



Health & Safety Policy

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I. Policy Statement

The School is fully aware of their responsibilities under the Health & Safety at Work Act 1974 and other Health & Safety legislation relevant to the School's operation. In order to meet these responsibilities Health and Safety is regarded of paramount importance and given the highest priority.

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

The Head, assisted by the Health & Safety Officer, will provide a positive lead in organising Health & 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 & Safety matters by ensuring that all areas are safe. They are also required to act in a safe way themselves, use protective equipment provided, to follow the Health & Safety Rules, Regulations and Requirements and to report any hazardous conditions to their Head of Department, the Bursar or Head as appropriate.

Signed:

Head

Signed:

Chair of Governors

Dated: November 2020

2. Responsibilities

Governors will:

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

The Head will:

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

The Deputy Head will:

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

The Bursar will:

- fully familiarise himself with the Health and Safety Policy and the Statutory Instruments Regulations as issued from time to time
- draw up safe methods and procedures, written where appropriate, for operations under his control
- ensure that personnel working under his control have adequate training, have read and understood the Health & Safety Policy and have received induction training where appropriate
- inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health & Safety Officer, as necessary
- ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept
- ensure, in conjunction with the Head, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible

- ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be made
- be responsible for the control of contractors on site and will ensure that they are familiar with the Health & Safety Policy and have the relevant insurances etc. in place
- ensure, in conjunction with the Head, that all areas of the School are inspected from a Health & Safety point of view once per term
- review, in conjunction with the Head, the Health & Safety Officer's reports and take action where appropriate.

The Health & Safety Officer (Health & Safety Consultant) will:

- supervise the School Health and Safety programme
- inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly
- monitor the effectiveness of the implementation of the Health and Safety Policy
- report to the Head and Bursar concerning Health and Safety matters, making recommendations as necessary
- ensure, in conjunction with the Head and Bursar, that there is sufficient material and publicity for the Health and Safety programme
- assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary
- 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
- ensure that all areas of the School are inspected from a Health and Safety point of view twice per year
- 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 will:

- fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time
- draw up safe methods and procedures, to be written where appropriate, for operations within their department
- ensure that all classroom/work areas are safe before they are used by any person
- ensure that all equipment is safe before it is used by any person
- ensure that protective equipment, where appropriate, is used at all times
- ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Head without delay
- ensure the health, safety and welfare for all persons within their control.

Teaching Staff will:

- familiarise themselves with the Health & Safety Policy and the Statutory Instruments and Regulations as issued from time to time
- ensure that all safe methods and procedures, where appropriate, are followed at all times
- ensure that all classroom/work areas are safe before they are used by any person
- ensure that all equipment is safe before it is used by any person
- ensure that protective equipment, where appropriate, is used at all times
- ensure that any hazardous or dangerous conditions or situation are reported to the Bursar or Head without delay
- ensure the health, safety and welfare for all persons within their control.

All Other Staff will:

- make themselves familiar with the Health & Safety Policy, especially the sections relevant to themselves
- observe Health & Safety Rules at all times
- conform to all advice given by the Health & Safety Officer and instructions of others with a responsibility for Health & Safety
- report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, or the Bursar or Head without delay
- wear appropriate protective clothing and safety equipment, and use appropriate safety devices as appropriate
- ensure that working areas are kept clean and safe
- inspect all equipment and plant before use to establish that it is safe to use
- familiarise themselves with First Aid and fire procedures
- look after all Health & Safety equipment properly and report any defects immediately.

All other persons on the School property will:

- observe the Health & Safety Rules and the Instruction given by persons enforcing the Health & Safety Policy
- only work on the premises when the relevant rules are read, understood and accepted
- only work on the premises when covered by insurance against risk.

3. 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:

- that the layout of the work and the use of the working areas will allow safe access to and egress from the areas involved
- an analysis of the tasks involved has been undergone, including safety analysis and the provision of clear instructions
- where appropriate, details of the correct sequence of operations involved is established and understood
- safe procedures, both routine and emergency, have been identified
- written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials are in place.

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 have all received appropriate training. Additional training and guidance as to specific requirements will be given either by reference to this Health & Safety Policy document or by other means as appropriate.

All staff receive induction training. Ancillary, grounds and maintenance staff 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 staff will be competent to carry out the tasks for which they have been engaged.

Health & Safety is regarded as being of paramount importance and all staff will be required to read the Health & 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. While the site can be entered at any time, the School takes various measures to ensure security, including ensuring:

- CCTV is installed to assist security
- the security of buildings during term time is maintained by keypad type locks and fob locks; visitors 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 or not 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. We are 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
- premises have been designed or modified to ensure trip hazards are controlled
- plant and the premises are properly maintained
- 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 or pupil is acceptable, whatever form it takes, and no member of staff or pupil will be expected to accept exposure to violent behaviour.

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

- physical or sexual assault
- physical or sexual abuse
- threats (oral or written)
- property damage or theft
- other types of physical or psychological abuse.

Staff at the School have responsibilities under current Health & Safety legislation and are expected to observe the terms of this policy 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 from whatever quarter. It links in with other policies such as the Disciplinary and Behaviour Policies.

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. Should compliance with the request not be forthcoming, assistance from the police will be sought.

Occupational Health and Stress

Occupational health

Issues arise from the following areas:

- laboratory and 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. The 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
- 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 workplace is one of these elements.

Irrespective of appraisals the School monitors the position on an on-going basis.

Outside leisure area safety

Staff have a duty rota to ensure there is adequate supervision at all times. They 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.

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

Sport

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

Risk assessments have 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.

Injuries

There is a procedure in place for dealing with 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 practices

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

Risk assessment

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, trips and visits)

Off-site activities, trips and visits are co-ordinated by the Head and a policy is in place. The main provisions are summarised below:

- careful planning of trip or visit with a prior visit being made by the organiser if necessary
- adequate evaluation of all Health and Safety factors involved
- adequate notice given to parents of all facets of the trip or visit and written permission obtained as necessary.

Supervision

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

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

- any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements
- the expertise of staff accompanying the trip or visit
- accident and emergency procedures
- contact person who knows the itinerary and is able to alert the authorities in the event of failure to make a pre-arranged contact
- 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 Nurse.

First Aid boxes are always kept topped up from the School Nurse's supply kept in the surgery.

The School Nurse 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.

The following items are also controlled by The School Nurse:

- the Accident Book for staff and serious pupil accidents
- The Treatment Book detailing any treatment carried out, however minor, with details also recorded digitally
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet
- prescription medicines, which only administered with written permission.

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

The School Nurse co-ordinates First Aid 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:

- cleaning schedules are established and details recorded
- equipment temperatures are monitored regularly and the results recorded
- equipment is maintained regularly as required
- health of the personnel in the kitchens is constantly monitored
- induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements
- general hygiene inspections are carried out on a regular basis
- recommendations following visits by the Environmental Health Officer are investigated without delay.

Control of vehicles

Vehicles are controlled on the School site by way of speed limits and rumble strips.

The following rules must be observed at all times:

- speed must be kept to a minimum
- care is to be exercised always as there are pupils crossing roadways at all times with the red tarmac areas regarded as priority areas for pedestrians
- parking is only allowed in designated areas.

Additional control measures will be introduced as deemed appropriate.

Machinery and plant

Maintenance of 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:

- inspection of guards and mechanical equipment by ground staff, maintenance staff and teaching staff before use
- annual checks on portable electrical equipment
- annual service of heating equipment
- annual service of fire extinguishers
- servicing of fire alarm system under contract
- 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 fit for purpose. The School endeavours to ensure that all areas are in line with the most up-to-date requirements. Air conditioning is fitted where appropriate.

Art room and science laboratories

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

Noise

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

- installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption or insulation
- where it is not possible or practical to control by the above methods hearing protectors will be used
- where applicable noise meters will be used to monitor noise levels. Should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005 steps will be taken accordingly.

Noise assessments will be carried out by the Health & Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, specialists will be called in to 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 that will 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 specialists will be called in and an appropriate management plan introduced, which will include the consideration of health surveillance.

Waste disposal

Food and 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 will be taken of the provisions of the Environmental Protection Act 1990 and the Control of Pollution Regulations 1991 and specialist contractors employed.

Reporting procedures (accidents and near misses)

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and notification will be made to the Health & Safety Executive by the HSE Approved Method if the following occurs:

- fatal Injury to staff, pupils or any other people in an accident on the premises
- specified injury to staff, pupils or any other people in an accident on the premises
- dangerous occurrences listed in the regulations.

Reporting

A report will be sent to the Health & Safety Executive of any notifiable incident covered by the above

A report will be sent to the Health & Safety Executive for any other injury which results in staff being absent from, or unable to do, their normal work for more than seven days.

A report will be sent to the Health & Safety Executive in the case of any of eight categories of work-related illness listed in the regulations.

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.

Reporting arrangements

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

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:

- listing of Substances being used to establish whether they come under COSHH Regulations
- carry out COSHH assessment

Carrying out COSHH assessments should have regard to the following:

- prevention or control; ideally prevention by substitution of a non-controlled substance
- control measures to be adopted
- maintenance of the control measures
- monitoring of the situation to establish that the measures are effective
- undertaking health surveillance where relevant
- instruction and training.

Carrying out instruction and training should ensure the following are understood:

- use of the substances, their handling, storage and disposal
- emergency procedures
- methods of control
- use of personal protective equipment.

All information should be recorded on relevant assessment forms.

This type of assessment will be carried out by the Health & Safety Officer with assistance from others as required.

Asbestos

A procedure for dealing with 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 necessary and the steps that 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 undertaken in areas where work is to be carried out to establish the position, and asbestos is removed by a registered contractor before work commences on any building as necessary.

Management

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

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

Personal Protective Equipment (PPE)

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 will be undertaken by the School:

- provide suitable PPE
- assess present PPE
- maintain PPE
- provide accommodation for PPE
- ensure PPE is compatible
- replace PPE where lost or damaged
- ensure PPE is used properly through instruction and training of staff.

Under the same Regulations staff will:

- use the PPE correctly
- always wear PPE
- report any loss or defect.

Display screen equipment

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

- assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations
- if there is a user, carry out analysis of the work station to assess risks to Health & Safety (work station includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment)
- implement any requirements as necessary
- plan or adjust activities of the user to ensure that work is interrupted by breaks or changes of activity (the recommendation is that there should be a maximum usage of 50 minutes in every hour)
- provide eye and eyesight tests for the user or any person about to become a user
- provide appropriate eye and eyesight corrective appliances as necessary
- train the user or any person about to become a user on the Health & Safety aspects concerned with the use of the work station.

Risk assessment

Objectives

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

Guidance

The Bursar will be responsible for the implementation of these procedures.

This guidance is applicable to general risk assessment. Where specialist skills are required (e.g. asbestos, fire, water quality and hazardous substances), there is separate guidance in place. Teaching area risk assessment checklists are also in place.

All staff 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.

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

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

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:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did go wrong
- what are you going to do to stop it going wrong
- how are you going to check that your plans are working.

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 & Safety Officer.

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.

Risk assessment relating to educational trips or visits is dealt with in the Educational Visits Policy.

Manual handling

The School is aware of its obligations under the Manual Handling Operations Regulations 1992.

Where there is a possibility of injury being caused, the following action will be taken in line with the regulations:

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

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. There is no minimum height at which they become effective.

The regulations 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
- 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 will be taken 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 school premises.

In order to meet these obligations the School exercises control over contractors.

Identification of suitable bidders

The following items will be taken into account:

- adequacy of Health and Safety Policy
- control structure
- safe systems of work in operation
- training standards.

Identification of hazards in the specification

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

- special hazards applicable (e.g. asbestos)
- safe access/egress to/from the site
- confined space entry
- chemical storage
- occupational health risks including noise.

Appointment of contractor

The appointment is based on the following:

- the best bid taking into account all factors
- acceptance by contractor of the safety rules for the School site
- compilation of a list of site rules available for contractors.

Control of contractors on site

- nomination of person to co-ordinate all Health & Safety matters
- pre-commencement meeting to establish the Contractor Liaison Person
- arrangement of regular progress meetings
- regular inspection of the contractor's operations
- participation in site Safety Committee where applicable
- provision by contractor of written method statements in advance
- notification by the contractor of all accidents and near misses
- 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 & Management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations. 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 & 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 & Safety in the construction phase)
- select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating Health & Safety in the construction phase of a project
- ensure that, where there is more than one contractor, a Health & 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.

Larger projects need to be notified to the HSE before commencement.

Safety Committee

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

- specific incidents give rise to the concern of the company, staff, parents or pupils
- a request is received from a member of the committee
- an instruction is issued by the Head asking for a review of the School's policies.

The Committee's regular meetings are to:

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

Consultation with employees

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

- any changes which substantially affect their Health & Safety at work (e.g. changes in procedures, equipment or ways of working)
- arrangements for using 'competent people' to assist in complying with Health & Safety legislation
- information on the likely risks and dangers arising from work activities and measures to reduce or eliminate these risks
- the planning of Health & Safety training
- the Health & Safety consequences of introducing new technology.

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

Monitoring

The Health & Safety Policy will be monitored on an on-going basis by the Health & 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 up-to-date and correctly reflects the activities.

COVID-19

The School is aware of the need for special measures to be introduced to operate as safely as possible in order to address the issues of Covid-19.

Suitable measures, including the following, have been introduced from the start of term in September 2020:

- risk assessment has been carried out for all activities where changes owing to Covid-19 are necessary
- additions have been made to Staff Handbooks as appropriate
- social distancing will be maintained as far as reasonably practicable
- bubbles for Year Groups have been established
- staff have been briefed as to the correct methods of operation
- internal stairs and corridors have one-way operation so far as this is practical
- timetables have been adjusted in order to prevent crowding
- frequent washing of hands and use of sanitisers as appropriate
- increased respiratory hygiene to reduce spread by coughs and sneezes
- increased cleaning of frequently touched surfaces
- masks are worn on School transport and may be worn within the buildings if required
- only essential visitors are permitted
- any person displaying Covid-19 symptoms is isolated immediately
- Track and Trace protocols will be activated as required.

The School will abide by guidance from Government at all times on the correct procedures to adopt.