



ST BENEDICT'S SCHOOL  
a minimis incipe

## Health and Safety Policy

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

Date: June 2023

Review Date: June 2024

Signature:

Circulation: Governors/all staff/volunteers automatically  
Parents on request/School Website

Status: Current

## Contents Page

	PAGE
1 Health and Safety Policy Statement .....	3
2 Organisational Structure and Responsibilities.....	4
3 Health and Safety Management Arrangements.....	9
4 Health and Safety Monitoring and Policy Review .....	19
5 Health and Safety Rules – Staff Do’s and Dont’s .....	19

## 1 Health and Safety Policy Statement

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

To achieve these aims the School will:

- Ensure that we comply with relevant legislation and management standards and that we effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.
- Recognise that the management of health and safety is a core management function and is as important as any other aspect of our business performance.
- In accordance with our aim to be a good and caring employer, promote a positive health and safety culture, with managers visibly demonstrating their commitment to achieving high standards of health, safety and risk management.
- Ensure roles and responsibilities for delivering our health, safety and risk management arrangements are clearly defined and communicated, with successful delivery monitored via our performance management and appraisal procedures.
- Provide adequate resources, proportionate to the level of risk, to ensure the effective delivery of this policy and 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 and supervision.
- Promote effective employee involvement and 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 and arrangements include suitable provision for the Early Years Foundation Stage.
- Learn from any accidents, hazardous events or work-related ill health and regularly monitor, review and report on health and safety performance. We will develop improvement plans to help us deliver continual improvement in our performance.
- Monitor the health of our employees, where appropriate, and provide them with effective occupational health support services.
- Ensure that our partners, suppliers and contractors employed to work with us are competent and they conduct their activities giving due regard to the safety of staff, pupils and others.

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

Andrew Johnson - Headmaster



Rob Simmons – Junior School Headmaster



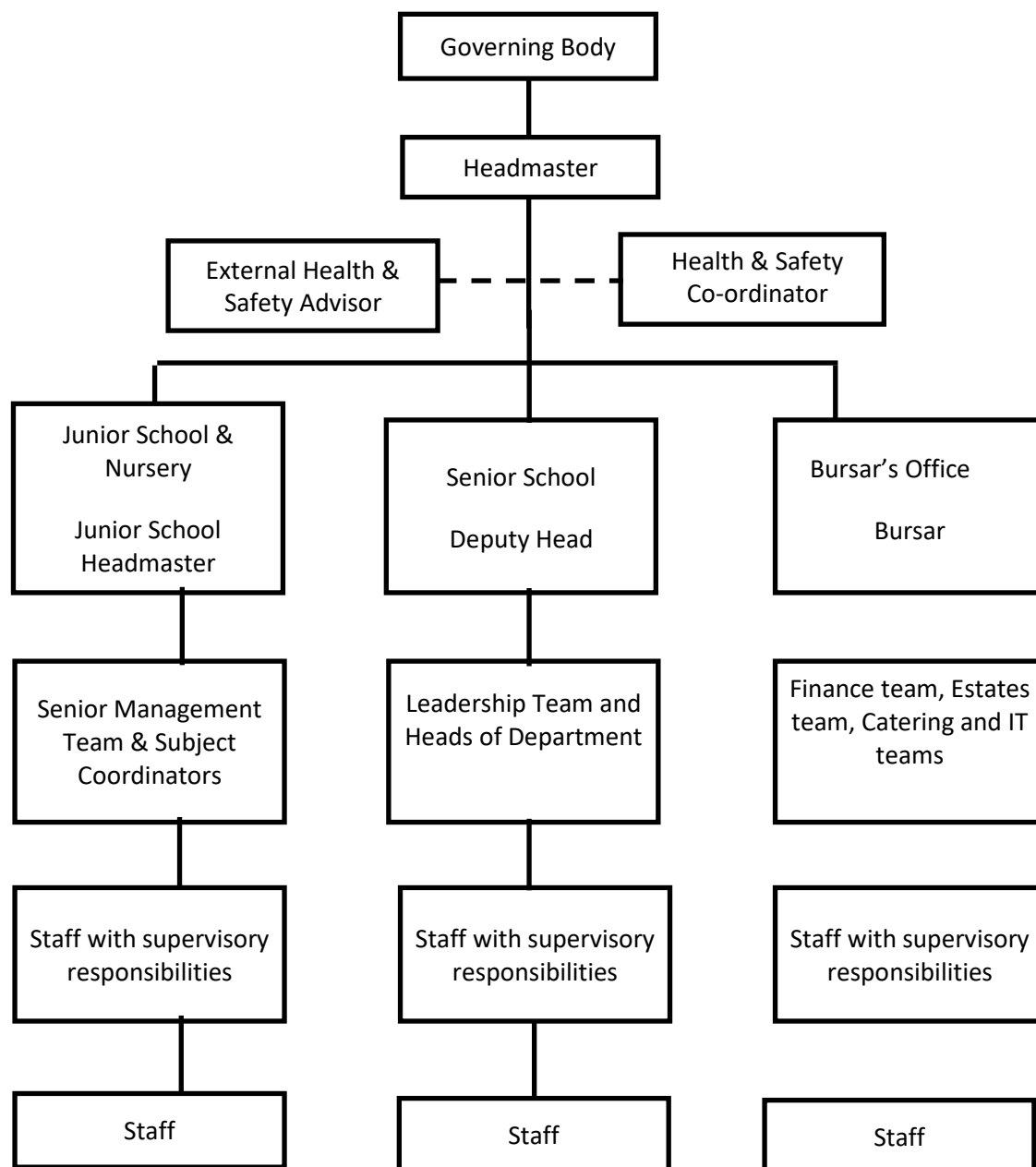
Catherine Bedwin – Bursar



Luke Ramsden – Deputy Headmaster



## 2 Organisational Structure and Responsibilities



## 2.1 Group and Individual Responsibilities

To achieve effective health and 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 and responsibilities at all levels within the school are clearly defined & understood.

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

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

### Governing Body

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

The holder of this post is **Mr M. Leonard**

### Headmaster

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

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

### The Junior School Headmaster, Senior School Deputy Headmaster and Bursar

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

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

The holders of these posts are:

Junior School Headmaster  
Senior School Deputy Headmaster  
Bursar

**Mr R. Simmons**  
**Mr L. Ramsden**  
**Mrs C. Bedwin**

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

People in these positions are responsible for the successful management of health and safety within their area of authority. They are expected to set a positive example and endeavour to ensure that their staff and other workers are competent and supported to maintain good standards of health and safety and to ensure that sufficient supervision and 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 and to advise their line manager or the Health & Safety Co-ordinator of any health and safety issues or concerns.

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

- Identify and report any hazards associated with their work, buildings and 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 and train relevant staff, pupils and 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 and general health and safety management. Each member of staff with supervisory responsibility is required to set a positive example and provide support and guidance to the people under their control to enable them to maintain good standards of fire safety and health and safety.

Each member of staff with supervisory responsibility is required to undertake the fire safety and health and safety requirements as instructed by their line manager. In particular, they are to ensure that their staff and others are instructed on, and follow the fire safety and health and 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 and 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 and safety responsibility and is required to:

- Co-operate on fire and health and safety matters.
- Undertake their duties with due regard for the health and safety of others in their working environment.
- Take care of their own health and safety.
- Report fire and health and safety concerns as soon as possible.
- Comply with the School policies and procedures applicable to their work.
- Not misuse equipment provided nor interfere with arrangements made in the interests of fire and health and 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 and supervision as employees.
- Ensure that they follow all safety arrangements and procedures to minimise risk to themselves and 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 co-operate fully with other employers to ensure that our respective roles and responsibilities are clearly understood and all relevant information is effectively shared. Contractors or agency workers shall comply with our health and safety management arrangements, including those relating to the reporting and investigation of incidents and accidents.

#### **Health & Safety Co-ordinator**

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

The role of the Health and Safety Co-ordinator is to advise, guide and support those with specific health and safety responsibilities to enable them to effectively discharge their responsibilities.

Specific duties are as outlined in the job description and includes; developing and delivering Health and Safety training, Health and Safety Policy and procedure reviews, undertaking inspections and audits, preparation of improvement reports, production of an annual health & safety report and carrying out of risk assessments.

The holder of this post is **Mr S Claridge**

#### **Estates Director**

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

- Risks relating to premises are suitably and sufficiently identified and managed, e.g. Fire, Asbestos, Legionella etc.
- Record and communicate the findings of all risk assessments, surveys and inspections,
- Premises are designed, constructed, upgraded and maintained in accordance with relevant statutory and legislative requirements.
- Suitable and sufficient property risk management arrangements are effectively developed, implemented and maintained.
- Risks associated with the fabric and condition of the school buildings are identified and 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 and the Governing Body with approval and other decisions.
- Assess competence of prospective leaders and staff.
- Ensure risk assessments meet requirements.
- Organise training and induction.
- Ensure parents are informed and give consent.
- Organise emergency arrangements.
- Keep records of visits, accident and/or incident reports.
- Review systems and 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 L Brown who is the DofE Programme Manager.**

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

To ensure that the use and storage of radioactive sources are in accordance with legislative requirements and 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 and Safety Co-ordinator on matters affecting legal compliance
- Be responsible for the safe use and storage of radioactive sources
- Supervise those who work with radioactive sources, including expectant and breastfeeding mothers
- Establish local rules
- Check local rules are followed
- Provide regular information, instruction and training
- Regularly monitor the safety of radioactive sources and their containers
- Check that the required records are accurate and up to date
- Ensure that emergency procedures are current and understood

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

## **2.2 Communication and Consultation**

### **Staff Meetings**

In recognition of the importance of involving our members of staff in health and safety, the school regularly discusses health and 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 Co-ordinator.

### **Health & Safety Committee**

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

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

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

The Health and Safety Committee is chaired by the **nominated Governor**.

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 and Safety Management Arrangements**

The following outlines in brief the health and 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 and safety and to safeguarding its staff, pupils and others from risks of injury and ill health.

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

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

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

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

All accidents are reported to the Health and Safety Co-ordinator 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 and loss potential of the incident, as well as the regulatory and insurance requirements.
- Risk assessments will be reviewed in light of any accident, incident or near miss.

Accidents resulting in a fatality or major injury are reported immediately to the Health and 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 and 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 and 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 and 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 **when required**, taking into account computer equipment, furniture, working environment and the user.
- Staff are informed of the assessment on their workstation.
- We advise "Users" of the opportunity for free eyesight tests and 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 onsite and offsite, who might be harmed and 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 and 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' and therefore have additional statutory obligations.
- Such projects are managed to ensure that appropriate consents have been obtained and, where applicable, all statutory approvals, such as planning permission and 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 and regulations.
- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to student areas and are capable of carrying out tasks required of them.
- Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and 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 and use of the area(s) where the work will be done.
- Contract terms and 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 and 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 and inspected in accordance with statutory requirements.
- An inventory of chemicals and flammable substances on site will be maintained and shared with the emergency services in case of a fire emergency.

### **3.7 Drugs and 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 and 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 and their stand in staff.
- Records are kept over the use of medication. The Junior School inform parents or guardians of the medication administered and in the Senior School pupils are expected to inform their parent or guardian.

### **3.8 Educational Visits and Activities**

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

### **3.9 Electricity**

- The electrical installation and portable electrical appliances are inspected and 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 consent and authorisation 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 consent or authorisation granted by the environmental protection authorities.
- Emergency preparedness procedures are established and 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 and risk assessed by people who are competent.
- Each event has a nominated person (normally the person arranging the event with assistance from the Health and Safety Co-ordinator as required) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls.
- A post event analysis is carried out to learn any lessons and to update the risk assessment if required.
- A formal record will be maintained of all post event meetings which will influence the process of continual improvement.

### **3.12 New and 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 and visitors.
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards.
- Adequate separation is maintained between pedestrians and 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 and 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 and communicated and termly evacuation drills are carried out
- Consideration is given to evacuation of persons with disabilities (whether long or short term) and 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 and fire extinguishers are checked and maintained in line with legislative requirements.
- Regular checks of fire escape routes are undertaken 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 and ensures that sufficient cover is provided during teaching time, out of hours' activities, functions and educational visits.
- Paediatric first aid training is arranged for the Early Years Foundation Stage.
- First aid kits are checked and 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 and easy to disinfect.
- All kitchen equipment and machinery are robust and 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 and Equipment Maintenance**

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

- Equipment is maintained and 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 and it is safe to do so following completion of a risk assessment.

### **3.18 General Premises Safety**

- We carry out regular premises, fire and health and safety inspections.
- A procedure is in place for reporting damage or deficiencies to premises and facilities.
- Any area found to be unsafe will be taken out of use until safe again.
- Boiler houses, plant rooms and store rooms are secure and locked.
- Services (gas, water and electricity) isolation systems are clearly marked and 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 and substances that require specialised training.
- The spraying of herbicides and pesticides is risk assessed prior to use.
- Secure areas are used to store chemicals, fuel and equipment.

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

- Pupils are taught about hazards and 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 and flushed through.
- Records are maintained of our control systems.

### **3.22 Lettings – Hiring of Rooms**

- The means of access and egress are safe for the use of hirers, and all equipment made available to and used by the hirers is checked for safety prior to use.
- Fire escape routes and 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 and 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 and condition of the premises and 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 and 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 and responsibilities are of the landlord & of the tenant regarding repairs and maintenance for safety related issues.
- Tenants are provided with a list of emergency contact names and numbers in addition to the normal lines of communication.

### **3.24 Lifting Operations, Equipment and Accessories**

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

### **3.25 Moving, Handling of Pupils and Equipment**

- Detailed risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury.
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment.
- All staff are shown the correct methods of the moving and 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 and signs displayed as appropriate.
- Suitable ear protection is provided for people exposed to excessive noise.
- Relevant information, instruction and 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 and 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 and Goods Lifts**

- Thorough examinations for all passenger lifts are carried out at a frequency specified by the competent person and 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 and training on the use and care of PPE are provided.
- Sufficient supplies of personal protective equipment are kept available.

### **3.30 Physical Education Equipment**

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

### **3.31 Play Equipment**

- Play equipment is designed, installed and used in accordance with the suppliers' requirements.
- Equipment is checked and 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 and 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 Co-ordinator will assist in completing the risk assessment with the nominated person.
- Staff will undertake risk assessments and are competent due to their experience and 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 and people.
- General industry standard risk assessments are used wherever possible to ensure a consistency of approach.
- The risk assessment findings are recorded, communicated and 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 Co-ordinator. The document is then reviewed by the Health & Safety Co-ordinator 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 Co-ordinator who runs a system of checking, reviewing and auditing the risk assessments.

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

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

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

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

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

### **3.36 Science, Design and Technology Areas**

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

### **3.37 Sports and After School Activities**

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

### **3.38 Staff Wellbeing and Stress Management**

- Our approach to staff wellbeing and stress management is guided by the Health and Safety Executive published Stress Management Standards.
- Managers are trained to identify causes of stress and their effects upon staff.
- All claims of ill health due to workplace stress are documented and 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 and the Health and 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 and can contact another member of staff quickly in an emergency.
- Senior management periodically audit the efficacy of supervision arrangements.

### **3.40 Teaching and Office Areas**

- Accommodation is provided with suitable lighting, ventilation, heating and 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 and 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 and Work-Related Road Safety**

- Transport provided by the School is suitable for the task, driver and 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 and roadworthy condition.

- Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the School.
- Minibus drivers are trained, accredited and authorised.

#### **3.42 Vehicles on Site**

- Vehicular access to the school is restricted to school staff and visitors only and 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 and safe for the tasks intended.
- Work equipment is maintained, inspected and 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 and 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 and 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 and records kept.

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

### **4.1 Monitoring of Health and Safety**

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

- Monitor fire and health and safety performance by discussing these at our health and safety committee meetings, undertaking spot inspections and audits with our external advisors.
- Review risk assessments.
- Investigate fire and health and safety issues or hazards brought to our attention.
- Keep up to date with information on fire and health and safety.
- Investigate accidents and 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 and Safety Rules – Staff Do's and Dont's**

We require all staff to work safely and 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 and 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 and visitors to the School, which may lead to disciplinary action.

### **5.1 General Rules**

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

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

- All injuries, accidents, near misses and cases of work-related illness, must be reported and 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 and 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 and Equipment Safety**

- Specific operating guidelines / instructions for the use of machinery and equipment must be followed.
- Do not undertake repairs, maintenance on machinery and equipment unless you are competent and authorised to do so.
- Do not use machinery or equipment that is damaged, nor allow others to do so.

#### 5.8 **Moving and Handling**

- Do not underestimate the risk of injury from moving and 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 and carry correctly and that you are physically able to lift and carry 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 and safety.

#### 5.10 **Protective Clothing and Equipment**

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

#### 5.11 **Slips, Trips and Falls**

- Keep your work area clear from obstructions and “slip and trip” hazards.
- Never allow cables trailing across floors to be a tripping hazard.
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided.
- Do not run, unless it is a requirement of the activity.
- Use handrails on flights of steps and staircases.
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and 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 and 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 and drive defensively.
- Never carry any unauthorised passengers.
- Never use a mobile phone whilst driving unless it is safe and legal to do so.
- Always be aware of pedestrians and give way 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.