

## **WINDLESHAM HOUSE SCHOOL**

### **POLICY: HEALTH AND SAFETY**



**Approved: 7 March 2022**  
**Last Technical Review: March 2022**

**Next Review Date: March 2023**

**Policy: 02-01**

**Responsible Governor: David Armitage**  
**Responsible Member of Staff: Emma Harris**

## **PART 1 - STATEMENT OF GENERAL POLICY**

### **Overview**

1. We are, through all levels of management, committed to ensure, so far as is reasonably practicable that:
  - a. All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
  - b. Pupils and members of the public including parents, visitors and contractors who enter our premises, are not exposed to health and safety risks during the course of their business.
  - c. No work is carried out by the School or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
  - d. All contractors are able to demonstrate that they have suitable arrangements for securing adequate health and safety standards, including where necessary a written statement of policy.
2. The Governors acknowledge that Windlesham House School has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and comply with all statutory requirements and codes of practice. As the most senior executive, the Headmaster is responsible for the implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Body.
3. The School will take all such steps that are reasonably practicable, to meet its health and safety objectives, which are:
  - a. To provide conditions and systems of work for all employees which prevent danger to health. This requires that risk assessments be carried out as appropriate to enable

hazards and risks to be identified and to enable the necessary standards of safety to be adopted and enforced.

- b. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
  - c. To provide a safe environment for all authorised visitors to school premises.
  - d. To provide comprehensive information, instruction, training and supervision, to ensure the health and safety at work of all employees and pupils.
  - e. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
  - f. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
  - g. To ensure the School has and maintains up to date fire procedures and documents and ensure that all employees and pupils are familiar with them.
4. This policy is largely dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:
- a. Take reasonable precautions in safeguarding the health and safety of themselves and others.
  - b. Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
  - c. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage.
  - d. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at, on or with the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

### **Management**

5. Health and Safety matters are reviewed at appropriate Governors' meetings to provide the necessary policy direction. The Senior Leadership Team is responsible for co-ordinating day-to-day activities and ensuring that this policy is implemented, whilst Heads of Departments are responsible for health and safety within their areas of responsibility. The School Health and Safety Committee, with members from appropriate departments within the School and the lead governor for Health & Safety, is the forum for the discussion of any issues.

### **Staff Consultation**

6. We will hold staff meetings not less than once per term. Health and safety issues can be discussed at these meetings and any points raised will be duly minuted, actions taken accordingly or reported to the School's Health and Safety Committee if required.

**Monitor and Review**

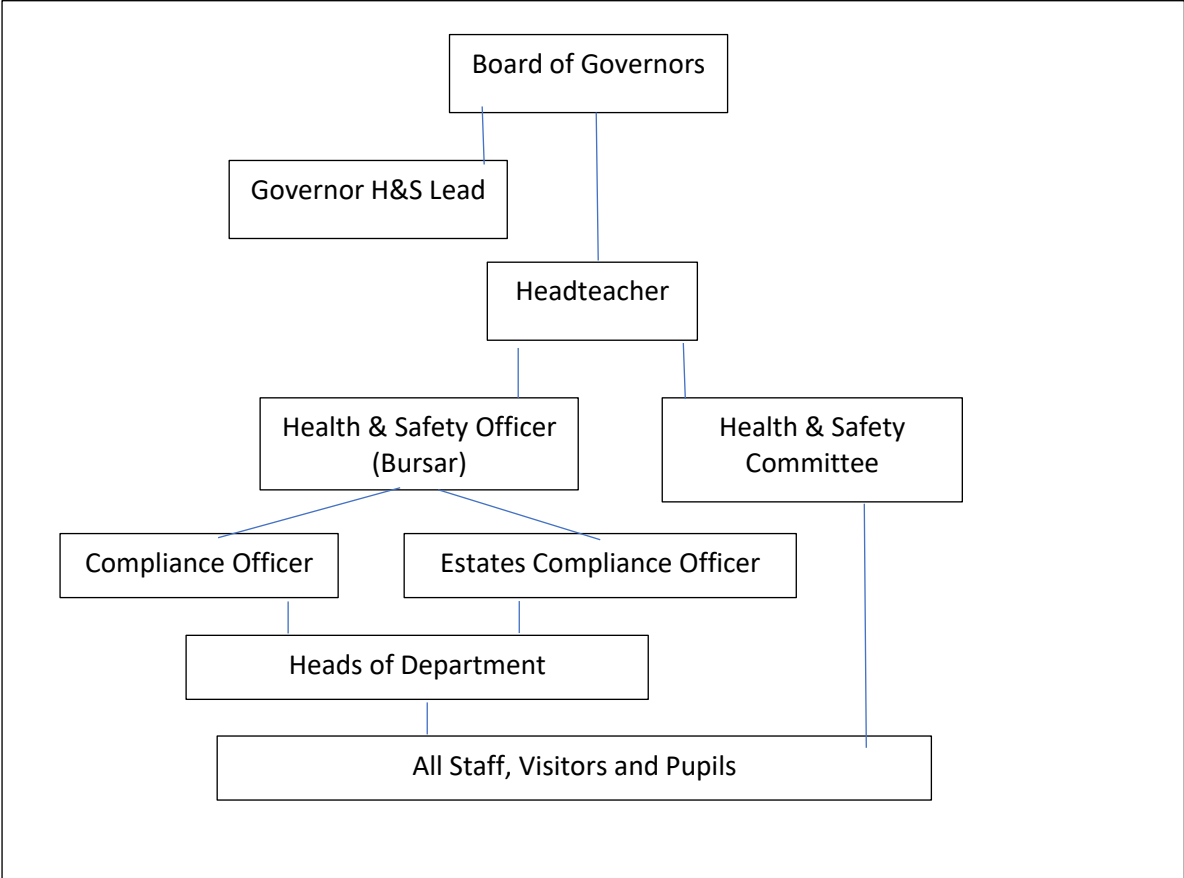
7. The School will appoint external health and safety consultants from time to time to provide the necessary technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School. This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

Signed: .....Date: .....

**D Moody-Stuart**  
**Chair of Governors**

**HEALTH & SAFETY POLICY – PART 2: ROLES AND RESPONSIBILITIES**

This policy applies to all areas of the school including the EYFS and after school care.



**1. The Duties of the Governing Body**

The overall responsibility for Health and Safety within the school lies with the Governing Body who will have due regard for regulatory guidance issued by the Department for Education and Health and Safety Executive. In the discharge of its duty the Governing Body, in consultation with the Headmaster, will ensure the adequate provision of resources to:

- a. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School
- b. Assess annually the effectiveness of this policy and ensure that any necessary changes are made
- c. Create and monitor an appropriate management structure
- d. Provide sufficient training opportunities to staff to ensure they are able to work in a safe manner.

Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmaster to account in respect of the requirements set out

in this policy and will receive regular reports from the Health & Safety Committee including an annual report with accident trend data.

## **2. The Duties of the Lead Governor for Health & Safety**

The Lead Governor for Health & Safety will provide support on health and safety issues to school management and aid the governing body's understanding and knowledge of health and safety issues within the school. They will:

- a. Be aware of health and safety implications of matters under consideration by the Governing Body and seek to ensure these are understood before a decision is taken
- b. Work with the Bursar and Compliance Officer on oversight adequate and effective processes for the inspection and maintenance of premises
- c. Seek to ensure reports on health and safety matters are received regularly by the governing body such as accident statistics and results of health and safety checks and that the content of such reports are adequate and effective
- d. Monitor that the school has an effective health and safety policy and associated procedures in place and input on their development and review
- e. Keep up to date with current legislation relating to health and safety matters in schools and share and identified best practice

## **3. The Duties of the Head Master**

The Head Master is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In practice, day to day responsibility for all aspects of Health & Safety management is delegated to the Bursar.

The Headmaster will:

- a. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and codes of practices relevant to the work of the School
- b. Ensure, so far as reasonably practical, that the Bursar is competent to undertake their Health & Safety responsibilities
- c. Ensure that the school policies and systems actively support the Health & Safety policy of the school
- d. In conjunction with the Bursar, ensure that sufficient resources are allocated for the School to meet its Health & Safety responsibilities
- e. Be available for consultation with all members of staff on Health and Safety issues
- f. Monitor the standard of Health and Safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

## **4. The Duties of the Bursar**

The Bursar has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.

The Bursar will take all reasonably practicable steps to achieve this end with the active involvement of members of the Health & Safety Committee, members of staff and others as appropriate

The Bursar's Health & Safety responsibilities include

- a. In conjunction with the Compliance Officer, ensuring timely publication and distribution of Health & Safety Committee documentation.
- b. Ensuring that Health & Safety training needs of both staff and pupils are identified and that adequate and appropriate training is provided
- c. Encouraging staff, pupils and others to promote Health and Safety and ensuring the effective communication of relevant Health and Safety information
- d. Ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School
- e. Monitoring first aid and welfare provision
- f. Monitoring the management structure, along with the Headmaster and Governors
- g. Liaising with the HSE, the School's insurers and other external bodies
- h. Submitting reports as required by RIDDOR
- i. Identifying the implementation of changes in legislation or HSE guidance

#### **5. The Duties of the Compliance Officer**

- a. Liaising with the Health and Safety lead governor on the documentation of Health & Safety Committee meetings.
- b. In liaison with the Head Nurse, ensuring the appropriate recording and reporting of accidents and injuries
- c. Developing systems of risk assessment to allow for the prompt identification and management of risk
- d. Collating and monitoring near miss information and proactively ensuring procedures are updated in response to data collated
- e. In liaison with the Health & Safety lead governor, reviewing Health & Safety Policy and procedures.
- f. In conjunction with the Estates Compliance Officer, conducting period reviews and audits on department health and safety arrangements and reporting findings to the Health & Safety Committee
- g. Spread awareness of policies and procedures amongst WHS staff.

#### **6. The Duties of the Estates Compliance Officer**

- a. Ensuring that any defects in the premises, its plant, equipment of facilities which relate to or may affect the Health & Safety of staff, pupils and others are made safe without undue delay
- b. Ensuring the effectiveness of procedures relating to safety and security including, fire prevention, electrical safety, gas safety, water quality and asbestos management.
- c. In conjunction with the Facilities Manager, advising the Bursar on maintenance requirements
- d. Overseeing the management and safety of the sports centre and swimming pool including its procedures and risk mitigating measures

#### **7. The Duties of the School Nurse**

- a. Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- b. Communicating to parents on the pupil medical issues
- c. Arranging for the escorting of pupils to hospital (and informing their parents).
- d. Checking that all first aid boxes and eye wash stations are replenished.

#### **8. Health & Safety Committee**

The Health & Safety Committee is chaired by the lead governor for Health & Safety. Its role is to develop and implement measures to ensure the health and safety of all stakeholders and others who may be affected by the schools' activities. The Committee reports termly and annually to the Governing Body.

The Committee shall meet at least termly and its agendas will include:

1. Review of accident and incident data
2. Emerging Health & Safety issues
3. Review of the near miss risk register
4. Department Health & Safety updates
5. Consideration of any staff Health & Safety concerns and recommending appropriate remedial action

The Membership of the Committee comprises 20 people as follows:

The Headmaster

Bursar

Compliance Officer

Estates Compliance Officer

Facilities Manager

Head Groundsman

The lead Governor for Health and Safety

Deputy Head

Head of Pre Prep

Director of Sport

Head of PE

Head of Design & Technology

Head of Information, Communication & Technology

Head of Science

Chef Manager

Head Matron

Head Nurse

Head of PE

Head of Boys Boarding

Head of Girls Boarding

## **9. The Duties of Heads of Department**

In addition to the general duties which all members of staff have, Heads of Department are responsible for the implementation and operation of the School's Health & safety Policy and procedures within their relevant departments and areas of responsibility.

They will be responsible for identifying potential hazards within their Department and writing appropriate risk assessments.

They will be aware of the School's Health and Safety Policy and ensure its promotion and application within their department.

As part of their day-to-day responsibilities they will ensure that:-

- a. Safe methods of working exist and are implemented throughout their department
- b. Staff, pupils and others under their supervision receive such information, instruction, training and supervision as required for the implementation of the School Health & Safety policy. This includes the induction training of new members of staff.
- c. Regular safety inspections are made of their area of responsibility
- d. Positive, corrective action is taken where necessary to ensure the Health and Safety of all staff, pupils and others
- e. All plant, machinery and equipment in the Department in which they work is adequately guarded, is properly maintained and is only used and serviced by authorised and suitably trained personnel.

- f. Appropriate protective clothing, equipment and first aid provision are readily available in the Department in which they work.
- g. Toxic, hazardous and highly flammable substances in the Department in which they work are correctly used, stored and labelled.

#### **10. The Duties of All Members of Staff**

All members of staff should:-

- a. Take reasonable care of their own Health & Safety and any other persons who may be affected by their acts or omissions at work
- b. Co-operate with the school as far as necessary to enable health & safety statutory and regulatory duties to be performed or complied with

In particular all members of staff will:-

- a. Be familiar with the School's Health & Safety policy and procedures
- b. Not make or allow the unauthorised or improper use of plant, machinery and equipment
- c. Use the correct equipment and tools for the job and utilize any protection equipment or safety devices which may be supplied
- d. Not carry out or permit others to carry out unauthorised servicing or modification of plant, equipment and machinery
- e. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- f. Report and Health & Safety concerns in the premises, plant, equipment and facilities which they observe to the appropriate person
- g. Observe the non-smoking policy that prevent smoking anywhere on the school site
- h. Report accidents, incidents or near misses as appropriate
- i. Take an active interest in promoting Health and Safety and suggest any ways of reducing risks which they identify
- j. Ensure that all Health & safety training (both online and class based) required by the School is completed in a timely and professional manner.

#### **11. Areas of Individual Responsibility**

The following members of staff have immediate and major responsibilities for Health and Safety in both risk assessment and the management of risk and preventative/control measures in the areas indicated below:-

General Hazards	Facilities Manager/Head Groundsman
Hazards (Machinery and Electrical)	Facilities Manager/Head Groundsman
Hazards (Classrooms & Playgrounds)	Estates Compliance Officer/Head Groundsman
Hazards (Pre Prep)	Head of Pre Prep/Facilities Manager
Hazards (Prep)	Deputy Head/Facilities Manager
Hazards (Sports Centre and Pool)	Estates Compliance Officer/Head of PE
Hazards (Sports Facilities)	Head Groundsman/Director of Sport
Fire Safety	Deputy Head/Bursar/Estates Compliance Officer
Critical Incident Planning	Headmaster/Bursar/SLT
Substances Hazardous to Health	Heads of Science and Design & Technology/ Estates Compliance Officer/Head Groundsman/ Facilities Manager/Head Cleaner
Kitchen and Food Technology Rooms	Chef Manager/Head of Design & Technology
Manual Handling	Facilities Manager/Head Groundsman/Bursar
Slips Trips & Falls	Facilities Manager/Head Groundsman/Bursar
Display Screen Equipment	Bursar/Compliance Officer
First Aid and Mental Wellbeing	School Nurse/Head of Pastoral/Deputy Head



Injury Reporting	School Nurses/Heads of Department/Bursar
Off Site Visits	Senior Master/Compliance Officer
Safer Recruitment	HR Officer/Bursar
Single Central Register	HR Officer/Bursar
Controlling Contractor Activity	Bursar/Facilities Manager/Head Groundsman/ Estates Compliance Officer
Safety Representatives	H&S Committee Members
Induction Training & Procedures	Designated Safeguarding Lead/HR Officer /Compliance Officer
Vehicles on site/Minibuses	Bursar/HR Officer/Caretaker/Facilities Manager
Working heights over 2 metres	Head Groundsman/Facilities Manager
Legionella Hazards	Estates Compliance Officer/Facilities Manager
Management of Asbestos	Estates Compliance Officer/Facilities Manager
Statutory Notices	Bursar
Site Security	Bursar/Facilities Manager/Caretaker
Grounds Maintenance	Head Groundsman
Use of Kiln	Head of Design & Technology/Estates Compliance Officer
Machinery	Facilities Manager/Head Groundsman
Cleaning	Head of Cleaning/Facilities Manager
Occupational Health	Bursar/HR Compliance Officer
Disposal of Hazardous Waste	Facilities Manager/Estates Compliance Officer
Plant & Equipment	Facilities Manager/Head Groundsman
Monitoring & Review	H&S Governor/Bursar/Compliance Officer/ H&S Committee
Technology Workshop	Head of Design & Technology/Facilities Manager

## **12. Monitoring and Review**

The Governing Body will review this policy annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.

Accident and Injury data will be monitored on a termly data by the Health and Safety Committee including near miss data.

A site wide audit of Health and Safety will be commissioned every three years with findings reported to the Health & safety Committee. The Committee will monitor the implementation of recommendations from such audits.

## HEALTH & SAFETY POLICY – PART 3: ARRANGEMENTS



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## **1. Accidents**

In the event of an accident taking place at school the member of staff on-site will immediately report it to the Medical Centre. The School Nurse is responsible for making arrangements for pupils to be escorted to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury

In the event of the Medical Centre not being open or an accident taking place off-site, the activity leader will report it to the Headmaster and/or Bursar.

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).

First Aid kits are available in each Department and central locations. Lists of first aid trained staff are displayed throughout the school.

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.

The Medical Centre is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the accident spreadsheet when they attend the Medical centre for any occurrence requiring first aid. The record of accidents is kept for a minimum of 3 years and categorised (pupils, staff, visitors). The record is password protected to ensure compliance with the Data Protection Act.

Accident data will be considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) will be investigated. This will normally be undertaken by the Bursar and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation.

The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

## **2. Asbestos Management (see Asbestos Procedure for further details)**

The School Asbestos Management Procedure is in place to ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified. It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

An asbestos register is maintained for each property where the School is the duty holder showing the location, type and condition of the asbestos. Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

### **3. Catering**

The School has contracted out its catering activities to Holroyd Howe. Holroyd Howe is responsible for Risk Assessments and any Environmental Health Considerations.

### **4. Competent Advice**

The Bursar is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision

External consultants may be used as follows:

- surveyors to give advice on the fabric of the school
- engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
- food hygiene professional to monitor catering facilities and activities
- qualified electricians for all electrical systems work
- Gas Safe registered engineers for work on gas boilers and appliances
- engineers for lighting protection checks
- consultants for risk assessments of water systems, asbestos and fire
- consultants to undertake servicing of fire protection equipment
- consultant to undertake health and safety audits including site security

Internal expertise will be used as appropriate and may include:

- Teaching area risk assessments (Heads of Department)
- Caretaking and Grounds activities (Bursar/Head Groundsman/Facilities Manager/Estates Compliance Officer)
- First Aid (School Nurse)

### **5. 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 includes 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.

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH), a COSHH assessment must be carried out.

Hazard data sheets and information on procedures for assessing substances hazardous to health are kept by Departmental Heads and in COSHH marked locked cupboards.

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.

#### **6. Display Screen Equipment (See Display Screen Equipment Procedure for further details)**

The school has a duty to ensure, so far as is reasonably practicable, the health and safety of staff is not adversely affected by the use of Display Screen Equipment. Members of staff who regularly use DSE should complete a self-assessment and submit this to the Bursar. Where the assessment indicates the need for ancillary equipment this will be provided by the School.

Employees who may be suffering from ill health effects, which may be caused or made worse by the use of DSE, should report these effects to the Bursar. Occupational health assessments may be required to be undertaken by users.

#### **7. Educational and off site visits (See Educational Visits Procedure for further details)**

The School recognises that educational visits provide a unique opportunity to enhance the curriculum and to extend and support class based work. All external educational visits must be approved by the Educational Visits Co-ordinator in line with the Educational Visits procedure.

#### **8. Electrical Safety**

All portable electrical appliances issued for use by the School will be regularly [annually] inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by an individual from the Maintenance Department who has obtained the relevant City and Guilds or equivalent qualification. The current test date will be displayed on each portable appliance.

The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. Maintenance staff have been trained to undertake visual inspections of portable equipment.

#### **9. 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 Incident Management Procedure.

## **10. Environmental Control**

Conditions in classrooms and general areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Conditions in the art room and science laboratory are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1999. These areas use dilution ventilation and local exhaust ventilation as necessary.

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

## **11. Fire Safety (See Fire Evacuation Procedure for further details)**

The school carries out whole school fire drills two 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 there has been a change in use of a building
- If a fire has occurred
- If a formal fire safety notice has been issued by a fire safety officer
- 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.

On hearing the fire alarm, an immediate orderly evacuation will begin using the evacuation routes detailed in fire evacuation procedure.

During the school day (8am to 7.30pm Monday to Saturday), Prep Day pupils (i.e. years 3 to 8), staff and visitors will assemble at the blue netball courts. Pre Prep pupils (i.e. early years and years 1 & 2) and staff will assemble at the back pitch.

During night times (7.30pm to 8am 7 days per week) and day Sundays, Girls Boarders and Girls Boarding Staff evacuate to the Blue Netball Courts. Boys Boarders, Boys Boarding Staff and residential staff off duty evacuate to the Front Lawn

## **12. Lockdown Procedure**

A lockdown occurs when circumstances dictate that the safety of pupils and staff is better ensured inside current buildings with doors and windows locked and blinds/curtains drawn. On the event of the lockdown siren sounding, staff should:

- Turn their radio to channel 1
- Collect children under their responsibility
- Close all external doors and where possible lock
- Minimise visibility in the room through closing blinds/curtains.
- Move pupils away from windows and doors
- Create a list of all children and staff present in your location
- Remain where they are located until the all clear has been communicated

### **13. Lone Working (see lone working procedure for further details)**

If a Member of Staff wishes to work after 8.30pm, the normal School lock-up time, s/he must advise the Duty Team that they remain on site.

The late worker should collect one of the School's walkie-talkies (set to Channel 1) and ensure that it remains within reach for as long as s/he is alone in any part of the buildings.

S/he should notify the Duty Team once s/he has finally left for the night, which should be no later than 10pm

### **14. Manual Handling (see Manual Handling Procedure for further details)**

Heads of Department are responsible for the management of manual handling activities within their areas of control. Manual handling is defined as any transporting or supporting of a load. Where manual handling is undertaken it should be conducted to minimise the risk of injury. Where manual handling cannot be eliminated, where appropriate and reasonably practicable, mechanical assistance will be provided. All those who undertake manual handling activities must have received appropriate training.

### **15. Machinery and Plant**

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

1. Inspection of guards and mechanical equipment by ground staff, maintenance staff and teaching staff before use.
2. Annual checks on portable electrical equipment.
3. Annual service of heating equipment.
4. Annual service of fire extinguishers.
5. Servicing of the fire alarm system.
6. Servicing of catering equipment.
7. Five yearly checking of fixed electrical wiring.

### **16. New and Expectant Mothers**

The School undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventative or control measures.

Relevant training will be provided in identifying risks and implementing controls.

The School undertakes to regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addresses, so far as is reasonably practicable and all risks will be adequately controlled and safe systems of work established.

### **17. Noise Levels (see Noise Procedure for further details)**

It is the School Policy to undertake an assessment of noise levels within its Premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Estates Compliance Officer in conjunction with the Facilities Manager.

### **18. Occupational Health Services and Managing Work-Related Stress**

The School takes the health and wellbeing of all its staff and pupils very seriously and where necessary, will seek guidance from occupational health.

The School 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, workplace issues, financial concerns, marital and relationship difficulties, alcohol and drug misuse, family worries and bereavement. This service operates 24/7 and is accessed via the school staff intranet.

### **19. Provision of personal protective equipment (PPE)**

The School will provide PPE when the risk presented by a work activity cannot be adequately controlled by other means. It is the intention of the school to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some members of staff may have genuine reservations and concerns. The School will seek to give information and training to enable a fuller understanding of these issues where concerns are raised.

The School will, in consultation with staff carry out an assessment of all work activities to determine whether PPE is required and what types may be suitable for both the task and the member of staff. The School will implement steps for cleaning and maintenance of the PPE, train staff in the safe use of PPE for all risks within the organisation and replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.

### **20. Radon**

Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces. The Estates Compliance Officer will consult the definitive radon dataset at [www.ukradon.org](http://www.ukradon.org) to see if their premises are located in an affected area.

Where premises are located in an affected area, the Bursar / Estates Compliance Officer will arrange for a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The Public Health England website contains up to date details of validated laboratories.

The survey should be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible.



Where results indicate levels above 400 becquerels per cubic metre a specialist radon removal contractor will be consulted. The contractor should consider guidance from the Building Research Establishment website "Descriptions of Radon Solutions".

The risk from radon in affected areas will be reviewed when significant building / new building works are undertaken.

#### **21. Risk Assessments (see Risk Assessment Procedure for further details)**

Risk assessments are completed by staff in conjunction with the relevant Head of Department and checked by the Compliance Officer. Risk Assessments are carried out for generic risks, specific school activities and school facilities. Risk assessments are reviewed annually as a minimum. A register of risk assessments with review dates is maintained by the Compliance Officer. A register of near miss incidents is reported on termly to the Health & Safety Committee.

#### **22. School Transport (see Transport Procedure for further details)**

The School minibuses are operated in accordance with the School transport Procedure. The School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

Petrol, oil, water and belts are all checked each week and this is recorded in log books kept by the Caretaker.

Each School minibus is equipped with a First Aid Kit; a Fire Extinguisher; and De-Icer in the Winter.

Before commencing a journey, the following procedure will be adopted:

1. The member of staff driving will satisfy him/herself that the minibus is in good order and ready for the road.
2. The member of staff driving will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
3. The member of staff driving will ensure that seat belts are worn by all passengers. By law belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

In the event of a breakdown a member of Staff will stay with the minibus at all times. A mobile telephone will be taken in the minibus and used to summon assistance.

#### **23. Site Security (See Security Safety Procedure for further details)**

The main school site is relatively rural and has footpaths adjacent to its grounds. The School regularly reviews the security of the site and assesses the risk to both persons and property in order to arrive at a reasonable level of security for the site. The site has signage warning that against trespassers.

All buildings are covered by a monitored burglar alarm and external doors are covered by key pad entry with access codes changed regularly. CCTV is in operation across the school site 24 hours a day every day of the year.

Staff are required to wear their ID cards at all times. Different coloured lanyards are used to designate staff, visitors and Governors. Visitors are required to sign in and out at front office and be escorted on site at all times. Staff are asked to be vigilant and, subject to the maintenance of personal security at all times, to challenge anyone not wearing a lanyard.

#### **24. Slips, Trips and Falls (see Slips, Trips and Falls procedure for further details)**

The School seeks to provide a safe working environment which, as far as is reasonably practicable, is free from hazards that contribute to slips, trips and falls. Its procedure aims to ensure that slip and trip hazards are identified, reported and rectified.

Staff are responsible for reporting any premises problems straight away using the 'Every' Database on the staff intranet. Premises issues creating an immediate hazard should be reported to premises on the staff hand held radio.

#### **25. Traffic on Site (See Traffic on Site Procedure for further details)**

The main entrance and exit of the school is the front drive (South Drive) which runs adjacent to the playing fields and up to the main house. Traffic calming measures are in place across the site including signage of the speed limit of 10 mph, speed humps on main vehicle access routes and a vehicle activated speed sign located on South Drive adjacent to the playing fields.

Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.

Visitor parking is available at the front of the main school building. Disabled parking is available adjacent to the sports centre. Visitors are not permitted to leave vehicles on site when leaving the site for any reason.

#### **26. Training**

All employees will be informed about, and trained in, all appropriate Health and Safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting Health and Safety, and otherwise will be adapted and repeated periodically where appropriate. Training, whenever possible, will be conducted during working hours.

1. All staff receive Induction Training in line with the School's Induction Programme.
2. All staff will receive appropriate training in the need for, and completion of, all Risk Assessments necessary to ensure a safe and secure working environment at Bishopsgate School. A Risk Assessment Procedure is in place.
3. All Teaching Staff have received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.
4. Ancillary, Ground and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged, including the assessment of risks.

#### **27. Vibration**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

1. Equipment is selected carefully to ensure that the vibration level is as low as possible.
2. Vibration levels will be established by reference to manufacturers published data or by comparison with similar machinery.
3. Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.
4. If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

## **28. Visitors and Contractors (See Contractor Management Procedure for further details)**

As part of the sign in process visitors are shown details of the fire evacuation procedure and assembly point. Visitors should normally wait in our Reception/Front Hall Waiting Area until they are collected by the person whom they have come to see.

All Staff are expected to escort their Visitors whilst they are at the School and to ensure that they sign out (and return their badges) on leaving.

When large numbers of Visitors are at the School for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

We suggest that Visitors to the School who are disabled let us know in advance if they require any special arrangements. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our listed buildings, on a scattered site. We are progressively introducing facilities for wheelchair users as our buildings are upgraded. We already have several ramps; but do not yet have total coverage of the site. We have disabled parking outside our front door.

## **29. Working at Height (See Working at Height Procedure for further details)**

The School is required to comply with Working at Height regulations. The School procedure is to avoid work at height where possible and to use work equipment or other measures to prevent falls where it cannot avoid work at height. Where the risk of a fall cannot be eliminated, work equipment or other measures should be used to minimise the distance and consequences of a fall should one occur. The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people

## **30. Workplace Safety**

The nature of any school is such that there are inevitably areas of change of ground level, occasional uneven paths and muddy spots and the like. Staff are given online training to minimise the occurrence of such events and heighten awareness of possible areas of danger.

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. Staff are encouraged to report any deficiency as it occurs without fear or recrimination (see Whistleblowing policy). Dangerous incidents are dealt with as emergency situations and do not require use of a reporting system – these are communicated by the radio to the Facilities Manager/Estates Compliance Officer/Bursar.

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.

Externally hired machinery cannot be moved or set up by staff unless they are qualified to use it.

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”.

### **31. Further Procedures**

Further information on specific Health & safety areas is available in the following school procedures:

- Asbestos Management
- CCTV Procedure
- Cleaning and Maintenance
- Contractor Management
- Display Screen Equipment
- Educational Visits
- Electrical Safety
- Fire Evacuation
- First Aid and Health Care Policy and associated Procedures
- Incident Management
- Infection Control
- Letting and Hiring
- Lone Working
- Manual Handling
- Noise
- Pets on Site
- Pupil Supervision
- Risk Assessment
- Security Safety Procedure
- School Lockdown Procedure
- Slips, Trips and Falls
- Swimming Pool Procedure and Pool Operation
- Transport Policy
- Traffic Movement on Site
- Water Quality
- Working at Height