

**Windlesham House School**

**Health & Safety Policy**

**Policy 02-01**



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## 1 School statement of intent

Windlesham is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the Health and Safety Act 1974, to maintain the highest possible level of health and safety around the school.

This Health and Safety policy can be found online K Drive/Staff/Bursary/2020-2021 policies and on our website. Parents and pupils can ask to see a copy of the policy from the Front Office. This policy and procedures also apply to our Early Years Foundation Stage and after School care.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own activities. All activities, both on and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

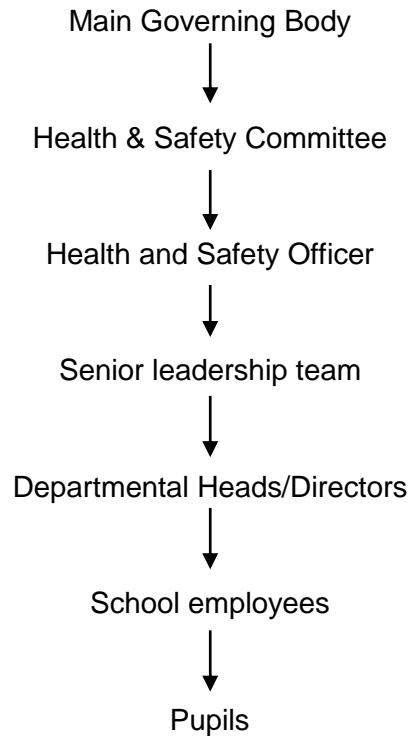
This policy will be reviewed by the governing body and/or the Health and Safety Officer:

- at regular intervals;
- after accidents, incidents and near misses;
- after any significant changes to workplace, working practices or staffing; and
- after any form of notice has been served.

## 2 Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

### 3 Windlesham's health and safety organisational structure



#### 3.1 Governing Body

The governing body recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils it's legal health and safety obligations;
- they receive a termly health and safety report from the Health & Safety Committee covering key Health and Safety Issues.
- the school health and safety policy is being implemented and is effective;
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place;
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors;
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations;
- there is the appropriate budget allocation to the school's health and safety provision;
- the importance of good health and safety is communicated to school staff and carefully monitored;
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- one member of the governing body is nominated to act as the representative for health and safety management.

### **3.2 Health and Safety Committee**

Consists of the Bursar (Chair), Senior Members of Teaching, Head Nurse, Support Staff and a representative from the Governing Body, who take responsibility for Health and Safety in various areas. The Health and Safety Committee meet termly:

- To review School Safety and all matters pertaining to it;
- May commission an annual qualitative health and safety report and produce a general report on the year's safety problems which will be sent to the senior leadership team (SLT), Headmaster and to the Governing Body for discussion;
- To review accident report data and whether any changes need to be made to the site, actions, behaviours to reduce the accidents occurring again;
- To discuss Health and Safety issues including, but not limited to, training, site safety, monitoring of Health and Safety checks, audit reports and on-site events.

The Head and/or Bursar, or other members of the Committee may call for other meetings should circumstances warrant it.

### **3.3 Health and Safety Officer**

The Health and Safety Officer (the Bursar) takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site;
- liaising with the health and safety representative of the governing body to inform that person of any health and safety issues or risks that arise;
- reporting "dangerous occurrences as defined in Schedule 2 of RIDDOR" to the Senior Leadership Team and serious incidents to the Governing body;
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates;
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies;
- ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision;
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements;
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another;
- Maintain a schedule of inspections carried out and a file of incident reports and recommendations;
- ensuring that regular practice fire drills are undertaken.

### **3.4 Members of the senior leadership team (SLT)**

Senior leadership team take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school;
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy;

### **3.5 Departmental heads**

Department heads in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department;
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures;
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety;
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school;
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing;
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department;
- ensuring that their staff carry out all necessary checks of their areas to ensure a safe place of work;
- Maintenance requests are reported in a standard format to the Bursar or Estates Team;
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities;
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity;
- Heads of Department are deemed competent, with the support of the Health & Safety Officer, to undertake Risk Assessments departmentally, using the information and

assessments sheets within HSE including [5 steps to Risk Assessment'](#) and [Manual handling of operation regulations guidance.](#)

- Ensuring that external contractors working within their departments are correctly briefed and aware of the School's H&S requirements and have completed a Pre Works-Declaration (see Annex A) where applicable.

### **3.6 Employees**

School employees, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures and follow them;
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred;
- ensuring that all the correct provisions are assessed and in place before the start of any activity;
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities;
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a line manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

### **3.7 Staff**

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively.

Staff should make pupils aware that they:

- listen to and follow instructions from staff;
- ensure that their actions are safe for themselves and will not harm others in any way;
- be sensible around the school site and when using any equipment;
- report health and safety concerns or incidents to a member of staff immediately;

- act in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to adhere to the Rewards and Sanction Policy and Pre-Prep behaviour Policy, as this helps maintain good health and safety around the school.

#### **4 General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards**

The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

Staff receive a Health and Safety talk by the Health and Safety Officer on induction (See Staff Induction Policy) and receive relevant health and safety training appropriate for their role at the school. Windlesham House School also provides online Health & Safety courses to all members of staff. Staff are expected to keep their H&S training, relevant to their role, up to date. Visitors are provided with Health & Safety information on arrival.

Windlesham House School uses an incident and activity management system to record any health and safety concerns around the site and to manage statutory/mandatory checks.

Staff receive appropriate training on risk assessments and are required to complete a risk assessment prior to an activity on or off site. These are reviewed on a regular basis (see Risk Assessment Procedure).

The Fire Evacuation Procedure details what staff, pupils and visitors to the school should do in the event of a fire. It also details:

- the fire evacuation routes;
- fire wardens and 'checkers';
- muster points; and
- where the fire units are found.

All Heads of Department are responsible for their staff to complete a risk assessment for activities, which take place on site or off site. These are checked by the Compliance Officer.

Safety information relating to fire assembly points are found in staff communal areas, communal boards in the boys and girls dormitories.

The Bursar manages the maintenance team whom conduct a series of safety tests and inspections or arranges for third parties to conduct safety test and inspections of equipment and areas of the school.

#### **5 Safe behaviour**

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and

considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the Rewards and Sanctions Policy and the Pre-Prep Behaviour Policy.

## **6 Maintenance of safety records**

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

Medical Centre staff will record accident data following incidents occurring on and off site to pupils and staff during term time.

Departmental heads are responsible for managing their own health and safety checks and monitoring statutory/mandatory regulatory requirements regarding maintenance equipment, machinery and site Health and Safety. The checks and monitoring take place using online management compliance system.

## **7 Health and safety file**

The school's health and safety file is readily available for inspection online or hard copies can be provided by the relevant Head of Department. The online file serves as the central health and safety record for the school. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- A copy of the school statement of intent and projected date for review;
- A register of risk assessments completed for the school / department;
- Copies of risk assessments including (where applicable):
  - General risk assessments (in resource folder)
  - COSHH assessments (In science and Bursar folder);
  - Display screen equipment workstation assessments (HR);
  - Fire risk assessments (Fire In H&S folder);
  - COVID 19 whole school risk assessment (in resource folder)
- H&S training relevant to roles – (HR)
- Lone working procedure (H&S)
- Accident report data for the academic year;
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;



- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such inspections;
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance clearance time; details of any problems, etc.;
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- minutes of meetings of the Health and Safety Committee and copy of terms of reference, membership etc;
- Copies of memos and reports received following visits from Health & Safety Services staff.

The school keeps records of health and safety incidents in accordance with our Storage and Retention of Records and Documents Procedure. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

### **7.1 Safety review, monitoring, and evaluation procedure**

The school's health and safety monitoring will be undertaken by the Health and Safety Officer (the Bursar) or delegated to a competent person. This policy and the health and safety file will be reviewed by the Health and Safety Officer due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it. It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- Medical centre
- Swimming Pool
- Sports Complex
- Science labs and prep rooms
- Maintenance workshops
- Grounds facilities
- DT workshops
- Kitchens
- Cleaning cupboards and staffrooms
- Plant room

## 8 Accidents

### 8.1 Procedure and reporting

- a) In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge (in most cases the Headmaster and/or the Bursar).
- b) On the school site this will be the Head Nurse whilst the Medical Centre is open. The school has a first aider to cover in case the Head nurse or other nurse in the Medical Centre is not present. (See First Aid and Healthcare Policy)
- c) If an ambulance is required, it will be ordered by the school office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.
- d) Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.
- e) Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.
- f) Pupils will have individual medical plans if it is the case that there is allergy

medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the Medical Centre. Any medicine administered in school will be recorded in accordance with the Administration of Medicines Procedure and First Aid and Healthcare Policy.

## **8.2 Recording an accident**

The school has accident forms which are stored in the Medical Centre. This is used to record **all** accidents, both major and minor.

- a) Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the school's health and safety file according to the General Data Protection Regulations.
- b) All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.
- c) Serious incidents will also be recorded and reviewed by the senior leadership team (SLT). The governing body will review cases of serious incidents and determine what, if any, steps could be taken to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at SLT meetings to determine whether there are any accident trends that could be avoided.

The Head Nurse, in liaison with the Bursar, reports any notifiable accident that occurs on School premises to a pupil, member of Staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

## **9 Investigation**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils;
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done);
- 'occupational diseases';

- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the governing body may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

A written report following the investigation will be provided to the Health and Safety Officer who will decide whether further action should be taken. The report may be made available to other interested parties.

## **10 Lone workers**

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Lone Worker Procedure sets out what requirements lone workers should have in place prior to working alone, including how to both identify and manage the risks associated with lone working.

## **11 Building and site maintenance**

The Bursar is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The school has appointed the Bursar to be responsible for reporting any health and safety concerns relating to the school premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form (see Risk Assessment Policy).

## **12 Environmental statement**

Windlesham recognises that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms;
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

The school will carry out environmental impact assessments to regulate the impact of school activities on the environment.

### **13 Fire safety and evacuation procedures**

The school carries out whole school fire drills 3 times a term (including one at night). There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

A whole school fire risk assessment is carried out, recorded, and regularly reviewed either:

- Every 5 years
- Following major extension/changes to the building on site or fabric of buildings
- When deemed necessary following an incident or occurrence and tasked by Governors or the SLT

Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

The School also has a standby generator which will provide supplies to all areas of the school in the event of a power cut, with the exception of the Sports Complex, Astro Turf and surrounding support buildings.

#### **• Emergency procedures**

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will refer to the Crisis Management Policy.

#### **• Emergency communications**

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises parents and their children have their own individual arrangements planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

#### **14. Health and safety training**

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

The staff induction programme includes Health & Safety information relevant to their role and accessibility to online training which includes Health and Safety courses. Visitors to the site receive Health & Safety information detailing what to do if there is a fire evacuation and other relevant health and safety concerns. Contractors are expected to complete Pre Works declarations (See Annex A) prior to commencing any significant work activity on site.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it. For more information on specific training for individual school departments speak to HR Manager.

#### **15. Workplace safety**

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to Departmental Heads or via the school reporting process/online incident management system.

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is only permitted in the "Cowdown Shed".

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. For further information on health and safety in each department speak to the Head of Department. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

#### **16. Display Screen Equipment (DSE)**

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache

- fatigue and stress
- temporary eye strain.

The school adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

|             |   |
|-------------|---|
| Workstation | <ul style="list-style-type: none"> <li>✓ Adjust screen height to suit seating height – generally eyes level with top of screen.</li> <li>✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen.</li> <li>✓ Keep an organised work surface to facilitate workflow.</li> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable and five-star base chair.</li> <li>✓ Seat back, arm rests and back rest to be height adjustable.</li> <li>✓ 2-3" of space in front of the keyboard</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul> |
| Environment | <ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> </ul>   |

|            |   |
|------------|---|
|            | <ul style="list-style-type: none"> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>   |
| Healthcare | <ul style="list-style-type: none"> <li>✓ Carry out exercise programme on a regular basis plus specific movements throughout the day.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health-related symptoms that concern you.</li> </ul>   |
| Job Design | <ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from screen.</li> <li>✓ Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>   |
| Posture    | <ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> <li>✓ Adjust your backrest to support the lower back.</li> <li>✓ Sit right back in the chair to maintain good lumbar support.</li> <li>✓ Keep head in natural upright position.</li> <li>✓ Do not slouch. Maintain upright position.</li> <li>✓ Head, neck, shoulders and hips to be in alignment.</li> <li>✓ Use a footrest if feet do not touch the floor.</li> <li>✓ Rest arms and hands whenever routine allows.</li> <li>✓ Space under desk for postural change, no obstacles</li> <li>✓ Top of screen at eye level.</li> </ul> |

### **17. Manual handling**

Staff are trained in manual handling dependent on their role within the School. Please refer to the Manual Handling Procedure for further information.

### **18. Machine maintenance**

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:



- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

The Bursar is responsible for overseeing machine maintenance.

## **19. Control of substances hazardous to health (CoSHH)**

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept by Departmental Heads and in the Health & Safety staff intranet folder. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident

- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in the Health & Safety staff intranet folder. All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals.

## **20. Arrangements for asbestos**

If appropriate, staff will receive training on asbestos. If a member of staff has concerns about asbestos they should report to the Bursar or a member of the maintenance team.

Windlesham House School carries out an asbestos assessment of the site:

- Every 5 years; or
- If there is a significant change to infrastructure occur. (same fire risk assessment)

The Bursar is responsible for and holds a hard copy of the asbestos register. An electronic copy of the asbestos register can also be found in the Health & Safety staff intranet folder.

## **21. Occupational health services and managing work-related stress**

Windlesham takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

There is a free access telephone counselling service available to all staff which provides confidential and professional support on problems such as stress, work place issues, financial concerns, marital and relationship difficulties, alcohol and drug misuse, family worries and bereavement. This service operates 24/7. The telephone number is free phone 0800 9120827.

## **22. Policy and procedures for off-site visits**

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place, the Senior Master will ensure that:

- The member of staff has read the EVC visits procedure/EVC Pre-prep visits procedure and completed the necessary forms in a timely manner which:
  - Clearly state the objective of the visit;
  - Demonstrates that the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
  - Relevant staff and where applicable parents, are informed well in advance about less routine visits

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- The leader of the trip or the Departmental Head has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy;
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- the leader organiser of the group or Departmental Head reports back after the visit.

In the supporting EVC documentation for off-site visits, you will find full information on:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- off-site risk assessments

Please refer to the EVC visit procedure.

### **23. Selecting and managing contractors**

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible and is aware of our school policy and procedures.

It is the Departmental Head's responsibility to select and oversee the management of contractors relevant to their department.

For information on safeguarding pupils against visitors or contractors to the school, please read our Child Protection and Safeguarding Children Policy.

### **24. Security**

School security is a key component of good health and safety, and we want pupils and staff to feel safe in school. We have CCTV cameras around the school (See CCTV Procedure) to:

- provide a safe and secure environment for pupils, staff and visitors;
- prevent the loss of or damage to Windlesham House buildings and/or assets; and
- assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

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We have key pads to main entry points to the school. Keypad codes are changed on a termly basis. The site is locked from 9:30pm by designated keyholders and some staff reside on site overnight.

We ensure that Pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use.

All flammables are kept securely locked.

Pupils do not have access to the Grounds sheds and workshops, Maintenance, Catering and Caretaking facilities of the School, but they can go in the Grounds (climbing trees with permission).

## **25. Risk assessment**

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff receive training and are confident and familiar with carrying out risk assessments and recording and reporting risks.

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out. (See Risk Assessment Policy)

Risk assessments are stored in the Risk Assessment folder on the staff network. It is reviewed:

- at regular intervals
  - a. after accidents, incidents and near misses
  - b. after any significant changes to workplace, working practices or staffing
  - c. after any form of notice has been served.

**Contractor Pre Works Declaration**

**Before commencing any work at Windlesham House School contractors must complete the following Pre Works Declaration:**

Name of contractor/company/organisation: .....

Date of Works: From ..... To .....

**Method Statement** (Please complete here or attach – to include risk assessment)

**Persons undertaking Work (if known)**

Name of person in charge of the contractor/s

**Type of Works (Please tick those applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> Hot Works (Hot works certificate to be completed) | <input type="checkbox"/> Working with Asbestos (Register supplied by School) |
| <input type="checkbox"/> COSHH sheets applicable to task supplied          | <input type="checkbox"/> High Pressure Systems                               |
| <input type="checkbox"/> Working At Height                                 | <input type="checkbox"/> Other (Specify)                                     |
| <input type="checkbox"/> Working In Restricted Spaces                      | <input type="checkbox"/> Other (Specify)                                     |

**When employed as a contractor at Windlesham House School the following must be adhered to whilst on site:**

- Report to Reception both on arrival, before starting any work and also when leaving the site
- Meet the 'Property Manager' or Bursar on site before starting work
- Ensure one of above knows what and where the work is to be carried out on site
- Inform the 'Property Manager' of any hazardous substance/s to be used on site
- Inform the 'Property Manager' of any hazardous equipment (e.g. noisy drills etc.) to be used on site
- Provide a safe working procedure, including risk assessments where necessary
- Park vehicles in the designated area or as instructed by the 'Property Manager' or Bursar
- Ensure the School's emergency procedure is made known to all contractor's employees
- Ensure their own staff are aware of the location of any asbestos on site (see School asbestos Register).
- Ensure access for emergency vehicles is maintained at all times
- Wear identification badge as provided by the school at all times – by parking in designated areas.
- Use appropriate personal protective equipment (PPE)
- Segregate their work area wherever possible and/or as agreed or take such steps as necessary to prevent unauthorised access (particularly by children) to their work area, tools and equipment
- Keep fences (e.g. Herras) secure and intact to prevent unauthorised access
- Maintain local security arrangements e.g. not leaving doors open which should be kept locked
- Keep their work area in 'good order' to avoid slips, trips and falls

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- Control waste material and remove all from site at the end of each working day and/or on completion of work
- Report accidents on site and provide a copy of accident reports
- Ensure their own staff are aware of the arrangements made for welfare (e.g. toilets etc.) – Brief from School Rep
- Ensure their own staff are aware of the arrangements for first aid – Brief from School Rep
- Ensure their own staff are aware of requirement to provide fire fighting equipment as necessary – Brief from School Rep
- Wear appropriate clothing
- Act courteously to staff, children and members of the public

#### **Contractors must NOT:**

- Leave tools, equipment, access equipment, chemicals etc. accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended
- Obstruct fire exits or fire exit routes
- Use bad language e.g. swearing etc.
- Smoke in school buildings/on site
- Use any tools, equipment, access equipment etc. belonging to the school

#### **COVID 19 REQUIREMENTS – Contractors Must:**

- Monitor themselves for covid-19 symptoms before travelling to work at the School. This measure is best practice
- Maintain records of all contract personnel visiting and working at the School.
- Ensure students and staff who may be present in the work area are notified of the time, location and nature of the work taking place by agreeing in advance with the Bursar or School host.
- Submit suitable and sufficient risk assessments and method statements for the Compliance Officer to approve, These include controls for minimising the risk of transmitting or contracting viruses, e.g. physical distancing; provision, use and disposal of PPE to be treated as medical waste; avoiding face-to-face working; enhanced hygiene practices, avoiding as far as practicable the contamination of surfaces in communal areas, etc.
- Notify the Bursar of any contamination or if a contractor is feeling unwell and displaying symptoms of Covid-19.
- Display signs advising staff and students that contractors are working in the area and are following Covid-19 risk management procedures.
- After the work has been completed the area is thoroughly cleaned by the contractor.

#### **Windlesham House School will ensure:**

- First Aid provision and procedures are established for contractors and all affected staff are informed when and where the contractors will be working.
- Suitable welfare facilities are provided by the Bursar or host to enable enhanced hygiene practices.

#### **NHS Track & Trace**

To support NHS Track and Trace and to help contain COVID-19 clusters or outbreaks, the School will assist by keeping a temporary record of visitors and contractors for 21 days, and assisting NHS Track and Trace with requests for that data if needed.

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Specifically, for this purpose the School will request your permission to hold a separate record of your name, a contact telephone number, and the dates and times of your arrival and departure. No additional data will be collected for this purpose. You are strongly encouraged to allow us to keep and share this information, however you may inform your School host if you prefer to opt out.

Records will be held in compliance with the General Data Protection Regulation for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, these records will be securely disposed of or deleted.

Where possible, all face to face meeting should be avoided, encouraging visits and meetings via remote connection/working.

Approval must be obtained from the relevant School Department for the visit to go ahead. The visit must be deemed an essential service.

Scheduling for essential services and contractor visits may be revised to reduce interaction and overlap between people on the school site.

PLEASE COMPLETE THIS FORM AND RETURN TO:

Estates Department, Windlesham House School, Washington, Pulborough, West Sussex, RH20 4AY

Or e-mail to [eharris@windlesham.com](mailto:eharris@windlesham.com) or [bwells@windlesham.com](mailto:bwells@windlesham.com)

**The person in charge of the contractors on site (details below) has read and understood the site rules and will ensure that they are known and followed.**

Name:

Date:

Signature:

On Behalf of: