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Wokingham  
Berkshire  
RG40 3EU

## **HEALTH and SAFETY POLICY**

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## **HEALTH and SAFETY POLICY STATEMENT**

The Governors and Headmistress are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.

The Headmistress, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Bursar or Head.

Signed: .....  
Headmistress

Signed: .....  
Chair of Governors

Dated: September 2019

## Contents

HEALTH and SAFETY POLICY STATEMENT.....	2
Part 1: RESPONSIBILITIES.....	4
GOVERNORS.....	4
HEADMISTRESS.....	5
DEPUTY HEAD.....	5
BURSAR.....	5
PART TIME HEALTH & SAFETY OFFICER (HEALTH & SAFETY CONSULTANT).....	6
HEADS OF DEPARTMENT.....	7
TEACHING STAFF.....	7
ALL OTHER STAFF.....	7
ALL OTHER PERSONS ON THE SCHOOL PROPERTY.....	8
PART 2: METHODS and PROCEDURES.....	8
SAFE SYSTEMS.....	8
HEALTH AND SAFETY EMERGENCIES.....	9
CRITICAL INCIDENTS.....	9
DISASTER RECOVERY.....	9
TRAINING.....	9
SECURITY.....	9
SLIPS and TRIPS.....	10
VIOLENCE.....	10
OCCUPATIONAL HEALTH & STRESS.....	11
OCCUPATIONAL HEALTH.....	11
STRESS.....	11
OUTSIDE LEISURE AREA SAFETY.....	12
SPORT - General.....	13
SPORT - Injuries.....	13
FIRE.....	13
GENERAL.....	13
FIRE DRILLS.....	13
FIRE RISK ASSESSMENT.....	13
OFF SITE ACTIVITIES - Field Trips, Visits etc.....	14
FIRST AID and MEDICINE CONTROL.....	14
CATERING.....	15
CONTROL OF VEHICLES.....	15

MACHINERY and PLANT .....	16
CLASSROOMS and GENERAL AREAS.....	16
ART ROOM and SCIENCE LABORATORY .....	16
KITCHENS.....	16
NOISE .....	16
VIBRATION.....	17
WASTE DISPOSAL.....	17
FOOD & GENERAL WASTE .....	17
CHEMICAL WASTE .....	17
REPORTING PROCEDURES - Accidents and Near Misses .....	17
HAZARDOUS SUBSTANCES.....	18
ASBESTOS .....	19
PERSONAL PROTECTIVE EQUIPMENT .....	20
DISPLAY SCREEN EQUIPMENT .....	20
RISK ASSESSMENT POLICY .....	21
MANUAL HANDLING .....	22
WORK AT HEIGHT.....	23
CONTROL OF CONTRACTORS .....	23
CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM) .....	24
HEALTH & SAFETY COMMITTEE.....	25
CONSULTATION WITH EMPLOYEES .....	26
MONITORING POLICY .....	26

## **Part I: RESPONSIBILITIES**

### **GOVERNORS**

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the policy with the Head and the Bursar and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

## **HEADMISTRESS**

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

## **DEPUTY HEAD**

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

## **BURSAR**

- a) The Bursar is responsible for the day to day implementation of the School's Health and Safety arrangements.
- b) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments Regulations as issued from time to time.

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

### **PART TIME HEALTH & SAFETY OFFICER (HEALTH & SAFETY CONSULTANT)**

- a) Will supervise the School Health and Safety Programme.
- b) Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Head and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Head and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Head and Bursar.
- h) Will ensure that all areas of the School are inspected from a Health and Safety point of view twice per year.

- i) Will undertake or assist in undertaking assessments under the Control of Substances Hazardous to Health (COSHH) Regulations, the Management of Health and Safety at Work Regulations and other regulations as appropriate, calling in experts in specific fields as necessary.

### **HEADS OF DEPARTMENT**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmistress without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

### **TEACHING STAFF**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situation are reported to the Bursar or Headmistress without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

### **ALL OTHER STAFF**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.

- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Bursar or Headmistress without delay.
- e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire Procedures.
- i) Will look after all Health and Safety equipment properly and report any defects immediately.

## **ALL OTHER PERSONS ON THE SCHOOL PROPERTY**

- a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

## **PART 2: METHODS and PROCEDURES**

### **SAFE SYSTEMS**

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

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

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

## **HEALTH AND SAFETY EMERGENCIES**

### **CRITICAL INCIDENTS**

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

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

### **DISASTER RECOVERY**

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

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

### **TRAINING**

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

All staff receive Induction Training in line with the School's Induction Programme. Ancillary, Ground and Maintenance Staff etc. will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

### **SECURITY**

The School regards security as a vital part of its arrangements and while an open site means that the site can be entered at any time, the School takes various measures to ensure security.

CCTV is installed to assist security.

Security of buildings during term time is maintained by keypad type locks and fob locks.

Visitors are required to report to Reception on arrival in order to be signed in and issued with a visitor's badge.

Security is based on a culture of alertness and vigilance by staff who approach people on site who are not wearing a badge to establish whether they are authorised.

Security at night is assisted by PIR and other lighting.

A Risk Assessment for Security is in place.

## **SLIPS and TRIPS**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

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

## **VIOLENCE**

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School acknowledges the definitions of violence can be any of the following:

Physical Assault, Physical Abuse, Sexual Assault, Sexual Abuse, Threats (Oral or Written), Property Damage of Theft and Other types of Physical or Psychological Abuse.

The Governors acknowledge that they have a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

Staff at the School also have responsibilities under current Health and Safety legislation, and are expected to observe the terms of this policy statement and any supplementary guidelines. Staff are required to follow procedures as laid down, including the arrangements for reporting incidents of violence or aggressive behaviour.

Any member of staff, or pupil of the School, who perpetrates an act of violence against an employee or a pupil will be subject to the appropriate disciplinary procedure.

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

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

## **OCCUPATIONAL HEALTH & STRESS**

### **OCCUPATIONAL HEALTH**

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

### **STRESS**

The School is aware of the potential for Stress with its employees.

The School adopts a proactive approach to this issue and looks for the signs in the following areas:

Work Performance:

Absenteeism and poor timekeeping  
Inability to concentrate and failure to delegate  
Unexpected difficulties with training or examinations  
Drop in usual standards of performance

Interpersonal relationships:

Unusual tearfulness, irritability or aggression  
Becoming withdrawn, argumentative or unsociable  
Increased resentment of advice or constructive criticism  
Reduced willingness to co-operate

Personal presentation and behaviour:

Changes in appetite, personal appearance, habit or behaviour  
Increase use of coffee, cigarettes or alcohol

In addition, physical symptoms such as headaches, indigestion and muscle tension can be caused by stress.

Where appropriate, the School carries out Risk Assessments for stress which involves the following elements:

Looking for pressures at work which could cause high and long lasting levels of stress

Deciding who might be harmed by these

Deciding whether enough is being done to prevent harm

The School is aware that stress related problems do not indicate weakness, incompetence or laziness, that pressure of excess workloads can trigger illness and that stress and illness can be related.

The School, along with many organisations, undertakes appraisals of staff on a regular basis. Various elements are included in the appraisals and consideration of stress in the work place is one of the elements.

Irrespective of appraisals, the School endeavours to actively monitor the position on an on-going basis.

## **OUTSIDE LEISURE AREA SAFETY**

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

If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

In all cases the School ensures that staff supervising activities are competent to undertake the task.

## **SPORT - General**

Sport in the School is co-ordinated and organised by the Head of Sport who has devised a full policy for sport activities. Staff are generally trained for supervising and umpiring the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Full Risk Assessment has been carried out for the sport activities in the School and these are linked to Schemes of Work as appropriate.

For all sports, the School requires that the relevant protective equipment be worn.

## **SPORT - Injuries**

There is a full procedure in place for injury in sport activities. The sport staff are First Aid trained and will deal with the injury in the first instance. They will handle the situation provided that it is within their sphere of competence but if the injury is more serious, The School Nurse will be summoned to take control of the situation.

## **FIRE**

The School is regularly inspected to ensure that it complies with all relevant requirements.

## **GENERAL**

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

## **FIRE DRILLS**

Fire practices are carried out each term and these practices are recorded in the Fire Log.

## **FIRE RISK ASSESSMENT**

Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place for the premises.

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

Off Site Activities and Trips are co-ordinated by the Headmistress and a Policy is in place; the main provisions of which are summarised below:

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

### **SUPERVISION:**

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

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

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e) Risk Assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

### **FIRST AID and MEDICINE CONTROL**

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

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

The School Nursing Sister ensures that the relevant people are aware of any medical condition that a pupil has and that the Kitchen Staff are aware of any allergies etc.

The following items are also controlled by The School Nursing Sister:

- 1) The Accident Book - For staff and serious pupil accidents.

- 2) Treatment Book – detailing any treatment carried out however minor with details also kept on the computer.
- 3) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.
- 4) Prescription medicines - only administered with written permission.

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

The School Nursing Sister co-ordinates First Aid training in the School and many staff have first aider training.

## **CATERING**

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

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

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

- a) Cleaning schedules are established and details recorded.
- b) Equipment temperatures are monitored regularly and the results recorded.
- c) Equipment is maintained regularly as required.
- d) Health of the personnel in the Kitchens is constantly monitored.
- e) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- f) General hygiene inspections are carried out on a regular basis.
- g) Recommendations following visits by the Environmental Health Officer are investigated without delay.

## **CONTROL OF VEHICLES**

Vehicles are controlled in the grounds by way of speed limits and rumble strips.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there are pupils crossing roadways at all times with the Red Tarmac areas regarded as priority areas for pedestrians

- c) Parking only to be carried out in designated areas

Additional control measures will be introduced as deemed appropriate.

## **MACHINERY and PLANT**

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

1. Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
2. Annual checks on Portable Electrical Equipment.
3. Annual Service of Heating Equipment.
4. Annual service of Fire Extinguishers.
5. Servicing of Fire Alarm System under contract.
6. Fixed wire tests every five years

## **CLASSROOMS and GENERAL AREAS**

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector and air conditioning is fitted where appropriate.

## **ART ROOM and SCIENCE LABORATORY**

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. The Art areas use dilution ventilation and local exhaust ventilation by way of Fume Cupboards is employed in Science areas.

## **KITCHENS**

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

## **NOISE**

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

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.

- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

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

## **VIBRATION**

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

Equipment is selected carefully to ensure that the vibration level is as low as possible.

Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.

Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

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

## **WASTE DISPOSAL**

### **FOOD & GENERAL WASTE**

The disposal of this waste is carried out in the usual manner by a contractor.

### **CHEMICAL WASTE**

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

## **REPORTING PROCEDURES - Accidents and Near Misses**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

### **a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:**

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Specified Injury to Staff, Pupils or Any Other People in an accident on the premises  
- The Specified Injury as listed in the Regulations.

- 3) Dangerous Occurrences listed in the Regulations.

## **b) Reporting**

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

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

## **c) Reporting Arrangements**

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

## **d) Record Keeping**

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

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

## **HAZARDOUS SUBSTANCES**

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

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
  - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
  - 2) Control Measures to be adopted.
  - 3) Maintenance of the Control Measures.
  - 4) Monitor the situation to establish that the measures are effective.
  - 5) Undertake Health Surveillance where relevant.

6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

c) Record all information on relevant assessment form.

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

## **ASBESTOS**

A Policy for Asbestos is in place in the School.

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

### **Survey**

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

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

### **Management**

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

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

## **PERSONAL PROTECTIVE EQUIPMENT**

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

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

Under the same Regulations, Staff will:

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

## **DISPLAY SCREEN EQUIPMENT**

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

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

## RISK ASSESSMENT POLICY

### Objectives

- a) To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- b) That identified control measures are implemented to control risk so far as reasonably practicable.
- c) That those affected by school activities have received suitable information on what to do.
- d) That risk assessments are recorded and reviewed when appropriate

### Guidance

- a) The Bursar will be responsible for the implementation of this policy.
- b) This guidance is applicable to general risk assessment. Where specialist skills are required, eg 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.
- c) All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Health and Safety Officer.
- d) The table below is a template risk assessment form. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

(1) What are the hazards?	(2) Who might be harmed and how?	(3) What are you already doing?	(4) Do you need to do anything else to manage this risk?	(5) risk category – low/medium/high

- e) 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
- f) The risk assessment process will consist of the following 6 steps:
  - what could go wrong
  - who might be harmed
  - how likely is it to go wrong
  - how serious would it be if it did
  - what are you going to do to stop it
  - how are you going to check that your plans are working
- g) The Bursar will be responsible for the maintenance of risk assessment records.
- h) 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
- when there are legislative changes
- annually by the Health and Safety Officer for no other reason

i) Areas (non-exhaustive) which will require risk assessment:-

#### **Educational**

- science experiments
- design & technology
- food technology
- sport and PE activity, including the adventure trail
- art and pottery
- CCF
- music
- drama & dance
- general classroom

#### **Support**

- boarding accommodation
- catering and cleaning
- caretaking and security
- maintenance
- grounds
- office
- laundry
- lone working
- car park

j) Risk assessment relating to Educational Trips is dealt with in the LHS Educational Visits Policy.

## **MANUAL HANDLING**

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

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

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

## **WORK AT HEIGHT**

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

Work at Height will be properly planned and organised.

Those involved in Work at Height will be properly trained and competent.

A Risk Assessment will be carried out to establish the correct access equipment.

Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

Avoiding Work at Height if reasonable to do so.

Using work equipment or other measures to prevent falls where Work at height cannot be avoided.

Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

## **CONTROL OF CONTRACTORS**

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

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

### **1) IDENTIFICATION OF SUITABLE BIDDERS**

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation

- d) Training Standards

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

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

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

## **3) APPOINTMENT OF CONTRACTOR**

Based upon the best bid, taking into account all factors

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

Full list of Site Rules available for contractors.

## **5) CONTROL OF CONTRACTOR ON SITE**

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

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

## **CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM)**

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

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

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

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

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

## **HEALTH & SAFETY COMMITTEE**

The Safety Committee meet twice a term and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

- a) Specific incidents give rise to the concern of the company, the staff, parents or pupils.
- b) A request is received from a member of the committee.
- c) An instruction is issued by the Head asking for a review of the school's policies.

The Committee's regular meetings are for the following purposes:

- a) To promote Health and Safety throughout the School
- b) To receive reports on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence

- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

## **CONSULTATION WITH EMPLOYEES**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

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

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

## **MONITORING POLICY**

The Health and Safety Policy will be monitored on an on-going basis by the Health and Safety Consultant. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

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