



# Elstree School

Including all of the Pre-Prep Department and Early  
Years Foundation Stage

## Health & Safety Policy and Procedures Manual

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Person responsible for Policy: Bursar      Responsible Governor: James Sunley  
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## **I. STATEMENT OF INTENT**

1.1 The Governors of Elstree School recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

1.2 The Governors of Elstree School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Elstree School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

1.3 The Governors of Elstree School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

1.3.1 The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.

1.3.2 That the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention.

1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.

1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;

1.3.6 To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;

1.3.7 To provide a safe environment for all authorised visitors to the Schools premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Schools environments;

1.3.8 To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of Elstree School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;

1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;

1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the Schools' performances;

1.3.11 To ensure that this Policy is used as a practical working document and that its contents are publicised fully;

1.3.12 To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.

1.4 The Governors of Elstree School are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

1.6 The Governors of Elstree School are aware of, and will meet, the requirements under the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments will be produced for each building and will be reviewed on an annual basis.

1.7 The Governors of Elstree School recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intend to follow the good practice recommendations they make.

1.8 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

1.9 The Governors of Elstree School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfEE and intends to follow the recommendations it makes.

1.10 The Governors of Elstree School consider that this Health & Safety Policy is an integral element of the overall School's Business Plan and other resource policies.

1.11 The Governors of Elstree School have appointed Owen David Risk Management Limited of Market Drayton as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: ..... (for the Governors)

Date:

Signed:..... (Headmaster)

Date:

## **2. ORGANISATION & RESPONSIBILITIES**

### **2.1. THE GOVERNORS**

The Governors of Elstree School:

- 2.1.1 Accept full responsibility for health and safety within the School.
- 2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- 2.1.3 Requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation.
- 2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- 2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
- 2.1.6 Consider that one of their primary 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.
- 2.1.7 Recognise their corporate 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.
- 2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- 2.1.10 Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- 2.1.11 Will ensure that any changes in this Policy will be brought to the attention of all employees.

- 2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.
- 2.1.13 Will appoint one of its number to be the 'Chair of the Health & Safety Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

### **3. HEADMASTER**

On a 'day-to-day' operational basis, the Headmaster is directly responsible to the Governors of Elstree School for the safe functioning of all his School's activities. The Head will:

- 3.2.1 Be responsible for the implementation of the policy and ensuring, with the assistance of the Bursar, that the policy is regularly reviewed and updated.
- 3.2.2 Ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manual are fully understood, observed and implemented by persons under his control.
- 3.2.3 Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.
- 3.2.4 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them.
- 3.2.5 Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- 3.2.6 Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner.
- 3.2.7 In consultation with the School Health & Safety Advisors, ensure that the School's Active Monitoring Inspection Plan is completed in accordance with the timescales agreed with the Bursar.
- 3.2.8 Constantly monitor the effectiveness of this Health & Safety Policy and Procedures Manual as regards both academic and non-academic work and report back to the School Health & Safety Advisors and Bursar, as appropriate.
- 3.2.9 Consult with Deputy Headmaster/Bursar and appointed School's Health & Safety Advisors.

- 3.2.10 Recommend changes to the School's Health & Safety Policy and Procedures Manual in the light of experience.
- 3.2.11 Ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.
- 3.2.12 Be responsible for ensuring that all Heads of Department, Subject Co-ordinators, Teachers, Employees, etc, as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- 3.2.13 Take steps to ensure that changes in curriculum are considered for their health and safety implications.
- 3.2.14 Ensure he/she implements the School requirements with respect to Fire Matters (see *School Arrangements & Procedures Section*).

## **4. BURSAR**

The Bursar has responsibility for:

- 4.3.1 Monitoring the effectiveness of this Policy and reporting back to the Governors of Elstree School, as appropriate.
- 4.3.2 Monitoring overall health and safety within the School.
- 4.3.3 Recommending changes in the Elstree School Health & Safety Policy and Procedures Manual in the light of experience.
- 4.3.4 Ensuring that all those employees who work for her are fully aware of their responsibilities within their own spheres of control.
- 4.3.5 Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.
- 4.3.6 Are appointed by the Headmaster of Elstree School as co-chair of the School's Health & Safety Committee.
- 4.3.7 Are appointed as the main 'Competent Persons' for Elstree School as required by the Management of Health & Safety at Work Regulations 1999.
- 4.3.8 Will monitor the effectiveness of the School Health & Safety Policy and Procedures Manual and report back to the Governors of Elstree School, as appropriate.
- 4.3.9 The Bursar is the liaison point with the School's Health & Safety Consultants.

- 4.3.10 In a line management function the Bursar is responsible for the safe operation of maintenance and grounds staff.
- 4.3.11 The Bursar is responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools' functions are fully used and kept up-to-date. This includes boiler maintenance, fire alarms, emergency lighting, etc.
- 4.3.12 The Bursar is responsible for the 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition.
- 4.3.13 The Bursar is responsible for ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by her for inspection.
- 4.3.14 The Bursar is responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced.
- 4.3.15 The Bursar is responsible for ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.
- 4.3.16 The Bursar is responsible for establishing a system for the reporting back to her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.
- 4.3.17 The Bursar is responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises and in this context liaise fully with the School's architects.
- 4.3.18 The Bursar is responsible for ensuring that the School's Health & Safety Policy and Procedures Manual are kept up-to-date.
- 4.3.19 The Bursar is responsible for the co-ordination of health and safety monitoring activities across the whole School.
- 4.3.20 The Bursar is responsible for the development of the School's Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales.

## **5. LINE MANAGERS**

For the purposes of the School's Health & Safety Policy and Procedures Manual the term Line Managers includes Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Headmaster for:



- 5.4.1 Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments.
- 5.4.2 Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- 5.4.3 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- 5.4.4 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- 5.4.5 Notifying the School Health & Safety Advisors of any matters within this field which they feel is beyond their competence to deal with.
- 5.4.6 Reporting to the School Health & Safety Advisors any accidents, incidents, near-misses or damage for appropriate investigation.
- 5.4.7 Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips.
- 5.4.8 Notifying directly to their School's Health & Safety Advisors any new substances that are required to be purchased by their Department in order that the School Health & Safety Co-ordinator can implement the required COSHH Assessments.
- 5.4.9 Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.

## 6. EMPLOYEES

The term 'Employees' includes **ALL** employees who work for the School. Each and every employee is responsible for ensuring that:-

- 6.5.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

**HSW Act, Section 7** *It shall be the duty of every employee while at work:*

*To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*

*As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

**HSW Act, Section 8** *No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

**Management of Health & Safety at Work Regulations 1999, Regulation 14**

*Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*

*Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -*

*Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*

*Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.*

- 6.5.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.
- 6.5.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.
- 6.5.4 They report all accidents, incidents and damage to their immediate supervisor.

## **7. SAFE SYSTEMS OF WORK**

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

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

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

### **AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:**

- TECHNOLOGY WORKSHOP - use of machines
- SCIENCE LABORATORY - general laboratory procedure
- SCHOOL GROUNDS - use of hazardous machinery
- ART DEPARTMENT – cutting
- MAINTENANCE DEPARTMENT- Work at height, Hot work, Electrical work, Use of workshop equipment

## **8. TRAINING**

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc. will be given training, as necessary and appropriate to the tasks that they are to fulfil. 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.

Sister has received the appropriate training commensurate with her duties. She will ensure that any Deputies, employed as Assistants, have adequate training.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it.

## **9. PLAYGROUND SAFETY**

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

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.

Staff must supervise the low ropes course and read the risk assessment before use.

## **10. SPORT – GENERAL**

The School has a full Policy in place devised by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

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

The School employs Coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

The School follows the guidance from the ECB concerning the wearing of Protective Helmets for Cricket.

## **11. SPORT – INJURIES**

In the event of injury in sport activities, other than minor scrapes and bumps, Sister will be involved. If the pupil involved is mobile then he will be accompanied to the surgery. If the injury is more serious then Sister will attend the injured person where the injury has taken place.

In the event of further action being needed the Sister will contact the School Doctor or Ambulance as appropriate.

During school matches involving contact sports in the winter terms, Sister will be on the touch line and therefore available if required. For cricket matches in the summer term, Sister will be within the School grounds should she be required urgently.

## **12. SPORTS HALL**

The Sports Hall is used by the School and others to whom it is let.

Use by others is covered by Risk Assessment carried out by the organisation using the Hall

School pupils are permitted into the Hall without direct supervision under strict conditions.

### **EQUIPMENT**

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

### **SHOES**

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

In the event of injury, emergency equipment will be used as required and if necessary Sister will be contacted to assist as appropriate.

## **13. SWIMMING POOL**

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has a full Normal Operating Procedure and Emergency Action Plan in operation which incorporates all aspects of running the Pool.

When the Pool is in use by the School, it is always under the strict supervision of two trained staff.

### **EMERGENCY PROCEDURES**

The full emergency procedure can be found in the Emergency Action Plan.

### **POOL WATER**

The cleanliness and chemical balance of the water is monitored with tests undertaken three times per day when the Pool is in use.

### **POOL COMPOUND**

The Pool Compound is fully enclosed with locked gates preventing unauthorised access.

## **14. FIRE**

The School is visited by the Local Fire Officer from time to time and complies with all the requirements. A full Fire Risk Assessment is in place and this is reviewed annually.

A full Fire Procedure is in place and Fire Drills are carried out each term for Day and Boarding Pupils.

A full Fire Alarm system is in place with all areas covered by automatic detectors to ensure early warning at all times.

## **15. SCHOOL VEHICLES**

The School operates two People Carrier and two Mini Buses for use by Staff for transporting pupils. The school vehicles may only be driven by staff who are over 25 and must provide their driving licence details to the Bursar on an annual basis.

Weekly checks are made on all vehicles by maintenance staff.

**EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:**

First Aid Kit  
Fire Extinguisher  
Hi-viz jacket  
Torch  
Basic Tools

The School subscribes to a Rescue Service, thereby ensuring that the vehicles are recovered in the event of a breakdown. Details are in each vehicle.

**BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:**

- a) The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.
- b) The Driver will ensure that luggage is stowed correctly.
- c) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers and booster seats used for all children under 1.3m tall; responsibility rests with the driver to ensure compliance.
- d) There should be two drivers present in the Mini Bus at all times.

## **16. OFF SITE ACTIVITIES -Field Trips, Visits etc.**

For trips of this nature the following procedure will be observed:

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

**SUPERVISION:**

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

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

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

## **17. FIRST AID and MEDICINE CONTROL**

First Aid and Medicines are under the direct control of Sister.

First Aid Boxes are always kept topped up from Sister's supply kept in the Surgery.

The following items are also controlled by Sister:

- The Accident Book - filled in for any injury, however minor, requiring treatment.
- Day Pupil's Medicines - kept in a locked cabinet and administered as directed.
- Medicines Book - detailing what has been given to whom, for the record.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

The Surgery is always kept locked when there is nobody in the room.

## **18. CATERING**

The School outsources its catering arrangements and the activities in the Kitchens are under the overall control of the Catering Manager under the management of Palmer & Howells.

The Catering Manager ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

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

- Cleaning schedules are established and details recorded.
- Equipment temperature checks are carried out daily and the results recorded.
- Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- A sample of food from each meal is taken and kept to be available for checking and examination at a later date should the need arise.
- Equipment is maintained in accordance with a schedule and the details recorded.
- A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery, with the exception of a wedding ring, is not permitted.

- Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- General hygiene inspections are carried out on a regular basis.
- Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- In addition to the above, all the kitchen staff have undertaken training in Food Handling.

## **19. SAFE PLACE OF WORK**

The Schedules for keeping the premises in a clean and orderly condition during term time are devised by the Housekeeping Bursar and are as follows:

### **DAILY:**

Classrooms  
 Changing Rooms  
 Toilets  
 Sports Hall  
 Dormitories

### **LAUNDERING:**

Laundering is carried out on a daily basis and there is a rota for changing the following:

Bed Linen  
 Towels  
 Tea Towels  
 Clothes for Boarders  
 Games Clothes for Boarders

## **20. CONTROL OF VEHICLES**

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs and Sleeping Policemen Ramps are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there are children crossing roadways at all times
- c) Parking only to be carried out in designated areas

## **21. SECURITY OF SITE**

The School has taken all reasonable steps to prevent unauthorised entry to its premises and electronic gates are fitted to the Middle Entrance.



While the grounds can be entered easily at any time, all buildings are locked at night when not in use.

#### MAIN SCHOOL

The responsibility for ensuring that the premises are secure rests with the Boarders' Housemaster, Caretaker and Duty Teaching Staff.

#### HOME FARM

The responsibility for ensuring that Home Farm is secure rests with the Head of the Department or other staff as designated by her.

Should a problem with unauthorised entry occur in the future, The School will take the necessary steps to counteract the problem.

## **22. MACHINERY and PLANT**

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

- a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- b) Biennial Checks on Electrical Equipment.
- c) Annual Service of Fire Extinguishers.
- d) Annual Service of Boiler Plant and Associated Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Servicing of lifts under contract.

## **23. ENVIRONMENTAL CONTROL**

#### CLASSROOMS, BOARDING ACCOMMODATION 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.

#### TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1994. 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.

#### SPORTS HALL

Conditions are monitored carefully to ensure that the optimum ambient temperature is maintained for sport activity.

## 24. NOISE

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

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

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

## 25. WASTE DISPOSAL

### GENERAL WASTE DISPOSAL

The disposal of normal waste will be carried out by a Contractor.

### CHEMICAL WASTE DISPOSAL

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

### FOOD WASTE DISPOSAL

Disposal of Food Waste is carried out by the Contractor along with General Waste.

## 26. 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. Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
3. Dangerous Occurrences listed in the Regulations.

### **b) Reporting**

A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.

A report will be sent to the Health and Safety Executive for any other injury which results in Staff being

absent from, or unable to do their normal work for more than seven days.

A report will be sent to the Health and Safety Executive in the case of ill health 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

## **27. PERSONAL PROTECTIVE EQUIPMENT**

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

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

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

## **28. HAZARDOUS SUBSTANCES**

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

- a) Listing of Substances being used to establish whether they come under COSH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
  - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.

- Control Measures to be adopted.
- Maintenance of the Control Measures.

- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Carry out Instruction and Training to ensure the following are understood:
- Use of the substances, their handling, storage and disposal
- Emergency Procedures
- Methods of Control
- Use of Personal Protective Equipment
- Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

## **29. DISPLAY SCREEN EQUIPMENT**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that come 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' carries out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **30. RISK ASSESSMENT**

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.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Consultant or School Staff as appropriate.

A Risk Assessment Policy is in place.

## **31. MANUAL HANDLING**

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

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

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

## **32. WORK 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.

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.

## **33. CONTROL OF CONTRACTORS**

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

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

#### 1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards

#### 2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

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

- Special Hazards applicable - e.g. Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

#### 3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

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

Full list of Site Rules available for contractors.

#### CONTROL OF CONTRACTOR ON SITE

- Nomination of person to co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- Notification by Contractor of all accidents etc.
- All machinery on site to have documentary evidence of Statutory
  - Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 - See separate sheet concerning these Regulations.

### **34. DESIGN and MANAGEMENT REGULATIONS 2015 (CDM)**

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

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

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

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

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

### **35. SAFETY COMMITTEE**

The School has a Safety Committee which meets on a regular basis and its purpose is to carry out the following:-

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

- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

## **36. 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:

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

## **37. ASBESTOS**

A Policy for Asbestos is in place in the School.

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

Survey: A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

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

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

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;



- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

## **38. HEALTH AND SAFETY EMERGENCIES**

### CRITICAL INCIDENTS

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

The Plan covers the constitution of a Crisis 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.

### DISASTER RECOVERY

Alongside the Crisis Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

## **39. OCCUPATIONAL HEALTH & 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 Design and Technology 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 with its employees. A full Stress Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The School adopts a proactive approach to this issue.

## 40. 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.

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 ongoing 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

## 41. VIOLENCE

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.

The School has devised a Violence Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary 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.

## **42. MONITORING POLICY**

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Advisor. Checks will be made each term with an inspection being made of all areas of The School followed by a report.

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