



Health and Safety Policy

Academic year: 2018-19

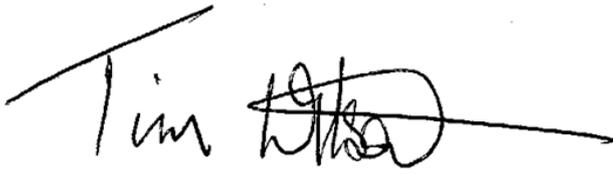
Health and Safety Policy Statement

- a) The Governors and Head 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.
- b) The objective of the Health and Safety Policy is to minimise the risk of injury or ill health to Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Head, assisted by the Bursar and Health and Safety Representative, 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.

To achieve these standards we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
 - Provide safe working conditions and safe equipment
 - Ensure a systematic approach to the identification of risks and the allocation of resources to control them
 - Provide suitable information, instruction, training and supervision
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
 - Promote the principles of sensible risk management
 - Monitor, review and modify this policy and any arrangements as required.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
 - e) Staff are under a legal obligation to 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.



TG Wilson
Chairman of Governors



L Reynolds
Acting Head

June 2018

Responsibilities

Governors

- 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.
- Will periodically discuss the effectiveness of the policy with the Head, the Bursar and the Health and Safety Representative ensure that any necessary changes are made.
- 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.
- Providing access to competent health and safety advice.

Head

- 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.
- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- 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.
- Will ensure that responsibilities are properly assigned and accepted at all levels.
- Will take direct interest in the Health and Safety programme and support all persons carrying it out.
- Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- Will review the Health and Safety Representative's reports and take action where appropriate.

- Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- Will ensure that appropriate first aid provision is available and maintained.

Bursar

- Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will draw up safe methods and procedures, written where appropriate, for operations under her control.
- Will ensure that personnel working under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Representative, as necessary.
- Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- Will ensure, in conjunction with the Head and the Health and Safety Representative that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- 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.
- Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- Will, in conjunction with the Head and Health and Safety Representative, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- Will ensure that emergency procedures (e.g. fire drills) are carried out and that results are recorded and appropriate action is taken, where necessary.
- Will, in conjunction with the Head, review the Health and Safety Representative's reports and take action where appropriate.

School Health and Safety Representative

- Will be the point of contact for staff to raise health and safety matters and will in turn liaise with the Bursar.
- Will represent staff at the school's Health and Safety Committee.
- Will coordinate and support staff in completing classroom risk assessments as required.
- Will support the Bursar, Head and Governors in the undertaking of formal site inspections.

- Will support the Bursar, Head and Governors in raising health and safety standards and promoting a positive health and safety culture.
- Will support the Bursar, Head and Governors in undertaken accident/incident investigations as requested.
- Will undertake ad hoc monitoring of specific areas as requested under the direction of the Bursar, Head and Governors

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.
- Will draw up safe methods and procedures, written where appropriate, for operations within their department.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that Personal Protective Equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Health and Safety Representative and Bursar without delay.
- Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- Will carry out regular inspections of their areas of responsibility to ensure that equipment and rooms are safe.

Site Manager

- To ensure safe access to the site, particularly in adverse weather, gritting and clearing as appropriate
- To ensure that building and ground comply with Health and Safety recommendations, and report any defects immediately
- To ensure that Health and Safety notices, signs and equipment within the school are kept clear of obstruction, visible, accessible at all times and in full working order
- To undertake in house statutory testing of fire safety systems, alarms and access equipment and maintain records
- To undertake portable appliance testing at school and the sports centre
- To ensure School vehicles and grounds equipment are regularly serviced in line with legal requirements, cleaned, fuelled and maintained to a high standard for daily use, in particular ensuring that all matters relating to the Safety of the vehicles are in order.
- To order and control protective clothing for maintenance staff, complying with Health and Safety and CoSHH regulations

Sports Facility Manager

- To ensure safe access to the sports centre, particularly in adverse weather, gritting and clearing as appropriate
- To ensure that any grounds equipment owned by the school and located at the sports centre are regularly serviced in line with legal requirements, cleaned, fuelled and maintained to a high standard for daily use, in particular ensuring that all matters relating to the Safety of the vehicles are in order.
- To ensure that sports centre building and ground comply with Health and Safety recommendations, and report and defects immediately
- To ensure that Health and Safety notices, signs and equipment within the sports centre are kept clear of obstruction, visible, accessible at all times and in full working order
- To undertake in house statutory testing of fire safety systems, alarms and access equipment and maintain records
- To report any accident/incidents that occur at the sports centre
- To undertake risk assessments for all activities on site

All Staff

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will observe Health and Safety rules at all times.
- Will conform to all advice given by the Health and Safety Representative and others with responsibility for Health and Safety.
- Will familiarise themselves with the First Aid and Fire procedures.
- Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- Will ensure that all classroom/work areas are safe before they are used by any person.
- Will ensure that all equipment is safe before it is used by any person.
- Will ensure that Personal Protective Equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situation are reported to the Health and Safety Representative or Bursar without delay.
- Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

All Other Persons on the School Property

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

Health and Safety Consultant

- Will provide advice and guidance in relation to Health, Safety and Welfare matters in accordance with legislation.
- Will periodically monitor the school's health and safety arrangements and advise of non-compliances and improvements
- Will assist the Bursar, Head and Governors in investigating major accidents and dangerous occurrences and recommend corrective action as necessary.
- Will provide training within the remit of their expertise.
- Will advise on policy and procedural updates

Will provide access to a range of model documentation to support the school's health and safety management including risk assessments.

Methods and Procedures

Safe Systems

Heads of Departments are expected to 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:-

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- Where appropriate, details of the correct sequence of operations involved.
- Identification of safe procedures, both routine and emergency.
- Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.
- Training of departmental staff.
- Reporting at HOD meetings.

Written procedures are required in the following curriculum areas:

- **Design Technology**
 - Departmental H&S Policy and arrangements.
 - room rules.
 - use of equipment
 - training in use of machinery records

- **Science Laboratories**
 - Departmental H&S Policy and arrangements
 - room rules.
 - use of equipment
- **Art Room**
 - use of equipment.
- **PE and Games**
 - Departmental H&S Policy and arrangements
 - use of equipment
 - staff specific training requirements

Health, Safety and Wellbeing are 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.

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 fulfill. 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.

Additional training and guidance needed for specific requirements will be detailed within departmental health and safety or other individual policies.

All staff at Derby Grammar School are first aid trained and this is updated on a three yearly basis. Staff that join during this period are trained in their first year at School. Specific staff receive Evac Chair training and Fire Emergency training.

Playground Safety

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

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

The Junior School has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision.

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

Outdoor fixed play equipment is visually inspected and recorded by the site manager on a weekly basis and by the junior school staff on a daily basis as and when the equipment is used. An annual independent thorough inspection is undertaken by a registered RPII annual inspector.

Sport: General

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

Sports activities and use of sporting equipment are risk assessed to ensure appropriate and safe use.

For all sports, the School requires that the relevant protective equipment be worn as detailed within PE schemes of work.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

Sport: Injuries

All staff are First Aid trained. First aid kits are located at School and at the Sports Centre and are taken to sports fixtures.

The School Office and sports centre staff administer the First Aid arrangements and they are First Aid trained. They will handle the situation provided that it is within their sphere of competence but if the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

Pupil contact details will be available for away fixtures in the event of an emergency. Address details for ambulance access are displayed at the Sports Centre.

Swimming

Swimming is carried out off site at a local Leisure Centre. The Normal Operating Procedure and Emergency Action Plan of the pool is adhered to.

Competent teaching staff teach the pupils to swim. In addition, tuition is carried out by staff at the Leisure Centre and the School ensures that all members of the organisation, carrying out tuition and supervision, are appropriately trained.

Fire

The School has a separate Fire Policy and Fire Procedures for each site that should be read in conjunction with this policy.

All school premises have had a fire risk assessment completed in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 by a competent person; resulting recommendations are considered and actioned.

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.

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

Fire Drills

Fire practices are carried out each term at the main school and sports centre and these practices are recorded in the Fire Log.

Off-Site Activities: Field Trips, Visits etc.

The School has a separate detailed Trips and Visits Policy that should be read in conjunction with this policy.

Its main provisions are summarised below:

- Careful planning of trip with prior visit made by organiser.
- There must be a comprehensive evaluation of all Health and Safety factors involved.
- Advanced full notice must be given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

Supervision

The School will always consider the ratio of adults to pupils on a school trip very carefully. Ratios are used which, in the School's opinion, are safe and ensure good 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.
- 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.
- A first aid kit is taken on every trip and all staff are first aid trained.

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 control of the School Office staff who are First Aid trained. They are assisted, in particular, by two other members of staff, the School Health and Safety Representative and the junior school Teaching Assistant, who also have first aid training.

First Aid Boxes are always kept supplied and are replenished by Mrs Jo Greenhowe, the School Librarian

The following items are also controlled by the School Office staff in respect to pupils:

- The Accident Book - filled in for serious accidents.
- Daily Log - detailing head injuries or other major injuries.
- Copies of departmental accident books are given to the senior secretary on a weekly basis.
- Records of any medication administered

Care Plans are in place for pupils who have long term conditions and a Consent Form is in place where pupils require ongoing medication as a result of their condition.

'The Policy for Allergies' is updated in line with DfE advice and the protocols we adopt for dealing with incidents such as asthma, use of AAI etc. are co-ordinated by the school office staff in conjunction with tutors and heads of junior, lower and upper school.

Staff accidents are reported to the Bursar and the staff accident book is held in the Bursar's office.

Catering

The School has its own in-house catering facility who follow the guidance set out by the Food Standards Agency and the principles of Safer Food Better Business for Caterers

The School has an external catering consultant who undertakes an annual Health and Safety/Food Hygiene audit.

All catering staff are trained in food hygiene.

The catering manager is responsible for all necessary health and safety checks and for recording temperatures etc.

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

Safe Place of Work

The School have a defect reporting system in place whereby staff report any premises/site related concerns. The Site Manager actions issues and where they are outside of his remit refers to the Bursar for resolution.

The School premises are visually inspected as part of opening procedures by the Site Manager (main school building) and Sports Centre Manager (sports centre).

A formal annual inspection of the Schools premises is undertaken and recorded.

Cleaning in the School is carried out by the School's own Staff.

CLEANING SCHEDULES:

Term Time:

Daily: Classrooms
Dining Room
Toilets
Laboratories

Holidays:

Cleaning schedules for holiday periods are different than for term times. During holiday periods areas are cleaned more deeply as required. The opportunity is taken to carry out this work while the buildings are unoccupied.

Cleaning Materials:

Cupboards containing cleaning materials are locked when not in use.

Hazardous Substances

Where substances are used that may be controlled under specific regulations, the procedures are as follows:

- Listing of Substances being used to establish whether they come under COSHH Regulations.
- Separate COSHH registers will be held by the Art, Design and Technology and Science Departments and for the Sports Centre

- Carry out COSHH Assessment having regard to the following points:
 - a. Prevention or Control - ideally prevention by substitution of a non- controlled substance, but if not possible control.
 - b. Control Measures to be adopted.
 - c. Maintenance of the Control Measures.
 - d. Monitor the situation to establish that the measures are effective.
 - e. Undertake Health Surveillance where relevant.
 - f. Carry out Instruction and Training to ensure the following are understood:

In the case of the use of the substances, their handling, storage and disposal the procedures are to establish protocols as follows:

- a. Emergency Procedures
- b. Methods of Control
- c. Use of Personal Protective Equipment
- d. Record all information on relevant assessment form.

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

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 for staff and pupils.
- b. Assess the state of the provided PPE and ensure its correct maintenance and replace lost or damaged equipment.
- c. Provide accommodation for PPE
- d. Ensure PPE is compatible
- e. 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 immediately to their Head of Department.

Pedestrian/Vehicle Segregation

The nature of the School's site is such that only limited vehicles are permitted on the site and in particular in the area immediately outside the School buildings.

Vehicle movement is restricted in areas between the school buildings which ensures adequate segregation between vehicles and pupils.

The area outside the front of the School is designated for disabled and visitor parking only and access to the main car park is restricted at the start of the school day and also at the end of the school day in order to provide adequate segregation between vehicles and pupils.

Parents are requested not to drive onto site between 8.00am and 8:40am and 3.40pm and 4.25pm. Staff conduct periodic duties at the front gate to stop and dissuade parents from driving onto site at inappropriate times.

Driving for work purposes

Employees that drive for work purposes will fall into one of 3 categories:

Category 1 drivers: Employees who drive their own vehicles for business purposes i.e. to and from meetings, training, visits etc. and are usually the sole occupant of the vehicle.

Category 2 drivers: Employees who drive their own vehicles and may transport pupils i.e. to sports venues, other clubs and events,

Category 3 drivers: Employees who drive either an academy owned or hired mini bus.

For **all categories** employees will be required to provide evidence annually of:

- a full UK driving licence
- that their vehicle is maintained in a road worthy condition with MOT where applicable

For staff who transport students, a risk assessment will be completed as part of the off-site visit process.

Security of Site

The School has taken all reasonable steps to prevent unauthorised entry into its premises. All the main entry doors to the School are locked with key code access. See also the school's Safeguarding Policy.

Visitors are required to report to reception on arrival and are required to sign the visitor book and to wear a visitor's badge.

The site is protected by fencing and CCTV is installed to cover the whole of the area around the School buildings.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

The responsibility for ensuring that the premises are secure is covered by the Bursar.

Security at the sports centre is managed by keeping the front gates locked until either the school children arrive for a lesson, or a public booking takes place. Whilst school lessons are taking place, the front gates remain locked and will remain locked until pupils leave. The gates will be locked again until any 'after school' lessons have finished at 5.15pm when they will be opened for parents to collect children.

There is a sign on the front gate displaying the sports centre telephone number for anyone wishing to gain access during the day. All visitors are required to report to reception on arrival. Any contractors on site when lessons are taking place, will sign the visitor book and be issued with an ID badge.

For customer bookings, the front gates will normally be open from 5.15pm on weekdays and from 9.00am on Sundays. They will remain open until the last customer leaves site. The staff will then set the intruder alarm, secure the building and lock the front gates.

Additional security fencing will be erected on the south side of the site as soon as possible in order to cut down access by non-users and dog walkers to the grass pitches and artificial pitch.

Staff are vigilant at all times and, where they feel confident to do so, will challenge persons not expected on site. Staff carry a mobile phone with them at all times and emergency numbers are to hand for staff if required.

The sports centre front door is also kept locked prior to the arrival of customers.

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:

- Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- Formal annual inspections of machinery under PUWER
- Annual checks on Portable Electrical Equipment
- Annual Service of Heating Equipment.
- Annual service of Fire Extinguishers.
- Servicing of Fire Alarm System under contract.
- Servicing of Catering Equipment under contract.
- Five yearly checking of fixed electrical wiring.

Environmental Control

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.

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 1999.

Asbestos

The School will ensure that it complies with the HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012. Approved Code of Practice and guidance and are committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. All School buildings have an asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed.

An annual visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the School's LAMP. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

Legionella

The School will ensure it complies with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

This will be achieved by:

- commissioning a bi annual Legionella risk assessment for each site and ensuring actions identified are acted upon.
- employing a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensuring that relevant school staff are suitably trained/competent to undertake monitoring/testing activities required by the Legionella risk assessment
- ensure regular flushing of outlets is completed and recorded
- ensure the Site Manager and Sports Centre manager arrange monthly monitoring of water systems including temperature readings

Noise

The School regards Noise as an 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 and insulation.
- Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 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 relevant Head of Department in conjunction with the Health and Safety Representative. 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.

Waste Disposal

GENERAL AND FOOD WASTE

The disposal of this waste is carried out in the usual manner by private contractors employed by the School.

CHEMICAL WASTE DISPOSAL

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

Chemical waste is disposed in line with instructions from CLEAPSS.

Reporting Procedures: Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:

- Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- Major Injury to Staff or Any Other People in an accident on the premises - the Major Injury as listed in the Regulations.
- Major injury to students in line with the guidance detailed in the HSE guidance document EDIS 1 (rev 3)
- Dangerous Occurrences listed in the Regulations.

Reporting:

- A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered above.
- A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

Record Keeping:

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

- Time
- Date
- Place
- People Involved
- Description of Event

Investigation

All incidents will be proportionately investigated to identify root causes and any controls that may be required to prevent recurrence, for minor incidents the member of staff on scene at the time will undertake an investigation, for more serious incidents an investigating Representative will be appointed to undertake a formal investigation and report back to the Head and Governing Body.

Risk Assessment

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- a. The Hazards associated with a particular activity.
- b. The Potential Frequency and Severity of an accident.
- c. The Control Measures being employed to minimise the risk of an accident occurring.
- d. Any Further Action to be taken to adequately control the hazard.

Display Screen Equipment

The School acknowledges that staff that 'habitually' use DSE should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

The school will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' (fourth edition) 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:
 - i. assistance from other personnel
 - ii. use of barrows, trollies 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.
- Any member of staff working at height will have permission of the Bursar or Head to do so.
- 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:

- **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

- **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

- **Appointment of Contractor**

Based upon the best bid, taking into account all factors

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

A full list of Site Rules will be available for contractors.

- **Control of Contractors On Site**

- a. Nomination of person to co-ordinate all Health and Safety aspects
- b. A 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 -
- g. particularly where they apply to special hazards.
- h. Notification by Contractor of all accidents etc.
- i. All machinery on site to have documentary evidence of Statutory

- j. Inspections and Driver/Operator Training - where applicable.

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

Construction (Design and Management) Regulations 2007 (CDM)

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

- a. Select and appoint a Planning Supervisor and Principal Contractor.
- b. Ensure that the Planning Supervisor and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c. Ensure that an adequate Health and Safety Plan is in place before work commences.
- d. Pass on information about the land and/or premises to be developed.
- e. Ensure that the Health and Safety File, prepared on completion of the project by the Planning Supervisor, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

Lettings

The School has a lettings procedure. The procedure covers arrangements for fire evacuation and security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the School on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities

The School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

Staff wellbeing

The School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The School will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking in account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation

Health and Safety Committee

The Health and Safety Committee meets termly 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 School, 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 Health Safety Committee if deemed appropriate.

Monitoring Policy

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Committee, Headmaster and the School Health and Safety Representative. Checks will be made regularly with an inspection being made of all areas of the School followed by a report to Governors.

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.

Reviewed: June 2018