



Health & Safety Policy

Date of issue: June 2022
Date of next review: May 2023
Responsible person: HR, Risk and Compliance Director
References: Health and Safety at Work etc. Act 1974
Electricity at Work Regulations 1989
Control of Substances Hazardous to Health Regulations 2002 (and 2004)
Control of Noise at Work Regulations 2005
Personal Protective Equipment at Work (Amendment) Regulations 2022
Ionising Radiations Regulations 2017 (and 2019)
Health and Safety (Display Screen Equipment) Regulations 1992 (and 2002)
Provision and Use of Work Equipment Regulations 1998
Manual Handling Regulations 1992 (and 2002)
Control of Asbestos Regulations 2012

Policy number: 11

PART ONE

1. STATEMENT OF INTENT

- 1.1 The Governing Council of St John's School recognises that it has a legal duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all School employees and pupils, as well as members of the public and people who use the School premises from time to time.
- 1.2 The Governing Council promotes standards of health, safety and welfare to 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 Governing Council that Health and Safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3 The Head, on behalf of the Governing Council, will take steps as reasonably practicable to:
 - 1.3.1 Maintain safe and healthy working areas and systems of work, and to protect all employees, pupils and others (including the public) insofar as they come into contact with foreseeable work hazards;
 - 1.3.2 Provide and maintain a safe and healthy environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - 1.3.3 Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
 - 1.3.4 Ensure, via line management structure, that suitable and sufficient risk assessments are produced and kept up to date for areas of the School and activities which present a risk to pupils, employees and visitors;
 - 1.3.5 Develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
 - 1.3.6 Provide a safe environment for all visitors to the School's premises, bearing in mind that such visitors may not necessarily be attuned to certain aspects of the School's environment;
 - 1.3.7 Effectively manage the activity of all outside contractors when on the School's premises. This may be achieved via routine supervision and management of contractors, and will include requests for copies of contractors' health and safety policies at the tender stage;
 - 1.3.8 Encourage full and effective two-way consultation on health and safety matters by utilising the management structure, Staff Information and Consultation Group and the Health and Safety Committee;
 - 1.3.9 Ensure that this Policy is used as a practical working document and that its contents are publicised fully;

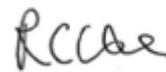
- 1.3.10 Regularly review the details of this Policy and keep it in line with changes to current legislation.
- 1.4 The School will produce and maintain a written risk assessment of areas of risk to the health and safety of its employees whilst they are at work.
- 1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to its obligations and duty of care in relation to waste management and removal.
- 1.6 Reference is made here to the requirements under The Regulatory Reform (Fire Safety) Order 2005 regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices.

SIGNED BY THE CHAIR OF
GOVERNING COUNCIL



DATE 29 June 2022

SIGNED BY THE
HEAD



DATE 29 June 2022

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This policy refers to several other School policies and procedures, which are all available on SharePoint.

PART 2: MANAGEMENT STRUCTURE AND DUTIES

2.1 The Governing Council

The Governing Council accepts full responsibility for health and safety within the School. It shall monitor the effectiveness of the implementation of this Policy and shall revise it where necessary. The Council shall ensure that any changes in this Policy will be drawn to the attention of all employees.

2.2 The Head

The Head is responsible to the Council for the safe functioning of all School activities, and shall:

- a) monitor the effectiveness of this policy as regards to teaching and support staff functions and shall report back to the Council via the Risk Management and Compliance Committee;
- b) consult with the School's HR, Risk and Compliance Director, in her capacity as Chair of the School's Health and Safety Committee, concerning all aspects of health and safety;
- c) ensure the co-operation of all staff at all levels in adhering to this policy;
- d) be responsible for ensuring that all Housemasters/Housemistresses' and Heads of Department, both teaching and support staff, fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- e) take steps to ensure that any changes in curriculum as well as changes in systems of work are considered in relation to health and safety.

The Head may delegate these responsibilities on a day-to-day basis to the Senior Deputy Head.

2.3 HR, Risk and Compliance Director

The School's HR, Risk and Compliance Director is the Chair of the School's Health and Safety Committee and shall:

- a. monitor the effectiveness of this policy and report back to the Head as appropriate;
- b. recommend changes to the Health and Safety Policy in accordance with changes in legislation and safe working practices;
- c. co-ordinate the risk assessment process summarised in section 3.3 of this policy and ensure suitable and sufficient risk assessments are completed by the relevant Heads of Department;
- d. liaise with the Estates Director to ensure that he fulfils the following responsibilities:
 - management of the health and safety of the School estate, fabric of buildings and arrangements for maintenance of premises (covered in section 3.20 onwards);
 - ensuring that all third party maintenance contractors engaged to monitor certain aspects of the School's health and safety functions are kept up to date;
 - the selection of outside maintenance contractors and the monitoring of all maintenance activities on the School premises, and in this context liaising fully with School's professional consultants;
 - the role of the School's Fire Safety Manager as detailed in the Fire Safety Policy and Evacuation Procedures;
- e. liaise with the Deputy Heads regarding health and safety matters pertaining to academic areas;
- f. ensure that all accidents, incidents, near misses as well as damage to School property are recorded and responded to accordingly and monitored, reporting trends to the H&S Committee.
- g. report to the Health and Safety Executive where necessary;

- h. ensure Heads of Support Departments are given the necessary training, instruction, responsibility and encouragement to carry out the health and safety functions that they have been given;
- i. be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken so the necessary bodies have sufficient knowledge of School procedures and the School itself is appropriately indemnified;
- j. delegate some of the listed responsibilities to the Estates Director and support staff Heads of Department as deemed appropriate;
- k. liaise with the HR and IT Departments regarding display screen equipment and workstation assessments.

2.5 Deputy Heads

On a day-to-day basis the Head's responsibilities regarding Senior House Staff and teaching staff will be devolved to the Deputy Heads who will:

- a) liaise with the HR, Risk and Compliance Director on the School's Health and Safety Policy and disseminate relevant health and safety information via line management structures;
- b) have overall responsibility for ensuring Senior House Staff and Academic Heads of Department produce suitable and significant risk assessments as outlined in section 3.3 below;
- c) in conjunction with the Estates Director, arrange fire practices at the agreed frequency;
- d) liaise with the HR, Risk and Compliance Director concerning all accidents, incidents, near misses and damage to School property.

2.6 Heads of Department

Heads of Department will be responsible to the Senior Deputy Head in respect of academic departments and to the HR, Risk and Compliance Director in respect of support departments. They shall manage risks within their department including writing and reviewing appropriate risk assessments including CoSHH assessments. In addition, Heads of Department will:

- a) ensure that the department is run according to the standards laid out in this Policy, to include minimum legal standards and other appropriate standards that may be set by the School;
- b) assume responsibility for ensuring that staff within their Department have appropriate training according to the needs of their work. Heads of Department will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will also ensure that appropriate training is delivered and training records held centrally by the HR, Risk and Compliance Director. The training needs analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process should/will consider health and safety performance and address areas of concern with employees.
- c) be responsible for ensuring that staff for whom they have line-management responsibility co-operate fully with the School's fire and emergency evacuation procedures
- d) report to the HR, Risk and Compliance Director any accidents, incidents, near misses or damage for appropriate investigation;
- e) notify the HR, Risk and Compliance Director of any new hazardous substances purchased by the department, which may require special handling in accordance with CoSHH Regulations;
- f) additionally, Academic Heads of Department will ensure that teachers understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility, as well as making staff aware of the importance of adhering to safety instructions, and:
 - ensure adequate supervision of pupils both inside the School, during normal teaching activities, and on external trips;
 - notify the Senior Deputy Head of any matters within their area of work which may be beyond their competence to deal with.

2.7 Senior House Staff / Boarding Staff

Apart from the normal supervisory role, Senior House Staff will have very specific duties, as follows:

- a) ensure that all fire doors are kept closed at night, such checks being undertaken by themselves and not delegated to pupils;
- b) ensure that all means of escape in case of fire are kept clear and remain unobstructed at all times;
- c) ensure that all pupils and residential House staff are familiar with the School's fire and emergency evacuation procedures;
- d) notify the Estates Director if there are any problems with the location and allocation of fire extinguishers;
- e) monitor boarding accommodation regarding permitted appliances and correct use of electrical and electronic equipment.

2.8 Technicians

Technicians working within Design & Engineering and Science Laboratories will be responsible to their Head of Department as appropriate for the following:

- a) close supervision of pupils undertaking practical activities when instructed;
- b) ensuring technician rooms or workshop are locked when no staff are present;
- c) isolating gas supplies to laboratories at the end of each working day;
- d) security of all toxic and flammable substances which may be used within the department;
- e) ensuring that all stores are kept securely locked when not being supervised;
- f) ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- g) ensuring that a sufficient number of the relevant fire extinguishers are available within, or close to, the prep rooms and laboratories, workshops;
- h) arranging the safe disposal of toxic substances;
- i) ensuring tools, equipment and machinery are regularly inspected and maintained as required (unless a specialist contractor is appointed);
- j) reporting breakages, damage or malfunction of tools, equipment and machinery to the Head of Department;
- k) regular inspections of safety equipment;
- l) undertake training regarding the safe use of equipment or disposal of hazardous waste.

The Design & Engineering and Science Departments provide further detail in their H&S Handbooks.

2.9 Employees

Employees (all staff) have responsibility for the following:

- a) co-operating with management in health and safety matters;
- b) having regard to their own safety and the safety of others, considering the safety and health aspects of each operation undertaken and giving thought as to how it may affect themselves and others;
- c) reporting to the HR, Risk and Compliance Director or their Line Manager any defects or hazards in any plant, materials or current work systems and notifying them of any assistance they require in discharging their health and safety obligations. The School's 'Every' helpdesk system should be used to notify the Compliance Department of any potential hazards and the Evolve system to log near-misses;
- d) complying with all health and safety procedures and all statutory requirements, including the use of safety equipment and clothing, where required, and reporting all defects in such equipment immediately;
- f) reporting any accidents, incidents, near-misses and damage to their Line Manager;
- g) undertake Health and Safety training sessions and online training modules in a timely manner;
- h) undertake necessary training under the COSHH Regulations;
- i) Use work equipment that is provided safely and in accordance with the manufacturer's recommendations;

- j) correctly use personal protective equipment that is issued to them and whenever required to do so.

2.10 Pupils

The Senior Deputy Head will ensure that Pupils are reminded regularly of the following expectations:

- a) exercise personal responsibility for the health and safety of themselves and others;
- b) observe standards of dress consistent with safety and/or hygiene, as detailed within the Pupil Handbook, uniform and dress code;
- c) observe all the health and safety rules of the School and, in particular, the instructions of staff given in an emergency;
- d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through the Pupil and Parent handbooks.

2.11 Visitors

Staff who are responsible for bringing in visitors to the site will ensure that:

- a) where applicable their visitors will be required to wear an identification badge that is supplied by the receptionist;
- b) visitors will be accompanied at all times by a responsible employee;
- c) should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises the person who is accompanying the visitors will take him/her to the fire assembly point or ensure that the relevant emergency procedure (e.g., lockdown) is followed;
- d) should an incident/accident occur involving a visitor this will be reported to the Health Centre, an accident form completed and an investigation undertaken as soon as possible by the Compliance Department.

Where applicable adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

PART THREE

ARRANGEMENTS

The following procedures and arrangements have been established within the School to minimise health and safety risks to an acceptable level.

3.1 Communication

The Governing Council and Head recognise the importance of communication to staff, visitors, pupils, parents and contractors. This will normally be via Line Management structures, the Information and Consultation Group and Departmental meetings but there is also an established INSET training programme and other formal briefing sessions to ensure good communication.

The School has fault detection/reporting procedures in place for dealing with day-to-day health and safety issues. Monitoring of remedial action is carried out by the Compliance Department, Departmental Heads and Line Managers.

In the event of an emergency in school (or in the local community or on an educational visit, including off-site activities) please refer to the School's Incident Management Plan and contact a member of the School Incident Management Team (SIMT):

Internal contacts - School staff identified for incident response – SIMT

Name	Job title	SIMT role	School Extension	Mobile phone
Rowena Cole	The Head	Co-ordinator	443	07823 787920
Rebecca Evans	Senior Deputy Head	Business Continuity Education	575	07767 294026
Tara Hanley	Deputy Head (Academic)	Education	498	07720 742279
Alex Mogford	Deputy Head (Pastoral)	Welfare & Co-ordinator support	428	07720 270174
Sian Holwell	Finance Director	Business Continuity	447	07776 373792
William Nash	Estates Director	Resources	472	07741 844777
Carol Robinson	HR, Risk and Compliance Director	Staff welfare, Resources	422	07590 037742
Matt Neville	Operations Manager	Resource support	522	07841 199731
Leah Hilt	DSL, Director of Safeguarding	Pupil welfare	465	07730 206671
Luke Shires	IT Network Manager	Resources	464	07391 682164
Sally Hunt	MIS Manager/EVC	Communications	448	07815 043680
Lisa Marriott	PA to The Head	Log-keeping	441	07799 692528
Nicole Brown	Senior Deputy Head's PA	Log-keeping support	442	07912 158070
Siân Graham	Secretary to Council	Communication with Governors	395	07740 046365

3.2 Consultation with Employees

The Governing Council and Head recognise the importance of consulting with employees on health and safety matters. This will be achieved via Departmental meetings, the Information and Consultation Group (at which health and safety is a standing agenda item) and nominated staff representatives' attendance of the Health, Safety and Security Committee. The Health, Safety and Security Committee meets at least once per term, although members have recourse to call for an emergency meeting should circumstances so dictate. Minutes are available to all staff on the School's intranet (SharePoint).

The Health, Safety and Security Committee will address the School's overall Health and Safety Policy; risk management, learning from accident/near miss investigations and accident trends, fault development trends, audit actions and improvement plans, training requirements, fire safety and future strategy.

The HR, Risk and Compliance Director will chair the Committee with standard attendance by a Governor, Senior Deputy Head, Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (Enrichment), Estates Director, Operations Manager, Nurse Manager, Director of Performing Arts, Director of Sport, CCF Administrator, Assistant Head (Pastoral and Boarding), the Catering Manager, and the IT Network Manager (for Security aspects only). Other staff representatives may be co-opted onto the Committee dependent upon matters for consideration on the agenda.

3.3 Risk Assessment Policy

At St John's School risk assessment is a dynamic and systematic process that promotes the welfare of pupils and staff. A separate Risk Management Policy provides further detail.

The School's risk assessment process is overseen by the HR, Risk and Compliance Director and Senior Deputy Head. The objectives of this are to seek to ensure that:-

- 1) suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, or where there is a statutory requirement.

- 2) identified control measures are implemented to control risk so far as reasonably practicable.
- 3) those affected by school activities have received suitable information on what to do.
- 4) risk assessments are recorded and reviewed when appropriate.

Where specialist skills are required, e.g., asbestos, fire, water quality, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

Relevant staff will receive guidance on risk assessment as part of their induction. All staff who prepare risk assessments will receive guidance on risk assessment as necessary with refresher training, and training will be provided on specific risk areas where identified by the Head of Department and /or HR, Risk and Compliance Director.

The School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Engineering and Art.

The HR, Risk and Compliance Director will be responsible for the maintenance of risk assessment records.

Key personnel with specific risk management responsibilities:

Responsible Person	Area Covered
HR, Risk and Compliance Director	Lead operational responsibility for Health and Safety, oversight and administration of the School's Risk Assessment regime. HR risks including Lone Working, DSE, expectant mothers, staff with mobility problems, staff without DBS checks
Senior Deputy Head	Oversight of academic and pupil facing activities and trips
Estates Director	School premises: external areas, internal areas, contractor safety management, Sports Centre, working at height, Asbestos, Fire, Security, Legionella and water safety (etc.), Catering
Operations Manager	Use of School vehicles, Lettings and Events
Educational Visits Co-ordinator	Off site visits and activities
HODs/Academic and Support	General risk assessments/ Department/Task specific as appropriate
DSL/Nurse Manager	Medical needs/pupil welfare, First Aid provision

The Governing Council's Risk Management and Compliance Committee reviews, monitors and evaluates the School's management of risk on a termly basis.

3.4 Safeguarding and Child Protection

The School is fully committed to safeguarding and protecting children from harm. Furthermore, it recognises its responsibilities to protect staff from allegations of abuse and also for managing the stress caused when having to deal with cases of abuse. Staff should refer to the School's [Safeguarding and Protecting Children Policy and Procedures](#) for detailed information. Safeguarding risk assessments and individual pupil risk assessments are conducted by the DSL and filed in CPOMS.

3.5 Reporting of Accidents, Hazards and Near Misses

All staff are required to report accidents, incidents and near misses. Line managers will investigate such incidents where appropriate, in conjunction with the Compliance Department, and identify and implement means to prevent a recurrence. Accidents are recorded in the EVOLVE Accident Book accessed via the intranet, through the Health Centre or during holiday periods, in the Compliance Office. 'Near misses' i.e., an incident with the potential to have caused harm, are reported in the same manner or direct to the HR, Risk and Compliance Director.

The HR, Risk and Compliance Director assumes responsibility for RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations) which requires the School to report certain

accidents and ill health at work to the Health and Safety Executive. This is described more fully in the Medical and First Aid Policy and Procedures.

3.6 Slips/Trips/Falls

The School recognises the main cause of accidents is slips, trips and falls. It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear. Department Heads will ensure regular inspection of communal areas within their Departments. All hazards, obstructions, spillages, defects or maintenance requirements are reported via the helpdesk system on Every. All staff are expected to be vigilant and aware of possible hazards.

3.7 Working at Height

The risks associated with working at height are identified through risk assessments in the relevant departments. Training is delivered to staff that work at height. Frequent documented checks take place to take care for the safe working condition of access equipment and the records are held by the Estates Department, monitored by the Compliance Department. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.8 Noise

The School is aware of their responsibility for assessing the risks of noise in accordance with the Control of Noise at Work Regulations 2005. Noise assessments are carried out periodically as part of the School's Risk Assessment/Safe Systems of Work Programme and appropriate action taken where necessary. Where the School believes that employees are exposed to noise levels that would designate the area as either Action level 1 or Action level 2, appropriate hearing protection will be provided and worn.

3.9 Violence to Staff

The School is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk, the School ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through their Line Manager or to HR.

3.10 Security Arrangements including dealing with Intruders

Risks to security of the premises and property are assessed through the risk assessment process and discussed as a standing item at the Health, Safety and Security Committee. The School has a security risk assessment and a Site Security Policy is in place. The School has a CCTV system to help maintain a secure site and a CCTV Policy and Procedure is in place.

3.11 Personal Security/Lone Working

The School ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. A Lone Working Policy is in place.

When working out of normal School hours staff should notify another member of staff or the duty Site Supervisor of their working location and their telephone number in case of accident or emergency.

3.12 Hazardous Substances: CoSHH (Control of Substances Hazardous to Health)

Where staff or pupils use substances hazardous to health the School will ensure that:-

1. Foreseeable work activities using/generating hazardous substances are identified.

2. Suitable and sufficient risk assessments are in place where significant risks have been identified.
3. Suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the School.

Heads of Department will be responsible for the management of hazardous substances within their areas of responsibility. They will ensure that:-

- Where hazardous substances are used or stored on school premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained.
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides.
- Appropriate personal protective equipment will be available.
- Hazard signs will be displayed at locations where substances are stored.
- Pupils using hazardous substances are supervised at all times.
- Any health surveillance requirements are identified and appropriate surveillance implemented.
- Appropriate information, instruction and training, together with the keeping of records takes place.
- Where any contractors are used, that suitable and sufficient risk assessments incorporating the use/generation of hazardous substances have been undertaken.

3.13 Personal Protective Equipment

The School complies with the Personal Protective Equipment Regulations 2022.

The School recognises that Personal Protective Equipment (PPE) is a last resort and that wherever possible risks should be controlled by other means. Where the risks cannot be controlled by other methods or it is assessed there is a residual risk then suitable PPE will be provided. Relevant employees will receive the necessary training and instructions on the proper use of PPE, including maintenance and storage when not in use.

The persons nominated to issue Personal Protective Equipment on behalf of the School are Heads of Department and Line Managers and they will retain a record of those staff in receipt of significant or higher value items of PPE.

3.14 Manual Handling

Any work activity that involves transporting or supporting a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily forces requires prior consideration as to the ability and suitability of the individual to carry out the task. Risks of manual handling are communicated within general risk assessments. Staff should take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and to request assistance with excessive weights.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Heads of Department are responsible for assessing the appropriate approach to handling tasks, with the input of the School's competent person as required.

Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out in accordance with the Manual Handling Operations Regulations 1992 (as amended).

3.15 Radioactive Sources

The School complies with the Ionising Radiations Regulations 2017 in full.

For detailed information on the handling, management and storage of radioactive material staff should refer to the Head of Physics who is the Science department's Radiation Protection Supervisor. The School's Radiation Protection Officer (an external expert) carries out checks on the arrangements to manage ionising radiation sources every 2 years.

3.16 Display Screen Equipment (DSE)

The HR Department will ensure that DSE workplace assessments are conducted for all staff who regularly use DSE as a significant part of their normal work (defined as daily, for continuous periods of an hour or more). DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

To ensure (so far as it is reasonably practicable) that the health and safety of users is not adversely affected by the use of Display Screen Equipment the School will:-

- look at display screen equipment workstations and assess and reduce any risks;
- advise individual staff to carry out their own display screen equipment assessment by downloading the template from the HSE website;
- make sure that workstations meet safety requirements;
- advise staff on work plans so there are breaks or changes in the type of work done;
- provide health and safety training and information.
- encourage staff to take a 5-10 minute break after 50-60 minutes continuous screen and / or keyboard work.

Where the assessment indicates a need for ancillary equipment this will be provided by the School.

Staff whose work requires them to use a computer and visual display screen for long periods (being in excess of 4 periods of continuous screen work per day) are entitled to a DSE eye test. Staff should contact the HR Department for further details.

3.17 Catering and Food Hygiene

The School endeavours to provide a high quality catering service to pupils and staff. It is registered with the Local Authority as a 'food business' and complies with appropriate health and safety regulations for the preparation, service and disposal of food. A separate Catering and Food Hygiene policy is in place.

3.18 School Transport

Risks associated with driving School minibuses are evaluated via risk assessments and these are available to all staff on SharePoint.

The School recognises that it has a duty of care for the safety of staff and pupils using School minibuses. The School ensures that all vehicles have incorporated essential safety features and are maintained in a roadworthy condition at all times, and drivers are in receipt of the necessary training and are competent to drive minibuses.

Staff should refer to the relevant transport Code of Practice for detailed information. Any staff member using a school minibus must have their driving licence checked by the Transport Manager in their capacity as minibus coordinator.

3.19 School Trips/Off-site Visits

The School complies with The Outdoor Education Advisers National Guidance for off-site visits and school journeys.

Educational visits and trips must be approved by the Educational Visits Co-ordinator via the

EVOLVE system. Party leaders will liaise with the Finance Director via EVOLVE to ensure that adequate insurance cover is in place for the visit/trip/activity being organised.

Staff should refer to the School's Educational Visits Policy for detailed information on the procedure for arranging and managing external visits or trips (including departmental fieldwork and extra-curricular activities).

3.20 Lettings

The School has a Lettings Policy which ensures the suitability of adults working with children on the School site at any time, ensures that any groups who use the premises have child protection policies and procedures in place and that the hirer has public liability insurance in place in order to indemnify the School from all such hirer's claims arising from negligence. If any part of the School is let, the Operations Manager on behalf of the Head must be satisfied via the agreement that the hiring organisation intends to use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment will be undertaken when appropriate.

PREMISES

The following arrangements for the health and safety of the School's premises are the responsibility of the Estates Director, who will provide regular reports to the HR, Risk and Compliance Director:

3.21 Mechanical and Electrical (fixed and portable)

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. The School complies with the Electricity at Work Regulations, and has a formalised system of maintenance for all electrical systems. It will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.

The School has an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. The School undertakes Portable Appliance Testing (PAT) of such equipment in accordance with current HSE guidelines. Electrical equipment brought to School by boarding pupils is only with agreement of House staff in advance. Pupils' electrical equipment brought to school will be logged by House Staff who shall determine the need for PAT testing. The Estates Department will arrange, once a term, for a qualified PAT testing electrician to be available to test any new equipment brought into a boarding house. Please refer to 'Electrical Safety in Day and Boarding Houses' (which is annexed to the Electricity at Work Policy) for more detail.

The School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person.

The School has a separate *Electricity at Work Policy*, which is the responsibility of the Estates Director.

3.22 Maintenance of Machinery and Equipment

The School inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is dependent on the use and type of equipment.

The relevant Head of Department takes steps to ensure that all machinery, whether static or mobile, academic or maintenance, is stored and housed, according to the relevant assessed risks, and used in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 guidance.

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

3.23 Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the School. Contractors follow their own safe systems of work and their working methods should take into account how they will impact upon staff, pupils and other visitors on site. The School provides details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

3.24 Building Contractors

This involves work where part of the site is handed over to the contractor. Hazards are managed by effective supervision of contractors whilst on the School site. A Control of Contractors policy is in place and these provisions extend to all contractors (Maintenance, IT, Catering, etc.).

The Estates Director maintains a list of *Site Rules for Contractors*, which contractors must sign before they are permitted to work on the premises. Contractors are verified via a pre-qualification questionnaire which is approved before their appointment. Contractors will be expected to produce satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees

Contractors must sign in and out each day with the Estates Office.

Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment is prohibited unless specifically authorised by the Estates Director.

All portable electrical equipment brought on to the site, must be of 110-volt centre-tapped supply unless otherwise specifically authorised. All cables and extension leads are to be in good condition, properly maintained and terminated.

Any accidents that occur on site must be reported to the Estates Director. The School expects the co-operation of contractors in the investigation of any accidents, which may occur.

The School operates a permit to work system with which all contractors must comply.

3.25 Cleaning

A cleaning schedule is in place, which is monitored by the Operations Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The School ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

3.26 Transport Arrangements (on-site)

Pedestrian safety is one of our highest priorities and the safety of pedestrians must take precedence over convenience for vehicles. The School seeks to segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The School, wherever possible, avoids same access for all. Wherever practicable pedestrians are provided with dedicated footpaths and the need for vehicles to reverse should be eliminated. Designated parking areas are clearly signed. There must be no parking on double yellow lines or yellow hatched areas.

If manoeuvring and reversing is essential, drivers must keep in mind the fact that pupils are the main users of these premises. Pupils can fail to observe vehicle movements and may be small in stature and more difficult to observe than adults. Great care is therefore required.

Minibus, coach and delivery vehicle drivers should avoid reversing movements wherever practicable and must obtain adult lookouts if these manoeuvres are necessary. A School travel plan has been produced by a Specialist Consultant and will be kept updated.

3.27 Pupil Access to High-Risk Areas of the School

The School produces and maintains written risk assessments for high-risk areas of the School to ensure the health and safety of its pupils, staff and visitors. High risk areas of the School including Science Labs, Design & Engineering rooms, boiler houses, workshops and sports facilities will be locked and secure when not in use.

Pupils are not allowed into the swimming pool or gym without a qualified member of staff in charge, nor are they allowed to make use of the Sports Hall or its gymnastic and athletic equipment without supervision. Pupils are expected to follow reasonable instructions given to them by teachers or by qualified leaders in adventurous activities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School. Boiler houses remain locked when not in use and key access is restricted to the Estates Department and Site Supervisors.

3.28 Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All new and/or refurbished buildings will be provided with safety glass (laminated or toughened) to the appropriate standards in compliance with Part K of The Building Regulations 2010.

There is a system in place to ensure all broken glazing is reported through the helpdesk system and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during regular site inspections.

Where windows are repaired or replaced within existing historic buildings, toughened / laminated glass is used in all doors and where the cill height is below 800mm above finished floor level.

Further and more onerous compliance standards will be adhered to in respect of fire doors where there is a vision panel and such glass in those instances shall be fire rated to the current British and European Standards applicable at the time.

3.29 Asbestos

To minimise risk from asbestos containing materials on the site, the School will:-

- a) Comply with the Control of Asbestos Regulations 2012
- b) Remove asbestos containing materials where the risk to building users is unacceptable
- c) Have a named officer (the Estates Director) who has responsibility for implementing the Asbestos Management Plan
- d) Where necessary communicating to all staff and visitors where asbestos containing materials are located within the School site.

There is a separate *Asbestos Management Plan and Policy*. The management plan including Asbestos Register is held in the Estates Office.

3.30 Water Supply/Legionella

The School operates hot and cold-water systems and recognises that there is a foreseeable risk of Legionellosis, which requires control. The main objective of the School is to operate water services at temperatures which do not permit the growth of Legionella and to avoid stagnation. The School will also ensure that the system is clean in order to minimise the opportunity for bacterial contamination.

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person is the Estates Director. There is a separate *Legionella Control Policy*.

3.31 Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site, e.g., access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during *Adverse Weather* conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

3.32 Environmental Compliance

The School seeks to fulfil its waste management objectives through using only what is needed; seeking alternatives where possible; recycling as much as practicable and disposing of as little as necessary. All waste classified as 'hazardous' is collected by specialist firms and disposed of in approved manner.

The School publishes its Environmental Sustainability Commitment.

MEDICAL, FIRE & EMERGENCY PROCEDURES

3.33 Dealing with Medical Conditions and Infectious Diseases

The School has Medical and First Aid Policy and Procedures and Infection Control Policy in place and accommodates pupils with medical needs wherever practicable. The Nurse Manager is responsible for this policy.

Staff who have a health problem which they think may be related to the working environment or to the nature of the work being undertaken, should, where appropriate, draw this to the attention of their Line Manager or Head of Department.

3.34 Health and Wellbeing including Absence Management

The School aims to ensure so far as is reasonably practicable that areas of work-related stress is identified and assessed as appropriate and relevant measures and resources are available to control the risk. A separate Management of Work-Related Stress Policy is in place and is the responsibility of the HR Department.

3.35 Sun Protection

The School will aim to ensure that employees and pupils are protected from the harmful effects of the sun and will encourage good health in line with the national healthy school's programme. The School will have regard to the Cancer Research UK 'Sunsmart Campaign' and consider ways to reduce the risks from the sun.

3.36 First Aid

The School follows the statutory requirements for first aid and provides suitably trained first aid staff. Separate Medical and First Aid Policy and Procedures are in place.

3.37 Fire Safety, Fire Evacuation and Management of Emergencies

Fire risk assessments have been carried out and are reviewed on each occasion that a building is altered, extended or rebuilt. All staff are required to be familiar with and comply with the *Fire Safety Policy* and *Fire Safety Evacuation Procedures*. All new staff and all new pupils are briefed on the school's emergency evacuation procedures.

The School's Incident Management Team (SIMT) is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The SIMT acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. The Incident Management Plan can be found on SharePoint.

MONITORING AND REVIEW

3.38 Monitoring and Review

Regular health and safety inspections are carried out in conjunction with members of the Senior Leadership Team, the Nominated Governor for Health and Safety and the school's consultants (as required). The School has a Health and Safety management system to ensure that all hazards and risks are monitored and controlled. This is supported by periodic planned health and safety checks of each section of the School, supplemented by various 'ad-hoc' and un-planned checks and inspections. Arrangements are monitored and reviewed at least annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

3.39 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the School ensures a complete health and safety audit is carried out by competent persons. The actions points identified through the audit are monitored by the Compliance Department, and progress reports are provided to the Health, Safety and Security Committee.

3.40 Staff Health and Safety Training/Compliance

The School is committed to ensuring that staff are competent to undertake the roles expected of them. The Compliance Department undertakes a training needs analysis via the Heads of Department to identify the competency requirements of specific job roles in terms of health and safety, to ensure that appropriate training is delivered and these training records are held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the annual appraisal process consider health and safety performance and address areas of concern with employees.

The School provides staff training as part of the induction programme on joining the School, and this includes arrangements for first aid, fire evacuation, risk assessment, manual handling, Control of Substances Hazardous to Health (COSHH), safeguarding and child protection.

Thereafter the School will ensure that training is available as follows;

- a) when staff are exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
- b) periodically as refresher training, where appropriate.

Persons responsible for the co-ordination of training on the School's behalf are Heads of Department and Line Managers, in conjunction with the Deputy Heads, HR and Compliance Department. Records will be kept in the personnel file of individuals when any training has been undertaken.