



HEALTH AND SAFETY POLICY

Part 3 – Arrangements for Managing Health and Safety

Owner(s)	Estates Estates Bursar
Last review date	September 2026
Governor Committee	Premises and Health and Safety
Governor Review date	Autumn Term 2026
Next Review date	Summer Term 2027
Document availability	Internal: T:\School Management\POLICIES\Whole School External (if applicable): www.queensgate.org.uk

Health and Safety Policy Part 3

Contents

Introduction	3
Asbestos	5
Control of Contractors	6
Control of Substances Hazardous to Health (COSHH)	8
Disabilities and Impairments	9
Display Screen Equipment (DSE)	11
Driving on School Business	12
Drugs	14
Educational Visits	15
Electrical Safety	16
Fire Safety	18
Gas Safety.....	20
Gym and Play Equipment	21
Heating	22
Incident Reporting and Investigation.....	23
Inspection and Audit	24
Legionella (Water Safety)	25
Lifting Equipment.....	26
Lone Working	28
Management of Infectious/Communicable Diseases	29
Management of Critical Incidents	30
Manual Handling.....	31
Medical Care.....	33
New and Expectant Mothers	34
Noise and Vibration.....	35
Occupational Health and Wellbeing	36
Pest Control.....	37
Personal Protective Equipment (PPE)	38
Pressure Systems	39
Radon.....	40
Risk Assessment and Control	41
Traffic and Pedestrian Management.....	42
Safety Signs.....	43
Security	44
Severe Weather.....	45
Violence and Aggression to Staff	46
Visitors.....	47
Welfare and Hygiene	48
Work at Height	49
Work Equipment	51
Work Related Stress.....	52

Health and Safety Policy Part 3

Introduction

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions in classrooms, departments or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

Information and Instruction

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Policy, Procedure or other written instruction will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

Training and Competence

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training will include the following:

Induction Training	Each new member of staff will be given formal training to highlight the key risks associated with School operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.
Refresher Training	Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the health and safety standards required and update as necessary. This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.
Task/Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Estates Bursar. Training of this nature can be brief, in the form of a briefing on a given subject, or more in depth where hazards are more complex.

Health and Safety Policy Part 3

Statutory Training

In certain disciplines, the School must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

Supervision

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Consultation With Employees

The School is committed to involving all employees in risk management.

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 or the introduction of new technology
- 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 School consults directly with staff on health and safety matters. All members of staff can raise issues through their Head of Faculty, Head of Department, Line Manager or Estates Bursar and all matters raised are recorded, as are all relevant actions. Where necessary, matters can then be escalated to the Health and Safety Committee and the Board of Governors as needed.

Asbestos

Responsibilities

The School acknowledges its responsibilities to ensure the location, type, quantity and condition of all asbestos containing materials (ACMs) are known in order to ensure safe management within all buildings.

Procedures

Health and Safety Policy Part 3

The School buildings were constructed during the periods prior to when ACMs were used commonly, however some refurbishments have been carried out since. All School buildings have been subject to a management survey and the records of surveys retained in the School's Asbestos Management Plan.

Where work is to be undertaken where disturbance of ACMs may be possible and which have not been inspected as part of a survey due to being previously concealed, the School will ensure that the materials are examined, and where materials are suspected of containing asbestos, or are of unknown construction, samples will be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken a refurbishment or demolition survey will be undertaken to detect any potentially inaccessible asbestos before such works take place.

The condition of all asbestos-containing materials is reviewed through ongoing vigilance of the maintenance team. The asbestos management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity. Adhesive labels are applied, where appropriate, to all materials where asbestos is known to be present.

Work on ACMs is only carried out by licensed contractors. The School's internal Maintenance staff and regular contractors receive asbestos awareness training and specific familiarisation with the ACMs in school buildings.

Emergencies

In the event that asbestos materials are discovered or accidentally disturbed, work in the area will cease immediately and arrangements made to make the area safe, before additional surveying, sampling and cleaning works are carried out.

Training

All operatives who could reasonably be affected by ACMs as part of their daily activities will receive annual refresher training to ensure familiarity with correct procedures. All training records will be retained by the HR Department.

Control of Contractors

Responsibilities

Health and Safety Policy Part 3

The School recognises that when contractors are engaged to work on school premises, there is a clear obligation to plan, monitor and control work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities, and it is school policy to work together with contractors to ensure that the workplace remains safe and without risk to health.

Some contract work will fall within the definition of 'construction work' (as defined under the Construction (Design and Management) Regulations 2015 (CDM)) and as a client, the School recognises the responsibilities under these regulations for:

- verifying the competence of all external contractors
- ensuring suitable management arrangements for the project including the provision of welfare facilities for use by contractors / staff
- allowing sufficient time and resources for all stages of the project
- providing pre-construction information to designers and contractors.

Procedures

When planning work to be undertaken by contractors, a single person is appointed to take overall responsibility for planning and coordinating the work. This individual is normally the Estates Bursar or Maintenance Manager who will undertake a thorough evaluation of the work required. All work carried out by contractors is monitored periodically to:

- review progress
- check quality of workmanship
- check that the workers on site are those expected and who have signed in
- identify any problems or unanticipated risks at an early stage
- check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work
- check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

Competence Assessment

Contractors are selected based on technical competence, experience and suitability for the work to be done. In particular, our assessment process involves a review of requested information from the contractor including:

- track record of experience in similar contracts
- membership of reputable trade bodies or approved contractor schemes
- legally required registrations (e.g. Gas Safe Register)
- health and safety policies and practices
- recent health and safety performance (number of accidents, etc.)
- qualifications, training and skills of their staff and manager
- selection procedures for sub-contractors
- example safety method statements and risk assessments for similar work
- supervision arrangements
- arrangements for consulting their workforce
- references from previous clients.

Details of all contractors are retained, along with an approved contractor list to ensure all staff are aware of those who are suitable to be appointed.

Health and Safety Policy Part 3

Control of Substances Hazardous to Health (COSHH)

Responsibilities

The School acknowledges its responsibilities under statutory requirements to ensure all substances that could potentially cause harm are suitably assessed, controlled or eliminated. School activities involve the use of some potentially hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants and chemicals, for maintenance purposes and occasionally in educational capacities.

Procedures

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. Heads of Department undertake risk assessments of the use of each substance and exposure to any hazardous by-products and are responsible for applying the recommended risk control measures.

When storing hazardous and dangerous substances only compatible substances are stored together. Where required, substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire-resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

Substances that become surplus to requirements are disposed of via licensed waste contractors. Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held by the Maintenance Manager and records of training are held by the HR Department.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances.

Health and Safety Policy Part 3

Disabilities and Impairments

Introduction

The School welcomes pupils and staff from all sectors of society and endeavours to accommodate the needs of each individual, so far as is reasonably practicable. The law requires that responsible bodies anticipate the requirements of staff, visitors or pupils with disabilities and to make reasonable adjustments to the workplace and to management arrangements to ensure their well-being.

An assessment will be made in each individual case to establish whether reasonable adjustments and working practices can be made to accommodate safe and practical use of the facilities.

This policy sets out the School's commitment to pupils, staff and visitors who may have a temporary or permanent disability and provides a framework to ensure the School offers a supportive environment for all members of the School community. An Accessibility Plan has also been prepared.

Responsibilities

On an ongoing basis the School is committed to identifying the impact of disabilities on the structural, organizational and physical barriers that often hinder disabled people from achieving equality and inclusion within the workplace. Further details can be found in the Accessibility Plan.

The School ensures that the needs of disabled staff are taken into account within risk assessments for general activities. Where necessary an individual risk assessment for the work of the particular employee will be undertaken, taking into account abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as a fire or evacuation.

Should an employee become disabled during employment, either permanently or temporarily, an assessment will be made to establish the effects of their impairment and to confirm any reasonable adjustments that may be required.

Procedures

The School is subject to regular review of the access arrangements, in order to identify and confirm any areas where improvements can be made. This audit also highlights and records where circumstances may have changed during the period, for instance, due to deterioration, change of use or refurbishment. The audit results form the basis of an action plan for improvement, which includes targets for improvement over a defined period and is subject to regular review.

When required, the School will prepare a Personal Emergency Evacuation Plan (PEEP) to cover areas where mobility may be potentially difficult in the event of an emergency without assistance.

Where the School employs persons with disabilities, or where existing employees become disabled, reasonable steps will be taken to ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

Health and Safety Policy Part 3

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from a workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition.

Health and Safety Policy Part 3

Display Screen Equipment (DSE)

Responsibilities

The School acknowledges its responsibilities to ensure all workers have sufficient space and a workstation that is not detrimental to health, as well as a generally safe environment.

Procedures

Suitable furniture is provided for office staff including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

All DSE users are able to take regular breaks away from desks.

Staff are able to assess their own workstation on a regular basis with some general guidance to assist them. Where necessary, specific workstation assessments can then be carried out to identify any particular improvements required to individual workstations. The outcome of assessments is shared with each user.

Mobile equipment is also used by members of staff who do not have a permanent workstation or who need to work in several locations.

Workstation assessments are reviewed regularly or whenever there has been a change to the workstation. Records of workstation assessments are retained for at least five years and master copies are retained by Human Resources.

Eye and eyesight examinations are provided by the School on request and where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed.

Employees who are designated users are provided with training in the hazards of display screen use and employees are encouraged to promptly report any problems including health concerns to ensure a reassessment of the workstation is carried out and any corrective action identified. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Health and Safety Policy Part 3

Driving on School Business

Responsibilities

The School recognises the risks associated where employees undertake driving activities. The following procedures and policies will be implemented to reduce risks, so far as is reasonably practicable.

The Estates Bursar holds responsibility for the oversight of the use of vehicles on school business. Staff who operate minibuses are responsible for the implementation of the policy on a day-to-day basis. This procedure applies to all staff involved in the routine operation of hired minibuses or the use of private vehicles.

Procedures

Risk assessments of driving activities will be carried out as part of the management of all work activities, trips and excursions; all relevant employees will be consulted as appropriate during this process.

Risk Assessments will take into account:

- The Driver: competency, experience, training and health;
- The Vehicle: suitability, condition, safety features, essential safety maintenance and ergonomic considerations;
- The Journey: routes and scheduling.

Employees

All employees who drive on behalf of the School, either in private or School-owned vehicles will have a valid driving license suitable for the class and type of the vehicle they drive – including, for example, cars, minibuses, light goods vehicles, and grounds machinery.

Where private vehicles are used, vehicles must be well-maintained, roadworthy and with a current MOT certificate, as well as insurance that covers business use. The vehicle should not be used where faults, such as faulty lights or worn tyres are present.

Wherever possible, situations will be avoided that put employees under time constraints or other pressures.

Employees are instructed to drive within the national speed limits at all times and pay due regard to weather conditions. Work schedules will be arranged to allow adequate travel time between sites to drive safely and within legal limits. Adequate time is allowed to complete the business journey in compliance with the speed limits for the roads used allowing for regular breaks.

Employees must not use handheld mobile phones to make or receive calls or send text messages whilst driving. Further, even if they have a hands-free kit, it is preferable not to make calls. Calls are not made to employees' mobile phones whilst it is known they are driving, except in an emergency.

Employees are made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Health and Safety Policy Part 3

Additional training will be given to School vehicle drivers where necessary, subject to the risk assessment. Training will be prioritised, for example, drivers who drive certain vehicles, have a high accident record or have higher mileage will be considered as higher priority.

School staff are responsible for the way their vehicle is driven and therefore are responsible for any speeding or parking endorsements.

Note that at present (November 2025) there are no staff undertaking driving activities. Should this change, the policy will be reviewed by SMT.

Drugs

Introduction

A drug is a substance which affects the way in which the body functions either physically, emotionally or mentally. By definition, a drug includes legally available substances such as alcohol, tobacco, caffeine, and solvents, over the counter and prescribed medicines such as tranquillisers or painkillers as well as illegal drugs such as heroin, ecstasy and cannabis.

Education

The School notes that drug education is essentially about equipping pupils with the necessary skills and knowledge about substances that may harm them. Through exploration of issues and attitudes, pupils are encouraged to develop their abilities to make informed choices. Drug education programmes may be used at the School at the discretion of the Principal.

Incidents

Drug related incidents involving staff will be dealt with by the staff disciplinary process where appropriate. The School reserves the right to request a drug test. Excluded from this are non-excessive consumption of alcohol during school staff celebrations (e.g. leaving events) and drugs for medicinal purposes.

Incident Management

The Principal is responsible for the management of drug related incidents.

Educational Visits

Responsibilities

The School as an employer will ensure that appropriate safety measures are in place and that all staff involved in the preparation and management of an educational visit are competent to do so.

The Organiser also assists staff involved with planning tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Trip Organiser has overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group. The Trip Organiser is responsible for seeking approval and advice from the EVC, assessing the risk levels of the trip and making the necessary safety arrangements.

Planning and Coordination

A careful and methodical analysis of the trip will be carried out by competent staff in good time before the trip and external parties will be engaged to give specific advice on particular risks and activities

Specific risk assessments are prepared for all aspects of the excursion, and all are approved prior to the trip being finally authorised by the Principal.

In the event of an incident during a trip that may jeopardise the normal running, contact will immediately be made with the School and consideration given to whether the Critical Incident procedure is initiated. The Principal and Estates Bursar would consider a number of potential support options including sending a delegation to assist with an incident, providing telephone support or making arrangements to assist the trip to return or continue under revised arrangements, with the goal of ensuring the health, safety and welfare of all involved.

Further details are available in the comprehensive Trips and Visits Policy and Procedure.

Health and Safety Policy Part 3

Electrical Safety

Responsibilities

The School acknowledges its responsibilities to ensure risks from electrical work, both in fixed and portable equipment are assessed and reduced to the lowest practicable level.

Procedures

The School has undertaken risk assessments of all work activities and adopted safe systems of work based on regulatory compliance and best practice. All work on electrical equipment and installations is carried out by qualified electricians. Other staff are clearly instructed that they are not permitted to undertake any electrical repairs.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations and the current Building Regulations).

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

The School's installations, including all educational and domestic premises, will be tested and inspected at least every five years by a competent electrician and improvements implemented as necessary for safety.

Electrical Work

Any electrical works requiring wiring or the changing of light fittings and plug sockets must be overseen and signed off by a competent person (certificated to BS7671 (eighteenth edition)).

No electrical alterations to any property can be made without authorisation from the Estates Bursar and in order to protect staff from injury from electricity, all high-risk contract work will be subject to the Maintenance Manager issuing a permit to work.

Portable Electrical Appliances and Apparatus

It is School policy that all portable electrical appliances and apparatus, regardless of operating voltage should be subject to at least a visual inspection before use.

All items in the School are subject to regular checks as arranged by the Maintenance Manager and visual checks.

Items found to require repair or disposal must be handed over to the Maintenance Manager so that the necessary action can be taken.

Portable Appliance Testing will be carried out annually, or more frequently if deemed necessary.

Health and Safety Policy Part 3

Testing of Residual Current Detectors (RCDs)

The Maintenance Manager is responsible for maintaining all RCDs fitted to school installations and for instigating regular tests. Any remedial actions necessary following regular tests should be completed as a matter of urgency by a competent person as previously described.

Health and Safety Policy Part 3

Fire Safety

Responsibilities

The School complies with the Regulatory Reform (Fire Safety) Order 2005 (the Order) and other associated guidance. The School will take reasonable steps to reduce the risk of a fire occurring and so far as is reasonably practicable, make sure that everyone can escape safely to a place of safety in the event of a fire.

A separate Fire Safety Policy has also been prepared and is available to all staff.

Procedures

The primary goal of the School's fire safety strategy is to ensure the safety of pupils, staff and visitors. In case of fire, the first priority is always to:

1. raise the alarm; and
2. evacuate safely

If staff are in any doubt, they should concentrate on evacuation and the fire service message of 'get out, stay out and call the fire brigade out' rather than attempting to tackle a fire.

Good management of fire safety is essential to ensure that the risk of fire is minimal at all times. However, in the event of a fire occurring, arrangements will be implemented to ensure it can be controlled or contained quickly, effectively and safely. If a fire grows beyond the size that can be contained, everyone in the premises must be able to escape to a place of total safety easily and quickly.

Fire Risk Assessment

Fire risk assessments are carried out by a competent external fire risk assessor.

If there is reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in the premises that has affected fire precautions, the fire risk assessment will be reviewed and, if necessary, revised. In the absence of other circumstances prompting a review, fire risk assessments will in any event be reviewed annually.

All employees are required to closely co-operate with all instructions given to ensure the workplace is safe from fire and its effects and to avoid doing anything that will place themselves or others at risk. All fire hazards should be reported immediately, especially in the event of a change in circumstances that may increase the risk of a fire, even for a short period of time.

A good example should also be set by all staff as this will contribute to pupils behaving in a safe manner.

Staff are instructed that they should only attempt firefighting actions if they have been trained and are confident to do so safely and it is appropriate in the circumstances they face, or if it is absolutely necessary to facilitate the escape of themselves or others. Whether a member of staff attempts to fight a fire is left to their own judgement of the actual situation. Staff who have not been trained are not expected to attempt to fight a fire.

In all cases, STAFF MUST NOT PLACE THEMSELVES OR OTHERS AT RISK.

Health and Safety Policy Part 3

Fire Emergency Plan

A fire and emergency plan has been prepared for both buildings, detailing the action to be taken in the event of an emergency and the location of the Assembly Point. All such information is published within each building.

In the event of an emergency occurring which would prevent re-entry into the building or result in an evacuation of several buildings, all staff and pupils will assemble at the Assembly Point for their building. The arrangements for dealing with a major incident would then be initiated.

Information, Instruction and Training

All staff are given information and instruction as soon as possible after they are appointed and regularly thereafter about the action to be taken in the event of a fire. Appropriate information is also provided to the employers of other people working in the School, including visitors and contractors as well as to pupils and staff.

Adequate fire safety training is provided to staff to enable them to act correctly in the event of a fire.

Health and Safety Policy Part 3

Gas Safety

Responsibilities and Procedures

In line with Gas Safety (Installation and Use) Regulations 1988, we will ensure the safe maintenance of gas fittings/flues through annual servicing and safety checks by a Gas Safe registered operative. Records of such checks will be maintained by the Maintenance Manager.

Carbon monoxide detectors (British Standard with audible alarm) will be used near boilers and gas heating equipment.

Incident Reporting

In case of suspected gas or carbon monoxide leak call National grid emergency service line on 0800 11 1 999, turn off the supply if safe to do so and evacuate if required.

Gym and Play Equipment

Gym equipment is serviced annually. Play equipment is also subject to an annual inspection. Any defects or concerns raised during these inspections will be dealt with in line with the timeframes suggested by the service.

The Sports and PE Department are responsible for the ongoing maintenance and assessment of the condition of the play equipment used in PE and can raise any issues with the Estates Bursar or supplier. Equipment will be taken out of use wherever there is a potential risk to health and safety due to a fault.

Health and Safety Policy Part 3

Heating and Ventilation

Responsibilities and Procedures

The School recognises the need to maintain the recommended minimum room temperatures of 18°C for classrooms and 15°C in halls. There must be adequate ventilation and windows should open safely and have shading provided where necessary.

Where temporary electrical heaters are used e.g. in an emergency heating failure situation, they must be in good working order and electrical overload must be guarded against. Sufficient clear space around the heater must be maintained.

Incident Reporting and Investigation

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager and then fill out an accident report form in the School Office or Sports Office. These forms are then copied and sent to the Estates Bursar. Low level sporting bumps and scrapes resulting from normal sporting practices may be reported in a separate Sports Accident log. This log should be regularly inspected by the Director of Sport.

Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the Estates Bursar or a person nominated by them (or a duly appointed independent health and Safety Adviser if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior management are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Estates Bursar will ensure all necessary accident notifications are made when required.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.

Health and Safety Policy Part 3

Inspection and Audit

All areas and departments of the School will be subject to health and safety inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable. These inspections will be carried out by the External Health and Safety Consultant.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head, Principal, Estates Bursar and Health and Safety Governor.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee Meetings (held at least termly). The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

The External Health and Safety Consultant will also undertake a compliance review of the School on an annual basis and will report progress directly to the Estates Bursar.

Health and Safety Policy Part 3

Legionella (Water Safety)

Responsibilities

The School acknowledges its responsibilities to ensure water systems are managed suitably so as 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'.

Procedures

The arrangements for managing the risks associated with Legionella bacteria include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Maintenance 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 particular precautions specified in the risk assessment. An external specialist has been engaged to carry out physical testing under this arrangement
- the records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it.

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

Trained plumbers carry out all plumbing alterations in order to ensure compliance with water regulations and byelaws.

Health and Safety Policy Part 3

Lifting Equipment

Responsibilities

The School acknowledges the responsibilities to ensure all lifting equipment is duly assessed and adequately maintained in accordance with statutory requirements. The School's activities involve the use of lifting equipment including passenger lifts.

Procedures

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the required maintenance and inspections required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturer's instructions. Equipment is also subject to periodic thorough examination and testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be trained and competent and authorised to use the equipment.

Lifting Equipment

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and receive a thorough examination and test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

The School monitors to ensure, so far as is reasonably practicable, that lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access.

The School also requires external contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures would be initiated by an external contractor on an emergency call out contract.

Health and Safety Policy Part 3

Training

Where specialized training is required to operate equipment involved in lifting operations, records of training will be held by HR Department.

Health and Safety Policy Part 3

Lone Working

Responsibilities

The School acknowledges its responsibilities to ensure the health, safety and welfare of all those who need to work alone as part of their activities.

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’

A separate policy has been prepared dealing with Lone Working procedures within the School.

Procedures

The School has undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Manager awareness and monitoring – ensuring all members of staff who work alone inform their manager and a means of contact is established
- Working in teams / pairs.

The School will continue to inform staff when tasks may not be undertaken as a lone worker. Several areas of the School are isolated and lone working could result from working in areas where contact is not immediately easy.

Should any member of staff feel uncomfortable about a situation they find themselves in, they must immediately leave and return to a place of safety and / or raise the alarm. Such action has the support of management.

Training

Where the risks associated with lone working are high risk, training in the procedures required to mitigate risks will be carried out to ensure familiarity with the required procedures.

Health and Safety Policy Part 3

Management of Infectious/Communicable Diseases

Responsibilities

The School has a responsibility to act in accordance with the government, local health authorities and known medical advice in the event of an infectious disease, virus or illness affecting any member of the school community.

The School acknowledges these responsibilities to ensure the health, safety and welfare of all those who may be affected by such conditions and illnesses.

Procedures

The School has undertaken risk assessments of known illnesses that could affect the school community in an adverse way due to the symptoms caused by the illness or the likelihood of contagion. The susceptibility of pupils who may have underlying health conditions who attend the school is also a consideration in these assessments.

To ensure the school does not contribute to the spread of a communicable illness or disease, the Senior Management Team will quickly appoint staff to investigate and collate information relating to the incident in order to ensure all current, known information is assessed and considered.

The consideration of this information as well as the ongoing advice from governmental authorities will allow for assessment of the potential effects of the outbreak both within the school and the wider community. Advice will also be sought from peers and specialists wherever required.

Written risk assessments and plans will be prepared to ensure the specific risks are duly considered, including the following as a minimum:

- Site layout and logistics
- Age groups
- Specific health issues
- Ability to understand instructions
- Likely ability to administer testing
- PPE requirements

Where it is felt that school activities cannot continue in person, blended learning provisions will be made available so far as is reasonably practicable.

Communication of all risks and precautions will be made with parents on a frequent basis to ensure a clear understanding of the situation, what needs to be done to improve and the precautions needed.

Training

All staff will receive regular training and instruction regarding the precautions taken and will be given ample opportunity to question and challenge arrangements to ensure they are as effective as is possible.

Management of Critical Incidents

The School has prepared a detailed Critical Incident Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident being suspected, the Principal (or other appointed Deputy) will take responsibility for initiating the Critical Incident Management procedures.

These procedures have been prepared as a separate document and are available to all staff.

Examples of major incidents that could initiate these procedures include:

- Fire on school premises
- Serious accident, illness or medical incident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing pupil(s)
- Road traffic accident (near the School)
- Road traffic accident on a trip or school excursion
- Public allegations of historic or current abuse or malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Critical Incident Plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.

Health and Safety Policy Part 3

Manual Handling

Responsibilities

The School will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health caused by manual handling.

Procedures

Equipment is provided where possible to minimise or simplify handling of heavier objects and Head of Department or Line Managers will ensure that two persons are available where the risk assessment identifies the need.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Specific manual handling risk assessments are undertaken 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 relevant employees.

Safety footwear and suitable gloves are supplied to all staff who require them and will ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Training

Where the School has specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the safe system of work. Records of training are retained by the HR Department.

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 Head of Department or 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, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least five years.

Manual handling assessments are reviewed regularly where there have been changes in the matters to which they relate.

Health and Safety Policy Part 3

Drivers

Minibuses will only be hired for drivers with the correct licence qualifications required for each type of vehicle.

In order to comply with School and insurance requirements all minibus drivers must be able to verify their eligibility to drive by providing a copy of their licence at the start of each academic year, confirming the following:

- Drivers must be aged 25 or over and have held a car (category B) Licence for at least two years.
- Drivers must have a full valid driving licence which meets one of the following requirements:
 - For those holding a full entitlement to drive a car before 1 January 1997 covering Group A (B for automatics) for at least until the licence expires.
 - For those holding a full entitlement to drive a car before 1 January 1997 covering Category B at least until the licence expires.
 - For those who pass their car test to obtain a Category B entitlement on or after 1 January 1997, the driver must have held the Category B licence for more than 2 years before driving one of the School or hired minibuses. Licences which do not show a Category B entitlement only allow the holder to drive vehicles with up to 8 passenger seats.
 - The gross vehicle weights of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
 - You do not tow a trailer.
- All existing and future endorsements must be notified to the School's insurers, via the Estates Bursar's Office, before driving can be approved by sharing driving licence information with the School via www.gov.uk. All penalty points will be assessed to ensure the offences do not make the individuals inappropriate to drive children on behalf of the School.
- All drivers must be willing to drive without additional salary or incentive.
- All minibus drivers will attend regular minibus refresher training which will be arranged by the School and where necessary, attend a medical examination deeming them fit to drive. Where recommendations are made by an external assessor, the drivers may be required to attend further instruction or training sessions to assist them to improve where necessary.

Health and Safety Policy Part 3

Medical Care

Responsibilities

The school will ensure that there is always an adequate provision of appropriate first aid and that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment. As such a risk assessment has been undertaken.

In School

The first point of contact when a First Aid Appointed Person is required is the school office. Information on first aid items and First Aiders is to be displayed in staff rooms and reception. The school has a number of First Aiders and First Aid boxes around the premises

Off Site

The lead teacher on any trip must assess the need for a first aider and take a first aid kit

First Aiders should not give first aid treatment for which they have not been trained – if in doubt emergency support is to be called.

Parents must update the school office on alterations to medical or contact details

See the Medical Care policy for more information.

New and Expectant Mothers

The school recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify, in confidence, their manager in order that their work and environment may be appropriately assessed for additional risk.

Risk Assessment forms for expectant mothers are available from the HR Department and will be treated as confidential and a copy retained and reviewed monthly as conditions change. The assessment will generally be carried out by the respective Line Manager.

Noise and Vibration

Responsibilities

The School acknowledges the duties placed upon it to reduce the exposure to noise and vibration to their employees.

The School will to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate noise and vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Procedures

The School will ensure where practicable that noise and vibration levels will be maintained below the Lower Exposure Action / Daily Exposure Limits will undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above these levels.

The School will ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas and will ensure plant and equipment is selected and maintained to minimise noise and vibration levels. All employees will be instructed in the use of all equipment that may produce noise and vibration to excessive levels.

Suitable PPE will be provided where this will reduce exposure but only as a last resort.

Health and Safety Policy Part 3

Occupational Health and Wellbeing

Responsibilities

The School acknowledges its responsibilities under statutory requirements to ensure the occupational health and wellbeing of staff is regularly assessed and monitored. It is appreciated that the workplace can be the cause of stress, anxiety, physical injury and the goal of the School is to minimise the likelihood and impact of such instances.

Procedures

All Staff will be able to regularly consult with their Line Manager, the Estates Bursar and HR to discuss any health and wellbeing concerns that may be apparent. Where any health concerns are identified that may have a short or long term impact on the way an individual works, this will be investigated in order to identify the control measures needed to minimise risk to health and wellbeing.

Training

All members of staff who are regularly exposed to substances with the potential to cause harm will receive training to ensure they are familiar with the safe systems of work for these substances. The School will make provisions for consulting and assessing wellbeing issues raised in order to ensure adequate measures are taken to improve the situation wherever possible.

Additional resources may be recommended or sought by the school in order to provide specialist assistance and care where it is felt this is required and in conjunction with the member of staff.

Health and Safety Policy Part 3

Pest Control

A preventative monitoring contract is in place, with control boxes in key areas. Any suspected signs of pest infestation must be reported to the Housekeeper and/or Maintenance Manager. If there is any suspected contact with pest control materials medical attention must be sought.

Pest control devices are the responsibility of the Housekeeper.

Health and Safety Policy Part 3

Personal Protective Equipment (PPE)

Responsibilities

The School acknowledges its responsibilities to provide personal protective equipment (PPE) without charge to its employees. The School also recognises 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.

Procedures

School employees are supplied, without charge, with any PPE identified as a required risk control measure within risk assessments. An assessment is made to ensure PPE is suitable, i.e. it reduces the identified risk as intended, is CE marked, is a good fit, is suitable for the individual using it, is compatible with other PPE, and 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. Training records are retained by the HR Department.

Employees are expected to comply with the requirements to wear PPE and to ensure it is used as designed and not misused in any way.

PPE is checked regularly by Heads of Department or Line Managers and replacements are available on request in between inspections.

Pressure Systems

Expansion pressure vessel tests are undertaken annually. The reports are held on file by the Estates Bursar. Any actions required as a result of these tests will be undertaken.

The Maintenance Manager will organise any inspections required and will maintain records of all such inspections.

Radon

Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces. The risk from radon in affected areas should be reviewed at intervals and when significant building / new building works are undertaken.

Health and Safety Policy Part 3

Risk Assessment and Control

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

A specific policy has been prepared giving information about how risk assessments should be prepared.

All those required to undertake risk assessments will be suitably trained and competent and records of such training will be maintained by the HR Department.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. SMT will ensure those undertaking the activity understand what they have to do and the control measures to be implemented and where necessary, will carry out briefings to improve familiarity. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
- Fire Risk Assessments – carried out by external specialists
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the Designated Safeguarding Lead/Principal
- Work Placement and Experience Assessments
- Medical Health Risk Assessments and Care Plans

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

Health and Safety Policy Part 3

Traffic and Pedestrian Management

Responsibilities

The School has responsibilities to ensure all pupils, staff and visitors who could be affected by traffic using public roads are made aware of the risks and informed how and where to cross roads safely. The School is situated within a very busy part of Central London and therefore pupils are exposed to the risks associated with public traffic whenever they leave the School buildings.

Road Hazards

The School is bounded by busy public highways. Therefore, it is necessary to take certain measures to ensure the safety of our staff and pupils when approaching or crossing the roads, as well as ensuring the School's activities do not present a hazard to legitimate road users.

Procedures

Staff are advised of the need to actively control pupils in all internal locations to ensure they cross where authorised and to take appropriate action with any pupils who engage in careless or foolish behaviour around the roads. All staff are empowered to intervene where any such behaviour is witnessed.

Staff are also reminded of the risks associated with the roads during initial induction and at health and safety briefings. All staff are expected to set a positive example when walking near roads or crossing and to be mindful of this responsible at all times.

Both pupils and staff are encouraged to report near miss incidents involving vehicles as these may serve to heighten awareness in particular areas or serve as reminders of the need to be responsible and vigilant whenever crossing or walking along roads.

Health and Safety Policy Part 3

Safety Signs

Responsibilities

The School acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the area and complies with all statutory requirements.

Procedures

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

Signage is 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 and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Signage is checked regularly by means of workplace inspections to each building.

Audible signals including fire alarms and intruder alarms are tested regularly to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound.

Health and Safety Policy Part 3

Security

Responsibilities

The School acknowledges its responsibilities to assess areas regularly and to identify the measures needed to protect the security of pupils when on site. The responsibility to assess will take into account many factors that could be subject to regular change, including:

- Known or perceived threats to the school
- Known or perceived threats to the education sector
- Change in the profile of parents and pupils
- Incidents that highlight vulnerabilities in the security systems and infrastructure
- The need and ability to improve risk levels

In all cases, the assessment will take into account the level of risk and the potential cost, time and trouble required to offset the risk. The school will take advice to ensure all reasonable steps are being taken, in line with current legislation, known risk levels and common practices within the sector.

Procedures

The arrangements defined take into account the significant location of the School, being within a busy area of Central London and located fronting onto public footpaths.

Staff are encouraged to check and challenge anyone who is not known to the School to verify they have authority to be on site. All staff and visitors are required to wear lanyards at all times.

CCTV cameras are in place covering the main entrances to the Schools and these are monitored by the Housekeeper and the Office Team throughout the day.

Where a significant security threat is made towards the School or an incident occurs nearby that could pose a threat to the School and the users of the buildings, the Lockdown Procedures can be used to ensure maximum levels of safety and security are maintained. See separate Procedures.

Health and Safety Policy Part 3

Severe Weather

Severe Cold Weather

In the case of severe cold weather conditions, the decision to close the school or restrict attendance will be taken by the Principal, or another member of SMT in their absence. If the decision is made that the school will not open, the Principal will use the school website and text/email system to inform parents and staff.

Severe Hot Weather

For hot weather (sunny days) the key messages adopted from the SunSmart campaign are:

- stay in the shade 11-3
- make sure you never burn
- always cover up - e.g. wear a t-shirt, hat, wrap around glasses
- remember children burn more easily
- use factor 15+ sunscreen

Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical, e.g. outdoor PE lessons, and school excursions. Pupils may bring in sunscreen and apply it themselves as appropriate.

Staff Expectations

All staff are expected to make every effort to attend school if the School is open, even when there are difficulties in using public or private transport. Staff who cannot reach school should telephone in to report this at the earliest opportunity.

Prolonged Closure

In the event of prolonged closure of the school, the Estates Bursar will arrange for appropriate checks of the school site and heating plant to be made.

Health and Safety Policy Part 3

Violence and Aggression to Staff

Introduction

Violence is ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’ (HSE)

Forms of violence include:

- Severe verbal abuse or that which is judged likely to turn into actual violence
- Serious or persistent harassment including racial and sexual
- Self-injurious behaviours
- Abusive phone calls
- Threats with missiles or weapons
- Major physical injuries

Policies and Procedure

The School recognises the potentially damaging effects of violence and aggression on an individual’s work performance and the School as a whole, and are committed to combating it.

Violence and aggression are specific responses to a perceived situation, and almost always result from fear or from anger. Both effects are reactions to a perceived threat upon one’s self or one’s interests.

Staff have a duty to report potential hazards, risks, situations or problems that they become aware of in the course of their work.

Staff who have been victims of violence must report it as soon as possible after the event. Reports will be discussed with the Governing Board.

Should members of staff be subjected to violence they will receive full support needed from the School.

Health and Safety Policy Part 3

Visitors

Responsibilities

The School has a responsibility to ensure the health, safety and welfare of all visitors to the School and to provide key information on the risks that may be present during their visit.

General Visitors

For safety and security reasons, all visitors, other than pupils, staff and parents from visiting schools, are required to pre-arrange their visit with the representative from the School whom they are visiting wherever possible. All visitors are required to sign in and to be issued with a visitor's badge.

Visitors are also issued with information detailing the basic health and safety information, including the requirements to remain accompanied at all times and to report any hazards immediately. Information on the action to be taken in the event of an emergency is also published; the escort will also ensure the visitor is familiar with the procedures for each respective building in the event of an emergency or an evacuation.

Visiting Contractors

Contractors are also required to sign in at Reception where they too will be issued with a visitor's badge and health and safety instructions relevant to their work and location. Should a contractor be required to work at the School for a longer period or to work unaccompanied, Disclosure and Barring Service (DBS) and other appropriate checks must be undertaken prior to this work taking place.

All visitors should avoid straying into areas they are not authorised to enter or leaving their escort.

In the event of an emergency, any visitors will be led to the Emergency Point by their escort and accounted for by checking off details against the visitor records held on the InVentry system.

All staff are advised to challenge persons who do not appear to be familiar with the site, especially if no visitors badge is visible. The Estates Bursar / SMT should be contacted immediately if any concerns are raised about a person's presence or authority to be on site.

Health and Safety Policy Part 3

Welfare and Hygiene

Responsibilities

The School acknowledges its responsibilities to ensure all staff are provided with a safe workplace along with all associated necessary facilities in order to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

Procedures

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff and pupils. Facilities are also provided for staff to obtain drinking water, for heating water and heating food. Staff are able to rest and eat food in designated areas of the School.

The School has also considered the needs of new and expectant mothers and will ensure rest rooms and other facilities deemed necessary will be provided when required.

All facilities are inspected on a regular basis to ensure they remain sanitary and in good working order.

All welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. All welfare facilities are cleaned daily.

Health and Safety Policy Part 3

Work at Height

Responsibilities

The School acknowledges its responsibilities defined under various statutory requirements to manage work at height as this remains a key hazard in the workplace. Whilst the School aims to avoid work at height, there are many features within the buildings where work at height remains necessary, due in part to the historic nature of the buildings.

Procedures

Where work at height is required, a risk assessment will be carried out in order to identify the risk control measures needed to minimise the risks, so far as reasonably practicable. The risk assessment process takes into consideration the hierarchy of controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling. Where applicable, risk control measures include arrangements for rescue.

The hierarchy of controls which will be applied to all work at height are as follows:

1. avoid work at height where it is reasonably practicable to do so;
2. where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
3. minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will endeavour to:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Equipment

Ladders and step ladders are permitted for work at height where the risk is low, the work is of short duration and the nature of the work also enables three points of contact to be maintained throughout.

Where work involves difficult access or work at height where work cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of access equipment or mobile scaffold towers.

All ladders and stepladders used by School 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. Steps used for heavy industrial applications will always have a maximum static load capacity of 175kg. All work at height equipment including kick stools, step ladders and ladders, are subject to regular inspections in addition to pre-use inspection by the employee.

Access onto flat roofs, balconies and areas with low parapet walls where edge protection is low or not present is not permitted as the risk of falls are significant.

Health and Safety Policy Part 3

The buildings also have serviceable attics and loft spaces. Access to these areas will be via a suitable access ladder, secured or footed to avoid movement.

The School also has areas with skylights; clear warning signs are displayed on all sides of the respective buildings. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work.

Should major work be necessary on a flat roof, the access route and the work area will be suitably protected with perimeter edge protection or will be carried out by a competent contractor.

Training

All operatives who are regularly involved in work at height will receive work at height training to ensure they remain aware of the hazards associated with work at height and the precautions required. Where specialized equipment is used, training may be carried out by an external, suitably accredited body.

Health and Safety Policy Part 3

Work Equipment

Responsibilities

It is the intention of the School that all machinery, whether static or mobile, academic or maintenance, will be operated, maintained, guarded according to the relevant assessed risks, in accordance with current legislation.

Procedures

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

Assessment of equipment commences at procurement stage and the School will endeavour to procure equipment with the lowest potential hazard to the user or operator. Research will be undertaken by those responsible for procurement to ensure the equipment specified complies with all current legislation and does not expose employees to unnecessary risk, so far as is reasonably practicable.

Equipment

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with current legislation. Where deficiencies have been identified, the user is responsible for ensuring that remedial actions are reported and repairs completed within reasonable timescales according to the level of risk.

Isolation measures will be made clear on all machinery and equipment and will be the subject of a specific briefing before use of new equipment. Key control will be of particular importance in isolating machinery, especially where harm could be sustained through unsupervised use.

Training

Work at height training will be given to staff who use equipment where risks are present to ensure familiarity with the required safe systems of work. Records of training will be retained by the HR Department.

Health and Safety Policy Part 3

Work Related Stress

Responsibilities

The school is aware that stress can be caused by excessive pressure on an individual or what may be perceived as unreasonable demand being made on an individual.

The school seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences

Policies and Procedures

The school aims to provide staff with:

- a good management culture which demonstrates clear leadership
- support in their work and a recognition of their contribution
- a manageable workload in terms of volume, variety and complexity
- good communication channels between management and themselves and also between team members
- appropriate training for their present needs and for future developments
- guidance and support through any developments in working practices
- security in their work
- confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the school to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

In practical terms, the Principal and Heads of Department will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have trained to enable them to do their job
- Monitor workloads and working hours

Monitoring and Issues Raised

Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return-to-work instances, monitor any phased return and allow the individual to provide feedback
- Retain records relating to any identified stress issue the Estates Bursar and treat them as confidential

Staff are advised to discuss any stress related concerns with their line manager (or another person if they feel more comfortable) as soon as possible.

The School also offers an Employee Assistance line which is available to all school staff. This includes confidential counselling support and can be reached on 0117 934 0105.

Health and Safety Policy Part 3

Acts of bullying and/or harassment are not acceptable and all such complaints will be formally investigated. Further details are provided in the Employees' Manual.