



# ORLEY FARM SCHOOL

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## HEALTH & SAFETY

## POLICY

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Setting out our general approach and commitment together with the arrangements we have put in place for managing health and safety.

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## VERSION CONTROL

### Initial Production

Name	Role/Department	RACI	Approval Date
K Careford	Citation (Consultant)	R	July 2019
J Shakespeare	Director of Operations - Orley Farm School	A	September 2020

### Change History

A = Accountable;

C = Consulted;

I = Informed;

R = Responsible for document production:

Version	Date	Details of Change	Author / School
1.0	July 2019	Production of Health and Safety Policy	K Careford / T Vaid
1.2	September 2020	Replaced responsibility of H&S to Director of Operations	K Careford/J Shakespeare
1.3	August 2021	Review of content and updating	P Winstanley / DOO
1.4	September 2022	Review of content and updating	J Brown & J Shakespeare
1.5	December 2023	Annual Review	H Chetwynd

## HEALTH AND SAFETY POLICY

### Statement of Intent

The Governors of Orley Farm School (the School) recognise and accept that under the Health and Safety at Work Act 1974 (the Act) they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the School, and that they have certain duties towards pupils, the public and people who from time to time use the premises of the School:-

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all staff in the School and the School's Health and Safety Committee. This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the School's Health and Safety Committee and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and

- As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to co-operate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Governors bear ultimate responsibility and provide leadership. Operational responsibilities are delegated to the Headmaster in conjunction with the Director of Operations (DoO). The Senior Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and others can work.

The Senior Leadership Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with the staff representative with regards to health and safety issues.

In order to achieve the aims and objectives of the Health and Safety Policy any issues will be brought regularly to the attention of the Headmaster, the DoO and then to Governors.

Signed by: John Shakespeare



Dated: December 2023

## ORGANISATIONAL / INDIVIDUAL RESPONSIBILITIES

### Health and Safety Committee Membership

The Health and Safety Committee at the School is chaired by a Governor, normally the Chair of the Finance and General Purpose (Estates) Committee, and is attended by:

- Headmaster
- DoO
- Chef Manger
- Head of Boys' PE & Games
- Head of Science
- School Nurse
- Head of Extra – Curricular
- Head of DT
- Head of Girls' Games
- Head of PrePrep
- Head Caretaker
- Maintenance Manager
- Head of Middle School
- Deputy Head Academic

### Overall and Final Responsibility for Health and Safety

Chairman of Governors

### Responsibilities of the Board of Governors

It is incumbent upon the Board to act within the Health & Safety Policy, and to work in partnership in supporting the Headmaster and DoO in their health and safety responsibilities. This will be achieved by the Board of Orley Farm School by:

- a) Ensuring that the School's Health and Safety Policy is implemented and monitored within the school
- b) Providing a lead in developing a positive Health and Safety culture throughout the school
- c) Appointing a committee which will review and report upon matters of health and safety

- d) ensuring that Health and Safety is a regular item on the Governors' agenda
- e) Ensuring that the policy is reviewed annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working

### Responsibilities of the Headmaster and DoO

The Headmaster and DoO provide a link between the Board, Health & Safety Committee and school staff.

The Headmaster and DoO will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- Employees are provided with support to enable Health and Safety objectives to be met
- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate throughout the school
- A system of communication and consultation with employees is established
- The Board is kept informed of the implications in changes in Health and Safety legislation and best practice that impact on the school and its activities
- Health and Safety standards at events run on school premises out of school time are managed in line with the school's Health and Safety policies and procedures
- Effective training programs have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff are trained in relevant health and safety documents and procedures and the appropriate use of Safety Cloud
- School buildings, plant and equipment are maintained in a safe condition
- Welfare facilities provided are maintained in a satisfactory state
- All contractors are reputable, demonstrating a good Health and Safety record and are informed of the school's Health and Safety rules and procedures
- Contact with external organisations such as the emergency services is coordinated
- Policies are in place for fire risk management, first aid reporting and general risk assessment, to include maintaining the Fire Logbook and Accident Book

- A termly report of the Health and Safety Committee is presented to the Board

## Responsibilities of Heads of Department and other Senior Members of Staff

Senior members of staff have a responsibility to ensure compliance with Health and Safety legislation for the day to day running of the school but may delegate the responsibility for implementation to another member of staff (any delegation must be approved by the DoO prior to any action).

They will assist the Headmaster and the DoO to ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- Effective training programs have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff are trained in relevant Health and Safety documents and procedures and the appropriate use of Safety Cloud
- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- A system of communication and consultation with employees is established
- Departmental meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored and actions decided
- Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of staff who may be affected
- Completed risk assessments are implemented and any action required is monitored
- Health surveillance as identified by COSHH assessments is carried out
- Health and Safety records are kept up to date
- Health and Safety notices are displayed
- Accidents, ill health and 'near miss' incidents reported, recorded and investigated, where relevant, to the DoO and to the enforcing authorities
- A procedure is established within Departments for the reporting of Health and Safety issues and that issues raised are considered for action

- Pupils have opportunity within the curriculum and School environment to be informed of health and safety issues and encouraged to promote a safe and secure environment.

The areas where the headmaster's duties have been delegated are as follows:

### Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – the DoO, who in turn has delegated day to day management to the Head Caretaker.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories and the design technology rooms etc – The DoO and Head Caretaker, working in cooperation with the Heads of PE, Science and Art & DT.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the School Office Manager.

### Vehicles

- Car parking on site and vehicles on site – the DoO.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy – the DoO who in turn has delegated day to day management to the Head Caretaker.

### Fire Prevention

- Keeping fire routes and exits clear- the DoO, who in turn has delegated day to day management to the Head Caretaker.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – Head Caretaker.
- Switching off all kitchen equipment at the end of service – the Head Chef/Catering Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the IT Technician.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Maintenance Manager, Head Caretaker and Head Grounds man.

## Responsibilities of Employees

To achieve and maintain high standards of health and safety within the School, all employees shall, in accordance with sections 7 and

8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Turn off equipment when not in use.
- Co-operate with management on matters of health and safety.
- Report all incidents, accidents or dangerous occurrences to their Manager whether injury is sustained or not.
- Attend and/or complete any training designed to further health and safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their Manager immediately, any defects in plant or equipment, or any obvious health risks.

Non-compliance with the Health and Safety Policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

### Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the School engages the services of Citation.

Citation provide the following:

- Assistance to the School in formulating the policy and procedures required to comply with the Act.

- Assistance to the School to identify the risks and hazards which are associated with the School's activities.
- Assistance to the School to produce the appropriate risk assessments and safe systems of work required as a result of School activities.
- Monitoring the effectiveness of the School health and safety management systems by:
  - Site audits.
  - Monitoring the accident and incident statistics.
  - Investigating accidents and incidents.

Citation can provide the following upon request:

- Assistance to the School in the provision of training of employees.

## ARRANGEMENTS FOR IMPLEMENTATION

### Accident / Injury Reporting Procedures

The School, through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work and school, procedures are in place for the recording, reporting and investigation of any such occurrences. The School has implemented an Accident and Incident Investigation and Reporting Policy and should be referred to in the event of an incident.

All accidents, incidents and near misses that occur to staff during the School's activities will be reported/ recorded on the Safety Cloud system by completing the relevant accident or near miss form underneath the accidents and ill health module. All pupil accidents will be logged by the School Nurse/Welfare Officer and any significant accidents / near misses will be logged on Safety Cloud. This should be completed as soon as is reasonably practical after the incident.

Upon completion of the form, Citation will receive an email notifying them of the accident. They will then advise the School on any further action required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Citation report reportable accidents/ occurrences on our behalf once we have notified them and the School has approved the report.

The School is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness. Citation



will aid with major accident investigations and recommend remedial action where required.

### **Alcohol, Drugs and Smoking (including Vaping)**

The School's Misuse of Drugs Policy and the Educational Visits Policy must be referred to and further information is included within the Staff Handbook.

Non-medical drugs except those prescribed by a doctor are not permitted on the premises at any time. If they are on site for staff use only, they must be locked away.

Staff must not be under the influence of alcohol or non medical drugs that may have an adverse effect on safety.

Smoking/Vaping is not permitted anywhere on the school premises or in vehicle's while travelling on school business.

Consideration should be given to the after smell of cigarettes / vape smoke after a smoke break when teaching children / cooking or serving food.

### **Asbestos**

To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos, an asbestos survey has been conducted and a register of asbestos locations maintained. The register is available at the School Office and is shown to all contractors as necessary.

Where asbestos is identified, routine termly visual checks are conducted to ensure this remains in good repair and therefore poses no risk.

Before any contractors or maintenance staff are employed to work on the fabric of the building, the asbestos register will be consulted accordingly. Work will not be permitted on any materials containing asbestos unless HSE guidelines are followed and work conducted whilst the school is closed to pupils.

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos he/she will adopt the following procedure:

- Cease work immediately.
- Identify the material found to their Manager.
- Under no circumstances attempt to remove the material.

Once the above procedures have been executed, management will seek professional advice as to whether the material may contain asbestos / consult their asbestos register. If further suspicion remains, work will not resume in the area until a survey has been conducted by a qualified asbestos surveyor and the area deemed

safe to continue work. Any removal of asbestos will always be undertaken following the relevant HSE guidance.

### **Break-time Supervision**

The School has put in place a staff duty rota to ensure that supervision is provided. This provision is reviewed termly. "Staff" includes teachers, teaching assistants, learning support and, in the case of our Pre Prep, Nursery Nurses as well

### **Communication and Consultation with Employees**

The School has established effective lines of communication so as to involve and consult our employees on issues affecting their health and safety and to take account of their views. All employees are briefed on where copies of the Health and Safety Policy can be obtained on the School's intranet and Safety Cloud. They will be advised as and when it is reviewed, added to or modified.

1. The Health and Safety Law poster is on display throughout the School.

2. Involve and consultation with employees and key persons through:

- individual conversations
- notice boards and school network
- internal publications
- staff meetings
- Health and Safety Committee meetings
- Citation Safety Cloud software

### **Compressed Air Equipment**

Compressed air lines are used to power a range of tools. These tools are subject to daily visual examination by operatives and routine maintenance. The system is thoroughly examined in accordance with its written scheme and serviced periodically.

### **Construction, Design and Management**

From time to time construction and maintenance work is undertaken at the School premises. Due to the nature and



duration of the works this is rarely notifiable to the Health and Safety Executive.

The School will comply with duties placed on it as a client under The Construction (Design and Management) Regulations 2015 e.g. the managing of projects taking place at the School. Advice will be sought when required from Citation regards notification of works to the Health and Safety Executive and the management of project work taking place at the School.

A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

## Display Screen Equipment

The School will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices provided by the Safety Cloud e-learning module.

Employees are to refer to the DSE policy for the guidance on the reimbursement of costs in respect of eye tests and vision correction appliances where these are needed for work with display screen equipment.

## Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Director of Operations of:

- Anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- Changes to licence such as; limitations, offences recorded, period bans
- Vehicle defects that affect ability / safety to drive
- Any accidents / incidents that occurred whilst driving on behalf of the school

Before driving, drivers must:

- Have read and comply with the rules set out in the Minibus Use Policy
- Review the need to travel
- Have a valid licence for the vehicle they are driving

- Carry out a pre-use vehicle check
- Allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- Ensure sufficient rest
- Be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- Have had an eye test in last 2 years and be using any corrective appliance required by an optician
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- Take regular rest breaks every 2-3 hours or at first signs of tiredness
- Remain in control of the vehicle at all time
- Not smoke
- Not use a mobile phone including a hands free kit when driving

## Driving and School Transport

The School's Minibus Use Policy must be referred to.

The school is committed to reducing the risks to its staff, pupils, parents and others when driving or being driven in the school mini bus or own car.

A clear system must be in place for all to be able to check that the legal requirements are being met. The School has considered controls needed for school owned buses and vehicles.

A risk assessment has been carried out for the movement of traffic in and around school premises, taking into consideration minibus, staff, parental vehicle and pedestrian movements. All staff and parents must be made aware of the procedure for drop off and pick up at or outside school premises.

Any collisions that occur involving the minibuses or other vehicles carrying staff or pupils as part of the school day must be reported to the DoO and reported as an accident on Safety Cloud.

The School will:

- Ensure risk assessments are completed and that journeys are planned
- Not put unreasonable time constraints on travel
- Ensure drivers are competent and fit to drive

- Provide any additional training that may be deemed necessary to reduce driving related occupational risks
- All minibus drivers have access to the Minibus Use Policy and additional information relating to other school vehicles
- Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- Establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- If required, produce an individual travel plan for a pupil with SEN/disability in conjunction with the School Nurse/Welfare Officer and/or Learning Support Department
- Undertake regular checks of driving licenses
- Provide adequate insurance for the vehicle, the driver, occupants and third parties
- Maintain them to the required legal standard and ensure suitable for their purpose
- Provide and maintain additional tools and equipment necessary for the purposes of the journey
- Provide access to breakdown support and recovery
- Provide no smoking signs for inside the vehicle
- Maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- Inspect and test by a competent person all portable and transportable equipment within the School regularly to ensure safety
- Inspect and test second-hand electrical equipment donated, lent to, or borrowed by, the School
- Ensure that all portable electrical appliances that are brought onto school premises that are not new are inspected/tested before being taken into use (Note: new electrical equipment does not require testing)
- Promote and implement a safe system of work for maintenance, inspection and testing
- Forbid live working unless absolutely necessary, in which case a permit must be issued
- Ensure employees who carry out electrical work are competent to do so
- Maintain an asset register of electrical appliances and up to date test and inspection records.

## Educational Trips and Visits

The School recognises the increased risk of offsite educational visits but believe these trips to be an important part of the educational process. Off-site educational trips will be fully risk assessed prior to the event. If the visit is to an unfamiliar location a pre-trip site inspection will be conducted.

The assessment will take into account guidance set out in DCSF document Health and Safety of Pupils on Educational Visits.

The school's Educational Visits Policy must be referred to.

## Electrical Safety

The School will comply with the Electricity at Work Regulations 1989, with regard to electric shock, socket outlets and plug tops, switches, conduits and cables etc.

To ensure this objective the school will:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations

## Emergency Closure

From time to time circumstances arise which could lead to the emergency closure of the School. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, disruption of fuel, power or water supplies. The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days. Parents/ Guardians will be advised (via the website and social media) and through standard advice in the School Handbook, that there may be occasions when emergencies make it necessary for pupils to be sent home prematurely and that in these circumstances parents/ guardians must have informed their children of where they must go.

Decisions as to the following actions will normally be made by the Headmaster in conjunction with the Senior Leadership Team.

## Emergency Evacuation Procedures

The school's Fire Orders must be referred to.

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees must stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees must then assemble at the designated assembly point.

A fire training exercise is undertaken at the start of every academic year. In addition a fire drill will take place each term. Advance notice of this will be given to limited personnel.

The School does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so by trained staff.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, must report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a School Fire Officer (Head Caretaker) present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the School can investigate and take remedial action if necessary.

### **Evacuation during examinations**

A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other pupils. Silence is maintained. Examination guidance is followed.

### **Employees at Special Risk**

The School recognises that some staff may from time to time be at increased risk of injury or ill-health resulting from work activities. All staff must advise their Manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunities employer the School would ensure that they make reasonable adjustments of their employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

### **Employer's Liability Insurance**

The DoO is responsible for insuring the activities of the organisation. The School will at all times, have a valid employer's liability insurance policy for at least £5 million.

Insurance certificates are displayed in the DoO and PA's Office and in various other locations throughout the school and will be made available electronically including on Safety Cloud.

There is no legal requirement to keep copies of out-of-date certificates, however, as far as is possible, a complete record of the School's employer's liability insurance will be kept.

### **Facilities Hire**

Parts of the School premises are hired to external organisations and members of the public. A hire agreement is in place to cover these arrangements and an assessment is made to ensure that the persons hiring facilities have risk assessments, method statements and adequate insurance in place for the duration of the use of the premises. Regular hire agreements are reviewed at least annually.

The School ensures that persons hiring facilities are aware of relevant emergency procedures e.g. how to raise an alarm in the event of fire or medical emergency.

### **Fire Safety**

The School's Fire Safety Policy, Fire Orders and Fire Risk Assessment must be referred to.

The School will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005. That the school has a fire risk assessment, carried out by a Competent Person which is updated every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes (Estates) Committee.

Premises are equipped with appropriate fire fighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

The School will ensure that arrangements are in place to ensure that all fire fighting equipment is regularly maintained. Suitable records of such maintenance must be kept.

The Caretakers are responsible for checking fire safety hardware during monthly site safety audits. The School has an emergency procedure, included within the Fire Safety policy, to follow in the event of fire or sounding of the alarm.

All new employees will be given a basic fire safety induction, covering the risk of fire, control measures in place to protect them and location of the fire assembly point. Further training on fire awareness will be provided for employees via the fire awareness e-learning module on Safety Cloud.

## First Aid Arrangements and Accident/Injury Reporting Procedures

The School has implemented a First Aid Policy. For further information on first aid arrangements, allergic reaction, anaphylaxis, accident and dangerous occurrence reporting and pupils with individual medical needs please refer to this policy.

## Gas Emergencies

Where a leak is identified the supply must be immediately isolated and the Head of Maintenance or Head Caretaker informed. Unless the leak cannot be isolated, there is normally no need for an evacuation.

In the event of a suspected gas leak:

1. Call 24 hour gas emergency service on 0800 111 999
2. Evacuate the buildings and move the pupils and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency engineer.
3. If it is safe to do so:
  - Put out naked flames
  - Open doors and windows
  - Turn off the gas supply

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

4. If the general public in the neighborhood are at risk contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## Gas Safety

Gas boilers and all associated flues and fittings are subject to an annual service by a GAS SAFE registered engineer. A suitable report shall be maintained following such works.

Employees are not permitted to interfere with gas supplies or associated attachments under any circumstance.

All domestic boilers are serviced annually by a GAS SAFE registered engineer and all domestic properties have current Landlord's Gas Safety Certificates.

## Glass and glazing

Doors, which can be pushed open from either side, must have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed. Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of

injury they must be made of safety material or otherwise protected against breakage.

## Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

All staff exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions. Personal protective equipment appropriate to the hazardous substance will be provided and supervisors will ensure usage on a day to day basis.

Staff required to use certain substances / chemicals will be required to comply with the following procedures:

- To use substances / chemicals in accordance with the manufacturer's instructions. If in doubt, they must check before use with the appropriate senior member of staff.
- To use protective clothing / footwear / gloves / masks / eye protection as appropriate.
- To clean any spillage / soiling of such substances in an appropriate manner.
- To report any incidents / incidents or injuries to the appropriate senior member of staff.

## Health Surveillance

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments e.g. wood dust exposure and hand arm vibration.

## Hot Water

Risk assessments have been made to ensure the risk of scalding from hot water supplies including showers, taps and radiators is minimised. Where practically possible TMV values will be fitted to reduce any risk of scalding particularly in showering facilities where there is a risk of full body scalding. Hot water must not exceed 43°C at any outlet (unless a risk assessment specifies otherwise). Monitoring is undertaken and is recorded.

## Housekeeping

The School will ensure that standards of cleanliness are maintained in all areas of the site. All floors and traffic routes will be maintained in good repair so as to reduce the health and safety risk to staff, pupils and visitors. Traffic routes and fire escapes will be

kept clear of obstructions. It is the responsibility of all staff to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and walking areas and exits must be kept clear and free from obstructions at all times
- If water is spilt on the floor it must be wiped immediately to avoid slipping
- Trailing cables must not be left in any walking area
- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area

Any concerns regarding cleanliness / hygiene must be reported to the Facilities Manager.

### Inclement Weather

The following key points could all have different implications to the operation of the school the safety of the pupils and staff.

- Risks of slips on icy surfaces
- Traffic conditions hindering staff and pupils getting to school
- Road traffic accident that involves staff or students
- Temperature problems due to heating failure or similar
- Equipment failure due to low temperatures e.g. water supply frozen

The School must carry out risk assessments for how these (and other) issues may affect persons. Once the assessment has been carried out then a Contingency Plan can be written.

### Information, Instruction, Training and Supervision

The School will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

Key health and safety procedures are contained within relevant staff handbooks all of which are available on the school network. A staff health and safety handbook is available on Safety Cloud and contains important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they must follow in order to remain safe.

Written records of training will be maintained, with all new starters given induction training relevant to their duties. Training will

include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures or to inform staff of a specific health and safety concern. Any training and development needs must be reported to the relevant Manager.

Staff members have personal logins to Safety Cloud which enables them to view risk assessments relevant to their work and are instructed on any reviews that are relevant to their work area.

Note to employees - If you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be taken.

### Legionella

Legionnaires' disease is a potentially fatal form of pneumonia that causes flu like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria.

The School is committed to managing the risks associated with legionella to comply with the terms of ACoP L8. The School have completed a legionella risk assessment and have a management system in place to control the risk. This includes a 6 monthly water sampling and testing regime water temperature checks, flushing of showers and the regular cleaning of shower heads and tanks. Records of checks are held on site.

### Lone Working

Lone working must only be undertaken if absolutely necessary. Prior to working alone it is School policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication e.g. mobile telephone or walkie talkie.

If employees are working alone on site outside normal working hours they must:

- Inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.



Persons working alone must not enter any confined space or undertake hazardous tasks, which includes the use of machinery.

### Machinery / Powered Tools

Use of machinery and powered tools is included in risk assessments.

It is School policy that all relevant employees and pupils will be trained in the safe operation of such equipment and employees and pupils are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations. All pupils will be supervised whilst using such equipment.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

Employees and pupils must NEVER:

- (a) Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- (b) Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- (c) Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

### Major Incident Management Plan

The school's **Emergency Management Plan** must be referred to.

The School has drawn up and put in place a separate policy and procedures to cover for the management of serious incidents, and it is of utmost importance that staff familiarise themselves with these procedures. Staff must be able to clearly differentiate between the following categories in order to action the correct procedure:

**Emergency:** A situation that requires immediate action such as evacuation or attendance of emergency services. This could be a fire, death or serious injury.

**Major Incident:** Broadly defined as a traumatic event, real or imagined, or threat of such, that could seriously affect the welfare of individuals within an organisation or cause disruption to an organisation.

The aim of these policies and procedures is to minimise the impact and trauma of any incident affecting School personnel, and to facilitate the return to normal School operation as soon as possible.

### Managing Contractors

The competency of contractors is checked by the DoO and / or Maintenance Manager or Facilities Manager before services are engaged. This may include qualifications, insurance, membership of professional bodies and previous experience.

Prior to appointment, contractors undertaking high risk works (e.g. work at height, steel erection, demolition) will be requested to provide a method statement for any work they intend to undertake at the premises. This must include information on:

- Hazards involved in the work.
- Assessment of the risks arising from the hazards identified.
- How the risks will be controlled.

It is the responsibility of the Maintenance Manager to ensure that work is carried out in accordance with the method statement.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The School will undertake regular checks on the contractors mode of operation and stop any work suspected to pose a risk to either our staff or the contractor.

### Manual Handling and Lifting

The School will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible the School are committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling.
- Understanding of how to assess the risks posed by manual handling.
- How to use any mechanical aids provided.

Precautions:

Lifting and moving of objects must always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used must be appropriate for the task at hand.

The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.

When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves must be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved must be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

Employees must not attempt to lift or move a load which is too heavy to manage comfortably.

Where team lifting or moving is necessary one person must act as co-coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees must assume a squatting position, keeping the back straight. The load must be lifted by straightening the knees, not the back. These steps must be reversed for lowering an object to the ground.

## Monitoring and Inspection

The School will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Citations will undertake 6 monthly site safety audits dependent upon the assessed risk at each site.

Responsibility for carrying out monthly Health and Safety inspections will be delegated to the designated persons who will conduct this check on the Safety Cloud system and must report findings of the inspections to the Board as required. The DoO or other senior members of the Management Team will also do occasional health and safety spot checks.

This policy will be reviewed to reflect changes in best practice guidance, techniques and legislation as required and as a minimum once every two years.

## New and Expectant Mothers

Once the School have been informed in writing that a worker is pregnant, a risk assessment will be carried out. The risk assessment will consider the type of work normally undertaken and also the working environment. Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or process that could affect the health of the child.

Job roles will be adjusted where the risk to the pregnant worker / nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- The employee is offered warm protective clothing if working in cold environments.
- COSHH assessments will be reviewed to assess impact of working with hazardous chemicals.

If all control measures that are reasonably practicable have been taken and a risk still exists to an expectant or new mother then a hierarchy of steps will be followed:

Step 1.

Temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so or would not avoid the risk:

Step 2.

Offer her suitable alternative work if any is available, or if this is not feasible you must:

Step 3.

Suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

## Noise

Excessive noise accelerates hearing loss, increases pulse rate, blood pressure and breathing rate. Regulations require action if noise levels reach 85dB(A) for a significant part of the working day. Ear defenders are to be worn at all times when working in a noisy environment above these levels.

Any incidence of excessive noise must be reported to the DoO who will undertake an investigation and record details of the incident.

## Personal Protective Equipment (PPE)

PPE includes safety equipment such as protective footwear, gloves, high visibility vests / jackets and hard hats. The School acknowledges that PPE forms the last level of protection within the hierarchy of controls and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the School will:

- Assess the risks and the PPE to be issued to ensure it is suitable.
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.
- Give training and instruction to personnel on its use and how to look after it.
- Monitor use and condition of PPE.

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees sign a record of issue upon receipt of their PPE. All PPE is provided free of charge.

## Personal Security

It is not practical to completely restrict access to the School site. Visitors are advised to report to the main school reception. All



visitors are required to sign in using the electronic VPass system upon arrival at the School and must be wearing a clearly visible badge and be accompanied by a member of staff at all times.

Unwelcome visitors may at times enter the site, and staff must be alert to this possibility, and must be observant. Un-recognised individuals must be approached in a courteous manner and escorted to their destination where they must be passed on to the appropriate member of staff. Staff must escort off site those who appear to have no genuine reason for being on site.

If a member of staff witnesses a theft or other law-breaking activity they must immediately dial 999 and inform the police.

## Play and Sports Equipment

Play and sports equipment is routinely visually checked for damage, wear and tear. A thorough visual check is undertaken and recorded on a termly basis. Staff are responsible for informing the DoO if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

## Pressure Systems

All boilers and pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems in accordance with the insurance schedule and relevant regulations.

Written schemes of examination and records of inspection shall be maintained.

The School will provide sufficient information, instruction and training to all those involved in the operation of pressure systems.

## Provision and Use of Work Equipment

It is the School policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. We will endeavor to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. New or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

All workers will be provided with adequate information and training to enable them to use work equipment specific to their job role safely. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment they use is in a good and safe condition. Any device or equipment that is defective must be reported to their Manager.

Staff must not use any device or equipment outside of the manufacturer's guidance. Employees are prohibited from using any device or piece of equipment for any purpose other than its intended purpose.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The Maintenance Manager shall be the point of reference for queries regarding equipment maintenance and testing. The Maintenance Manager will identify all equipment that requires testing. It is the responsibility of Heads of Departments to ensure that any issues with equipment within their Department are reported to the Maintenance Manager as soon as possible. The Maintenance Manager will ensure appropriate servicing/maintenance of equipment is carried out, to record the maintenance checks and inform the DoO of any issues.

## Risk Assessment

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the School have risk assessments which are available to staff on Safety Cloud.

In addition to the Risk Assessment Policy the School is aware of and refers to the following relevant subject guides:

### Design & Technology

CLEAPSS Risk assessments in technology

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

### Science

CLEAPSS - All information is available via the CLEAPSS website.  
<http://www.cleapss.org.uk/>

CLEAPSS Hazcards

### Art

National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

### Physical Education

'Safe Practice in Physical Education and School Sport' BAALPE/afPE  
<http://www.afpe.org.uk/>

## Safety Cloud

Safety Cloud is a web-based system that provides a modern approach to Health and Safety. Safety Cloud is a well-honed system, designed to record and store accident information and, to produce hold and manage, risk assessments, clear due diligence trails and policy documentation.

Safety Cloud monitors all work equipment and advises of impending checks.

All employee training can be managed through Safety Cloud including the provision of e-learning tutorials.

### Site Traffic Management

One of the most common causes of fatalities and serious injuries at work involve the operation of vehicles, including lorries and other vehicles.

The main problems include collisions with pedestrians and between vehicles; reversing of vehicles; falls from vehicles and overloading and overturning of vehicles.

The School will take all reasonable steps to segregate the risk of vehicle – pedestrian collision. Control measures in place are detailed in the General Site, Office & Welfare risk assessment.

Drivers are aware of pedestrian presence on the school site and this is reinforced through the staff Health and Safety handbook.

### Stress and Bullying

The School has an Anti-Bullying Policy, which must be referred to.

The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The School recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The School ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated in the School and pupils can report bullying and other matters of concern. The School gives access to a School Counsellor who can where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors.

### Sun Exposure

When working/playing outdoors during hot weather it is important that staff are protected from harmful UV rays by

keeping skin covered, including the head and applying sun block to all exposed skin.

Ensure that staff and children stay hydrated by drinking plenty of fluids and arrange tasks as far as possible to reduce the time spent working in the Midday sun. Children should have access to shaded areas/classrooms to avoid the sun.

### Swimming Pool

The Maintenance Manager or Facilities Manager are familiar with the most up to date Health & Safety Executive publication, "Safety in Swimming Pools", the School Swimming Pool Operating Procedures and Emergency Action Plan.

A risk assessment is in place for the use of the swimming pool by pupils.

### Temperature

No specific minimum temperature is defined for schools. In situations where the temperature drops below 16°C for prolonged periods (greater than 24hrs) this must be reported to the Headmaster or DoO. In periods of hot weather, temporary cooling will be provided with fans and staff, pupils and visitors have access to water.

### Vibration

The use of certain hand-held tools used by School employees pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by using vibrating tools for a limited period of time, wearing warm clothing and being aware of the early signs of vibration related diseases (e.g. white finger).

### Violence and Aggression

The School has an Anti-Bullying Policy which must be referred to.

Work related violence, is defined as an incident in which a pupil or an employee is verbally abused, threatened or attacked by a pupil, colleague or member of the public in circumstances arising out of, or in the course of, employment with the School. Where violence is considered a problem or likely to occur, a risk assessment must be completed.

Any incidents of this nature must be reported as an accident or near miss. An assessment will then be undertaken on if any control measures need to be implemented.

### Working at Height

The Work at Height Regulations 2005 require:

- Work at height to be avoided as far as reasonably practicable.
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury.
- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall.

Work at height must be avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, a safe system of work is followed.

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management. Defective ladders are labelled and removed from use.

### **Working at Height - (Fragile Roofs / Roof Work)**

A fragile roof is one that does not safely support the weight of a person and any load they may carry. Personnel are not permitted to access any roof without the express permission from the Maintenance Manager. Permission will only be granted where the individual(s) are properly trained and the work has been thoroughly planned with the implementation of an appropriate risk assessment.

Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken. The risk assessment and method statement shall be signed by the competent person and communicated to all those involved in the roof access/work. A permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

### **Working at Height - (Ladders / Step Ladders)**

All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for staff to follow within the staff health and safety handbook. Aeroplane style steps with upper guard rails and handrails or A-frame ladders are always used in preference to single section ladders.

Ladders and stepladders must be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded and the ladder marked to indicate the next date after which the ladders must not be used. Defective ladders are labelled and removed from use.

### **Working at Height - (Scaffolds and Platforms)**

Fixed scaffolding (where applicable) must not be altered by anyone other than a competent site scaffolder. If alterations are required the Maintenance Manager or in the case of hired equipment the supplier/contractor must be notified and a new scaffold safety certificate issued if necessary.

Tresles and Batten, Tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

### **Workplace Facilities and Welfare**

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the School is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

### **Young Workers**

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties.

The assessment also considers their inexperience and lack of awareness.

Induction training is provided, and clear instructions on the tasks young people must not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

## **APPENDIX 1**

List of Health and Safety related policies:

Accessibility Plan

Anti Bullying Policy

Asbestos Policy

Safeguarding and Child Protection Policy

CCTV Policy

Managing Contractor Policy which includes Hot Works

Control of Substances Hazardous to Health (COSHH) Policy

Display Screen Equipment Policy

Educational Visits Policy

Electrical Safety and PAT Testing Policy

Emergency Management Plan

E-Safety Policy

First Aid Policy which includes administering medicines

Fire Safety Policy

Lettings Policy

Minibus and Vehicle Fleet Policy

Supervision of Pupils Policy

Risk Management and Risk Assessment Policy

Special Education Needs Policy

School Security Policy

Staff Handbook