

HEALTH & SAFETY POLICY



St John's School
LEATHERHEAD

Date of Issue:	20 September 2018
Date of Review:	1 August 2019
Responsible Person:	Estates Director
References:	Health and Safety at Work etc. Act 1974 Electricity at Work Regulations 1989 Control of Substances Hazardous to Health Regulations 2002 Control of Noise at Work Regulations 2005 Personal Protective Equipment Regulations 2002 Manual Handling Regulations 1992 Ionising Radiations Regulations 1999 Health and Safety (Display Screen Equipment) Regulations 1992 Provision and Use of Work Equipment Regulations 1998 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 control 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 of the School staff representatives 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 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.
- 1.5 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.
- 1.6 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 CHAIRMAN OF
GOVERNING COUNCIL

SIGNED BY THE
HEAD

DATE

DATE

This policy is due to be presented to the Governing Council for approval on [REDACTED], thereafter the signed original will be held by the Secretary to the Council.

2. MANAGEMENT STRUCTURE AND DUTIES

- 2.1 The Duties of the Governing Council
- 2.2 The Duties of the Head
- 2.3 The Duties of the Estates Director
- 2.4 The Duties of the Deputy Head
- 2.5 The Duties of the Deputy Head (Academic)
- 2.6 The Duties of the Heads of Department
- 2.7 The Duties of the Senior House Staff
- 2.8 The Duties of the Technicians
- 2.9 The Duties of the other Employees (Staff)
- 2.10 Pupils
- 2.11 Visitors

3. ARRANGEMENTS

- 3.1 Communication
- 3.2 Consultation with Employees
- 3.3 Risk Assessment Policy
- 3.4 Child Protection Safeguarding
- 3.5 School Trips/Offsite Visits
- 3.6 Working at Height
- 3.7 Noise
- 3.8 Violence to Staff
- 3.9 Security Arrangements including dealing with Intruders
- 3.10 Personal Security/Lone Working
- 3.11 Hazardous Substances (CoSHH - Control of Substances Hazardous to Health)
- 3.12 Personal Protective Equipment
- 3.13 School Transport
- 3.14 Manual Handling
- 3.15 Radioactive Substances
- 3.16 Display Screen Equipment (DSE)
- 3.17 Catering and Food Hygiene

PREMISES

- 3.18 Mechanical and Electrical (fixed and portable)
- 3.19 Maintenance of Machinery and Equipment
- 3.20 Asbestos
- 3.21 Service Contractors
- 3.22 Building Contractors
- 3.23 Lettings
- 3.24 Slips/Trips/Falls
- 3.25 Cleaning
- 3.26 Transport Arrangements (on-site)
- 3.27 Pupil Access to High Risk Areas of the School
- 3.28 Glass and Glazing
- 3.29 Water Supply/Legionella
- 3.30 Snow and Ice Gritting
- 3.31 Environmental Compliance

MEDICAL/FIRE AND EMERGENCY PROCEDURES

- 3.32 Dealing with Medical Conditions and Infectious Diseases
- 3.33 Health and Wellbeing including Absence Management
- 3.34 Sun Protection
- 3.35 First Aid
- 3.36 Reporting of Accidents, Hazards, Near Misses
- 3.37 Fire Safety and Emergency Evacuation
- 3.38 Emergency Management

MONITORING AND REVIEW

- 3.39 Monitoring and Review
- 3.40 Auditing
- 3.41 Staff Health and Safety Training/Compliance

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

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 Estates Committee as appropriate;
- b) consult with the School's Estates Director, in his 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.

2.3 Estates Director

The School's Estates Director is the Chair of the School's Health & 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) coordinate 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 Deputy Head (Academic) regarding health and safety matters pertaining to academic areas;
- e) act as the School's Fire Safety Manager as detailed in the Fire Safety Policy and Evacuation Procedures;
- f) record all accidents, incidents, near misses and damage to School property, and respond accordingly;
- g) report to the Health and Safety Executive where necessary;
- h) be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions with regard to its health and safety are kept up to date;
- i) be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises, and in this context liaise fully with School's professional consultants;
- j) where support staff Heads of Department are given responsibility for health and safety within their own departments ensure that they are given the necessary training, instruction, responsibility and encouragement to carry out the functions that they have been given;
- k) 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;
- l) delegate some of the listed responsibilities to support staff Heads of Department as deemed appropriate;
- m) liaise with the HR Manager regarding display screen equipment and workstation assessments.

2.4 Deputy Head

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

- a) liaise with the Estates 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, for whom he has line management responsibilities, 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 Estates Director concerning all accidents, incidents, near misses and damage to School property.

2.5 Deputy Head (Academic)

On a day-to-day basis, the Head's responsibilities regarding teaching staff will be devolved to the Deputy Head (Academic) who will:

- a) liaise with the Estates 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 Academic Heads of Department, for whom he has line management responsibilities, 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 Estates 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 Deputy Head (Academic) in respect of academic departments and to the Head 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 ensure that appropriate training is delivered and training records held centrally by the HR Manager. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process 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 cooperate fully with the School's fire and emergency evacuation procedures
- d) report to the Estates Director any accidents, incidents, near misses or damage for appropriate investigation;
- e) notify the Estates 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.
- g) ensure adequate supervision of pupils both inside the School, during normal teaching activities, and on external trips;
- h) notify the Deputy Head (Academic) of any matters within their area of work which may be beyond their competence to deal with.

2.7 Senior House 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 & Technology and Science Laboratories will be responsible to their Head of Department as appropriate for the following:

- a) isolating gas supplies to laboratories at the end of each working day;
- b) security of all toxic and flammable substances which may be used within the department;
- c) ensuring that all stores are kept securely locked when not being supervised;
- d) ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- e) ensuring that a sufficient number of the relevant fire extinguishers are available within, or close to, the prep rooms and laboratories, workshops;
- f) arranging the safe disposal of toxic substances;
- g) attend training, if necessary, regarding the safe use of equipment or disposal of hazardous waste.

2.9 Employees

Employees 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 Estates 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 helpdesk system should be used to notify the Estates Department of any potential hazards or 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;
 - a) taking care of School property entrusted to them;
 - f) reporting any accidents, incidents and damage to their Line Manager;
 - g) attend Health & Safety training sessions;
 - h) undertake necessary training under the COSHH Regulations;
 - i) Use work equipment that is provided safely and in accordance with the manufacturers recommendations;
 - j) Use personal protective equipment that is issued to them correctly and whenever required to do so.

2.10 The Pupils

Pupils will be reminded that they are expected to:

- 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 appropriate curriculum safety guidelines;
- 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 relevant 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) where reasonably practicable 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;
- 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 Estates Director.

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 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 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 Emergency Plan and contact a member of the School Emergency Management Team (SEMT):

Internal contacts - School staff identified for incident response – SEMT

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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 and nominated staff representatives. The School has a Health & Safety committee that will meet once per term, although members have recourse to call for an emergency meeting should circumstances so dictate. Minutes are available to all staff via the Intranet and on the Health and Safety notice board located in the staff pantry beside the Common Room.

The Health and Safety Committee will address the School’s overall Health and Safety Policy; accident/near miss trends, fault development trends, fire safety and future strategy.

The Estates Director will chair the Committee with standard attendance by a Governor, Deputy Head, HR Manager, Operations Manager, Nurse Manager, a representative from the Science Department, Head of Design and Technology, Director of Drama, Head of Art, Director of Sport, CCF Administrator, a member of SHS, a Matron’s representative and the Catering Manager. Other staff representatives may be co-opted onto the Committee dependent upon matters for consideration on the agenda.

3.3 Risk Assessment Policy

The School uses a risk assessment process overseen by the Estates Director. The objectives of this are to ensure that:-

- 1) suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- 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 and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. All staff who prepare risk assessments will receive guidance on risk assessment as necessary and risk assessment training will be provided on specific areas where identified by the Head of Department and /or Estates Director.

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

The Estates Director will be responsible for the maintenance of risk assessment records.

Risk assessments will take into account:

- hazard- something with the potential to cause harm;
- risk – an evaluation of the likelihood of the hazard causing harm;
- risk rating = assessment of the severity of the outcome of an event
- control measures- physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

1. what could go wrong
2. who might be harmed
3. how likely it is to go wrong
4. how serious would it be if it did
5. what we should do to stop it
6. how we should monitor the plans to reduce risk

Risk assessments will be reviewed:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- Annually if for no other reasons

Responsible Person	Area Covered
Estates Director – whole site	First Aid provision, External Areas, Internal Areas, Safety Management, Sports Centre, general risk assessments, working at height, Asbestos, Fire
HR Manager	Lone Working, DSE, expectant mothers, staff with mobility problems, staff without DBS checks
Operations Manager/ Estates Director	Use of School vehicles
Lettings Coordinator	Lettings and Events
School Administrator	Off site visits and Activities
HODs/ Academic and Support	General risk assessments/ Department/Task specific as appropriate
DSL/Nurse Manager	Medical needs/pupil welfare

The Governing Council's Risk Management and Compliance Committee review, monitor and evaluate the School's management of risk on a termly basis and cover the following areas over the course of the academic year.

1. Governance and Management
2. Compliance
3. External Factors
4. Admissions
5. Physical Disasters
6. Operational Matters
7. Information Technology
8. Health & Safety
9. Employment and Human Resources
10. Damage to reputation
11. Financial
12. Pupil Welfare

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.

3.5 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).

3.6 Working at Height

The risks associated with working at height are identified through risk assessments. Frequent documented checks take place to ensure the safe working condition of access equipment and the records are held by the Estates Director. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. 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.

3.7 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.

3.8 Violence to Staff

The School are 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 the reporting process.

3.9 Security Arrangements including dealing with Intruders

Risks to security of the premises and property are assessed through the risk assessment process. The School has prepared a security assessment using the service of a specialist consultant and a Site Security Policy is in place. The School has a CCTV system to help maintain a secure site and a CCTV policy is in place.

3.10 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

3.11 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 the 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, eg use of pesticides.
- Appropriate personal protective equipment will be available.
- Hazard signs will be displayed at locations where substances are stored.
- That 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.

3.12 Personal Protective Equipment

It is the policy of the School to comply with Personal Protective Equipment Regulations 2002.

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. 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. A record will be kept of those staff in receipt of PPE and this will be kept within the relevant department

3.13 School Transport

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

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 his capacity as minibus coordinator.

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 Regulations 1992.

3.15 Radioactive Sources

It is the policy of the School to comply with the Ionising Radiations Regulations 1999 in full.

For detailed information on the handling, management and storage of radioactive material staff should refer to the Head of Physics.

3.16 Display Screen Equipment (DSE)

The HR Manager 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 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 Manager 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.

PREMISES

3.18 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 together with electrical equipment brought onto the School premises by pupils 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.

The School will ensure that any temporary systems e.g. stage lighting and control gear are inspected and tested by a competent person, as necessary. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, and following any changes, before being energised.

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

3.19 Maintenance of Machinery and Equipment

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

The relevant Head of Department ensures 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.

3.20 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 Policy*. The management plan including Asbestos Register is held in the Estates Office.

3.21 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 take into account how they will impact upon staff, pupils and other visitors on site. The school provide 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.

3.22 Building Contractors

This involves work where part of the site is handed over to the contractor. Hazards are controlled 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 book 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

3.23 Lettings

The School will ensure 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 Lettings Coordinator on behalf of the Head must be satisfied via the agreement that the hiring organisation will 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.

3.24 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. All staff are expected to be vigilant and aware of possible hazards.

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 vehicles 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 and Technology rooms, boiler houses, workshops and sports facilities will be locked and secure when not in use.

Pupils are not allowed into the swimming pool 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 N of The Building Regulations 2004.

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 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*.

3.30 Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site, eg access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of 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.

3.31 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; disposing of as little as necessary.

All waste classified as 'hazardous' is collected by specialist firms and disposed of in approved manner.

MEDICAL, FIRE & EMERGENCY PROCEDURES

3.32 Dealing with Medical Conditions and Infectious Diseases

The School has a Medical and First Aid 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.

3.33 Health and Wellbeing including Absence Management

The School aims to ensure so far as is reasonably practicable that areas of work related stress are 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 Manager.

3.34 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.

3.35 First Aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. A separate Medical and First Aid policy is in place.

3.36 Reporting of Accidents, Hazards and Near Misses

All staff are required to report accidents, incidents and near misses and line managers will investigate such incidents where appropriate, in conjunction with the Estates Director, 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 Estates Office. 'Near misses' i.e. an incident with the potential to have caused harm, are reported in the same manner or direct to the Estates Director.

The Estates 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 & Safety Executive. This is described more fully in the Medical and First Aid policy.

3.37 Fire Safety and Emergency Evacuation

A risk assessment has been carried out and a safety management plan is in place.

All staff must familiarise themselves and comply with the School's *Fire Safety Policy* and *Fire Safety Evacuation Procedures*.

3.38 Emergency Management

The School's Emergency Management Team (SEMT) 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. SEMT 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 Emergency Plan can be found on the Intranet.

MONITORING AND REVIEW

3.39 Monitoring and Review

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Regular safety inspections are carried out in conjunction with the School's health and safety consultants. All hazards and risks associated with the premises/departments/grounds are monitored and controlled. The school also has an arrangement for periodic planned health and safety checks of each section of the school, supplemented by various 'ad-hoc' and un-planned checks and inspections

3.40 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 by competent persons. The actions points identified through the audit form part of the School's risk register.

3.41 Staff Health and Safety Training/Compliance

The school is committed to ensuring that staff are competent to undertake the roles expected of them. The HR Manager 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, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management 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, manual handling, Control of Substances Hazardous to Health (COSHH) 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 Head and HR Manager. Records will be kept on the personnel file of any training undertaken