



ST BENEDICT'S SCHOOL  
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## Health and Safety Policy

Authorised by: The Board of Governors of St Benedict's School

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## 1 Health & Safety Policy Statement

We are committed to providing & maintaining a healthy & safe working environment for all staff & ensuring that our work does not adversely affect the health & safety of pupils, visitors & contractors.

To achieve these aims the School will:

- Ensure that we comply with relevant legislation & management standards & that we effectively manage all significant risks associated with our activities, workplaces, equipment & facilities.
- Recognise that the management of health & safety is a core management function & is as important as any other aspect of our business performance.
- In accordance with our aim to be a good & caring employer, promote a positive health & safety culture, with managers visibly demonstrating their commitment to achieving high standards of health, safety & risk management.
- Ensure roles & responsibilities for delivering our health, safety & risk management arrangements are clearly defined & communicated, with successful delivery monitored via our performance management & appraisal procedures.
- Provide adequate resources, proportionate to the level of risk, to ensure the effective delivery of this policy & our associated management arrangements.
- Ensure that all our employees are competent to carry out their work without risk to themselves or others, by providing adequate training, information & supervision.
- Promote effective employee involvement & support the role of safety representatives in the delivery of our health, safety & risk management arrangements.
- Recognise that premises, and outdoor spaces, should be fit for purpose
- Ensure that this policy & arrangements include suitable provision for the Early Years Foundation Stage.
- Learn from any accidents, hazardous events or work-related ill health & regularly monitor, review & report on health & safety performance. We will develop improvement plans to help us deliver continual improvement in our performance.
- Monitor the health of our employees, where appropriate, & provide them with effective occupational health support services.
- Ensure that our partners, suppliers & contractors employed to work with us are competent & that they conduct their activities giving due regard to the safety of staff, pupils & others.

Everyone has a part to play in the successful delivery of this policy in carrying out their duties within the school, & therefore the policy is issued to all staff in the staff handbook & is available in the Health & Safety folder on the shared computer drive.

Andrew Johnson - Headmaster




Rob Simmons – Junior School Headmaster



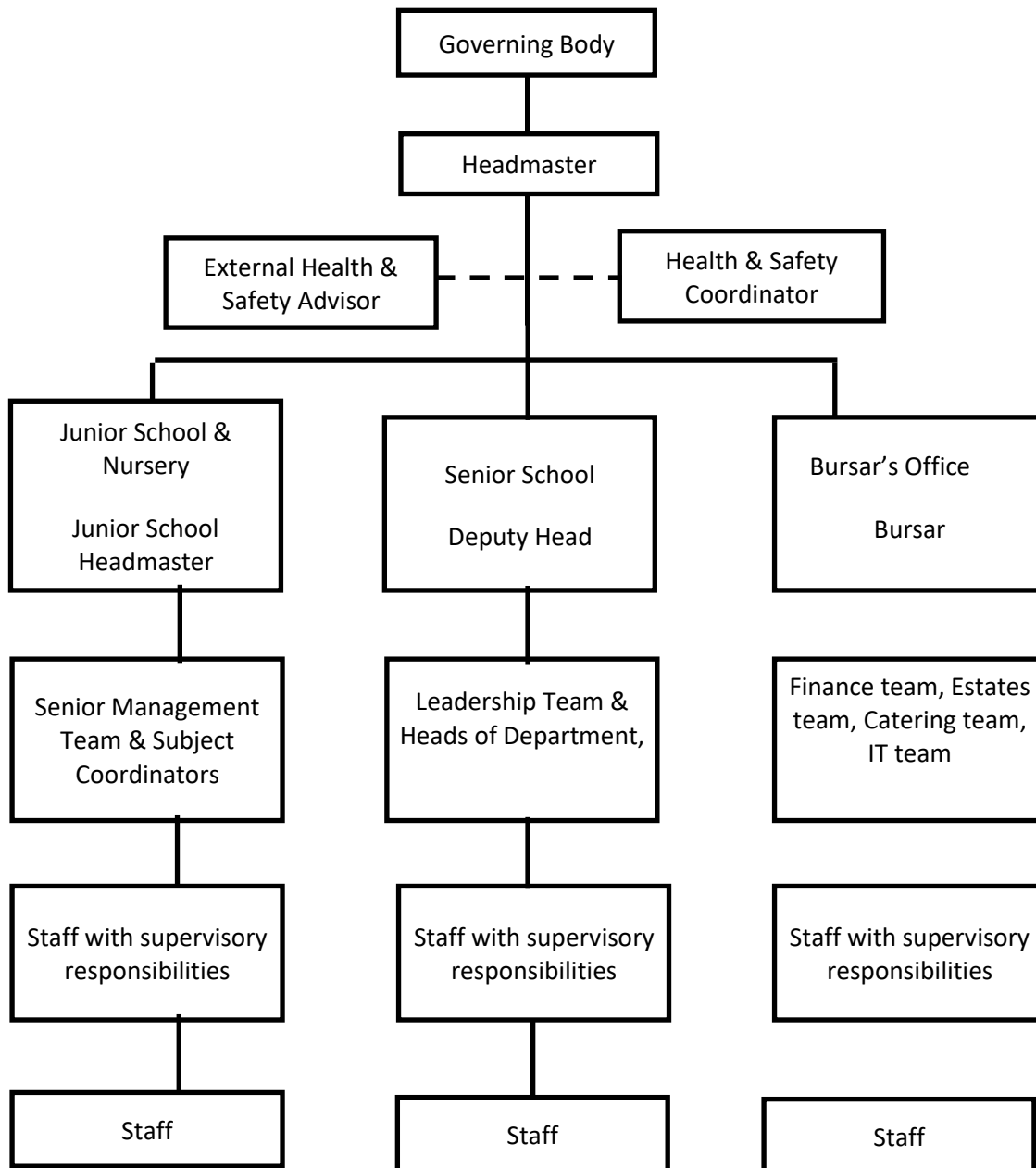
Catherine Bedwin – Bursar



Luke Ramsden – Deputy Headmaster



2 Organisational Structure & Responsibilities



## 2.1 Group & Individual Responsibilities

To achieve effective health & safety management arrangements everyone has to understand their role in managing the risks that arise from the work we do. It is therefore important that roles & responsibilities at all levels within the school are clearly defined & understood.

This section outlines the general roles & responsibilities of persons & forums.

Additional roles & responsibilities may be found in supplementary health & safety procedures which deal with specific hazards.

### **Governing Body**

The Governing Body have the overall strategic & financial responsibility for setting the framework & monitoring implementation as well as supporting the Leadership Teams in achieving realistic health & safety solutions. The Governors have nominated one of their number to have the specific responsibility for overseeing health & safety on the board's behalf.

### **Headmaster**

The Headmaster has specific responsibility for overseeing the implementation of health & safety across the school campus. Operational responsibility for the successful management of health & safety is delegated through the existing management structure with the guidance & assistance of the Health & Safety Officer & our external advisors.

The holder of this post is **Mr A. Johnson**.

### **The Junior School Headmaster, Senior School Deputy Headmaster & the Bursar**

The people who hold these positions are required to ensure that suitable management arrangements are implemented & maintained for health & safety within their areas of responsibility to ensure that the requirements of this Health & Safety Policy are met.

They are required to liaise directly with their management & supervisory staff in overseeing the management of health & safety.

The holders of these posts are:

Junior School Headmaster	<b>Mr R. Simmons</b>
Senior School Deputy Headmaster	<b>Mr L. Ramsden</b>
Bursar	<b>Mrs C. Bedwin</b>

### **Junior School Senior Management Team & Subject Coordinators, Senior School Leadership Team & Heads of Department & Finance & Estates Heads of Departments**

People in these positions are responsible for the successful management of health & safety within their area of authority. They are expected to set a positive example & endeavour to ensure that their staff & other workers are competent & supported to maintain good standards of health & safety & to ensure that sufficient supervision & resources are made available to enable them to fulfil this requirement.

They are required to implement the arrangements, as outlined later in this Policy as they affect their area of operation & to advise their line manager or the Health & Safety Coordinator of any health & safety issues or concerns.

In particular, each person holding this position of responsibility needs to ensure that they:

- Identify & report any hazards associated with their work, buildings & activities.
- Try to remove these hazards where possible.
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed.
- Inform, instruct & train relevant staff, pupils & third parties with regard to the required safety precautions.
- Keep records.
- Ensure that remedial action is taken.
- Review risk assessments periodically (normally annually), or in response to an accident or incident.

### **Staff with supervisory responsibilities**

Supervisors are crucial to our effectiveness on fire safety & general health & safety management. Each member of staff with supervisory responsibility is required to set a positive example & provide support & guidance to the people under their control to enable them to maintain good standards of fire safety & health & safety.

Each member of staff with supervisory responsibility is required to undertake the fire safety & health & safety requirements as instructed by their line manager. In particular, they are to ensure that their staff & others are instructed on, & follow the fire safety & health & safety rules & procedures applicable to their areas of responsibility. They are also required to take immediate preventative action in the event of a hazardous situation & to report any problems that they cannot effectively deal with to their line manager.

### **Staff members**

Everyone working within the School environment has a health & safety responsibility & is required to:

- Co-operate on fire & health & safety matters.
- Undertake their duties with due regard for the health & safety of others in their working environment.
- Take care of their own health & safety.
- Report fire & health & safety concerns as soon as possible.
- Comply with the School policies & procedures applicable to their work.
- Not misuse equipment provided nor interfere with arrangements made in the interests of fire & health & safety.

### **Volunteers**

Volunteers whilst they are a representative of the school shall;

- Be afforded the same conditions in terms of equipment (including personal protective equipment) instruction, training & supervision as employees.
- Ensure that they follow all safety arrangements & procedures so as to minimise risk to themselves & others who may be affected by their acts or omissions.

### **Contractors & Agency Workers**

Contractors, agency workers or employees of other employers working within or on behalf of the school have similar responsibilities as our employees. They shall be required to cooperate with us to ensure that risks associated with their activities are effectively managed.

The school shall cooperate fully with other employers to ensure that our respective roles & responsibilities are clearly understood & all relevant information is effectively shared. Contractors or

agency workers shall comply with our health & safety management arrangements, including those relating to the reporting & investigation of incidents & accidents.

### **Health & Safety Coordinator**

The School in accordance with the Management of Health & Safety Regulations has appointed a competent person with respects to health & safety.

The role of the H&S Coordinator is to advise, guide & support those with specific H&S responsibilities to enable them to effectively discharge their responsibilities.

Specific duties are as outlined in the job description & includes; developing & delivering H&S training, assisting with H&S policy & procedure reviews, undertaking inspections & audits, preparation of improvement reports, production of an annual health & safety report & carrying out fire risk assessments.

### **Estates Director**

In order to ensure that all school premises are in a suitable & safe condition the Estates Director shall ensure that:

- Risks relating to premises are suitably & sufficiently identified & managed, e.g. Fire, Asbestos, Legionella etc.
- Record & communicate the findings of all risk assessments, surveys & inspections,
- Premises are designed, constructed, upgraded & maintained in accordance with relevant statutory & legislative requirements.
- Suitable & sufficient property risk management arrangements are effectively developed, implemented & maintained.
- Risks associated with the fabric & condition of the school buildings are identified & a prioritised schedule of measures to address these risks established.

The holder of this post is **Mr R. Ferrett**.

### **Educational Visits Co-ordinator**

In keeping with current best practice, the school has established robust risk management arrangements for educational visits. There is a formal approval process which includes the appointment of staff to oversee the quality & risk management aspects of visits on behalf of the Headmaster & Governing Body.

The role of the Educational Visits Co-ordinator is to:

- Ensure educational visits meet the school's requirements.
- Support the Senior School & Junior School Headmasters & the Governing Body with approval & other decisions.
- Assess competence of prospective leaders & staff.
- Ensure risk assessments meet requirements.
- Organise training & induction.
- Ensure parents are informed & give consent.
- Organise emergency arrangements.
- Keep records of visits, accident or incident reports.
- Review systems & monitor practice.
- Keep up to date with the current requirements on the types of visits undertaken by the organization.

The holder of this post is **Ms M. Lee**.

### **Radiation Protection Supervisor (Senior School)**

To ensure that the use & storage of radioactive sources are in accordance with legislative requirements & best practice, we have an appointed Radiation Protection Supervisor who is supported by an external Radiation Protection Advisor. The role of the Radiation Protection Supervisor is to:

- Report directly to the Health & Safety Officer on matters affecting legal compliance
- Be responsible for the safe use & storage of radioactive sources
- Supervise those who work with radioactive sources, including expectant & breastfeeding mothers
- Establish local rules
- Check local rules are followed
- Provide regular information, instruction & training
- Regularly monitor the safety of radioactive sources & their containers
- Check that the required records are accurate & up to date
- Ensure that emergency procedures are current & understood

The holder of this post is **Mr C. Bowles who is the Director of Science & Head of Physics.**

## **2.2 Communication & Consultation**

### **Staff Meetings**

In recognition of the importance of involving our members of staff in health & safety, the school regularly discusses health & safety at team meetings. Issues raised shall be formally recorded

Any issues are then referred onto the relevant person; Junior School Headmaster, Senior School Deputy Headmaster or the Health & Safety Coordinator.

### **Health & Safety Committee**

The Health & Safety Committee provides a forum for consultation & discussion on fire & health & safety matters within the organisation. One of the aims of the committee is to promote a culture of consciousness of health & safety & of continuing improvement.

#### **The committee considers items such as:**

- Statistics on accident records, ill health & sickness absence.
- Accident investigations & subsequent action.
- Inspections of the workplace.
- Risk assessments.
- Health & safety training.
- Emergency procedures.
- Changes in the workplace affecting the health, safety & welfare of staff.
- Adequacy of health & safety communications & publicity in the School.

The Health & Safety Committee is chaired by the Estates Director.

Members of staff are encouraged to pass on any related concerns to members of the committee who will raise the issue during meetings.



### **3 Health & Safety Management Arrangements**

The following outlines in brief the health & safety arrangements which underpin the policy to ensure that the school is able to meet specific legal requirements in relation to the management of health & safety & to safeguarding its staff, pupils & others from risks of injury & ill health.

Supplementary management arrangements will be available for key risk areas & these will be subject to on-going review to reflect changes in legislation & current best practice. Please refer to the Health & Safety folder on the shared computer drive for these detailed & up to date arrangements, procedures & forms.

We require those designated above to implement the fire & health & safety arrangements that are relevant to their areas of responsibility.

#### **3.1 Accidents, Incidents & Near Misses**

Accidents, incidents & near misses are reported & recorded in line with legislative requirements.

All accidents are reported to the Health & Safety Coordinator via the Evolve accident reporting system.

- Accident records are kept that comply with the Data Protection Act and GDPR 2018.
- Accidents are reported, investigated & documented taking into account the severity & loss potential of the incident, as well as the regulatory & insurance requirements.
- Risk assessments will be reviewed in light of & accident, incident or near miss.

Accidents resulting in a fatality or major injury are reported immediately to the Health & Safety Executive (HSE).

Accidents to pupils (or others e.g. visitors) which result in the injured person being taken from the scene of the accident directly to hospital, & where the accident was attributable to a defined work activity or arising out of a premises or equipment defects are reported to the HSE.

Accidents to staff that fall into the following criteria are reported to the HSE:

- Resulting in a specified injury.
- Resulting in an injury whereby the staff member is off work for more than 7 consecutive days.

#### **3.2 Asbestos**

- The location of all asbestos or suspected asbestos is identified & recorded.
- A plan is in place to manage the potential risks from any asbestos or suspected asbestos.
- The location of any known asbestos is identified by signage.
- All persons, including staff & contractors, who are likely to work on or near the location of the asbestos, are informed of its location.

#### **3.3 Computer Users**

- We identify 'Users' as defined under current legislation. In general, we interpret 'users' as staff who use this equipment for at least an hour or more at a time on a daily basis.
- Self-assessments of workstations are carried out by staff, taking into account the computer equipment, the furniture, the working environment & the user.
- Staff are informed of the assessment on their workstation.

- We advise "Users" of the opportunity for free eyesight tests & the assisted purchase of any non-standard corrective lenses, when they are required specifically for using our display screen equipment.
- The software we use is suitable for the task.

### 3.4 Contingency Planning

- We identify potential critical incidents considering what might happen on-site & off-site, who might be harmed & how, checking our plans for managing these incidents. Such incidents will include the School's response to health emergencies (e.g. Covid -19 pandemic emergency).
- Effective plans are established to mitigate the effects of an unforeseen crisis.
- These plans are rehearsed periodically & refined as necessary.
- Key staff are trained in their duties.

### 3.5 Contractors

- Where the school undertakes projects direct the governing body are considered the 'client' & therefore have additional statutory obligations.
- Such projects are managed to ensure that appropriate consents have been obtained &, where applicable, all statutory approvals, such as planning permission & building regulations have been sought. This would include whether CDM regulations apply.
- To ensure contractor competency the school uses a pre-qualified assessment framework as a method of procuring works in line with appropriate financial policies & regulations.
- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to student areas & are capable of carrying out tasks required of them.
- Contractors will be asked to provide risk assessments & method statements specific to the site & works to be undertaken. The school, contractor(s) & any subcontractor(s) involved will agree the risk assessment & safe systems of work to be used prior to works commencing on site.
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job & use of the area(s) where the work will be done.
- Contract terms & insurances adequately protect the interests of the School.
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of staff, pupils & premises.

### 3.6 COSHH

- Risks to health from exposure to hazardous substances are assessed.
- Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained & competent.
- Equipment provided to control exposure to hazardous substances are maintained in effective working order & inspected in accordance with statutory requirements.
- An inventory of chemicals & flammable substances on site will be maintained (& shared with the emergency services in case of a fire emergency).

### 3.7 Drug & Medicines

- All medication will be administered to pupils in accordance with appropriate DfE guidelines.
- All medication kept in school is securely stored [e.g. lockable cupboard] with access strictly controlled.
- Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis.

- Staff will receive appropriate training related to health conditions of pupils & in the administration of medicines by a health professional as appropriate.
- Medication will only be given with the written consent of parents or guardians. In the case of it being unclear whether we can administer medication, the school nurse, welfare officer or their stand in will contact the parents or guardian.
- Any 'over-the-counter' medication is strictly controlled by the school nurse, welfare officer & their stand in staff.
- Records are kept over the use of medication. The Junior School inform parents or guardians of the medication administered & in the Senior School pupils are expected to inform their parent or guardian.

### **3.8 Educational Visits & Activities**

- All visits & activities are authorised, planned & risk assessed in line with legislative requirements & best practice.
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity.
- Supervisory ratios & the competence of supervision are determined by risk assessment.
- Visits & activities support the religious ethos & the educational identity of the School.

### **3.9 Electricity**

- The electrical installation & portable electrical appliances are inspected & maintained for safety in line with legislative requirements.
- Any unsafe electrical equipment is removed from use as soon as it is discovered.
- No unauthorised electrical equipment is used within the school.

### **3.10 Environmental Protection**

- All necessary regulatory consents & authorisations to discharge into the environment are obtained.
- Regular checks are carried out to ensure that any discharges to the environment are in line with the consents or authorisations granted by the environmental protection authorities.
- Emergency preparedness procedures are established & understood by those who have the responsibility to minimise the impact of any accidental release into the environment.

### **3.11 Events**

- Events are planned, managed & risk assessed by people who are competent.
- Each event has a nominated person (normally the person arranging the event with assistance from the Health & Safety Coordinator as required) to act as the event safety officer who establishes the necessary fire safety & general health & safety controls.
- A post event analysis is carried out to learn any lessons & to inform risk assessment.
- A formal record will be maintained of all post event meetings which will influence the process of continual improvement.

### **3.12 New & Expectant Mothers**

- An expectant or new mother member of staff is to advise the HR Department as soon as possible so a risk assessment can be carried out with them.
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware.
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs.

### 3.13 External Areas

- The outdoor space is safely accessible for staff, pupils & visitors.
- All paths, steps & any ramps are maintained in good condition & free from moss, fallen leaves & similar slip hazards.
- Adequate separation is maintained between pedestrians & vehicles where this is assessed as a significant risk.
- External areas are well lit during the hours of darkness where people walk.
- External features such as trees, monuments, walls, external buildings & storage areas are checked for safety.

### 3.14 Fire Safety

- A fire risk assessment is carried out & any remedial measures identified are implemented.
- The assessment is reviewed annually, when there are significant changes or when a significant incident dictates.
- Fire evacuation plans are established & communicated - termly evacuation drills are carried out
- Consideration is given to evacuation of persons with disabilities (whether long or short term) & personal emergency evacuation plans (PEEP) are drawn up as appropriate.
- Staff are trained in the emergency evacuation plan.
- Fire doors, fire alarms, emergency lighting, smoke detectors & fire extinguishers are checked & maintained in line with legislative requirements.
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction.

### 3.15 First Aid

- First aid is to be administered in a timely and competent manner.
- The provision of first aid assistance available is determined by risk assessment & ensures that sufficient cover is provided during teaching time, out of hours' activities, functions & for educational visits.
- Paediatric first aid training is arranged for the Early Years Foundation Stage.
- First aid kits are checked & replenished regularly.

### 3.16 Food Safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines.
- Hygiene audits are carried out at regular intervals.
- Food contact surfaces are in sound condition, clean & easy to disinfect.
- All kitchen equipment & machinery is robust & in a good state of repair.
- The display of advice regarding food allergies is in line with The Food Information Regulations 2014.

### 3.17 General Building & Equipment Maintenance

The buildings, their fittings & decorations are maintained in a safe condition.

- Equipment is maintained & serviced to ensure it remains in a safe condition.
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection.

- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment.

### 3.18 **General Premises Safety**

- We carry out regular premises, fire & health & safety inspections.
- A procedure is in place for reporting damage or deficiencies to premises & facilities.
- Any area found to be unsafe will be taken out of use until safe again.
- Boiler houses, plant rooms & store rooms are secure & locked.
- Services (gas, water, & electricity) isolation systems are clearly marked, & are kept free of obstruction.
- Portable residual current devices (RCD's) are provided where necessary (e.g. for use by visiting artists, use of electrical equipment outside).
- Glazing throughout the premises is of a suitable safety standard or is safe by position.
- Low level glass panes are protected from breakage.
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary.

### 3.19 **Grounds Maintenance**

Grounds maintenance equipment is provided with the required safety devices, is maintained in good condition & is used by staff who have been shown how to use it safely.

- Authorised staff use equipment & substances that require specialised training.
- The spraying of herbicides & pesticides is risk assessed prior to use.
- Secure areas are used to store chemicals, fuel & equipment.

### 3.20 **Health & Safety in the Curriculum**

- Pupils are taught about hazards & risk control as part of the School curriculum.
- Pupils are included in the risk assessment process.
- Lesson plans include health & safety requirements.

### 3.21 **Legionella**

- A combination of temperature control, physical checks & disinfection are in place to manage the risk of legionella from our water systems.
- Any infrequently used outlets such as showers or taps are regularly cleaned & flushed through.
- Records are maintained of our control systems.

### 3.22 **Lettings – hiring of rooms**

- The means of access & egress are safe for the use of hirers, & all equipment made available to & used by the hirers is checked for safety prior to use.
- Fire escape routes & exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers are briefed about the location of the telephone, fire escape routes, fire alarms & firefighting equipment. Notices regarding emergency procedures are prominently displayed.
- Hirers using any equipment or facility provided by the School are made familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security & condition of the premises & equipment used after vacation by the hirer.
- Hirers must sign a form in respect of safeguarding.

### 3.23 Lettings – property management

- Properties let are managed & maintained in line with current landlord's duties for the safety of the occupants.
- Safety checks are carried out prior to any new lettings.
- Tenancy agreements clearly describe what the obligations & responsibilities are of the landlord & of the tenant regarding repairs & maintenance for safety related issues.
- Tenants are provided with a list of emergency contact names & numbers in addition to the normal lines of communication.

### 3.24 Lifting Operations, Equipment & Accessories

- Lifting equipment & accessories are marked with their safe working load.
- All items of lifting equipment & accessories are given a thorough examination by a competent person in line with the statutory timescales & records are kept.
- All lifting operations are risk assessed & properly planned prior to the lift.

### 3.25 Moving & Handling of Pupils & Equipment

- Detailed risk assessments are done on tasks that require the moving & handling of people & equipment where there is a significant risk of injury.
- Moving & handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting & handling equipment.
- All staff are shown the correct methods of the moving & handling aspects of their work.

### 3.26 Noise

- Assessments of exposure to noise are carried out on jobs where high noise levels are likely.
- Hearing protection zones are established & signs displayed as appropriate.
- Suitable ear protection is provided for people exposed to excessive noise.
- Relevant information, instruction & training is provided to people whose hearing may be damaged by exposure to high noise levels.

### 3.27 Occupational Health

- Staff in certain jobs determined by risk assessment as having the potential for long term ill health are required to pass a fitness to work medical prior to starting employment & then attend health surveillance at regular intervals thereafter.
- An external competent occupational health provider is contracted to assist with the fitness to work assessments.
- The results of health surveillance are suitably recorded & the records are kept readily available for inspection by any person who has a right to see them.
- We treat an individual's health surveillance records as confidential information.
- We inform staff of the collective results of health surveillance, whilst ensuring that no individual is identified.
- Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary.

### 3.28 **Passenger & goods lifts**

- Thorough examinations for all passenger lifts are carried out at a frequency specified by the competent person & records are kept.
- Lifts are serviced in accordance with manufacturers / installers guidelines.
- Key staff are instructed in the emergency procedures if a lift is stuck between floors.
- Lift motor rooms are kept locked to prevent unauthorised persons from entering.

### 3.29 **Personal Protective Equipment**

- Personal protective equipment (PPE) is provided to each member of staff where risk assessment shows this to be necessary.
- Information, instruction & training on the use & care of PPE are provided.
- Sufficient supplies of personal protective equipment are kept available.

### 3.30 **Physical Education Equipment**

- Equipment is installed & used in accordance with the suppliers' recommendations.
- Equipment is checked & maintained regularly.
- Recreational surfaces are to the correct safety standard for the equipment & activities for which they are used.

### 3.31 **Play Equipment**

- Play equipment is designed, installed & used in accordance with the suppliers' requirements.
- Equipment is checked & maintained regularly.
- Play surfaces are to the correct safety standard for the equipment.
- Supervision is provided to all play areas.

### 3.32 **Remote Supervision**

- Remote supervision of pupils is only agreed after the Group Leader is satisfied that the students have acquired the necessary skills, confidence, physical ability & judgement to be left without direct supervision.
- Pupils are given clearly defined rules of behaviour.
- Monitoring of pupils allowed remote supervision is carried out by Group Leaders.
- Group Leaders are able to locate / access the group promptly in an emergency.

### 3.33 **Risk Assessments Policy**

- Each Head of Department is the nominated person who carries out risk assessments in their department. The Health and Safety Coordinator will assist in completing the Risk Assessment with the nominated person.
- Staff will undertake risk assessments and are competent due to their experience & knowledge.
- Additional IOSH Managing Safely training is provided to support the overall risk assessment process
- Risk assessments are undertaken to identify significant risks associated with the School buildings, activities & people.
- General industry standard risk assessments are used wherever possible so as to ensure a consistency of approach.
- The risk assessment findings are recorded, communicated & acted upon. Once completed the Risk Assessment is passed onto the Deputy Head of the Senior School, Headmaster of the Junior

School or the Health and Safety Coordinator. The document is then reviewed by the Health & Safety Coordinator who will start work on implementing or planning the actions noted on the risk assessment. The risk assessments for Educational Visits are approved by the EVC.

- Risk assessments are reviewed annually and specifically following a significant accident, a change in legislation or a change in key personnel.
- Dynamic risk assessments are reviewed following events, projects and so on. This is managed by the Health and Safety Manager who runs a system of checking, reviewing and auditing the risk assessments.

### **3.34 Safety Awareness, Induction, Information & Training**

A copy of the health & safety policy statement is displayed in staff areas & included in the staff handbook & is available in the Health & Safety folder on the shared computer drive. Induction training is provided for new staff (including any temporary staff) & ongoing safety information, instruction & training is provided for all staff.

- Health & Safety training records are maintained.
- The statutory Health & Safety Poster – ‘What you should know’, & the current Employer’s Liability Compulsory Insurance Certificate are displayed in staff areas.
- Staff are consulted on fire & health & safety issues.
- Health & safety & risk assessment information is available to staff on the central computer system.

### **3.35 Safeguarding: Physical Security & Visitor Control**

- Staff appointments are subject to rigorous reference & clearance checks.
- Internet use & digital photograph protocols are established & monitored.
- Visitors are required to sign in at the school reception & are not permitted to walk around the school unless accompanied.
- Building layout, lighting levels & the securing of areas are checked to ensure that personal safety risks are eliminated or reduced.
- The personal safety of staff & pupils is taken into account when planning changes to buildings, events & activities.
- Key holder security alarm activation checks have arrangements in place.

### **3.36 Science & Design & Technology Areas**

- Risk assessments are carried out to ensure that the appropriate controls are in place for science & design & technology activities.
- Emergency isolation is provided for gas & electrical supplies.
- Equipment & substances used are suitable & are checked for safety.
- Rooms are kept locked when not in use.
- Premises, equipment & class size are suitable for activities.

### **3.37 Sports & After School Activities**

- Risk assessments are undertaken for sports & activities.
- The level of coaching competence is considered as part of the risk assessment process.
- Pupil skill & physique are considered as part of the risk assessment process.
- Coaches & instructors who not members of the School are teaching staff are subject to competency & child protection checks prior to appointment.



- Premises, equipment & class size are suitable for activities.

### 3.38 **Staff Wellbeing & Stress Management**

- Our approach to staff wellbeing & stress management is guided by the Health & Safety Executive published Stress Management Standards.
- Managers are trained to identify causes of stress & their effects upon staff.
- All claims of ill health due to workplace stress are documented & investigated.
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague.
- A confidential Employee Assistance Programme with Ealing Abbey Counselling Service is available to staff (Details of this are in the staff handbook & in the Health & Safety folder on the shared computer drive).

### 3.39 **Supervision**

- Staff who supervise pupil activities are competent.
- Staff who supervise break time activities are vigilant & can contact another member of staff quickly in an emergency.
- Senior management periodically audit the efficacy of supervision arrangements.

### 3.40 **Teaching & Office Areas**

- Accommodation is provided with suitable lighting, ventilation, heating & space.
- Classroom layout provides staff with sufficient line of sight to safely supervise.
- Any cables or other trailing leads are managed to prevent tripping hazards.
- Shelving is strong & secure & suitable for the materials stored on it.
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over.
- Steps, hop-ups or stepladders are provided to gain access to high level storage.

### 3.41 **Transport & Work-Related Road Safety**

- Transport provided by the School is suitable for the task, driver & passengers.
- Contracted transport providers are vetted.
- Checks are carried out on the vehicles owned by the School to ensure that they are maintained in a serviceable & roadworthy condition.
- Checks are carried out on the suitability of drivers & vehicles used when driving on behalf of the School.
- Minibus drivers are trained, accredited & authorised.

### 3.42 **Vehicles on Site**

- Vehicular access to the school is restricted to school staff & visitors only & not for general use by parents or guardians when bringing children to school or collecting them.
- Access to the school must be kept clear for emergency vehicles.

### 3.43 **Violence to Staff**

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff.
- Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation.

- Any counselling or post-incident assistance required by the employees will be provided by the school.

#### **3.44 Work Equipment**

- Work equipment provided is suitable & safe for the tasks intended.
- Work equipment is maintained, inspected & tested as required for safety.
- The use of work equipment is restricted to authorised people where specific hazards have been identified.
- We provide information, instruction & training where appropriate to all staff who use work equipment.
- Work equipment provided is CE marked where required.

#### **3.45 Work at Height**

- Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.
- Findings of risk assessments are communicated to those that are affected.
- Suitable training & equipment is provided where work at height is unavoidable.
- Where possible work at height is carried out using scaffolds or mobile elevated work platform.
- All access equipment is installed by trained personnel.
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc to prevent persons from walking directly under an area where work is being carried out.
- All ladders & stepladders are inspected on a regular basis & a record is kept.

### **4 Health & Safety Monitoring and Policy Review**

#### **4.1 Monitoring of Health & Safety**

A number of different checks are done on buildings & equipment to ensure the health & safety of our staff, pupils, & visitors. In addition, we also:

- Monitor fire & health & safety performance by discussing these at our health & safety committee meetings, undertaking spot inspections & audits with our external advisors.
- Review risk assessments.
- Investigate fire & health & safety issues or hazards brought to our attention.
- Keep up to date with information on fire & health & safety.
- Investigate accidents & near misses.
- Review fire & health & safety as part of our formal risk management process.

#### **4.2 Review of Policy**

The policy is subject to on-going review & all such revisions will be communicated to staff as appropriate.

### **5 Health & Safety Rules – Staff Do's and Don't's**

We require all staff to work safely & would remind them of their specific duties as stated in the Health & Safety at Work Act 1974 where employees are obliged to take care of their own health & safety whilst at work along with that of others who may be affected by their actions.

Failure to comply with these rules may jeopardise the safety of staff, pupils & visitors to the School, & may lead to disciplinary action.

#### 5.1 **General Rules**

- Staff have a positive duty to follow the School's fire & health & safety arrangements.
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire & health & safety.
- It is the duty of all staff to report any visible or foreseeable dangerous situation &, where possible, take immediate action to prevent injury.
- All staff must wear their identity badge.

#### 5.2 **Accidents, Near Misses & Work-Related Illness**

- All injuries, accidents, near misses & cases of work-related illness, must be reported & investigated as required.
- Inform your line manager of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely.
- You must not take any substance that could compromise your ability to work safely.

#### 5.3 **Electrical Safety**

- Visually check electrical equipment for any defects or signs of damage prior to use.
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas.
- Do not overload electrical sockets.
- Switch off electrical appliances when not in use.
- Do not carry out repairs on electrical equipment unless you are competent to do so.

#### 5.4 **Fire Safety**

- Always follow the evacuation procedure when the fire alarm is raised.
- Make sure you understand the evacuation procedure for your area.
- Do not prop open fire doors.
- Do not damage or misuse firefighting equipment.
- Do not obstruct walkways & exit routes.
- Ensure that fire exit doors can be opened.
- Do not put items on hot surfaces such as radiators.

#### 5.5 **Harmful Substances**

- Make sure that you know how to handle safely any substance marked as hazardous or harmful.
- Never keep or transfer a harmful substance into a container if it is not correctly labelled.
- Always return harmful substances to their designated storage area.

#### 5.6 **Lone Working**

- Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.
- Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

#### 5.7 **Machinery & Equipment Safety**

- Specific operating guidelines / instructions for the use of machinery & equipment must be followed.
- Do not undertake repairs & maintenance on machinery & equipment unless you are competent & authorised to do so.

- Do not use machinery or equipment that is damaged, nor allow others to do so.

#### 5.8 **Moving & Handling**

- Do not underestimate the risk of injury from moving & handling operations.
- Never lift, move or carry anything or anyone unless you are confident you can do so safely.
- Make sure you know how to lift, move & carry correctly & that you are physically able to take the weight.
- Always seek assistance when you can.
- Use lifting aids provided.
- Reduce the weight of the load to be carried whenever possible.

#### 5.9 **Occupational Health**

- Immediately inform your supervisor if you suffering from any aches or pains as result of any repetitive tasks that you are required to carry out.
- Report any medical condition that you may have that is not work related to your supervisor if it is likely to be made worse by the repetitive nature of the tasks that you carry out.
- Co-operate with the management on any occupational health surveillance programme put in place for your own health & safety.

#### 5.10 **Protective Clothing & Equipment**

- Protective clothing & equipment provided for your safety must be used.
- Keep your protective clothing & equipment in good condition.
- Report immediately any unsuitable, defective or lost items.

#### 5.11 **Slips, Trips & Falls**

- Keep your work area clear from obstructions & “slipping & tripping” hazards.
- Never allow cables trailing across floors to be a tripping hazard.
- Do not take short cuts across unmade or slippery surfaces & keep to the paths, corridors & walkways provided.
- Do not run, unless it is a requirement of the activity.
- Use handrails on flights of steps & staircases.
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area & report the hazard.
- Wear suitable footwear.
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder.
- Only undertake work at height if it has been risk assessed & it is safe to do so.

#### 5.12 **Transport & Work-Related Road Safety**

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence.
- Inform your manager of any changes to your health, medication or driving licence that affect your ability to drive whilst on School work or premises.
- Always check the vehicle for safety prior to use.
- Give yourself sufficient time for the journey to include rest breaks.
- Observe the Highway Code & drive defensively.
- Never carry any unauthorised passengers.
- Never use a mobile phone whilst driving unless it is safe & legal to do so.
- Always be aware of & give way to pedestrians when on School property.

If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to your manager or the Health & Safety Coordinator.