



# **HEALTH and SAFETY POLICY**

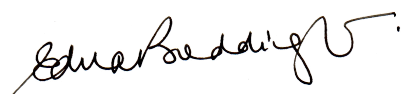
Reviewed by: Kevin Clarke CMIOSH MIFSM  
Lead Consultant  
The Culham Consultancy

Moulsford Preparatory School  
Moulsford on Thames  
Oxfordshire  
OX10 9HR

## HEALTH and SAFETY POLICY STATEMENT

- a) The Governors and Headteacher are fully aware of their responsibilities under relevant health and safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard health and safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to health and safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Headteacher, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to cooperate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, The Bursar or Headteacher.

Signed



E BODDINGTON  
Chair of Governors

Signed:



B BEARDMORE-GRAY  
Headteacher

Dated: 1<sup>st</sup> January 2025

## **RESPONSIBILITIES**

### **Governor Chair of Health & Safety Committee**

- a) Will Chair and attend, alongside another Governor, the School Health & Safety Committee.
- b) Will report to the Board of Governors on Health and Safety following Committee meetings.

### **Headteacher**

- a) Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

### **Deputy Head and Assistant Heads**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- b) Will ensure that responsibilities are properly assigned and accepted at all times.
- c) Will assist the Headteacher in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- d) Will assist the Headteacher in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
- e) Will assist the Headteacher in ensuring that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

## **Bursar**

Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.

- a) Will draw up safe methods and procedures, written where appropriate, for operations under his control.
- b) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- c) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
- d) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- e) Will ensure, in conjunction with the Headteacher, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- f) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- g) Will be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc in place.
- h) Will, in conjunction with the Headteacher, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- i) Will, in conjunction with the Headteacher, review the Health and Safety Officer's reports and take action where appropriate.
- j) Will ensure that the School's obligations under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015' are complied with.

## **External Health and Safety Consultant**

- a) Will supervise the School Health and Safety Programme.
- b) Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Headteacher and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Headteacher and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Headteacher and Bursar.
- h) Will ensure that all areas of the School are inspected from a Health and Safety point of view once per term.
- i) Will undertake or advise on assessments under 'The Control of Substances Hazardous to Health Regulations 2002', 'The Management of Health and Safety at Work Regulations 1999' and other Regulations appropriate, calling in experts in specific fields as necessary.

## **Heads of Department**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations within their department or sphere of activities.
- c) Will ensure that Risk Assessments, as appropriate, are in place for their Departments.
- d) Will ensure that all classroom/work areas are safe before they are used by any person.
- e) Will ensure that all equipment is safe before it is used by any person.
- f) Will ensure that protective equipment, where appropriate, is used at all times.
- g) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headteacher without delay.
- h) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- i) Will ensure that classrooms are safe by ensuring that trailing leads are not in place and equipment is switched off and unplugged at the end of the day.
- j) Will ensure that appropriate fire control arrangements are in place, fire doors are shut and combustible waste is put into appropriate bins.

## **Head of Pre-Prep**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe procedures, written where appropriate, for the Pre-Prep Department.
- c) Will ensure that all classrooms/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is issued by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headteacher without delay.
- g) Will ensure that all Pre-Prep Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- h) Will ensure that the Pre-Prep Department is safe and secure for all pupils.
- i) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- j) Will ensure that classrooms are safe by ensuring that trailing leads are not in place and equipment is switched off and unplugged at the end of the day.
- k) Will ensure that appropriate fire control arrangements are in place, fire doors are shut and combustible waste is put into appropriate bins.

## **Housemaster**

- a) Will have direct responsibility for the boarders as appropriate.
- b) Will ensure that evacuation of the Boarders at night in the case of Fire or Emergency is carried out effectively.

- c) Will ensure that the appropriate welfare aspects of the Boarders are adequately covered and the requirements for compliance with the Care Standards Act 2000 and the Children Act 2004 where they apply to Boarding Schools are satisfied.
- d) Will, for his other responsibilities for Health and Safety, carry out their duties as described in the relevant responsibilities section of the policy.

### **Matron**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all personnel under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- c) Will be responsible for treating injuries and illness within the School in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.
- d) Will ensure that the Accident Book and adequate First Aid Records are maintained.
- e) Will ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with the Care Standards Act 2000 and the Children Act 2004 where it applies to Boarding Schools are satisfied.
- f) Will ensure that all medicines within the Surgery are kept in a locked cabinet at all times.
- g) Will ensure that stocks of medicines for general use are adequate at all times.
- h) Will ensure that all First Aid Boxes are fully equipped for use when needed and are checked each month.
- i) Will administer Day Pupil's Medicines as directed.
- j) Will keep a Medicines Book detailing what has been given to whom and when.
- k) Will ensure that the Medicines Cupboard is always kept locked when there is nobody in the room.
- l) Will decide, in the absence of a note from parents, whether Pupils are fit to take part in Sport Activities.

### **Teaching Staff**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods, procedures and assessments, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Head of Department, Bursar or Headteacher without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- h) Will ensure that classrooms are safe by ensuring that trailing leads are not in place and equipment is switched off and unplugged at the end of the day.

- i) Will ensure that appropriate fire control arrangements are in place, fire doors are shut and combustible waste is put into appropriate bins.

### **All Other Staff**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headteacher without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire procedures, Health and Safety Procedures and School Policy Documents that are relevant to them.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.
- j) Will follow any safe systems of work that are in place.

### **All Other Persons on the School Property Including Visitors**

- a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by liability insurance against risk.
- d) All will be shown the fire procedures which are printed on the back of the Visitors Badge.

## **METHODS AND PROCEDURES**

### **Safe Systems**

Departmental Heads have devised safe systems/schemes of work, 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:-

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

## **Training**

Teaching Staff engaged have all received Teaching Training. On-going academic training is coordinated by the Deputy Head and Assistant Head Academic. 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, Maintenance, Domestic and Temporary Staff etc. will be given training, as necessary, 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.

The Matrons have experience which enables them to carry out their duties and have been trained on school health and Safety Policies and Procedures.

## **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.

Supervision for the Pre Prep is greater and reflects the need for a higher ratio of teaching staff to children, taking into account the age of the children in the Pre Prep.

Playground equipment is checked on a weekly basis during the term.

## **SPORT**

### **General**

The School has a full Physical Education General Policy which is organised and coordinated by the Director of Sport. A wide range of sports is offered and takes account of the requirements for the pupils.

Pupils are expected to take part in sport activities and day pupils who do not bring a note to school and hand it to Matron stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in situations where injury or illness has occurred during the day where the Matron 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. As part of their induction they will be trained in school Health and Safety policies and Procedures.



There is a recommendation by the IAPS that all pupils wear gum shields while playing contact sports and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn and the responsibility for ensuring that this is worn rests with the member of staff supervising the particular sport.

### **Sports Injuries**

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

In the event of further action being needed the Head of Care/Matron will contact the School Doctor or Ambulance as appropriate.

During school matches involving contact sports in the winter terms, Matron will be available if required.

### **Sports Hall**

The Sports Hall is used by the School and Risk Assessment is in place for all the activities undertaken.

School pupils are not permitted into the Hall without supervision by a member of staff.

### **Equipment**

All equipment in the Sports Hall is checked regularly and also before use 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.

### **FIRE**

The School is visited by the Local Fire Officer from time to time and complies with all his requirements.

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.

Fire Risk Assessment is carried out in line with the Regulatory Reform (Fire Safety) Order 2005.

## **MINIBUSES**

The School has a full policy in place for the operation of Minibuses which is along the following lines:

- a) Minibuses are all fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.
- b) Fuel, oil, water and belts etc are all checked weekly and this is recorded in a log book kept in the vehicle. Any repairs carried out to the vehicle are also recorded in the log book.
- c) Staff are required to undertake a test with RoSPA before being permitted to drive the Minibuses.

Each vehicle is equipped with the following items:

- 1) First Aid Kit
- 2) Fire Extinguisher
- 3) Basic Tools

The School subscribes to a Fleet Rescue Service, thereby ensuring that the buses are recovered in the event of a breakdown.

Before commencing a journey the following procedure will be adopted:

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

In the event of a breakdown, the following procedure will be adopted:

- 1) The Member of Staff will stay with the minibus at all times.
- 2) A Mobile Telephone will be taken in the minibus and used to summon assistance.

## **STAFF CARS**

When staff take their own car, the member of staff is responsible for ensuring that their car is safe to use and will use booster seats if required. Staff are only allowed to take children in their private car in an emergency and will always if possible ask the bursar. The school has taken out a special insurance policy to cover this eventuality.

## **FIRST AID AND MEDICINE CONTROL**

A full Medical Policy is in place and First Aid and Medicines are under the direct control of the Matrons.

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

The following items are also controlled by the Matrons:

- 1) The Accident Book – for visitors and staff.
- 2) Day Pupil's Medicines - kept in a locked cabinet and administered as directed.
- 3) Daily Medical Record – recording anything that has happened.
- 4) A stock of proprietary tablets and medicines for general use, kept in a locked cupboard.

## **CATERING**

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

The Catering Manager ensures that activities are undertaken in line with the Food Safety (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.

1. Cleaning schedules are established and details recorded.
2. Equipment temperature checks are carried out daily and the results recorded.
3. Temperature of food is taken and recorded for each item when it comes out of the oven.
4. Equipment is maintained in accordance with a schedule and the details recorded.
5. A full Management system for Food Hazard Analysis and Critical Control Point in place in line with 'Safer Food, Better Business'.
6. Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except wedding rings is not permitted.
7. Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
8. General hygiene inspections are carried out on a regular basis.
9. Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
10. Deep cleaning is carried out at the end of term and before the start of term.
11. Delivery monitoring is carried out with temperature checks in place.
12. Food labelling for Allergens is in place.

## **SAFE PLACE OF WORK**

The Schedules for keeping the premises in a clean and orderly condition during term time and for ensuring that laundering of boarders' clothing etc is carried out, are as follows:

### **Cleaning**

Daily:

- Sports Hall
- Classrooms
- Bathrooms
- Toilets
- Changing Rooms
- General Areas

During the holidays, in depth cleaning of areas is carried out as required.

### **Laundry**

The schedules for laundry are organised by the Matrons and ensure that boarders clothing etc is laundered regularly.

### **Control of Vehicles**

Control of vehicles is of paramount importance within the School's site. 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
- d) Full observance of the one way system at all times.

### **Security of Site**

The School has taken all reasonable steps to prevent unauthorised entry to its premises. A full visitor policy is in place.

While the grounds can be entered easily at any time, gates are locked in the evening and all buildings are locked at night.

In addition, buildings are fitted with key pad type locks and electronic locks to deter unauthorised entry. The School endeavours to provide a secure environment commensurate with the ability to operate the School on a daily basis.

Staff are resident on site and are responsible for assisting in ensuring security at all times.

CCTV is in place.

## **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.

### **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 2002. All these areas use dilution ventilation.

### **Sports Hall**

Conditions are monitored carefully to ensure that the optimum combination of ambient temperature and humidity is maintained to prevent excessive condensation build up.

### **Theatre**

Conditions in theatre are controlled by way of an air conditioning and ventilation system.

### **Noise**

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

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

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

## **Vibration**

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

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

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

## **WASTE DISPOSAL**

### **General Waste Disposal**

The disposal of normal waste is carried out by a private 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.

### **Certification**

The School has a Waste Certificate in place issued by the contractor.

Controlled Transfer Notes are issued as required.

## **MACHINERY AND PLANT**

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

1. Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
2. Monthly and annual checks of Emergency Lighting.
3. Annual service of Fire Alarm System and Emergency Lighting.
4. Annual tests on Portable Electrical Appliances.
5. Annual service of Fire Extinguishers.

6. Annual testing of Water Systems for Legionella.
7. Annual service of Heating and Ventilating Equipment.
8. Annual maintenance of Catering Equipment.
9. Five yearly checks on Fixed Wiring Installations.

## **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. A member of staff is responsible for Wellbeing for everyone attending school.

The School adopts a proactive approach to this issue.

## **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:**

- Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- Specified Injury to Staff, Pupils or Any Other People in an accident on the premises.
- The Specified Injury as listed in the Regulations.
- 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 any of 8 categories of work related illness listed in the Regulations.

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

**c) Reporting Arrangements**

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

**d) Record Keeping**

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

- Time
- Date
- Place
- People involved
- Description of event

## **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 COSHH 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
- c) 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.

## **ASBESTOS**

### **Policy**

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 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:

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

## **HEALTH AND SAFETY EMERGENCIES**

### **Critical Incidents**

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

The Plan covers the constitution of a Critical Incident 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 Critical Incident 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.

## **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:

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

Under the same Regulations, Staff will:

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

## **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 Headteacher 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.

## **DISPLAY SCREEN EQUIPMENT**

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

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

## **RISK 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 Staff, the Part Time Health and Safety Officer with assistance from other personnel as required.

## **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:

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

## **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:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) 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.

## **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:

- a) Work at Height will be properly planned and organised.
- b) Those involved in Work at Height will be properly trained and competent.
- c) A Risk Assessment will be carried out to establish the correct access equipment.
- d) Equipment for Work at Height will be properly inspected and maintained.
- e) 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:

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

### **Safety Committee**

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

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

### **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:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.

- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

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

### **OFF SITE ACTIVITIES - FIELD TRIPS, VISITS ETC**

The School has a full procedure for such activities and it incorporates the following:

- a) Details of the activity
- b) Details of any hazardous pursuits
- c) Any specific Health and Safety considerations
- d) Full Risk Assessment of all activities.
- e) Any parental approval required
- f) Details of cost
- g) Itinerary and details of link person who can alert the authorities should an emergency occur

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004 will be taken into account.

### **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:

#### **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

## **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 - eg Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

## **Appointment of Contractor**

Appointment of a Contractor will be based upon the best bid, taking into account all factors.

## **Acceptance by Contractor of School Safety Rules for the Site**

A full list of Site Rules is available for contractors.

## **Control of Contractor on Site**

- Nomination of person to coordinate 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
- Notification by Contractor of all accidents etc
- All machinery on site to have documentary evidence of Statutory
- Inspections and Driver/Operator Training - where applicable

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

## **The Construction (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:

- a) 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
- b) 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

- c) 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.

## **MONITORING POLICY**

The Health and Safety Policy will be monitored on an on-going basis by the Part Time Health and Safety Officer. 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.