

Staines Preparatory School



Health & Safety Policy

September 2024

Contents

1. Aims
 2. Legislation
 3. Roles and responsibilities
 4. Site security
 5. Fire
 6. COSHH
 7. Equipment
 8. Lone working
 9. Working at height
 10. Manual handling
 11. Off-site visits
 12. Lettings
 13. Violence at work
 14. Smoking
 15. Infection prevention and control
Following good hygiene practices
Implementing an appropriate cleaning regime
Keeping rooms well ventilated
 16. New and expectant mothers
 17. Occupational stress
 18. Accident reporting
 19. Training
 20. Monitoring
 21. Links with other policies
- Appendix 1. Fire safety checklist
- Appendix 2. Accident report
- Appendix 3. Asbestos record
- Appendix 4. Recommended absence period for preventing the spread of infection

Aims

Our school aims to;

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in case of emergency
- Ensure that the premises and equipment are maintained safely and regularly inspected

Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

The Board of Governors:

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headmistress.

The Board of Governors is responsible for:

- always demonstrating leadership on health and safety matters both as a group and as individuals.
- Appoint a Health and Safety Governor to oversee fulfilment of the Board's health and safety responsibilities as listed below.
- revising the health and safety policy at least annually.
- reviewing health and safety performance termly by receiving reports of the annual health and safety audit and other performance measures through the Property Committee and Main Board.
- receiving investigation reports of serious untoward incidents/work related ill health and responding effectively to those reports.
- reviewing the effectiveness of measures to consult with and involve the workforce in health and safety.
- considering the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, at the planning stage and taking the action necessary to mitigate any increased risk.
- ensuring that no significant changes to the business are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively.

- ensuring that there are arrangements in place for the Board to receive reports on the impact on health and safety performance following the introduction of significant changes.
- ensuring that the School has access to competent advice on health, safety and fire safety matters including access to specialist advisors where necessary.
- considering health and safety needs when deciding senior management appointments.
- receiving regular update briefings on new and changed legal requirements and other external developments and ensuring that action is initiated to make any necessary internal changes.

The governor who oversees Health And Safety is Mr. Geoff Want

The Headmistress

The Headmistress has final and overall responsibility for health and safety matters within the School and in particular will:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- allocate adequate resources to implement the Health and Safety Policy.
- Ensuring that the school buildings and premises are safe and regularly inspected
- Ensuring there are enough staff to safely supervise pupils
- ensure that the Health and Safety content of Board meeting agendas meets the policy requirements detailed above.
- review this policy at least annually and more frequently where appropriate e.g. as a result of changes within the School, the work activities or legislation and guidance.
- review the health and safety standards and practices of the School on an ongoing basis.
- investigate serious accidents, incidents and cases of ill health that are alleged to be work related, seeking assistance from the Health and Safety Advisor where necessary and ensuring that statutory reports are made for serious incidents in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*.
- ensure that there is an effective mechanism for consulting with employees on health and safety matters through team meetings.
- ensure that there are appropriate arrangements for the selection and training of employees, taking into account health and safety competence and attitude requirements.
- ensure that supervisory staff are aware of the importance of enforcing health and safety rules and leading by example by following the rules themselves.
- instruct the Bursar in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal.

Bursar

The Bursar assists the Headmistress in the management of the School's health and safety arrangements. Their health and safety role is therefore to:

- take a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- consult with employees on health and safety matters during team meetings; *and attend termly health and safety committee meetings.*
- appoint the School's external Health and Safety Advisor and any other specialist advisors as required;
- keep the Health and Safety Advisor informed of:
 - accidents, incidents and work related ill health issues which caused or had the potential to cause serious injury or ill health.
 - any proposed changes to the premises, activities or management structure.
 - any new hazards not already identified within risk assessments which have been brought to their attention.
 - any visits by, or correspondence with, enforcing authorities.
 - any difficulties or delays in implementing advice provided by the Advisors.

- plan the work of staff to avoid dangerously excessive working or driving hours and to ensure compliance with the Working Time Regulations in the selection of employees, consider the health and safety competence requirements including attitude to health and safety matters and fitness for work.
- ensure that staff are only given tasks for which they are competent and that adequate staffing is provided for the safe completion of tasks.
- only select construction and maintenance contractors who have demonstrated their competence and resourcing to undertake the work safely and ensure that contractors receive and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others.
- work with the Health and Safety Advisor to ensure that risk assessments are undertaken to cover general hazards, fire safety, the use of hazardous and dangerous substances, manual handling, noise, the use of computers, first aid needs, personal protective equipment, work or work experience involving under 18 year olds and the needs of new and expectant mothers at work ensure that for equipment or materials purchased from outside the EU and the School is the 'importer', arrangements are made to ensure that EU product safety legislation and material labelling requirements are met.
- ensure that employers liability insurance is maintained and that the current certificate is displayed.
- ensure that all School vehicles are insured for business use and for those authorised to drive them.
- ensure that staff understand procedures for fire emergencies including arrangements for calling the fire brigade and that fire drills are conducted termly.
- ensure that sufficient fire marshals are appointed and trained.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment where necessary
- ensure that there are suitable control measures in place for compliance with the *Construction (Design and Management) Regulations 2015*.
- instruct the Facilities Manager in their specific responsibilities and review their success in meeting their obligations both on an ongoing basis and formally during their annual appraisal.
- in the absence of the Headmistress take on other aspects of his role as necessary e.g., accident investigation and liaison with the Health and Safety Advisor. [OO]
- report to the Headmistress any health and safety concerns which they are not able to resolve.

Facilities Manager/Fire Officer

The Facilities Manager has been allocated specific responsibilities to:

- Carry out regular training of all staff as required by the regulations and appropriate to their role.
- retain training records for all skills and health and safety training undertaken in the business.
- carry out a termly check of the original driving licence of all staff that drive on School business and the insurance arrangements for private cars used on School business.
- provide appropriate skills/health and safety training to employees on starting employment and when their job role or work activities change, as directed by outcomes of the induction or appraisal process.
- maintain arrangements for providing eye and eyesight tests for regular users of display screen equipment and ensure that relevant employees are made aware of these arrangements.
- ensure that management practices are consistent with statutory requirements in relation to working hours, employment of children, young persons, pregnant employees, and new mothers at work.
- ensure that risk assessments are acted upon and that the results are shared with employees undertaking those activities.
- oversee the purchase of equipment and materials to ensure that safety requirements are met and that relevant information such as instructions and safety data sheets are supplied.
- ensure employees *and sub-contractors* are sufficiently supervised and monitored to the extent that this is practicable and necessary having regard to the work activities and the competence of the workforce.
- in the purchase of equipment and materials, ensure that safety requirements are met and that relevant information such as instructions and safety data sheets, are supplied.
- ensure that work equipment, vehicles and personal protective equipment are suitable for purpose, supplied where necessary and properly maintained.
- every five years, arrange for the testing and inspection of the fixed electrical installation and highlight to the MD any remedial actions required.

- arrange for the testing of portable electrical equipment using internal or external electricians according to an agreed schedule.
- Ensure the Fire Policy is kept under regular review by SLT and that all school staff are aware of any changes/updates.
- ensure the fire extinguishers are serviced annually by a specialist contractor.
- monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/toilets in a clean condition.
- test the fire alarm on a weekly basis, outside of school hours, and at least once a term during working hours and record the outcome and instigate any remedial action required.
- implement fire safety measures specified in the fire safety risk assessment.
- ensure that the no smoking policy/vaping/E-cigarette is strictly applied.
- conduct a monthly activation test of emergency lighting and ensure that an electrician conducts an annual inspection of the lighting and full discharge test.
- ensure that the building fabric and services are maintained in good condition and effective working order.
- ensure that records are maintained of all the above premises checks, testing and maintenance activities.
- complete a weekly rolling health and safety audit covering the health and safety arrangements described in this policy and the condition of the premises and determine any actions to be taken.
- in liaison with the Bursar, ensure that risk assessments are undertaken for work undertaken by new and expectant mothers and that display screen workstations are assessed for new starters and whenever there has been a significant change in a job role or the working environment.
- report to the Headmistress or Bursar any health and safety concerns which they are not able to resolve.

Teachers and Support Staff

- Day to day management of health and safety within their areas and the carrying out of safety in the School.
- Checking that classrooms/work areas are safe.
- Checking safety of equipment before and during use.
- Ensuring safe procedures are used and maintained.
- Assisting in risk assessments.
- Assessing the need for and ensuring that personal protective equipment is used.
- Defect and hazard reporting.
- Undertaking the necessary training, where relevant.
- Ensuring that all agreed systems of work are followed.
- Specialist tasks including, first aid, sports hall safety and pupil safety on the sports area within the school.
- Participating in inspections and health and safety consultation committee, if appropriate.

Other Support Staff

- Assistant Business Manager: in accordance with the outcome of the 'Assessment of First Aid Needs', coordinate arrangements for the provision of first aid equipment and trained first aiders/appointed persons, with arrangements for refresher training.
- Welfare Office: check the contents of the first aid kit/s on a termly basis and replenish supplies as necessary.
- report to the Facilities Manager any health and safety concerns which *he/she* is not able to resolve.

All Employees

All employees have a legal responsibility to take reasonable care for the Health and Safety of themselves and for others who may be affected by their acts or omissions and in particular to:

- familiarise themselves with this health and safety policy and risk assessments relevant to their work activities, comply with the requirements set out and raise any shortfalls in the content with their supervisor.
- follow the safety rules and their training for the work activity and the location.
- know the emergency procedures for the location at which they are working and feel confident in implementing them
- use vehicles, equipment, materials or substances in accordance with information, instruction and training provided by the school.

- not use defective equipment or misuse equipment.
- wear personal protective equipment issued appropriate to the job they are doing.
- look after personal protective equipment and report loss or damage to their supervisor.
- Model safe and hygienic practice for pupils.
- report any safety problems, accidents or near misses to the Facilities Manager that they are unable to resolve.
- Accidents are recorded in the accident book which is held in Welfare. Near misses are recorded using the Near Miss Reporting form. The definition of a near miss is; *an unplanned event that does not result in personal injury, death or damage, but has the potential to do so.* Each incident is then investigated by the Facilities Manager and the outcome recorded on the Near Miss Report form. Both forms can be found on the RM Staff Data Drive.
- not work under the influence of alcohol or drugs.

Health and Safety Committee

The Headmistress appoints a Health and Safety Committee which is chaired by the Facilities Manager and comprises:

Facilities Manager
 Headmistress
 Bursar
 Caretaker
 Teaching representatives from nursery, lower and upper school
 Welfare Officer
 Catering Manager

The committee shall meet at least termly monthly and more often as may be deemed appropriate by the Chairman. The agenda for each meeting should include:

- Review of accident records and reports; ensuring appropriate preventative measure are put in place.
- Review of Health and Safety legislation as appropriate.
- Review of individual school areas of activity.
- Review of risk assessments.
- Review of Health and Safety specific training.
- Consideration of staff Health and Safety concerns and recommending appropriate remedial action.

Responsibilities of the Pupils

Pupils, allowing for their age and aptitude, are expected to;

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all of the Health and Safety rules of the school and in particular the instructions of staff given in an emergency. Not wilfully misuse, neglect or interfere with equipment provided for health and safety.

Responsibilities of Contractors

- Contractors must be made aware of the relevant site risk assessments, abide by the School's Health and Safety Policy and follow their company health and safety rules
- A contractor induction form must be filled out with the Facilities Manager before any work can commence.
- Contractors must report any accidents or near miss incidents to the Facilities Manager at the earliest possible time.
- If required a working at height or hot works permit must be obtained from the Facilities Manager before any work can commence.
- Due diligence must be exercised to ensure that health and safety is considered in the selection of contractors.
- All contractors must report to Reception before any works take place and prior to each working session.
- The contractor will be informed of any conditions which may affect their safety and that of others.

The School has a separate Managing Contractors Policy

Responsibilities of Visitors

- During the school hours, all visitors must report to reception. Visitors will be required to sign in and wear a visitors' badge. With safeguarding as a primary concern, all non –DBS cleared visitors will be accompanied at all times by a member of staff.
- All visitors are expected to comply with the school's Health and Safety policy and procedures.
- Visitors are to drive and park their cars on site, in such a way that is consistent with the safety measures employed by the school.
- Visitors must report all accidents, incidents and near misses to the Bursar.

No Governor, member of SLT or other employee of the School may undertake or authorise any activity which places employees, or others, in danger, or is in breach of legal requirements with respect to health and safety.

Health and Safety Management System

Introduction

This section sets out the health and safety management system and the way in which specific issues are dealt with. The School implements its health and safety policy through the following arrangements.

Organisation

The responsibilities for the implementation of our health and safety policy are set out in the preceding 'Organisation' section. All parts of this policy, including the organisation section are approved by the Chair of Governors and reviewed annually, or more frequently if required.

All persons working for the School have clear responsibilities for health and safety and their success in fulfilling those responsibilities are measured during annual appraisals and during periodic audits.

Competent health and safety advice is provided in support of our managers by Hettle Andrews risk services division. We also intend to make use of other specialist advisors and services if required, such as Health Assured occupational health advice and employee assistance programme.

Accident and Work Related Ill Health Reporting and Investigation

All injury accidents involving pupils, however minor, are recorded on iSams in the medical module. Injuries to staff and visitors are also recorded in the accident book held in welfare. Staff are instructed in this policy, on starting work with the School.

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by the Headmistress or Bursar with the assistance of our Health and Safety Advisor.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained, as necessary.

The Headmistress/Bursar are responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for ten years. The personal data held in the ISAMs medical module is held on a file accessible only by key staff members. Only essential information is held electronically, and only facts are recorded within the comments.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at the Health and Safety Committee Meetings, as well as the Property Committee, a subcommittee of the Governing Body.

Asbestos

The school complies with the requirements of the Control of Asbestos Regulations (Managing Asbestos in Schools 2015). An asbestos management plan is put in place for any areas within the school where there is identified asbestos.

The school has a separate Asbestos Management Policy.

Building Maintenance and Alteration

When planning maintenance work and minor alterations work is scheduled so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Bursar takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

The work of contractors is managed as described within our arrangements for the Managing Contractors Policy

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and work on the roof.

The general safety of plant and service areas is a priority for the school and these are kept clean, tidy, free from the build-up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

All paperwork relating to the Health and Safety of the school, including the planned maintenance and upkeep of the school is available to inspect in the Facilities Manager's Office.

Children and Young People at Work

Where young people are involved in work experience we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

Competence and Training

Where specific health and safety skills or competencies are required, this is defined within job descriptions. At recruitment, we assess the skills, experience, and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- the findings of risk assessments
- arrangements for first-aid
- fire, evacuation drills and other relevant emergency procedures
- expected standards of behaviour and housekeeping
- how to report accidents, incidents and 'near-misses'
- how to report unsafe conditions or other safety concerns
- any special hazards and control arrangements affecting the workplace.
- Staff complete e-learning modules on Health & Safety, Fire Awareness and Risk Assessment as a minimum, with additional training added dependent on their role.

The general safety induction is carried out as part of the induction process by line managers using a checklist which is kept as a signed and dated record that the training took place.

Where an individual takes on specific health and safety responsibilities, they will receive relevant health and safety training in their responsibilities, for example this applies to the Senior Leadership Team, Year Co-ordinators, and specific training for specialist roles such as fire wardens and first aiders. We also provide specific training for Facilities staff who may require more bespoke training such as electrical safety, PAT testing, tower building and COSHH.

Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by discussing this at the termly Health & Safety Committee meetings. This Committee is attended by the Facilities Manager, Headmistress, Bursar, 2 x staff representatives, the Caretaker, Welfare and Catering.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the training programme is carried out by the Assistant Business Manager.

The effectiveness of training is evaluated by the use of end of course assessments and management reviews. *Note that formal evaluation is not a legal requirement but is best practice.* Records of training including the date, name of delegate, tutor details and contents of the course, are held by the Assistant Business Manager.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

Consultation

The School is committed to a partnership approach to risk management involving all managers and employees. In particular the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training
- the health and safety consequences of introducing new technology.

The School has chosen to consult directly with staff on health and safety matters by including it as a standing agenda item on all staff meeting agendas and through the Health & Safety Termly Committee meetings.

Control of Substances hazardous to Health (COSHH)

The school acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff, pupils and visitors to substances hazardous to health is prevented or at least controlled to within statutory limits.

All members of staff will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff. The school will, in consultation with staff, maintain an inventory of all substances hazardous to health kept on site and limit the exposure of staff, pupils and visitors to those substances so far as practicable. Where specialist training or equipment is required, this will be provided by the school.

The school will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measure provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

The school has a separate COSHH Policy

Display Screen Equipment

All reasonable steps will be taken by the school to secure the health and safety of employees who work extensively with display screen equipment (DSE), in line with the Display Screen Equipment Regulations 1992 (as amended 2002).

The school acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the school to ensure that any risks are reduced to a minimum. Whilst it is recognised that the use of DSE can be undertaken without undue risk to health, it is appreciated that some employees may have genuine reservations and concerns. All regular users of DSE will be required to undertake an annual DSE assessment. The school will take all necessary measures to remedy any risks found as a result of the assessment.

Fire

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils, and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. which details procedures and practices in relation to management of first aid arrangements and the administration of medication in school.

The school has a separate Fire Policy, which complies with the school's duties under the Regulatory Reform (Fire Safety) Order 2005 including [the Fire Safety \(England\) Regulations 2022](#) and other education specific guidance.

First Aid

The Health and Safety (First Aid) Regulations 1981 place a duty on the School to provide adequate and appropriate First Aid provision for the activities undertaken by everyone on site.

The school has a separate Welfare and First Aid Policy

Kitchen and food hygiene

The school subcontracts catering to Chartwells Independent. All activities in the kitchen are under the control of Chartwells but the school retains responsibility for the kitchen premises and equipment.

All work surfaces, shelves, floors, walls, crockery, cutlery, storage areas and equipment will be in good condition, be regularly cleaned and remain sanitary at all times.

The Chef Manager ensures that activities are undertaken in line with Food Safety (General Food Hygiene) Regulations 2013 . In the selection process we established that the contractor has in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination.

Food Safety

We have selected a competent catering contractor to operate our on-site school meal service. In the selection process we established that the contractor has in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillage occurs, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy

- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Legionnaire's Disease

The School has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's *'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'*.

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.

- appointment of Facilities Manager, as 'responsible person' with authority and responsibility for day-to-day implementation of the universal precautions and testing specified in the HSE's ACoP and any precautions specified in the risk assessment.
- the maintenance of records of all applicable maintenance and testing which are held in the Facilities Manager's Office together with a copy of the risk assessment and details of the competent person who conducted it.
- monitoring by the Bursar to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Facilities Manager reports this immediately to Bursar and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site, or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

Lone working

The school has a separate Lone Working Policy

Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to Facilities staff and Gap Students who regularly move furniture, equipment and carry out manual labour as part of their duties.

Specific manual handling risk assessments are undertaken by the Facilities Manager to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all relevant employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects e.g. trolleys, pump trucks and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to facilities staff and the facility manager monitors to ensure that it is used.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, the option of assistance from the facilities team is available.

New and Expectant Mothers at Work

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work, for example lifting or moving books or furniture or for nursery staff, changing nappies or children having particular infections which may be dangerous to pregnant females. As a result, pregnant staff are advised to make use of the Facilities staff to help with moving or carrying, or ask colleagues if appropriate. The Nursery Teacher will be aware of the risks to pregnant workers, and arrange work to ensure the member of staff does not, as much as is practicable, come into contact with children with highly infectious children.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the

employee has provided. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

We provide rest facilities in our staff room for new and expectant mothers

Noise

Our premises include some maintenance activities and some processes which produce high levels of noise such as grounds maintenance, use of power tools etc. These activities have been subject to a noise assessment under the *Control of Noise at Work Regulations* and it has been determined that the average noise exposure in the worst-case scenario, is below the level at which hearing damage is likely to occur.

The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable.

For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request. At and above the upper action level, their use is compulsory.

Hearing protection has been selected as a result of the noise assessment to ensure that it provides the level of noise attenuation required. Employees who wear it, are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing hearing protection.

Information is provided to effected employees on HSE – Noise at work a brief guide to controlling the risks.

Occupational Health Provision and Health Surveillance

If an individual has an injury or illness which appears to be work related, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.

Through risk assessments we have considered the need to provide ongoing health surveillance to employees and as a result we have determined that no health surveillance is required.

We do however provide an Employee Assistance Programme for staff, which allows staff to confidentially access support around work and home concerns. This information is given to new starters and regularly shared with staff.

Off site visits and Activities

The school has a separate Trips and Visits Policy.

Performance Monitoring and Audit

Proactive measurement of our performance against health and safety standards will be undertaken through:

- A rolling weekly Health & Safety walkabout by the Facilities Manager.
- Reporting to the Health and Safety Committee Termly.
- Reporting to the Governing Body Property Committee and Main Board Termly.

Formal Review and Audit

The Health and Safety Advisor (Hettle Andrews) undertakes a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. Following this audit, a report is presented to the Board analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the audit report, the Board agree the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Headmistress and Bursar will drive forward improvements and monitor to ensure that progress is made within identified timescales, making frequent progress reports to the Board.

The Health and Safety Policy document is reviewed by the Bursar with input from the Health and Safety Advisor on an annual basis, in liaison with representatives of the school, to ensure that the policy reflects current activities, School structure and legislation.

The school conducts an internal Health and Safety Audit annually in addition to weekly Health and Safety checks.

Monthly Health and Safety Monitoring

The Facilities Manager undertakes a rolling weekly inspection of the premises, covering the full premises within a month and monitors that routine management actions are completed using a prepared checklist. The completed audit is sent to the Headmistress and Bursar, and actions are given to the Facilities Team to remedy.

Personal Protective Equipment and Clothing (PPE)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e., it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

Risk Assessments

The School is required to undertake risk assessments to ensure the safety of pupils and staff. The Fire Safety (Regulatory Reform) Order 2005 also requires that a full assessment of fire prevention measures is carried out on a regular basis.

These assessments are undertaken by each department in conjunction with the Bursar and the Facilities Manager.

The Bursar will ensure that risk assessments of the premises, methods of work and all school sponsored activities are conducted annually or more frequently, if necessary. The risk assessments will seek to identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of such risk assessments will be reported to the Bursar and shared with staff so that they understand the hazards, the measures already put in place, the remaining risk levels and what preventative action must be taken by them.

The school has a separate Risk Assessment Policy.

Safeguarding

The school has a separate safeguarding and child protection policy

Safe Hot Water and Hot Surface Temperatures

We ensure that temperatures at hot water outlets accessed by more vulnerable persons, are thermostatically controlled to prevent scalding. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.

Heating appliances within the areas accessed by more vulnerable persons, are designed in such a way as to prevent accidental burns, by the use of either low surface temperature radiators or radiator *covers* thus ensuring that surfaces do not exceed 43°C.

A testing regime is undertaken by Immerse Water in accordance with Education authority guidelines, to check that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in the Facilities Manager's office.

Safety Signs, Signals and Notices

Statutory health and safety notices are displayed including no smoking signs, the Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate.

Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions, and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

We check that the signs remain in place, visible and in good condition through our weekly rolling monitoring workplace audits.

Audible signals such as the fire alarm and lockdown alarm are tested periodically to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

We also display, to assist our health and safety communications with employees, pertinent information on our Health and Safety noticeboard located in the Staff Room in Ravenswood.

School Security

The Facilities Manager in cooperation with all school staff is responsible for the organisation and monitoring of the school security. All staff always wear their school lanyards while on site, so they are immediately recognisable. All visitors and contractors must sign in at reception and are issued with a visitor or contractor pass before being let through the security door into the main building. Staff are reminded regularly to ensure no 'tailgating' takes place. Non-staff members are escorted to their destination, and never left unsupervised. Contractors will be monitored appropriately in line with the time of day and the area they are working in. They will never be left unattended with access to children. Staff should challenge unknown individuals on site and report any concerns immediately to the Facilities Manager or Bursar. CCTV is in operation. Gates are always staffed when open to monitor who is entering and exiting the premises.

The school has a separate CCTV policy

Slips, Trips and Falls

We have reviewed all of our premises for slips, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally monthly following a rolling inspection programme as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staffs are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with yellow edging where necessary for visibility. External fire escape stairs are visually inspected as part of the weekly health and safety walks by the Facilities manager and bi-annually by an external contractor (Fire Escape Stairs).

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard

flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable. Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Staffs are encouraged to wear sensible footwear.

Suitable and sufficient internal and external lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

Smoking/Vaping/E-cigarettes

The school has a separate Smoking/Vaping/E-cigarettes Policy

Stress

The school has a separate Stress Management Policy.

Vibration

An assessment of vibration risks which affect employees using tools such as circular saws, drills and mowers has been conducted and it has been determined that the level of exposure is below the daily Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005. Nevertheless we have ensured that employees are aware of vibration hazards, symptoms to look out for and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products.

Vibration exposure will be reviewed where there are changes in the equipment used or work patterns.

The vibration risk assessment/s will be reviewed at least annually and in any case when there are changes in the equipment used or work patterns.

Information is provided to affected employees on:

- HSE – Hand-arm vibration
- HSE – Hand-arm vibration at work

Records of vibration risk assessment are held by the Facilities Manager.

Training

The provision of appropriate healthy and safety information and training is essential to a safe system of work. Training is an ongoing process and any member of staff who feels they require additional or recurrent training should raise this with their line manager at appraisal or at any other point.

Basic on-line training is provided via Smartlog in Fire Awareness, Health and Safety at work and slips, trips and falls to all staff. On-line training in other areas including COSHH, working at heights and Asbestos Awareness is provided on a needs basis. Comprehensive training records are maintained by the Facilities Manager.

Refresher/update training is mandatory because an employee's competence will decline if skills and knowledge are not used regularly. Training is therefore repeated as often as necessary to ensure continued competence.

New Employees will receive information on fire safety procedures, accident reporting, chain of command, how to request training, welfare provision etc. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Arrangements will be made for any training that individuals require to enable them to carry out their duties safely.

Supervision and support will be provided as far as necessary for the safety of young workers, new employees and employees carrying out unfamiliar tasks.

Violence towards staff

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headmistress immediately. This applies to violence from pupils, visitors or other staff.

If there are any concerns about the behaviours of visitors, they are required to leave the premises. All adults including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of the school's ethos.

The school has a separate Vexatious Complaints & Harassment Policy.

The school has a separate Behaviour policy

The School has a separate Positive Handling and intervention policy

Visitors

Visitors to our premises include parents, potential parents, contractors, suppliers, professional services such as Educational Psychologists, and during school closure periods, family and friends of staff.

During both term time and school closure periods, visitors are asked to sign in and out of our buildings using the Inventory System. During term time, unless directed by the Headmistress, all visitors must be accompanied at all times. During school closure periods, visitors can be left if appropriate and supervised on an interval basis. All visitors will be told of the fire procedures, and the instructions are on the rear of the badge. Contractors undertaking work within the premises will be subject to our contractor control arrangements.

Welfare Facilities

We have evaluated the welfare facilities required for our business to comply with the *Workplace (Health, Safety and Welfare) Regulations 1992* and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them. Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

We have a staff room with rest areas and a separate area for heating and storing food, as well as preparing drinks. In the Nursery, there is a separate kitchen with seating for breaks, as well as access to the main staff room. There is a further kitchen area in Elmcroft as well as access to the main staff rest area. During term time, lunches are provided for staff and are eaten in the staff dining area.

Work at Height

Whilst we aim to avoid work at height, we have identified the following situations where our staff may be at risk of falling from a height while changing light bulbs, working on displays, maintenance work up ladders, erecting lighting, and sound rigs, accessing high shelving etc.

Where work at height is required, we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Activities which we have identified as acceptable for work from ladders Changing light bulbs and other lower risk maintenance activities Teachers only have access to step stools not ladders.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of podiums/ tower scaffolding erected by a PASMA trained person.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis.

Our employees are instructed in the principles of safe use of the access equipment provided.

Our staff do not carry out work on our roof/s and where such work is required, we employ competent contractors using appropriate safe systems of work.

Work Equipment

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment is subject to portable appliance testing by a qualified external contractor or the Caretaker who has attended a training course. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out.

Defects are reported to the Facilities Manager who ensures that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained. A full PPM schedule is available from the Facilities Manager.

Fixed machinery is inspected annually (in light of the very low usage) as well as by users on a pre use, weekly and monthly basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Records of maintenance are kept by the Facilities Manager.

Workplace Safety

The comfort of our staff is a high priority and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises.

To achieve this, we provide:

- a central heating system.
- additional heating appliances where necessary.
- windows which can be opened safely.
- adjustable blinds.
- portable fans where necessary.
- lighting which is suitable for the tasks undertaken.
- emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent engineers.

To assist in monitoring the indoor workplace temperature, thermometers are displayed in representative areas of the workplace.

For our Games and Facilities staff who work outside, we provide suitable warm and weather proof clothing in the winter and sun protection in the summer. Regular rest breaks are already provided throughout the day and facilities for making hot or cold drinks are always available.

On Site Traffic Management

No vehicles are permitted on site, other than the School Car Park while children are on the premises, unless under exceptional circumstances. In these situations, the vehicle is escorted by staff on foot, while children are in lessons or staff are available to ensure children are kept within school buildings. Appropriate risk assessment is carried out on each occasion.

The school has a separate Car Park Policy