



## HEALTH AND SAFETY POLICY

### Health and Safety Policy Statement

Health & Safety is led at an appropriate level by the Board of Governors. The Governors and Headmistress are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the children, staff, visitors and others affected by the School's activities, by identifying and then controlling hazards.

The Headmistress, assisted by the Bursar, will provide a positive lead in organising Health and Safety activities, setting policy, undertaking risk assessments and preparing method statements, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, The Bursar or Headmistress.

The School engages an independent, external Health & Safety auditor, who visits the school and carries out an audit on an annual basis.

Signed: .....

Mrs Louise Lawrance  
Headmistress

Dated: September 2020



## RESPONSIBILITIES

### Headmistress

- a) Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will work with the Finance committee to ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected on a continuous basis from a Health and Safety point of view, with an annual, formal inspection.
- g) Will review the Health and Safety Consultant's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- j) Will familiarise themselves with First Aid and Fire procedures.
- k) In the absence of the Headmistress, the Deputy Headmistress will assume responsibility for the above.

### Bursar

- a) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations under his control.
- c) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will ensure all new plant, buildings and equipment are inspected for potential hazards as necessary. Will ensure the Site Manager makes all necessary hazard checks on equipment when it is delivered and that it is installed by the Site Manager or a competent person.



- e) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure that, in conjunction with the Headmistress, any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- h) Will be responsible for the Control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc. in place.
- i) Will, in conjunction with the Headmistress, review the Health and Safety Consultant's reports and take action where appropriate.
- j) Will ensure that the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.
- k) Will familiarise themselves with First Aid and Fire procedures.

### **Heads of Department**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations within their part of the school. These must be stored in the shared electronic Staff filing area and reviewed according to the review dates as set out in these documents.
- c) Will ensure that department staff are aware of safe methods, procedures and policies, including any updates.
- d) Will ensure that all classroom/work areas are safe before they are used by any person.
- e) Will ensure that all equipment is safe before it is used by any person.
- f) Will ensure that protective equipment, where appropriate, is used at all times.
- g) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmistress without delay.
- h) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- i) Will familiarise themselves with First Aid and Fire procedures.

### **Peripatetic Teachers**



- a) Will fully familiarise themselves with the School's Health and Safety Policy and will abide by it while on the school site.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmistress without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- h) Will familiarise themselves with First Aid and Fire procedures.

### **Teaching Staff and Teaching Assistants**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, Bursar or Headmistress without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- l) Will familiarise themselves with First Aid and Fire procedures.

### **All Other Staff**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.



- c) Will conform to all advice given by the Headmistress and Bursar and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmistress without delay.
- e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use Safety Devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will observe any usage instructions for equipment used and report any defects immediately to the Head of Department.

### All Other Persons on the School Property

- a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.
- d) Will familiarise themselves with First Aid and Fire procedures.

### Safe Systems of Work

Heads of Departments have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
- Where appropriate, details of the correct sequence of operations involved.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

Areas where written procedures are required:

- Grounds, maintenance and cleaning
  - use of machines and tools
  - Use of chemicals, flammable liquids/materials, including COSHH (Control Of Substances Hazardous to Health) sheets



- Catering department
  - Use of machines, cooking equipment and tools (i.e. knives and sharp utensils)
  - Use of chemicals, including COSHH sheets
  
- Science laboratory
  - procedures to be adopted for practical experiments
  - general laboratory procedures
  
- Art department
  - cutting
  - Use of cookers or ovens

All written procedures should be stored electronically in the shared Staff area; alternatively, hard copies can be stored in the area of work. Heads of Department are responsible for ensuring staff have read and understood the written procedures and for keeping the procedures up-to-date.

### **Training**

Teaching Staff have all received Teacher Training. Support Staff will be given training, as necessary, appropriate to their role in the school and the tasks that they are to fulfil.

Induction training, any additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document, the Staff Handbook or by other means as deemed appropriate. The Bursar delivers H&S training annually to all staff. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged. Training and on-the-job instructions will also be given by the Head of Department or by external providers, if the area is of a specialist nature.

The First Aiders, who are qualified to carry out medical activities, have received training. In line with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice 1990, First Aiders will undertake a two-day refresher course every three years.

On-going training will be carried out as required when areas where training is needed are identified.

### **Playground Safety**

The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

The Early Years, Junior and Senior schools operate separate rotas which take account of the differing needs of the ages of the children.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'Out of Bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

### **Sport – General**

All pupils are expected to take part in sport activity.



Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day and the pupil is clearly unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are sufficiently qualified in their particular discipline before engaging them. The Head of Physical Education is responsible for matching coaches' qualifications with the needs of the school.

For all sports the relevant protective equipment must be worn.

Risk Assessment is required for sport activity although staff supervising must be aware of the hazards involved. In due course, there may be a requirement for umpires and referees to have had some recognised training and the School will ensure that this requirement is satisfied, should the requirement arise.

### **Sports – Injuries**

In the event of injury in sport activities, minor scrapes and bumps are dealt with by the member of staff in charge. The First Aider may be involved if necessary.

If the situation demands, the child's parents will be contacted to enable them to deal with the situation.

In the event of the injury being serious, the member of staff in charge of the particular sport in question, the Medical Assistant or the School Secretary, will summon an ambulance. In all such cases, should a parent not be able to attend the location of the incident quickly enough, a member of staff will accompany the pupil in the ambulance and will ensure that the pupil's parents are kept informed.

### **Great Hall**

The Great Hall is used by the School itself and is also let to other organisations, albeit rarely. When it is used by the School, pupils are not permitted into the Hall without supervision.

#### **Equipment:**

All equipment in the Hall is checked regularly by staff to ensure that it is safe to use and additionally it is checked and tested annually. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

#### **Shoes:**

There is a strict rule concerning the wearing of non-marking shoes in the Great Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

#### **Injury:**

Injuries occurring in the Hall will be handled either by the member of staff supervising the activity in the Hall or by the First Aider if required.

### **Swimming Pool**

The swimming pool is under the direct control of the Head of Physical Education. A Normal Operating Procedure and an Emergency Action Plan is in place.



Swimming activities are always supervised by at least one person who have carried out Life Saving training and the pool is used only under the strict application of the pool rules as follows:

All swimmers must be made aware of the basic rules of the pool:

- No pupil is to enter the pool area unsupervised by a member of staff
- Pupils should only enter the water when directed to do so
- No running on the poolside
- No diving in without permission
- All pupils are to behave in a manner that will not endanger others
- Staff should check carefully the number of pupils going into and out of the pool
- No pupil should leave the pool without a member of staff's permission (on returning, they should report to the same member of staff)
- Staff should ensure that the pupils clear their noses and make use of the toilets
- No watches are to be worn whilst swimming
- No eating in the pool
- Assembly point in case of fire - as detailed on Fire Procedure Notice

Security:

- For safety and security reasons, the pool is locked when not in use.

Pool Maintenance:

- The maintenance of the pool is under the control of the Site Manager. He checks the balance of the water daily and adds the relevant chemicals as required. An external contractor carries out monthly legionella testing on the school water system.

Winter Operation:

- During the winter term the pool is drained, covered over and used as a gymnasium. When it is used in this way, there are strict rules concerning the wearing of correct footwear to protect the floor surface.

### **Minibus**

The School minibus is fitted with seat belts, have forward facing seats and are regularly serviced in line with manufacturer's recommendations. Petrol, oil, water, tyres, and seat belts are all checked regularly by the Site Manager. Any defects identified or repairs required are attended to immediately. On occasions, minibuses are hired in by an external, reputable company, with our own staff driving the vehicle. These vehicles are insured each time through Marsh.

The School also requires drivers to pass a test minibus driving test before they drive the vehicle, unless their driving licence covers minibuses.

The vehicle is equipped with the following items:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools

The vehicle has a grab bag, containing all aids, which is located inside the vehicle.





Before commencing a journey, the following procedure will be adopted:

1. The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
2. The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
3. The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

In the event of a breakdown, a Member of Staff will stay with the minibus at all times and call for support from the school and/or the breakdown service or emergency services.

### **Fire**

- The School has visits by the Local Fire Officer and other authorities to inspect the school and ensure it complies with all requirements.
- Fire Drills are carried out once per term and the details recorded in the Fire Log.

Fire instructions:

- Fire action notices are posted in all areas indicating the instructions in the event of a fire and location of the fire assembly point. It is the duty of all support staff and teaching staff to ensure that they and their pupils are aware of the plans and are clear as to the routes to follow in the event of an evacuation.

Calling the Fire and Rescue Service:

- In event of a fire occurring the Fire and Rescue Service will be summoned by the Bursar. Staff may make the call themselves in case of discovering a fire.

Fire Risk Assessment:

- In line with the Regulatory Reform (Fire Safety) Order, a Risk Assessment for fire has been carried out.
- Annual fire safety checks are carried out by an external provider.
- The fire alarm system is maintained and checked six-monthly, by an external provider, 1<sup>st</sup> Ace.

### **First Aid and Medicine Control**

First Aid and Medicine Control First Aid and First Aid boxes are under the control of the School Secretary who is a qualified First Aider. The school also employs a part-time Medical Assistant.

The First Aid Boxes are sited in strategic places in the School and are checked regularly and topped up as required.

Medicines are under the control of the School Secretary and the Medical Assistant. Pupils who are on medication for severe allergic reaction are required to hand their medicine to the School Secretary for it to be administered as appropriate. In all cases a letter is required from the child's parents requesting that the School administers the medicine.



The following items are also controlled by the School Secretary:

- The Accident/Incident 'Book' – kept in the main office and filled in for significant accidents and incidents for anyone
- The electronic medical incidents spreadsheet – filled in for first aid cases where pupils have suffered minor injury through accidents/incidents or are feeling ill
- Pupil's medicines - kept in the Secretary's office and administered by the pupil or a first aider.

In case of illness or injury, the following procedure should be followed:

- a) First aid should be rendered, in accordance with level of training. Minor injuries should be referred to the school secretary for treatment. It is important that polythene gloves should be worn when dealing with bleeding or other cases of spillage of body fluid, and hands should be thoroughly washed before and after any such incidents. A record should be kept of all first-aid cases treated in accordance with the paragraph above.
- b) If the condition is serious enough, the School Secretary or Medical Assistant will immediately contact the parents and a decision over collection or further medical treatment will be made.
- c) In a serious medical incident, where an ambulance is felt necessary, a responsible adult should accompany a child to hospital and the parents informed as soon as practicable. On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents etc..

Please see also Administering Medicines Policy.

### **Forest School**

Forest school provides a valuable opportunity for children to learn through outdoor activities and contributes to their development throughout childhood. The School recognises this activity has risk associated with it and has fully trained two members of staff through an intensive accreditation programme, has developed a risk assessment to manage the activities undertaken, has identified and prepared a suitably safe woodland area for forest school. The activities undertaken in forest school is suitable to the relevant age groups, children are escorted to and from forest school, not left alone and are supervised by two adult members of staff.

### **Off-site Trips**

When trips take place, for example sports fixtures at other schools, a member of staff acts as the nominated person in charge of the trip. He/she carries the following:

- Pupil list, including contact details and medical conditions
- Medicines (if appropriate)
- First aid kit
- Telephone
- Contact details for school management (for emergencies)

### **Catering**

The School undertakes its own catering arrangements and the activities in the Kitchens are under the control of the Catering Manager.

The Catering Manager ensures that activities are undertaken in line with the Food Safety Act 1990 and Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not



applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out:

- a) Cleaning schedules are established and details recorded.
- b) Equipment is maintained in accordance with a schedule and the details recorded.
- c) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands, with the exception of a wedding band, is not permitted.
- d) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- e) Blue plasters are used to cover minor cuts etc..
- f) General hygiene inspections are carried out on a regular basis.
- g) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- h) The following checks are carried out during operating hours:
  - a. Hot and cold equipment temperature checks
  - b. food temperature checks
- i) A full hygiene and deep cleaning programme is carried out at the required intervals as per legislation and recommendations from the Environmental Health Officer

The Bursar inspects food safety records on a termly basis and initials and dates all the records he/she checks. The Environmental Health Officer inspects all record keeping and procedures during inspection visits.

### **Cleaning**

The School uses both contract cleaners (specialist jobs, e.g. windows) and also cleaners engaged directly by the School. The Schedules for keeping the premises in a clean and orderly condition during term time are as follows:

Daily cleaning:

- Classrooms
- Toilets
- Changing Rooms
- Halls etc.
- General Areas

Before use, an inspection of mechanical cleaning equipment, chemical dispenser equipment and all other sanitary/safety equipment is carried out by cleaning staff, referring to risk assessments, COSHH safety data sheets and safe systems of work.

Cleaning staff must wear Personal Protective Equipment as and when necessary and adhere to training provided and user instructions. All hazardous cleaning materials/chemicals must be stored in a safe manner, locked away.

During the holiday periods, in-depth cleaning of areas is carried out on a rota basis.

### **Control of Vehicles**

Marked parking spaces are limited on the School premises and these are restricted to School staff and visitors. Parents park on the left-hand side of the driveway at pick-up times and the School monitors and



reacts to any drivers causing a hazard by dangerous/inconsiderate parking. Parents can also park in the surrounding roads or use the public car park on Bradbourne Park road. During drop-off and pick-up times, there is supervision by staff, including managing the pedestrian crossing by the tower entrance.

School staff who are on supervision duty intervenes directly should drivers been seen to use mobile telephones whilst driving or not observing the 5 mph speed limit. This mitigates the hazards and dangers to children and adults.

### **Security**

The School has taken reasonable steps to prevent unauthorised entry to its premises and this is assisted by an intruder alarm which is installed. The buildings are unlocked and locked by the Site Manager at the beginning and end of the day.

Keypad code locks are employed to deter unauthorised entry and the front door of the School is locked, entry being gained only after ringing the bell or by knowing the staff code. Codes are changed annually.

The School has a system in place for the youngest children whereby parents are required to collect their children from the classrooms. The School always ensures that the person collecting a child is either the parent or a known, approved alternative and there is a system in place to ensure that this is rigidly adhered to.

### **Machinery and Plant**

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2) (a) of the Health and Safety at Work Act 1974.

The Inspections and Checks are carried out as follows:

1. Before use, inspection of guards and mechanical equipment and grounds maintenance equipment by Site Manager/Maintenance Staff or other staff, referring to risk assessments.
2. Weekly Checks on Fire Alarm points
3. Six monthly checks on Fire Alarm System
4. Annual checks of Burglar Alarm
5. Annual Checks/Service of Fire Extinguishers
6. Annual checks/service of grounds maintenance tools and machinery
7. Service of Boiler Plant and Associated Equipment as required
8. Checks of portable electrical appliances to a schedule
9. Termly checks on cookers in Art room

### **Environmental Control**

Classrooms and General Areas:

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Art Room and Science Laboratory:



Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1988. All these areas use dilution ventilation but the School is mindful of the potential requirement to have Local Exhaust Ventilation and keeps this under constant review.

### Swimming Pool:

Conditions in the Swimming Pool are monitored carefully to ensure that the optimum combination of ambient temperature and water temperature is maintained to prevent excessive condensation build up and a ventilation system is installed to assist.

### Waste Disposal

#### General waste:

- The disposal of general waste will be carried out in the usual manner by the Local Authority.

#### Chemical waste:

- Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

#### Food waste:

- Disposal of food waste is carried out by the Local Authority along with the General Waste.

### Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health, the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
  1. Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
  2. Control Measures to be adopted.
  3. Maintenance of the Control Measures.
  4. Monitor the situation to establish that the measures are effective.
  5. Undertake Health Surveillance where relevant.
  6. Carry out Instruction and Training to ensure the following are understood:
    - a. Use of the substances, their handling, storage and disposal
    - b. Emergency Procedures
    - c. Methods of Control
    - d. Use of Personal Protective Equipment
    - e. Record all information on relevant assessment form

This type of assessment would be carried out by the Health and Safety Consultant. The school currently does not use any substances that are controlled under the COSHH Regulations.



## **Personal Protective Equipment (PPE)**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992, the following obligations will apply to The School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- a) Report any loss or defect

Staff who use PPE should inspect the PPE every time it is used and report any defects to the Head of Department. Staff receives training from their Head of Department in correct use of PPE.

## **Display Screen Equipment**

A user is defined in the DSE regulations as a person who significantly uses as a part of their normal working day, display screen equipment for more than one hour per session, per day (8 hours). There are few staff that fall into this category, typically this is office-based, full-time staff. The Bursar issues self-help guidance to staff in order to assist them in making sure their work-stations are set up correctly to ensure posture is correct and eye strain is not suffered.

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **Risk Assessments**

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999 and a Risk Assessment Policy is in place.



- The Assessment will establish the following:
- The Hazards associated with a particular activity.
- The Potential Frequency and Severity of an accident.
- The Control Measures being employed to minimise the risk of an accident occurring.
- Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by Heads of Department and also staff, with assistance from the Health & Safety Consultant, the Bursar and other personnel as required.

### Manual Handling

The School is aware of its obligations under the Manual Handling Operations Regulations 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
  - assistance from other personnel
  - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

### Health & Safety Committee

The Health & Safety Committee meets on a termly basis and its purpose is to carry out the following:-

- To promote Health and safety throughout the School
- To receive the annual report from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy
- To consider and introduce additional Safety Rules that may be required from time to time
- To ensure that current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent recurrence
- To carry out any inspection of the School that may be required
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- To investigate any special hazards and to recommend action to be taken
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.



- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the H&S Committee if deemed appropriate.

### **Noise**

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in point 1, Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

### **Vibration**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- 1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- 3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

### **Working at Height**

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. Work at Height is covered in whole-school training.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.





- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

### **Reporting Procedures - Accidents and Near Misses**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises (The Specified Injury as listed in the Regulations).
- 3) Dangerous Occurrences listed in the Regulations.

b) Reporting:

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by the above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

- **TIME**
- **DATE**
- **PLACE**
- **PEOPLE INVOLVED**
- **DESCRIPTION OF EVENT**



## **Educational Visits**

The School has a full Educational Visits Policy which addresses the following points:

- Careful planning of trip with prior visit made by organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- Risk Assessment carried out where appropriate.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

Supervision:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

The School has an Educational Visits Coordinator in place – this is the Headmistress.

## **Control of Contractors**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations, The School exercises control over contractors in the following way:

### 1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

### 2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - e.g. Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry



- d) Chemical Storage
- e) Occupational Health Risks including Noise

### 3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors.

### 4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

### **Construction (Design and Management) Regulations 2015**

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

- Select and appoint a provider acting as Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.
- Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project.
- Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

### **Asbestos**

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey:



A Type 2 non-intrusive Survey was carried out for the premises on 16<sup>th</sup> April 2009 and various types of Asbestos were identified, with one hazard having been removed, after a follow-up visit on 19<sup>th</sup> November 2009. The Asbestos survey and register can be found in the main reception and also the Bursar's office. Contractors who work in areas where Asbestos has been identified are required to sign the Asbestos register and carry out their own risk assessments before commencing work.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

### Management:

The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

- An annual visual survey of the areas where Asbestos has been identified.
- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

### Health & Safety Emergencies

#### Major Incidents:

The School has anticipated the possibility of a Critical Incident occurring and has devised a Major Incident Plan.

The Plan covers the constitution of an Incident Management Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

### Occupational Health and Stress

#### Occupational Health:

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils



are generally benign. Workshop activities are confined to Art, Science and Design & Technology areas, where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

### Stress:

The School is aware of the potential for Stress impacting employees, manages the stressors identified in health and safety guidance, has created an organisational structure and environment that facilitate engagement, collaboration, support for each other and opportunities to raise issues at many levels. There are procedures and systems in place for managing wellbeing. The School adopts a proactive approach to this issue and has both a pupil and staff wellbeing strategy.

### Slips and Trips

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries. A Risk Assessment Policy is in place. The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

### Violence

Please refer to the Promotion of Good Behaviour Policy and also the Safeguarding Policy.

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

Any incidents of violence or aggression is referred to in our staff Code of Conduct and the Capability, Personnel, Disciplinary and Grievances Policy.



In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

### **Monitoring**

The Health and Safety Policy will be monitored on an on-going basis by the Health and Safety Consultant and the Bursar. Checks will be made annually with an inspection being made of all areas of The School followed by a report.

There will also be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities of the school.

### **Consultation with Employees**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- 1) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- 2) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- 3) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- 4) The planning of Health and Safety training.
- 5) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Safety Committee if deemed appropriate.

### **Linked Policies:**

- Risk Assessment Policy
- Educational Visits Policy
- Asbestos Policy
- Promotion of Good Behaviour Policy
- Safeguarding Policy
- Capability, Personnel, Disciplinary and Grievances Policy
- Administering Medicines Policy
- Code of Conduct for Staff