HEALTH AND SAFETY POLICY PART I
Health and Safety Policy Statement

As governors of The Granville School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of The Granville School by exercising oversight on health and safety at the school. The governors delegate day to day management of health and safety to the Head and Bursar at the school. The school's internal health and safety management committee (the management committee) meets termly to review reports and matters of health and safety, agrees solutions, make decisions and review action taken. The management committee reports to the board of governors via the House Committee. The House Committee has responsibility for overseeing health and safety *as part of their overall responsibilities for oversight of the upkeep and maintenance of the fabric of the buildings and the estate.*

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.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head with aspects of work delegated to the Bursar. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's House Committee meeting.

- The minutes of the house committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the house committee chairman wishes to bring to the Board's attention.

- The external fabric of the school, its plant, equipment, and systems of work are regularly monitored internally by the Site Manager and Bursar and maintenance contracted out and carried out by competent professionals where necessary.

- The maintenance requirements are considered by the management committee and its recommendations together with routine maintenance works carried out form the basis of the school's routine maintenance programmes reported to the house committee.

- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Chef Manager arranges for regular maintenance of equipment together with regular external deep cleaning and pest control services. The bursar reports on all these aspects to the House Committee.

- The school has fire risk assessments carried out by a competent person every three years; these are reviewed internally by the Bursar during the year for progress on completion of items in any action plan that results from the three-year survey. The Health and Safety Management Committee reviews this risk assessment every time it is amended and submits a report to the House Committee.

- An external health and safety consultant conducts a comprehensive review of the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales every four years. The progress of implementation is monitored by the House Committee.

- The school has a competent external contractor who undertakes a risk assessment for legionella, every two years and monthly water sampling and testing is conducted.

- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, is provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

- All employees are reminded of their legal responsibilities in respect of Health and Safety and are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

- All employees are briefed on where copies of this statement can be obtained on the school's website and SharePoint intranet site. They are advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two of this document.

Signed: 	Signed: 
Chair of Governors, for and on behalf of the Board	Head
Dated: 1 September 2026	Dated: 1 September 2026

HEALTH AND SAFETY POLICY PART II

Organisation of Health and Safety at The Granville School

RESPONSIBILITIES

The Governors

The Governors hold the following responsibilities:

a) The Governors accept full responsibility for health and safety within the School,

b) One of their key objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people,

c) The Governors recognise their legal responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School,

d) The Governors are committed to ensure that the School operates in accordance with current legislation,

e) They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary,

f) The Governors will ensure that any changes in this Policy will be brought to the attention of all employees.

The Head

The Head holds the following responsibilities, which are devolved to the Bursar on a day to day basis:

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 materials 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 subject to internal and external inspections on a continuous basis from a health and safety point of view, with a formal inspection by an external health and safety professional on overall health and safety.

g) The Head will appoint and external independent health and safety consultant to conduct the health and safety review. The Head will review the Consultant's report 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 and ensure that all members of staff fully discharge their responsibilities for health, safety and welfare stated both implicitly and explicitly in this document.

j) To monitor the overall effectiveness of the health and safety policy document.

k) Will familiarise themselves with First Aid and Fire procedures.

l) In the absence of the Headmistress, the Deputy Headmistress will assume responsibility for the above.

m) The Head shall report on all health and safety matters at each meeting of the full governing board, thereby accounting to the governors who have overarching responsibility for health and safety.

The 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 all portable electrical equipment is subjected to regular PAT testing.

g) Will ensure that, in conjunction with the Headmistress, any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

h) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be completed.

i) 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, risk assessments and method statements as applicable, in place.

j) Will, in conjunction with the Headmistress, review the Health and Safety Consultant's reports and take action where appropriate.

k) Will ensure that the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.

l) Will familiarise themselves with First Aid and Fire procedures.

m) The Bursar shall report to the Head on all aspects of health and safety devolved to him/her.

Heads of Department

a) Will fully familiarise themselves with the Health and Safety Policy and other related documents as issued from time to time by the school, and sign to confirm that they have read the policy and/or document issued

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 as applicable review and/or conduct classroom risk assessments at the start of each term and ensure that all classroom/work areas are safe before they are used by any pupil by a visual inspection and by their advance preparations for a class or activity, before the school reopens.

e) Will ensure that all equipment is safe before it is used by any pupil by a visual inspection and by their advance preparations for a class or activity.

f) Will ensure that protective equipment, where required, 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.

Health & Safety Committee

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

a) To promote Health and safety throughout the School
b) To receive the report from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy, organisation and operations with the school
c) To consider and introduce additional Safety Rules that may be required from time to time
d) To ensure that current Health and Safety legislation is being complied with
e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
f) To carry out any inspection of the School that may be required
g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
h) To investigate any special hazards and to recommend action to be taken
i) 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:

a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
c) 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.

Teaching Staff and Teaching Assistants

a) Will fully familiarise themselves with the Health and Safety Policy and other related documents as issued from time to time by the school, and sign to confirm that they have read the policy and/or document issued.

b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.

c) Will as applicable review and/or conduct classroom risk assessments at the start of each term and ensure that all classroom/work areas are safe before they are used by any pupil by a visual inspection and by their advance preparations for a class or activity, before the school reopens.

d) Will on a routine basis ensure that all classroom/work areas are safe before they are used by any pupil by a visual inspection and by their advance preparations for a class or activity.

e) Will on a routine basis ensure that all equipment is safe before it is used by any pupil by a visual inspection and by their advance preparations for a class or activity.

f) Will ensure that protective equipment, where required, is used at all times.

g) Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, Bursar or Headmistress without delay.

h) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

n) 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 always followed.

c) Will ensure that all classroom/work areas are safe before they are used by any pupil by a visual inspection and by their advance preparations for a class or activity.

d) Will ensure that all equipment is safe before it is used by any pupil by a visual inspection and by their advance preparations for a class or activity.

e) Will ensure that protective equipment, where required, is always used.

f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmistress without delay.

g) Will always endeavour to ensure the Health, Safety and Welfare for all persons within their control.

h) 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 always observe Health and Safety Rules.

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 (including Volunteers, Contractors and Visitors)

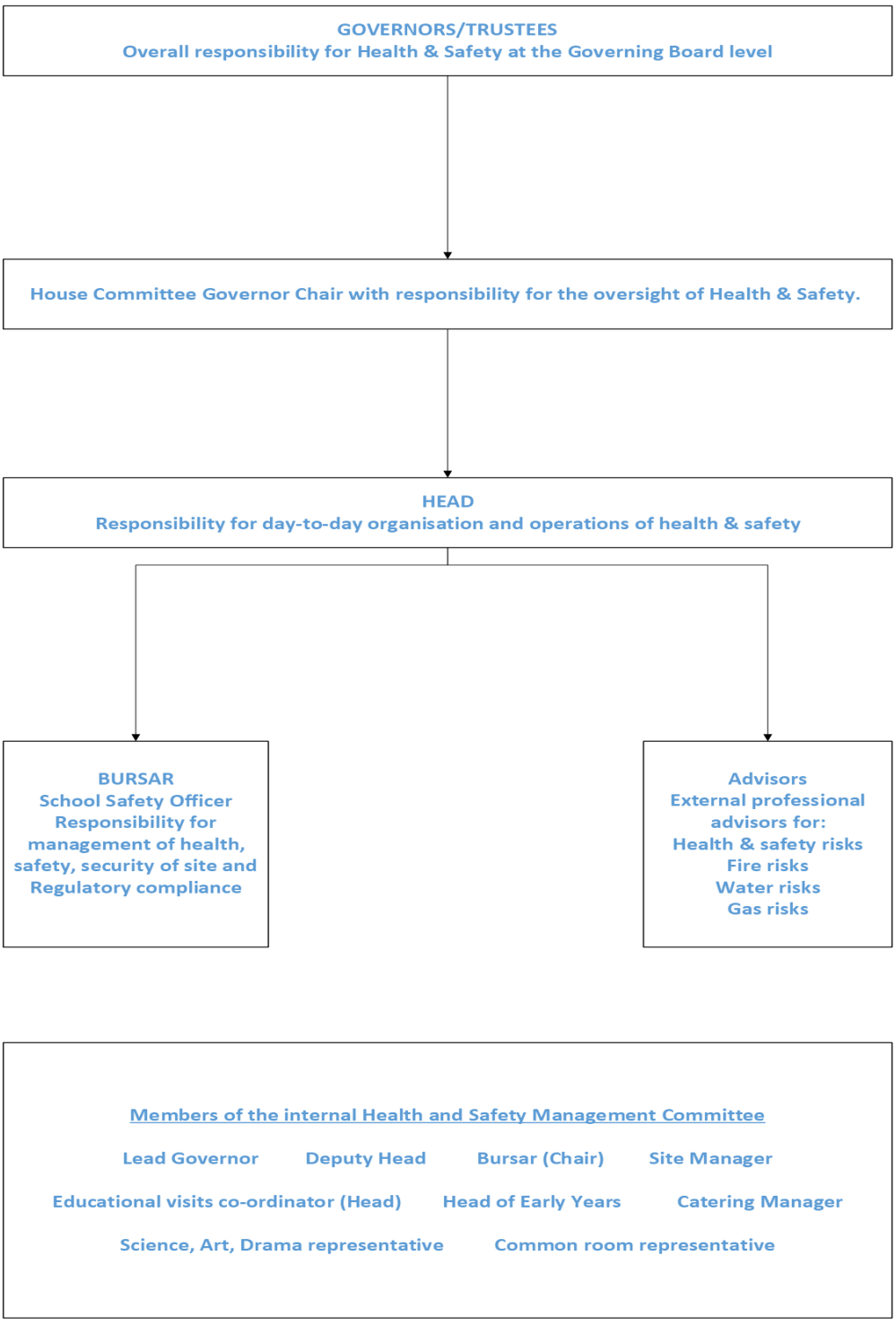
a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.

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.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY AT THE GRANVILLE SCHOOL



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 considered 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 are 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 and 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. 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 current legislation, 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 always available. 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, or where an email has not been sent by the parent/guardian 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 Assessments are required for sporting activities, and staff supervising must be aware of the hazards involved. The school will ensure that it updates its risk assessments and trains its staff as and when the relevant sporting bodies amend their safety, coaching and refereeing guidelines.

Sports – Injuries

In the event of injury in sport activities, minor scrapes and bumps are dealt with by the member of staff in charge. Any of the trained First Aiders 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. Pupils are not permitted to remain in 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 by an external contractor. 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 shoes in the Great Hall. It is also most important that the shoes are clean, and it is the primary responsibility of parents to ensure that their children have in their possession the relevant shoes as listed on the school's equipment list.

Injury:
Injuries occurring in the Hall will be handled either by the member of staff supervising the activity in the Hall or by any of the school's first aiders if required.

Swimming Pool

The Head of Physical Education oversees the day-to-day running of the swimming pool. A Normal Operating Procedure and an Emergency Action Plan is in place. A copy is located in the main pool and copies issued to the PE Department and all external swimming instructors.

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 carefully check 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 or drinking 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 and the pool is included as part of the water testing regime.

Winter Operation:
The pool is in operation for the entire school year.

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 the School's insurance broker.

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

The GB medical standards for driver licensing refer to Group 1 and Group 2 license holders. Group 1 includes cars, driver who were awarded Group 1 category B license before 1 January 1997 have additional entitlement to category D1 (minibuses, 9 to 16 seats, not for hire or reward). Drivers with this entitlement retain it only until their license expires or is revoked for medical reasons. At age 70, on subsequent renewal or reapplication, the higher medical standards will apply, and a medical examination completed by a registered medical practitioner shall be required.

All drivers whether they have a licence that includes the category to drive a minibus or not, are provided with minibus driver and driver refresher training.

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 are completed:

1. The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good visible conditions, that all external lights and indicators are working, and shall request the Site Manager to check that the windscreen wash is topped up.
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. Booster seats are available and shall be used for each pupil needing one. No pupil is permitted to sit in the front seats or front cab of the minibus.

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.

The School has a Fire Risk Prevention policy that details policy, procedures, actions and reporting necessary for fire prevention, refer to the Fire Risk Prevention Policy.

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 First Aid Boxes are sited in convenient places throughout the School and are checked regularly and topped up as required. A schedule of first aid boxes listed by room together with their specific and labelled location in each room is included in the First Aid policy.

Medicines are under the control of the School Secretary. 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. Parents are asked to provide two auto-injectors (when possible). The first will be held in the school office and the second (if available) will be kept with the child at all times as they move around the school site. In all cases a letter is required from the child's parents requesting that the School administers the medicine following dosage requirements provided by the parent(s). The School only provides medicine to pupils based on written consent given by parent(s).

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 at place of injury, 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 having taken advice from a member of the SLT or senior teaching staff, will immediately contact the parents and a decision over collection or further medical treatment will be made. The School Secretary shall always consult with a member of the SLT where possible.

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 or a guardian.

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 catering activities are undertaken and managed in compliance with current legislation on food safety general food hygiene

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.

Legionella

The proper operations of water systems including the swimming pool, water testing and prevention of legionella contamination is critical to the safe running of the School. The School has a comprehensive policy on water quality and legionella which details all the testing routines, cycles and reporting for the safe management of water systems. Refer to policy Water Quality (including Legionella) Policy.

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

Staff are not allowed to park anywhere on the roadway through the School. The School's car park is located near the exit gate (the white gate) and is solely for Staff and some parking spaces are allocated outside Evans Lodge. Staff parking is restricted to these areas. Visitors are catered for in spaces in front of the Main House. Staff are not allowed to enter or leave site during the drop off and collection times for pupils. Where staff arrive after drop off and leave before collection time for pupils, arrangements will be made on a case-by-case basis for this member of staff to park either in the Layby or outside the Dining Hall.

The School operates a Morning Drive through system for parents dropping off children. There are designated drop off points signposted depending on the Form year which their child is in. Except for EYFS, these drop offs are supervised by staff who assist children exiting vehicles and ensure they are in a safe pedestrian area or make a safe crossing towards their classroom. For EYFS, parents are allowed to park in designated marked spaces along the drive nearest the EYFS entrance and take their child into the EYFS facility and into their classroom.

For afternoon collection EYFS parents can do the same as morning drop off, park in designated areas and walk into the EYFS facility to collect their children on the play area. For all other year groups, collection is via the pedestrian gate near the exit with parents parking in the public car park opposite the School.
After 4.30 pm parents may use the drive. Collection for clubs and Prep is at the drop off point (near the Reception Drop off zone. Parents who are collecting children from afterschool care may park in the layby and collect children from there.

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. It is the responsibility of the Site Manager to ensure that the buildings are unlocked and locked at the beginning and end of the day. The Site manager may delegate responsibility to cleaning staff to lock the buildings at the end of their daily cleaning routine or the buildings may also be unlocked and locked by an authorised keyholder.

Keypad code locks are employed to deter unauthorised entry and the front door of the School is locked, entry being gained only after using the intercom or by knowing the staff code.

The School has a system in place for the Early Years' 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 strictly 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 l974.

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. Regular checks of portable electrical appliances – PAT testing
9. Termly checks on cookers in Art room

PAT Testing

The School on a regular basis shall carry out electrical testing to all electrical equipment and installations. This testing is a requirement of the Electricity at Work Regulations 1989. All electrical items covered by Portable Appliance Testing must be tested on a regular basis by a certified competent person. Each tested item must be labelled with the date of the latest test and the initials of the tester. There are no absolute rules regarding how often an item of portable electrical equipment should be inspected or tested. HSE Guidance Notes advise "regular" inspection and testing, this is often seen as a requirement for annual testing. However, circumstances, conditions of use and environmental conditions will vary. The frequency of testing should be determined by risk assessment. The HSE recognises that the majority of electrical equipment used in offices and other low risk environments are not handheld and as such present a low risk of electric shock, therefore, our inspection and testing frequencies will reflect this.

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 current control of substances hazardous to health regulations. 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 a private Contractor.

Chemical waste:
- Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act l990 and The Control of Pollution Regulations l991, will be taken and specialist contractors will be employed.

Food waste:
- Disposal of food waste is carried out by a private Contractor along with the General Waste.

Mixed Recycling
- The School collects via distributed bins all allowed plastics, cans, paper & card and bottles into dedicated recycling bins. These bins are collected by a private Contractor.

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.

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 l992, the following obligations will apply to the school:

a) Provide suitable PPE
b) Assess present PPE
c) Maintain PPE by replacement as necessary
d) Provide accommodation for PPE
e) Ensure PPE is compatible
f) Replace PPE where lost or damaged
g) Ensure where necessary that 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 that falls outside the regulations 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 l992, 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 Workstation.

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 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 (as amended) 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.

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 where required will be carried out by an external professional. If it is found that there is a particularly severe noise level problem, 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 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) The Bursar will prepare and send a report to the Health and Safety Executive of any notifiable incident covered ab
2) The Bursar will prepare and send a report to the Health and Safety Executive for any other injury which results in S being absent from, or unable to do their normal work for more than seven days.
3) The Bursar will prepare and send a report to the Health and Safety Executive in the case of any of 8 categories of w 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 School has an Educational Visits Policy in place. The Educational Visits Coordinator is Mrs Jane Sladdin.

Control of Contractors

The School is aware of its obligations under The Health and Safety at Work Act l974 in so far as it applies to contractors on the School Premises. Reference can be made to the control of contractors' policy.

Asbestos

A Policy for Asbestos is in place in the School to ensure that the existence of asbestos containing materials is recorded, that the records can be reviewed by relevant persons, that a record of annual inspections is maintained and that where necessary remedial is needed this is recorded.

Survey:
A Type 2 non-intrusive Survey was carried out for the premises on 16th April 2009 and various types of Asbestos were identified, with one hazard having been removed, after a follow-up visit on 19th November 2009. The Asbestos survey and register can be found in 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.

The Asbestos Policy details the requirements for the management of asbestos and can be accessed via the Staff Sharepoint folder named Live Policies.

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 annually by the Bursar and biennially by the Health and Safety Consultant. Internal health & safety checks will be made termly by the Bursar and Site Manager.

There will also be a full review biennially of the organisation and operations of health and safety within the school to establish whether any major changes or additions need to be made to policies and procedures, that these reflect the activities of the school, the school's operations and practices.

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 Documentation:

- 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
- Forest School Outdoor Learning Policy
- Flu Pandemic Policy
- First Aid and Medical Policy
- Fire Risk Prevention Policy
- Lost and Missing Child Policy
- Maternity Policy
- Medical Questionnaire for Staff
- Security Access Control, Workplace Safety and Lone Worker Policy
- Staff Induction Policy
- Sun Protection Policy
- Whistleblowing Policy
- Equal Opportunities Policy