautions. Consult others who may have useful information, including any safety representatives;
- 4) **Plan for health and safety** - Include health and safety as plans for the project are developed. Who will have the key responsibilities? Where necessary obtain information and advice from specialists;
- 5) **Pass information on** - Who needs to know what? Have the health and safety arrangements been properly explained, especially to those who are to implement them? Is there someone working for you who needs information about safety? Do you have specialist information or expertise that you should share with the person in charge? Have you spotted something you're not sure about? Are you going to make any changes that could affect safety?
- 6) **Think again** – Projects in school are constantly changing: someone doesn't turn up, equipment fails, the weather changes; a director or teacher has a flash of inspiration. Some of these may affect the safety arrangements. Whenever there is a change, consider its effects on safety and tell others who need to know and re-think health and safety as the work progresses.

ELEVATING WORK EQUIPMENT AND ACCESS EQUIPMENT

Ladders

- **Check** for any damage before use. Lean at approx., 75° from horizontal;
- **Ensure** firm, level base and keep a secure grip;
- **Always** have it footed at the base. If you are footing a ladder, then concentrate. If possible, secure top of ladder;
- **Avoid** electrical hazards;
- **Avoid** over-reaching;
- **Never** have more than one person on a ladder at a time;
- **Do not** carry loads on ladders - use a hoist line;
- **Do not** extend hands over marked safety limit.

Machinery / tools / welding etc.

- **Only** to be carried out by competent staff;
- **Notify** all others working in the area of safety precautions;
- **Use** safety guards and screens etc. as required;
- **Only use** tools designed for the job, in accordance with instructions and safety guidelines;
- **Only Use** maintained tools - Check cables and plugs etc.

Health & safety – lifting heavy objects

Many of the accidents reported each year are associated with the manual handling of loads. Sprains and strains, particularly of the back, are the injuries which most often occur. In many cases, these injuries result in a temporary absence from work but can sometimes be serious enough to lead to permanent disablement. It is often not appreciated that many manual handling injuries are cumulative rather than being directly attributable to any single handling incident.

Regulations and associated guidance require that assessments are made of manual handling operations, so as to reduce the risks of injuries. These assessments should take into account four factors: the task, the load, the working environment and individual capability.

The load

Many manual handling accidents can often be eliminated by the observance of a few simple rules when lifting and carrying or otherwise handling heavy and/or awkwardly shaped objects. Consideration should always be given to using a trolley or other lifting aid wherever practicable. If the task looks in any way difficult, obtain assistance to make a trial lift, and never attempt to lift a load alone which is too large, too heavy, or awkward. See that there are no obstructions in the direction you will be travelling, and do not carry a load that obscures forward vision.

When lifting, take up position, with feet hip-breadth apart, one foot slightly advanced and pointing in the direction you intend to move. Bend the knees, with your back muscles relaxed, and take a secure grip of the load, keeping hands clear of its base for eventual setting down.

Lift, using the power of your leg muscles, keeping the back straight, with arms close to the body. Looking up as the lifting operation begins automatically straightens the back at the correct moment. Step off in the direction that your advanced foot is pointing, holding the load close in to the body. If turning is necessary, pivot on your feet, and do not twist the spine. Keep your shoulders level and squarely aligned with your pelvis, and your head straight. When lifting to a height from the floor, do so in stages; when lifting heavy loads down from a height, obtain help. Never bend down sideways for a one-handed lift.

To lower the load, again bend the knees with back straight and keep the weight close to the body. Watch your fingers as the load is being repositioned. Wherever possible, slide or push the load into position, especially if space is limited. When the operation is complete, check that the load is secure, and will not obstruct or fall on to someone else.

When pushing and pulling loads and handling unusually shaped heavy objects, follow the same general principles as above, letting your leg and arm muscles and the weight of your body do the work. Keep a straight back, a good grip, and bend the knees to obtain the best use of your body weight. Always get help for particularly awkward or heavy objects.

Where a risk of injury from handling a heavy load is identified, consideration should be given to reducing its weight. For example, always remove the contents of a props box before attempting to move it. Similarly, consideration should be given, where appropriate, to making loads less bulky so that they can be grasped more easily and the centre of gravity brought closer to the handler's body. Where possible, the load should be such that objects will not shift unexpectedly whilst being handled. Always assess the size of the load and always get help if there is any doubt about your ability to move the object safely by yourself.

To prevent injury during the manual handling of loads which have sharp corners, jagged edges, and rough surfaces or are hot or cold, personal protective equipment such as gloves, aprons, overalls or safety footwear may be necessary. Take care to remove any oil, grease or water which could cause the load to slip whilst it is being handled.

The working environment

Gangways and other work areas should be large enough to allow adequate room to manoeuvre the load during manual handling operations. Always check that the floor is not slippery, particularly where the floor can become wet. Manual handling on steep slopes should be avoided, as far as possible. There should be sufficient light to enable handlers to see clearly what they are doing.

The individual capacity

In making an assessment of individual capability to carry out manual handling tasks, allowances should be made for any known health problems which might have a bearing on the ability to carry out such operations in safety. If there is good reason to suspect that an individual's state of health might significantly increase the risk of injury from manual handling operations, medical advice should always be sought. Remember, manual handling ability depends on age, physique and physical condition. Each person must be the judge of how much he or she should attempt, and people with a history of a back or joint problem, or any other relevant medical condition, must always exercise extra care.

Pregnancy has significant implications for the risks of manual handling injury. Particular care must be taken for women who may handle loads during the last three months of a normal pregnancy and for three months following a normal delivery. Your immediate stage manager, director, or producer should be alerted to pregnancy, or any other medical condition, which might affect your ability to handle loads safely. As a general rule, the risk of injury should be regarded as unacceptable if the manual handling operation cannot be performed safely by most reasonably fit, healthy employees. However, if you feel that you do not have the knowledge or training necessary for the safe performance of a manual handling task, you should consult your immediate supervisor or stage manager, in the first instance. Always bear in mind that a serious back injury can permanently impair your quality of life.

Working at heights

Many activities in education involve working at heights. These include working in theatres, on stages in classrooms and reception.

Falls from heights are a regular cause of fatal and serious injuries. There are three main hazards:

- Falls;
- Falling objects;
- Falls from collapsing structures.

Carry out a risk assessment before working at height to find out what health and safety measures need to be adopted to avoid or reduce risk. Work should be done at a safe level to minimise risk. If this is not possible, consider the following:

- The physical condition of the people involved e.g., Age, fitness, pregnancy, vertigo, etc.;
- The activity;
- Equipment to be used;



- Location, e.g., Near or over water, roads, under power lines, over raked stage, etc.;
- The environment, e.g., Weather, temperature, lighting;
- Duration of the work;
- Condition and stability of the work surfaces.

Falls

Precautions must be taken where a person can fall a distance of more than 2m. If there is an increased risk of injury when falling a distance of less than 2m, e.g., working near a traffic route or above a dangerous surface, then suitable precautions will also be required.

There are four ways of preventing falls of people:

- Edge protection, e.g., Toe boards, guard rails;
- Safety harnesses;
- Maintaining a safe distance from an edge;
- Safety nets.

These need to be considered in the order listed above.

Falling objects

To prevent objects falling onto people you need a proper management system which:

- Provides barriers, e.g. A toe boards or mesh guards to prevent items from slipping or being knocked off the edge of a structure;
- Secures objects to the structure, e.g., Lashing of scaffold boards;
- Ensures that there are no loose objects and that any tools are properly secured;
- Creates an exclusion zone, where necessary, beneath areas where work is taking place.

In addition, when people are working at heights above other work areas, it is advisable to provide safety helmets to protect the workers below against falling objects. Danger areas can be clearly marked with suitable safety signs indicating that access is restricted to essential personnel wearing hard hats while this work is in progress.

Falls from Collapsing Structures

This section applies equally to temporary displays or more permanent structures used for long running school projects.

Structures need to be designed to be safe and to be built by competent people. The skills, knowledge and experience of the designer will depend upon the nature of the structure concerned and the use or uses to which it is put.

A competent person should inspect and attach a notice to a structure after completion and before it is put into use. Further inspections on a regular basis (at least weekly) and after severe weather (external structures) or if the structure is significantly altered, will also be needed.

Competency means a person with the appropriate qualifications, knowledge and experience to identify the risks arising from a situation and the measures needed to control these.

Temporary Access Equipment. Temporary access equipment would include scaffolding, tower scaffolds, ladders, step ladders and trestles. Some general points concerning safe use of temporary access equipment are that:

- Equipment should be properly maintained and regularly inspected particularly if used outside;
- Defective equipment needs to be clearly identified and not be used;
- Those using access equipment should be properly trained and competent.

No ladders should be used if there is the possibility of contact with overhead electric wires or unprotected electrical equipment.

An additional hazard associated with work in lighting grids is that of dropping objects such as tools. All suspended equipment should have an independent safety bond in addition to its primary means of suspension.

Make sure that no loose items are taken into the grid, e.g. by use of pocket less overalls, tie lines on tools and equipment, etc., or create an exclusion zone below the working area, e.g. by erecting a barrier.

In order to enforce this system, there may be a need for some form of warning system when the grid is occupied. Everybody working in the area should be clearly aware of the health & safety system being used.

Who has legal duties?

The employer must control the risks to health and safety that arise from the work activity, and make provision for welfare for employees. Arrangements need to take account of such things as who does the work, what training and supervision is needed, what equipment and materials are being used, where the work is being done and so on. In particular, the employer must ensure that what needs to be done is done. The employer must also ensure the health and safety of others who may be affected by the work.

Apart from employers, there are legal duties imposed on people in other positions. Those who are self-employed must take care of their own health and safety and also that of anyone else who might be affected by their work.

There are legal duties imposed on those who have control of premises which are used by people at work. 'Control' could be with a company or an individual, and 'premise' includes any place where work is done. This could be out on the streets, on location or in a part of a building.

Suppliers of articles and substances for use at work also have obligations (and this includes designers, manufacturers and importers, and also those who do erection or installation work). This is particularly important given the unusual applications that many ordinary articles and substances are put to in the industry. If you wish to use articles and/or substances in an unusual way check with the suppliers and/or manufacturers for advice about the possible consequences for health and safety.

Employees have a duty to take care of themselves and other people who may be affected by their work, and to co-operate with their employers. Once the employer has made proper arrangements for health, safety and welfare it is up to employees to play their part.

RISK ASSESSMENT

The management of health and safety at work regulations

The arrangements and responsibilities for health and safety are governed by the following Kazakh legislation.

The main law of the Republic of Kazakhstan that provides the legal framework in the field of OSH is the Labour Code of the Republic of Kazakhstan (Nur-Sultan, Aqorda, May 15, 2007, No. 251III), hereinafter LC RK, which came into force on June 1, 2007.

The Main Supporting Legal Acts on Occupational Safety Pursuant to the LC RK, the Government and the Ministry of Labour and Social Security of the Republic of Kazakhstan have introduced the following supporting regulatory acts in the field of OSH valid throughout the territory of the Republic of Kazakhstan:

- Rules for the adoption of regulatory legal acts in the field of OSH by corresponding authorized bodies. Decree of the Government of the Republic of Kazakhstan of August 21, 2007 No. 721;
- Rules of submitting information and keeping government OSH statistics. Decree of the Government of the Republic of Kazakhstan of August 21, 2007, No. 720;
- Rules of organizing and conducting government oversight in the field of OSH. Decree of the Government of the Republic of Kazakhstan of September 27, 2007, No. 851;
- On approving the list of medical psychiatric counter indications for specified types of professional activities as well as hazardous jobs. Decree of the Government of the Republic of Kazakhstan of June 18, 2002, No.668;

- List of organizations and facilities which must have a fire service on a mandatory basis. Decree of the Government of the Republic of Kazakhstan of February 27, 2004, No. 239;
- Rules of the conduct of obligatory periodic attestation of production facilities in terms of labour conditions. Executive order of the Ministry of Labour and Social Security of the Republic of Kazakhstan of August 23, 2007, No.203p.;
- Instructions on the application of the List of Production Facilities, Workshops, Occupations and Positions with Harmful (Very Harmful) and (or) Hard (Very Hard) Hazardous (Very Hazardous) Labour Conditions in jobs that entitle the holder to short hours and an additional annual paid leave.
- Rules and norms of the issue of milk and preventative nutrition to workers at the employer's expense. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of July 31, 2007;
- List of jobs in which the application of the labour of workers under the age of 18 is prohibited, the maximum loads that are allowed to be lifted and moved by workers under 18. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of July 31, 2007, No.185p.;
- List of jobs in which women's labour is prohibited, maximum allowable weights that can be manually lifted and moved by women. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of July 31, 2007, No. 186p.;
- Rules for providing workers with work clothes, special footwear and other individual and group protection means, sanitary and service premises and devices at the employer's expense. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of July 31, 2007, No. 184p.;
- Rules of training, instruction and testing of the workers' knowledge of OSH matters. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of August 23, 2007, No. 205p.;
- Model regulations on the security and OSH service within an organization. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of August 22, 2007, No. 200
- The form of statistical reports on occupational accidents. Executive order of the Chairman of the Statistical Agency of the Republic of Kazakhstan of December 6, 2001, No. 60c; 16;
- Rules for developing and approving OSH instructions by the employer. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of July 16, 2007, No. 157;
- Instructions on maintaining the list of specialized organizations. Executive order of the Minister of Labour and Social Security of the Republic of Kazakhstan of March 4, 2005, No. 61;
- On the procedure of mandatory preliminary and periodic medical examination of workers exposed to harmful, hazardous and unfavourable production factors and confirmation of occupational fitness. Executive order of the Public Health Committee of the Ministry of Public Health, Education and Sport of the Republic of Kazakhstan of May 24, 1999, No. 278;
- On approving the list of harmful production factors and occupations for which preliminary and periodic medical examinations are obligatory and instructions on the application and preliminary and periodic mandatory medical examination of workers exposed to harmful, hazardous and unfavourable production factors. Executive order of the Minister of Health of the Republic of Kazakhstan of March 12, 2004, No. 243.

Risk assessment is now the basis for most of our health and safety legislation.

There are regulations which cover specific risks such as manual handling, work with substances hazardous to health and work at display screen equipment. You may need to know about these and others.

Failure to make a proper risk assessment can expose the school to prosecution.

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General Health & Safety

