

# Durston House

## Health and Safety Policy

This policy applies to all staff and pupils in the School, including EYFS.

### Aims of the Policy

- To state the school's commitment to the health and safety of all employees, pupils and visitors
- To ensure that Health and Safety in the school complies with the statutory requirements of the Health & Safety at Work etc. Act 1974, and all subsequent regulations, including those implementing EC Directives

### Objectives of the Policy

- To provide and maintain safe and healthy working environments and systems of work
- To protect all employees, pupils and others, including the public, in so far as they come into contact with foreseeable work hazards
- To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare
- To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The school's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate
- To develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for Health and Safety at all levels
- To provide a safe environment for all visitors to the school's premises, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the school's environment
- To control effectively the activity of all outside contractors when on the school's premises
- To encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the school and the Health & Safety Committee
- To ensure that this policy is used as a practical working document and that its contents are publicised fully
- To review regularly the details of this policy and to keep it in line with changes in current legislation.
- To complement all relevant school policies and procedures found in the Durston House Operations Tree including the **Pastoral Care** and **Safeguarding Policies**.
- To further procedures, guidelines and risk assessments introduced and implemented to manage the school during the COVID-19 pandemic

## 1 General Statement of Health and Safety by the Chairman of Governors

Durston House School and its Governing Body are committed to providing, as far as is reasonably practical, work practices which are safe and healthy for all our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all and comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulation, including those implementing EC Directives.

We fulfil our responsibility as Governors of Durston House School by delegating responsibility for overseeing Health and Safety to the Chairman of our Estates Development Committee.

Durston House School aims to meet all relevant statutory obligations, to ensure that the management of Health and Safety forms an integral part of the way in which activities are managed and conducted, to involve and consult staff, and to achieve improvements through ongoing processes of review and development. Particular care will be taken to provide and maintain:

- Processes of risk assessment and control.
- Safe and healthy places of work with safe access and egress.
- Safe plant, equipment and systems of work.
- Proper arrangements for the use, handling, storage and transport of goods and substances.
- Information, instruction and training to ensure that all activities are conducted by competent people or under competent and appropriate supervision.
- A safe and healthy working environment.

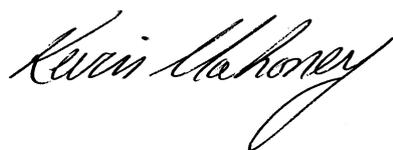
Day to day responsibility for the management of Health and Safety at the school lies with the Headmaster. The Bursar is responsible to the Headmaster for the implementation of the School's Health and Safety Policy, for its review and development, for the provision of advice and the procurement of independent specialist Health and Safety advice, as needed.

The Bursar is expected to report to the Governing Body once a term on all Health and Safety matters and if and when there is a reportable or other significant incident.

The Bursar will ensure appropriate communications with employees and committee arrangements for the consideration of Health and Safety matters and their management.

Employees must be mindful of their duty to take care of themselves, pupils and all other persons who may be affected by their acts and omissions. Staff must comply with this Policy and procedures and with arrangements for safe working and not interfere with, or misuse, anything provided by the School in the interests of Health and Safety. Employees have a duty to co-operate with the employer to ensure good safety management.

This Policy shall be reviewed, revised where necessary, and re-approved annually by the Governing Body.



**Kevin Mahoney**  
**Co-Chairman of Governors**

## 2 Organisation for Health and Safety

The **Governing Body**, as the employer, carries the ultimate responsibility for Health and Safety. It should ensure that an appropriate Health & Safety Policy is in place and that suitable arrangements are made for its effective implementation. It has delegated responsibility for this to the Estates Development Committee.

### Executive Responsibilities

The **Headmaster** has ultimate responsibility ensuring compliance with this Policy and has delegated the management of Health and Safety to the Bursar.

The **Bursar**, is responsible for the day to day implementation of this Policy and for the management of Health and Safety matters including but limited to ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Fire risk assessments
- The fire alarm systems, together with all smoke detectors and extinguishers are tested annually by a qualified contractor. The testing of the emergency lighting and the weekly fire alarm tests are carried out in-house.
- Legionella risk assessments.
- Staff training and induction in Health and Safety related issues which includes basic Manual Handling and Working at Height training.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- The asbestos register.
- Electrical Safety.
- Gas Safety.
- Emergencies
- All construction work is carried out is compliant with the requirements of CDM 2020.

The **Heads of Junior School, Pre-Prep and Teaching Departments** have direct responsibility for ensuring that this Policy is implemented within their building/department.

The **Heads of Department (Teaching)** will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials)
- Sports – Games and PE lessons and activities
- Drama
- Art (including harmful substances and flammable materials)
- Music
- Outdoor lessons
- Trips and visits

The **Facilities and Compliance Manager** will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

## All Employees

All staff have legal obligations under the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 as summarised below:

- To take reasonable care of the health and safety of themselves and of other persons who may be affected by their actions or omissions;
- To co-operate with the school to ensure that it meets its objective of providing a safe, healthy and supportive environment;
- Not to interfere with or misuse any equipment or facilities provided in the interests of health and safety (e.g. use fire extinguishers to prop open fire doors or remove the batteries from the closure fittings on doors);
- Any employee must inform the Bursar of –
- Any work situation which a person would reasonably consider represented a serious and immediate danger to health and safety; and/or
- Of any matter which a person with the employee's training and instruction would reasonably consider represented a shortcoming in the school's protection against arrangements for health and safety (e.g. unsafe conditions/working practices/tools/equipment etc.).

Employees are also responsible for:

- Setting a good personal example for health and safety;
- Maintaining a good standard of housekeeping within their area (e.g. floors, doorways, working areas, etc. are kept clear and free from obstructions);
- Reading and complying with this Health and Safety Policy and associated policies/procedures;
- Completing risk assessments and COSHH assessments, as directed by their Line Manager;
- Complying with all relevant risk assessments, COSHH assessments, and safe systems of work;
- Using plant, equipment and/or substances only when authorised to do so and in accordance with instructions and training;
- Only lifting loads that are within their personal capability;
- Attending/completing mandatory health and safety training in line with school requirements, together with any other health and safety training as directed by their Line Manager;
- Identifying to their Line Manager any health and safety training that they feel they require;
- Co-operating with fire drills;
- Reporting any accidents, incidents, near misses, and/or confirmed cases of occupational disease to the Bursar and their Line Manager, seeking medical treatment/first aid where appropriate, and ensuring that an entry is made in the Accident Record Book;
- Ensuring that unauthorised or improper use of plant and machinery does not occur in their area of work;
- Using the correct equipment and tools for the job and any protective clothing and safety equipment as directed;
- Ensuring that any hazardous substances are correctly used and stored;
- Reporting immediately to the maintenance team any defects in the premises which they observe;
- Reporting immediately to their Line Manager any suspected defects in plant, equipment, machinery; and
- Informing their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## Teaching Staff

The health and safety of pupils is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to health and safety, and that they demonstrate best practice at all times.

In addition to the responsibilities of all employees (as detailed above), teaching staff are also responsible for:

- Ensuring that their pupils are adequately supervised;
- Ensuring that all pupils receive a suitable health and safety induction;

- Encouraging their pupils to report all accidents, incidents, near misses, illness and/or hazards to a member of staff;
- Ensuring that safe teaching practices are developed and implemented in line with relevant safety documents (e.g. HSE, CLEAPSS, DfES guides etc.);
- Ensuring that pupils are informed of health and safety regulations, rules and procedures and that pupils and other staff in their area of work apply these effectively;
- Briefing pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions; and
- Ensuring that pupils are wearing appropriate personal protective equipment (PPE), where relevant, and that they are instructed in its use.

Each time a pupil is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that pupils have understood the risks before they are permitted to commence the activity.

## **Contractors**

All contractors must:

- Report to reception and sign in upon arrival to the school site, and sign out prior to leaving;
- Take reasonable care of their own health and safety and of those who could be affected by their acts or omissions (e.g. staff, pupils, visitors, other contractors etc.);
- Comply with the school's Safeguarding Policy;
- Submit their health and safety policy, insurance documents, risk assessments/method statements, and construction phase plan to the school for approval. If they do not have a health and safety policy in place (i.e. if they have <5 employees);
- Use safety equipment and personal protective equipment/clothing as required by the school and as specified in the risk assessment for the activity that they are undertaking;
- Maintain all plant and work equipment to ensure that it is safe for use, including ensuring that any portable electrical equipment has a current PAT test certificate;
- Report any hazards and/or defective plant/equipment to their supervisor (and also inform the school where relevant);
- Report all accidents, incidents, near misses and incidences of confirmed occupational disease to their supervisor (and also inform the school where relevant);
- Ensure that their employees only use equipment for which they have been suitably trained;
- Observe the fire evacuation procedure and position of all fire equipment and not obstruct means of escape or fire exits; and
- Provide adequate welfare and first aid arrangements unless otherwise agreed with the school.

## **Pupils**

It is the responsibility of each individual pupil to take reasonable care of their own health and safety and not to act in a manner that places others in danger.

In particular, all pupils must:

- Comply with fire and emergency evacuation procedures;
- Assist staff in maintaining good standards of housekeeping;
- Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and
- Report immediately to a member of staff, any accidents, incidents, near misses or illness.

Pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action.

The school will provide an induction covering health and safety aspects (and area specific health and safety inductions where appropriate) to ensure that pupils are aware of their health and safety responsibilities.

### **Visitors**

It is the responsibility of all visitors to take reasonable care of their own health and safety and not to act in a manner that places themselves and/or others in danger. In particular, visitors must:

- Report to reception upon arrival and sign in;
- Wear their visitor badge at all times;
- Comply with instructions given by members of staff;
- Not tamper with emergency equipment;
- Bring to the attention of staff any health and safety issues (e.g. accidents, incidents, near misses, hazards etc.);
- Wear personal protective clothing/equipment where indicated; and
- Sign out and return their visitor badge prior to leaving the site.

### **Safety Co-ordinator**

The Bursar is the School's Safety Co-ordinator. He/she co-ordinates the advice given by specialist safety advisors and produces action plans and overall responsibility for monitoring Health and Safety within the School and is responsible for advising on any measures that may be needed in order to carry out maintenance work without risks to Health and Safety. He/she is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

### **Health and Safety Committee**

The Health and Safety Committee meets once a term. Members of the Committee are:

- The Bursar (Chairman)
- The Headmaster
- The Deputy Head and a Representative from Middle and Upper School
- The Head of Junior School and a Representative from Junior School
- The Head of Pre-Prep and a Representative from Pre-Prep
- Head of Science
- Head of PE and Games
- The Facilities and Compliance Manager

The role of the Health and Safety Committee is to:

- Discuss matters concerning Health and Safety, including changes in regulations.
- Monitor the effectiveness of Health and Safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to Health and Safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

The minutes of the Health & Safety Committee Meetings (which include as appropriate at the time: statistics on accidents, staff training, fire drills, and all new or revised policies and procedures) are circulated to the Estates Development Committee meeting every term.

The minutes of the Estates Development Committee's Meetings detailing their discussion on Health and Safety are circulated to the full Governing Body meeting each term, together with any other issues on Health and Safety that the Committee Chairman wishes to bring to the Board's attention.

## External Advisors for Health and Safety

- Structural Surveyors are retained to give advice on the external fabric of the school, as required.
- Engineers monitor and service the school's plant and equipment annually, including boilers, air conditioning units and lifts.
- An external Health and Safety consultant carries out Fire Risk Assessments and reviews the overall arrangements for Health and Safety and the general state of the school.
- Qualified Electricians undertake the testing of the electrical installations and portable appliances
- A local registered Pest Control Company carries out pest control procedures, as required.
- A comprehensive Health & Safety/COSHH manual produced by CLEAPSS (Combined Local Education Authorities' Practices for School Science) is held in the Science Laboratory and is updated on a regular basis.

## Consultation

- Employees are consulted directly in accordance with the provisions of the Health and Safety (Consultation with Employees) Regulations 1996. In Durston House School this consultation is via the members of the Health and Safety Committee.

## Cross References

There are many policies, procedures or documents which address Health and Safety related matters such as, but not limited to:

- Accessibility Policy
- Behaviour Policy - Violence to staff
- Code of Safe Working Practice for Staff
- Trips and Outings
- Employment of Contractors
- First Aid
- Fire Risk Policy, procedures and risk assessment
- Hazardous substances (Control of Substances Hazardous to Health, COSHH)
- Legionella
- Minibus use
- Occupational Health
- Safeguarding and Child Protection Procedures
- Security, including workplace safety and lone working
- Slips and Trips
- Special Educational Needs (SEN) and Learning Difficulties
- Working at Heights

All employees are given a copy of the Health and Safety Policy and briefed on where copies of it and other documents on Health and Safety related matters, referred to above, can be found on the school's intranet. They will be advised as and when they are reviewed, added to or modified.



Giles Entwisle  
Headmaster

### 3 Specific Arrangements for Health and Safety

#### Coronavirus Pandemic 2020

- At the start of the Coronavirus Pandemic in early 2020, to comply with Government Guidelines, the School carried out a risk assessment and produced *Control Measures – Prevention 1-7* and '*Control Measures – Response to Infection 8-10*' that include all the measures put in place to keep all staff, pupils and visitors safe whilst on site. Both documents were issued to staff.
- The Control Measures and Risk Assessment are reviewed regularly and updated as the Government Guidance evolves.

#### Accident, Incident, Near Miss, and Occupational Disease Reporting and Investigation

Our primary aim is to prevent all accidents, incidents and/or occupational disease from occurring. We want to protect all employees, pupils, visitors, and others that may be affected by our activities so that everyone goes home safely at the end of the working day. In our efforts to achieve this, we record all accidents and occupational diseases, and actively encourage the reporting of incidents and near misses.

##### *Accidents*

An accident can be defined as any unplanned, unwanted event (including an act of non-consensual physical violence) that results in personal injury or; damage to, or loss of, property, plant or materials; or damage to the environment.

N.B. All accidents, no matter how trivial they may seem, need to be reported and recorded. This can range from a small cut or bruise, to the fracture or amputation of a limb, or death.

##### *Incidents*

An incident can be defined as any unplanned, unwanted event that is not an accident or near miss but that has negative consequences e.g. an incident of verbal abuse or threatening behaviour against an employee.

##### *Near Misses*

A near miss can be defined as an unplanned event that does not result in personal injury, death or damage, but has the potential to do so. For example, a shelving unit coming away from the wall and falling, narrowly missing a pupil or member of staff.

#### **Reporting and Recording**

Staff are responsible for reporting any accidents, incidents, or near misses involving themselves, and/or any accidents, incidents, near misses that are reported to them by others (e.g. pupils, visitors, contractors etc.) to the Bursar as soon as possible and where necessary, their Line Manager; who will ensure that an entry is made in the Accident Book. This will include the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. This information may then be required for investigation purposes and, where necessary, for notification to the appropriate Enforcing Authority. Accident Books are held in each of the three School offices. Completed accident forms are passed to the Bursar for reporting and filing centrally.

If the accident is serious (i.e. if the injured person has been taken to hospital, or an employee is likely to require time off work), the Bursar must also be informed as soon as possible. Staff and pupils are instructed on this Policy as part of the induction process.

#### **First Aid/Medical Assistance**

Staff are responsible for seeking medical treatment/first aid from a First Aider where appropriate. The school has a separate First Aid policy which sets out responsibilities and procedures for first aid and medical assistance. This must be read in conjunction with this Health & Safety Policy.

#### **Investigations**

All reported accidents, incidents, near misses and occupational disease are reviewed by the Bursar, to determine the immediate, underlying and root causes, with a view to ensuring that effective remedial actions are taken to prevent recurrence.

Where the accident/incident/near miss caused, or had the potential to cause, serious injury; the investigation is conducted by the Bursar together with other relevant staff (e.g. Head of Department,

Maintenance Manager, teacher etc.) And recorded on the Accident/Incident/Near Miss Investigation form. The investigation will include taking photographs (where relevant), obtaining signed witness statements, and collating copies of all relevant documentation (e.g. training records, risk assessments, maintenance records etc.). Findings of the investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings.

### ***Occupational Disease***

An occupational disease is a work-related disease or condition as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which has been confirmed by a medical practitioner, e.g. occupational dermatitis. For a summary of reportable occupational diseases, please visit: <http://www.hse.gov.uk/riddor/occupational-diseases.htm>

Staff must report any suspected work-related ill health to both the Bursar and their Line Manager, who will ensure that an entry is made in the Accident Book. This will then be investigated in a similar way as other untoward incidents, with further medical advice being sought where necessary.

### ***The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013***

Where the accident, incident, near miss, or occupational disease falls under the scope of RIDDOR 2013, the Bursar is responsible for reporting the matter to the relevant Enforcing Authority within the required timescales, and for completing the appropriate online form available at: <http://www.hse.gov.uk/riddor/report.htm> A copy of the RIDDOR report made should be printed out and attached to the Accident Book form.

Information on the types of accidents, incidents, near misses, and occupational diseases that are reportable under RIDDOR 2013 is available at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm> and advice specific to schools is available at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Generally, RIDDOR 2013 requires the reporting of work-related accidents that result in:

- The death of any person;
- Specified or Major injuries to workers (e.g. fractures, amputations etc. Please refer to above links for full guidance);
- Over 7-day incapacitation of a worker; and
- An injury to a member of the public (or any other person not at work) whereby the person is taken directly from the scene of that accident to a hospital for treatment to that injury. N.B. this includes pupils.

RIDDOR also requires the reporting of:

- Occupational diseases as outlined in the regulations (please refer to above links for details); and
- Dangerous occurrences as outlined in the regulations (please refer to above links for details).

The Bursar is responsible for reporting all such incidents, and any other incidents of a similarly serious nature, to the insurers.

### ***Record Keeping***

All records relating to accidents, incidents, near misses and occupational disease are filed confidentially and retained for a minimum of three years, with records of accidents involving children (i.e. those under the age of 18) being retained for a period equal to their date of birth + 22 years.

### ***Monitoring***

All new accidents, incidents, near misses and incidences of occupational disease are reviewed termly by the Health & Safety Committee.

Findings of investigations will be communicated to relevant staff, and discussed at Health and Safety Committee meetings where relevant.

## **Display Screen Equipment (DSE)**

- Suitable furniture is provided for the office staff including adjustable chairs at computer workstations and sufficient space is provided for the needs of each user. Desks are sited, so far as is reasonably practical, so that glare, reflections and extremes of light and shade do not cause discomfort. The office staff have wide and varied duties that ensure that work on the computer is broken up throughout the day.
- A Display Screen Equipment factsheet for staff is available on the intranet at U/STAFF/Health and Safety/Display Screen Equipment for guidance and advice regarding the use of DSE. Staff who use mobile devices including laptops, tablets and smart phones whilst on the move are encouraged to work as ergonomically as possible and be aware that intense and prolonged screen work is best carried out at a permanent workstation. Using display screen equipment is included in the training at induction.
- Workstation assessments, conducted by the users themselves following an on-line training session, identify any particular improvements required to individual workstations and these are implemented by the Bursar.
- Workstation assessments are reviewed every two years and also whenever there has been a change to the workstation or the tasks undertaken. Records of workstation assessments are retained confidentially by the Bursar for at least 5 years.
- Eye and eyesight examinations are provided by the School on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is reimbursed. The Eyesight Test Request Form can be found on the intranet at U/STAFF/Health and Safety/Display Screen Equipment.

## **Emergencies**

- There are a number of policies that cover 'What to do in the Event of an Emergency' such as in the event of a fire, major injury or missing pupil.

## **Fire Safety Procedures and Risk Assessment**

- There are separate Fire Procedure documents for each of the three school buildings, including what to do in the event of a fire when at Haven Green Church or Hall.
- At induction all staff are made aware, and given copies, of the Fire Procedures pertaining to the building/s they work in and reminded how important it is that they familiarise themselves with them, including:
  - escape routes and means of escape;
  - the location of firefighting equipment; and
  - any particular special consideration (e.g. in laboratories or workshops)
- Details of Fire Procedures are printed on notices close to the door in each room.
- Fire Risk Assessments are carried out every two years by external assessors.

## **First Aid**

- A full list of qualified First Aiders is displayed on the Health and Safety notice boards in each staff room. All qualified First Aiders attend regular refresher courses to ensure their certificates are up to date.
- First Aid boxes are provided in the Main School (in the office, staff room and science laboratory), Junior School (in the welfare room), Pre-Prep (in the office, the welfare room and the top floor), the pavilions and all school vehicles. All sports staff are qualified First Aiders and are issued with first aid bags.
- The designated First Aider on an Outing or a Trip is issued with an appropriate first aid bag.
- In the event of an accident involving injury one of the School's qualified first aiders should be called. If no qualified First Aider is available, an ambulance must be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives.
- At induction all staff are made aware of the arrangements for First Aid and given a copy of the First Aid Policy.

## **Hazardous Substances**

- The School uses limited quantities of hazardous and/or dangerous substances; cleaning products, paints, lubricants and glues. The School does not undertake activities which generate hazardous or dangerous substances such as welding.
- All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. The science department use the CLEAPSS Hazcards in place of safety data sheets and COSHH risk assessments. The Facilities and Compliance Manager and Head of Science undertake risk assessments of the use of each substance and exposure to any hazardous by-products. The recommended risk control measures are then applied.
- Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store. Only compatible substances are stored together. A bespoke external store is provided for the storage of gas cylinders with proper ventilation and warning signs.
- Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.
- Where substances are surplus to requirements, these are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process. Records of risk assessments for hazardous and dangerous substances are held by the Bursar.

## **Ladders and Steps**

- Ladders and steps are used by many staff for a range of purposes. Accidents involving ladders are very common, but the risk of an accident can be reduced by following some simple rules.
- If work at height is unavoidable a second member of staff must be in attendance.
- At induction all staff are trained on Working at Height and given guidance on the safe use of ladders, stepladders and towers in the workplace. All staff have a responsibility to follow this guidance and alert the Bursar to any problems or incidents regarding ladders and steps.

## **Passenger Lift**

- The School only has one passenger lift. It is in the Junior School. It is seldom used and kept locked at all times.
- In accordance with Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) an annual inspection is carried out by an independent insurance company. Improvements identified through inspections are undertaken and any defects repaired as required.
- There is a maintenance contract in force with a specialist contractor. Service visits are carried out every six months.
- Where defects in the lift's operation become apparent, immediate action will be taken to take the lift out of service and the specialist maintenance contractors called. Should there be any concern that a defect recurs despite this expert attention, or in the event of any doubt whatsoever over the ongoing safety of the lift, an additional Thorough Examination prior to allowing the lift back into service will be arranged.
- So far as is reasonably practicable the School will ensure that the lift maintenance contractors operate safe systems of work for the protection of building users, including the use of barriers at lift landings when the doors are open to the shaft and warning signs when lifts are out of use. The contractors are expected to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely, including use of props or other safety devices when working beneath the lift car and work at height controls when working above.
- The lift car clearly displays safe working loads and the maximum number of passengers. The lift car is also equipped with emergency lighting. Lift release procedures are in place involving an alarm connection to the School office. The correct operation of the lift alarm/emergency telephone is tested termly and the result recorded. Records of maintenance and inspections are held in the Maintenance Department.

## **Maintenance, Testing and Inspections**

- The Bursar arranges for the following maintenance, testing and/or inspections to be carried out by qualified contractors, as follows:
  - Boilers and plant rooms - annually
  - Drains – annually
  - Drinking water machines – twice a year
  - Fire alarms and fire equipment - annually
  - Fixed wire installations – every five years
  - Intruder alarms -annually
  - Playground equipment – annually
  - Portable electrical appliances – annually
- Staff are asked to carry out quick visual checks of electrical equipment before use and remove from use any equipment suspected of being unsafe or faulty and to report any suspected electrical faults or gas leaks to the Facilities and Compliance Manager or Bursar immediately.

## **Management of Asbestos**

- In accordance with the Control of Asbestos Regulations, as updated in 2012, the School has had asbestos surveys carried out on all sites. There is one small insignificant trace of an asbestos containing material (ACM) in the Middleton's building behind a radiator in Room 4. A risk assessment has been undertaken of the ACM and an asbestos management plan produced as a result. A record of the location of ACM, the risk assessment and the management plan is held by the Bursar.
- The condition of the material is reviewed through ongoing vigilance by the Maintenance Manager. Should any work be planned that may disturb the radiator, appropriate action will be taken to remove the asbestos by a specialist asbestos removal company in accordance with the regulations.
- Additional asbestos surveys (i.e. refurbishment and demolition surveys) will be arranged prior to any refurbishment/demolition work being undertaken.
- The School arranges asbestos awareness training for any staff that may undertake work that could disturb the fabric of the building (i.e. maintenance staff).

## **Manual Handling**

- The Manual Handling Operations Regulations 1992, as amended in 2002, require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practical, an assessment is carried out.
- At induction all staff are given a copy of the Health and Safety Executive booklet 'Getting to Grips with Manual Handling' which gives advice and guidance surrounding manual handling in the workplace. All staff have a responsibility to follow this guidance and alert the Bursar to any problems or incidents regarding manual handling.

## **Noise**

- The Maintenance Department has a wide range of equipment and tools including, but not limited to, grinders, circular saws, drills, leaf blowers, lawn mowers, and jet washers. They use the equipment as and when required and generally only for a short period of time. They do not use any of this equipment continuously throughout the day.
- The average noise exposure, in the worst-case scenario, for all other staff in the school is below the level at which hearing damage is likely to occur. The School will undertake an assessment of noise levels within its premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Bursar.

## **Off- Site Outings and Trips**

- There are separate policies and procedures for Outings and Trips.
- The Head of Co-Curriculum is responsible for overseeing and monitoring school Outings and Trips, their organisation and their execution. He/she advises the Outing or Trip Leader and is accountable to the Deputy Head, who gives final approval for all Outings and Trips.
- The ratio of staff to pupils on Outings is:
  - 1:6 for Reception
  - 1:8 for Years 1-2
  - 1:10 for Years 3-8
- The ratio of staff to pupils on Trips is:
  - 1:10 for trips based in the UK
  - 1:8 for trips abroad
- One teacher is approved as the Outing or Trip Leader, another as the Deputy Leader. One member of staff must be First Aid at Work trained and will be the designated First Aider.

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

- For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so, as directed.

## **Risk Assessments**

- A Risk Assessment Policy with Guidance on Risk Assessments was approved in February 2015. It has identified some areas that require attention and these will be addressed as soon as is practical.
- The Bursar is responsible for ensuring that up to date risk assessments are maintained.
- The Deputy Head is responsible for risk assessments for Trips and Outings and delegates this responsibility to the Trips Co-Ordinator.
- For work and activities not covered by existing procedures or codes of practice, an assessment is carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved.
- Risk Assessments are an essential part of all science, games and PE teaching.

## **Safety and Security**

- The Bursar, who in turn has delegated day to day management to the Maintenance Manager and Maintenance Assistant/Caretaker, is responsible for security (including alarms, CCTV, locking external doors and windows), preventing unsupervised access by pupils to potentially dangerous areas, the science laboratories and working in cooperation with the Heads of PE/Games, Science and Art.
- All visitors must sign the visitors' book and wear visitors' badges.
- If a member of staff wishes to work after 6.30 pm, the normal term time school closure time when there is no function, he/she must arrange to do so in advance with the Headmaster, who will undertake the final locking and alarming of that building. The late worker notifies the Headmaster when he/she has finally left for the night.
- During school holiday periods staff notify the Bursar and/or the Maintenance Staff when they arrive and when they leave.

## **Selecting and Managing Contractors**

- The school does not employ contractors on long term contracts. Contractors, such as service engineers, are not normally allowed on the premises during term time unless it is an emergency when they will be accompanied by a member of staff at all times. All minor building works, regular servicing of installations and equipment and deep cleaning is scheduled to be carried out during school holiday periods.
- All contractors will be required to provide copies of their H&S Policy, risk assessments/method statements relating to the work being undertaken, public liability insurance, a construction phase plan (where relevant), and evidence of competency (e.g. training certificates etc.) prior to commencing work.

- Contractors for major building works are selected by the project management team. All are carefully vetted; financial viability and references are checked. A minimum of five are then invited to tender before the final selection is made.
- All major building works are planned for the summer holidays. The appointed contractor attends pre-contract Health and Safety and planning meetings to identify the hazards and to discuss procedures for maintaining Health and Safety standards.

### **Slips and Trips**

- All entrances, exits, internal doorways and corridors are regularly checked and kept clear.
- Cleaning of the school is undertaken daily. Floors are washed in the evenings after all pupils and staff have left. Spillages, particularly in the Science Laboratories are cleared up immediately.
- External steps and pathways are cleared and cleaned weekly, and kept free of obstructions.
- All waste is disposed of safely and stored in external outbuildings away from the main buildings.

### **Statutory Notices**

- The Management of Health and Safety at Work Regulations 1999 law require all employers to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet Health and Safety Law - What you need to know.
- Staff are issued the leaflet, Health and Safety Law - What you need to know, at induction.
- A current Certificate of Employers Liability Insurance is displayed in all three staff rooms.

### **Stress Management**

- Stress is recognised as a Health and Safety issue. The School recognises that pressures at work can trigger illness and that stress and illness can be related.
- Heads of Department and Line Managers are to remain vigilant for signs of stress, which are to be reported to the appropriate member of SMT. The Headmaster will make the decision on how to manage each case, taking external professional help, as needed.
- The Stress Management Policy can be found on the intranet and in the staff handbook.

### **Training**

- Training needs for Health and Safety matters are reviewed at recruitment of new members of staff and then formally on a biennial basis during appraisals. Training needs are also identified on an ongoing basis, as a result of risk assessments or accident investigations, through site inspections or audits and arising from changed legislation or standards.
- The Bursar is responsible for organising (and maintaining records of) all Health & Safety training including risk assessment, DSE Workstation Assessment, minibus driving and First Aid, briefing new staff on emergency fire procedures and inducting new staff in Health and Safety matters.
- All staff undertake Safeguarding training annually and whole school training sessions for fire safety, COSHH and other Health and Safety matters, as required, are arranged periodically to keep staff up to date.

### **Vehicles**

- The School has two minibuses and one van.
- Staff require prior approval to use School vehicles and must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including the use of seat belts and safe distribution of loads.
- The driving licence of any employee who drives company vehicles is checked, both at the time of his/her initial employment and at least annually thereafter to ensure that he/she is suitably qualified for the type of vehicle to be driven. Staff undertake a minibus familiarisation course before approval can be given for them to drive a minibus. The Bursar will arrange the courses, as appropriate.

- The School's policy and procedures on driving and caring for school vehicles is separately documented and can be found on the intranet U:/STAFF/School Handbook.
- Insurance details, breakdown assistance and information about what to do in the event of an accident, including Accident Report Forms, are kept in each vehicle.
- Private vehicles used for work purposes (e.g. to/from other sites, training courses or meetings) are covered for insurance by the School's Occasional Business Use Insurance Policy. Details of the vehicle, including confirmation of current tax and MOT, and the driving licence of the employee must be lodged with the Bursar before the journey is undertaken. To do so staff complete the Drivers' Information Form that can be found on the Intranet U:/STAFF/Expenses/Drivers' Information Form and forward it to the Bursar before undertaking any journey.
- Parking. The School has very limited parking on site. All available spaces are allocated. Movement of vehicles, apart from the minibuses and the van which are sometimes needed during the day, to and from any site is restricted to before and after school hours when there are no pupils in school.
- The Maintenance Manager is responsible for ensuring that the school minibuses and van are properly maintained and roadworthy.

## **Vibration**

- The Maintenance Department use tools such as grinders, circular saws, drills and lawn mowers. They use the equipment as and when required and generally only for a short period of time. The level of exposure is considered to be below the daily Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005. Nevertheless, employees are made aware of vibration hazards, symptoms to look out for and ways to minimise the effects. Where possible, when purchasing new equipment, low vibration products are chosen.
- The vibration risk assessment/s will be reviewed at least every two years and in any case when there are changes in the equipment used or work patterns.

## **Vulnerable People**

### *Persons Under 18*

- The School does not employ, or allow work experience placements for, persons under the age of 18. Children of staff are not allowed to come into School with their parents during working hours.

### *Disabled and Temporary Disabled Persons*

- If the School were to employ persons with disabilities, or where existing employees become disabled, the workplace will be adapted for their needs including arrangements to ensure their health, safety and welfare.
- In the case of temporary disability, such as a broken limb, it may be necessary to exclude the individual from the School if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.
- The needs of disabled staff are taken account of within risk assessments and, when necessary, an individual risk assessment for a particular employee, taking into account his/her abilities and disabilities would be undertaken and a personal emergency evacuation plan (PEEP) would be developed to determine the arrangements needed in the event of a fire or other emergency.

### *New and Expectant Mothers*

- In the event that an employee notifies the School that she is pregnant, and on return to work following the birth, a specific risk assessment of her work, taking into account HSE guidance and any particular information which the employee has provided, is undertaken by a member of SMT. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 2 months.

## Work Equipment

- When selecting work equipment for purchase, its suitability for the tasks required is considered. Through training, staff that are to use the equipment understand how to use it safely and the limitations of the equipment. Portable electrical equipment is subject to portable appliance testing by an external specialist contractor annually. Defects are reported to the Maintenance Manager who ensures that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.
- Staff are not permitted to use personal electronic equipment (including chargers) or power tools in school unless it has a current test label.
- All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained. In the case of the passenger lift, this maintenance is carried out by specialist contractors.

### *Evaluation of this Policy*

*This policy will be evaluated annually by the school, amended where necessary and approved by the Governing Body.*

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