



HEALTH AND SAFETY POLICY		Associated Policies
Last reviewed	January 2023	Fire Policy
Next review	January 2024	First Aid Policy
Gov. sub-committee	Health and Safety	Critical Incident Policy
Owner	Bursar	Supervision of Children Policy
		Trips and Visits Policy
		Risk Assessment Policy
		Administration of Medicines Policy

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Health and Safety Policy Statement

The Governors of Richmond House School fully recognise a collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by the School’s activities. As an employer, the School attaches high priority to ensuring that all the operations within the school environment are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all the School community so that effective learning can take place.

The Board of Governors and the Senior Leadership Team are ultimately responsible for the Health and Safety in the School. Governors fulfil their responsibility by appointing a Governor with responsibility for overseeing Health and Safety and delegate the day to day responsibilities for overseeing Health and Safety matters to the Bursar (the designated Health and Safety officer). However, Governors have specified that that the school should adopt the following framework for managing health and safety.

FRAMEWORK FOR MANAGING HEALTH AND SAFETY

The Governors of Richmond House School have agreed the following framework for managing Health and Safety within school:

- The Governor appointed to oversee health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures are tabled at each term's Health and Safety Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for regular deep cleaning.
- The school has a separate fire policy. The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee review this risk assessment every time it is amended.
- If required, an external health and safety consultant can be employed to review the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with

recommended timescales. Any progress of implementation would be monitored by the health and safety committee.

- The school has a competent person undertake a risk assessment for legionella every two years and a monthly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Specific Health and safety training that is related to an individual member of staff's functions is provided, as required. First aid training is provided for all relevant members of staff, either by external courses or by the onsite training carried out every three years. Minibus driver training is provided to members of staff who are involved with driving the minibus.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteacher, the bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.
- All employees are briefed on where copies of this statement can be obtained on the school's network. They are advised as and when it is reviewed, added to or modified.

## RESPONSIBILITIES

Whilst everybody working in the School should ensure that every possible consideration is given to the health and safety of all at Richmond House School, the ultimate responsibility for health and safety in the workplace rests with the Governing Body and the Senior Leadership Team.

### *The Governing Body*

The Governors will ensure that:

- a Governor with responsibility for Health and Safety is appointed and will Chair the Health and Safety sub-committee meetings
- the School's Health and Safety policy is approved and reviewed as required
- arrangements exist for the school to be able to comply with its Health and Safety responsibilities.
- adequate funds and materials required to meet all Statutory Health and Safety requirements are budgeted for
- the effectiveness of the policy and its implementation is periodically appraised and any necessary changes are made
- they receive minutes of the Health and Safety Committee
- they recognise the role of specialists such as Fire Officers and Contractors, consultants and have effective means of liaison with them.

### *The Headteacher*

The Headteacher will assist the Governing Body in directing the overall management and development of the Health and Safety Policy and will work alongside the Bursar to report to the Governing Body and Health and Safety sub-committee on Health and Safety performance and assist in communicating and implementing any changes in the policy.

The Headteacher will:

- be responsible for operations and organisation of health and safety
- ensure that members of staff are fully aware of what is expected of them from a health and safety perspective
- ensure staff have the necessary training to carry out their delegated functions and responsibilities
- request co-operation from all staff
- liaise with and report to the Governing Body on policy matters

- pass on information received on Health and Safety matters to appropriate people, including staff, parents and pupils
- carry out any necessary investigations and ensures necessary action is taken, including reporting to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) if required.
- appoint the Bursar as Health and Safety Officer for the School
- be responsible for the implementation of the Critical Incident Procedure

### *The Bursar*

The Bursar, as Health and Safety Officer for the School has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- First Aid

The Bursar also acts as the School Safety Co-ordinator, whose duties include:

- advising the Headteacher on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Headteacher
- overseeing the completion of risk assessments in line with the Risk Assessment Policy.
- compliance with the Construction (Design and Management) Regulations
- ensuring that safety checks and maintenance are carried out in accordance with the schedule agreed by the Health and Safety committee

### *Subject Leads*

Subject Leads will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. They are also responsible for identifying and organising training that is relevant to their area of control (and maintaining records).

In addition, the Headteacher is responsible for risk assessments for trips and visits and the Catering manager is responsible for the catering functions.

### *Head Caretaker & Groundsman*

The Head Caretaker and Groundsman will assist the Bursar with the implementation of:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including but not restricted to fire, electrical, gas, equipment, water quality, asbestos

- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for cleaning and grounds maintenance activities

### *Catering Manager*

The catering manager will assist the Bursar by:

- Maintaining a good understanding and practical working knowledge of all legislation relating to food safety and hygiene
- Ensuring that all Kitchen staff exercise all necessary food safety and hygiene practices, including correct temperature controls
- Ensuring that all equipment designed to regulate the temperature of food is correctly set and functions properly and that temperature readings are taken
- Ensuring that all kitchen equipment operates correctly, is properly maintained and is used by trained persons
- Ensuring that all kitchen staff exercise high standards of housekeeping and personal hygiene
- Maintaining periodic inspections of all kitchen areas to determine that hazards are not present and risks are being controlled
- Ensuring the first aid box in the kitchen area is kept fully stocked
- Ensuring that all kitchen staff dispose of waste foods in the correct manner
- Ensuring that all kitchen and dining room staff are aware of any pupils or employees with allergies/medical conditions and/or special dietary requirements.

### *External Health and Safety Advisors*

The Bursar will arrange as appropriate for external consultants to advise on matters of Health and Safety within the School. Such provision may include:

- Health and Safety assessments
- Fire Risk assessments
- Training
- Other advice as necessary

### *School Health and Safety Committee*

The Committee meets once a term, and is chaired by the Governor with responsibility for Health and Safety. Other members of the committee [AH1] include the Headteacher, Bursar, all other members of SLT (with exception of the Marketing Manager), Head Caretaker, School Administrator and Finance Administrator.

The role of the Committee is to:

- ensure health and safety policy is adequate and includes any changes to regulations;
- appoint external advisors where considered necessary and monitor the implementation of professional advice;
- assist in the development of safety rules and safe systems of work;
- discuss training requirements;
- monitor the effectiveness of health and safety within the School by:
  - reviewing accidents and near misses, and discuss preventative measures;
  - reviewing and updating risk assessments;
  - reviewing and ensuring Fire and Critical Incident and Crisis Management procedures are tested
  - reviewing programme of health and safety checks within the School
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff;

- make recommendations to the Governing Body where appropriate to improve the Health and Safety of the School.

### *The School Administrator*

The School Administrator supports the Bursar in:

- Maintaining an accident book and reporting notifiable accidents to the Headteacher/Bursar
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents) as required
- Checking that all first aid boxes and eye wash stations are replenished
- Maintaining up to date list of children's medical conditions and allergies

### *Staff Safe Conduct*

The co-operation of all staff is essential to the success of the policy and is a legal requirement, and the School requests that staff should notify the relevant subject leader, Bursar or the Headteacher of any hazards to health and safety which they notice immediately and of any suggestion they wish to make regarding health and safety. Staff are required to:

- conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these
- report all accidents, near misses, potential hazards and damage immediately
- make proper use of anything provided in the interests of their health and safety such as protective equipment
- in the event that personal protective equipment or clothing is provided, make proper use of it
- not interfere with or misuse anything provided for the health and safety of employees
- not act in a way that could endanger themselves or others; do not play practical jokes
- not run when inside the building, especially on stairs or steps. Use handrails; never read while walking
- keep work areas tidy and clear of obstructions; do not leave things lying around
- clean up any spilt liquids, tracked in rain etc. immediately

Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and are available from the Bursar. Training in dealing with hazards will be conducted as appropriate.

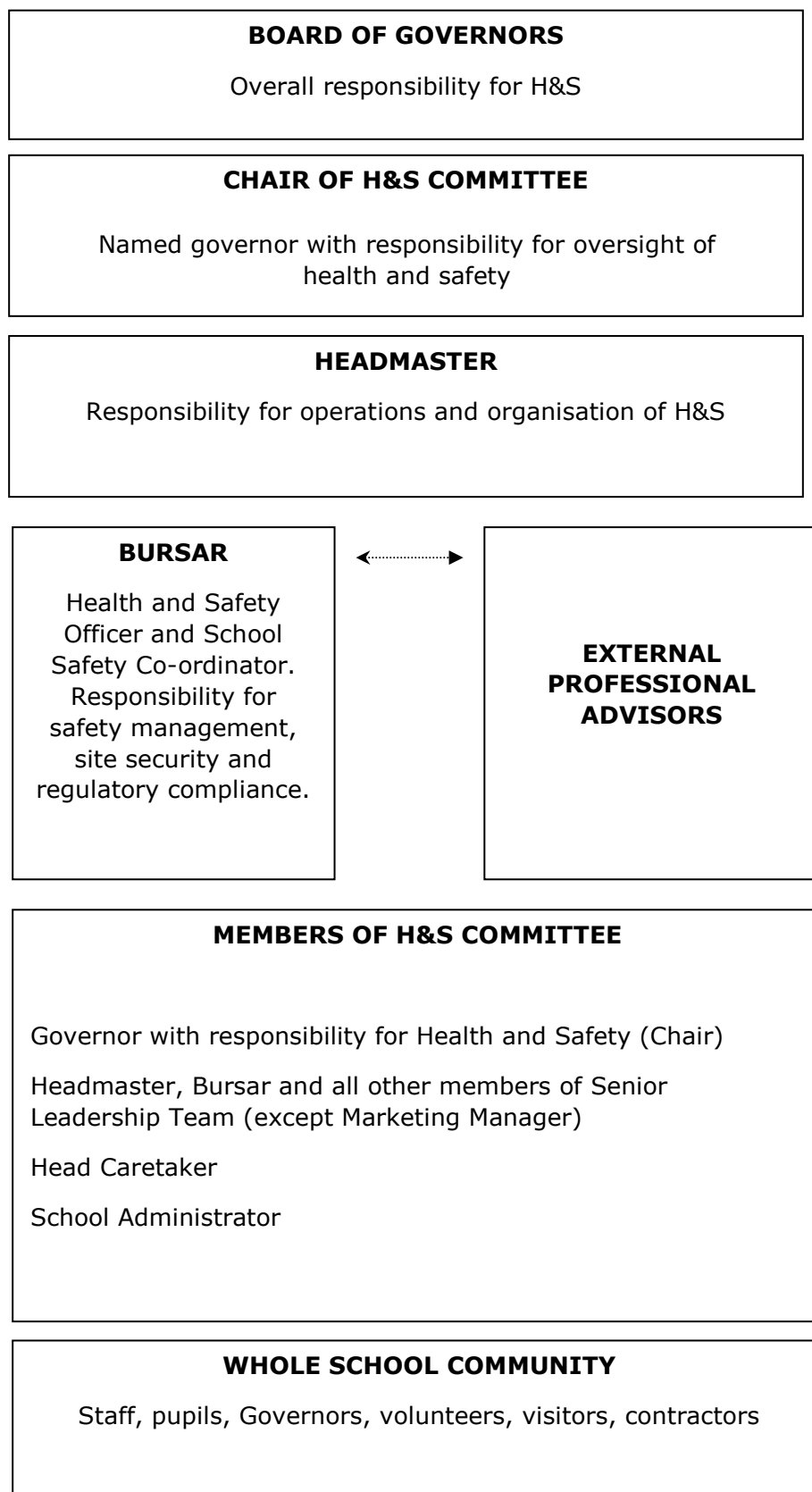
A copy of this policy is available on the School website and network and all employees joining the School are required to read it. Staff are alerted to any amendments.

### *Pupil responsibilities* [AH2]

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:

- complying with the School's safety rules and requirements at all times
- following any safety instructions given by a member of staff
- wearing any protective equipment provided
- reporting any safety hazards to a member of staff
- reporting all accidents and incidents to a member of staff
- following the dress code consistent with health, safety and hygiene requirements
- not recklessly or intentionally misusing, neglecting or interfering with any item provided in the interests of health, safety and welfare.







## SPECIFIC HEALTH AND SAFETY AREAS

### Accidents including The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR

The regulations apply to events which arise out of or in connection with activities covered by the Health and Safety at Work Act 1974.

All accidents should be reported to the School Administrator (or other qualified staff in the School office) who is a qualified first aider and who will record these on the accident log on the School's network. Any accident which is more than trivial will be recorded using the School's internal accident form which also includes a section to outline if there are any health and safety issues to consider. The Bursar will then investigate the accident (or bring in an appropriate specialist to investigate) and remedial action will be taken where necessary.

The Headteacher, the responsible person, will decide whether or not the accident is reportable to the appropriate enforcing authority, which is the Health and Safety Executive. Reporting of incidents must be done online, with the exception of major incidents and fatalities which can be reported by telephone. The Incident Contact Centre number for reporting fatal and major events is 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

In addition to notifying the HSE, The Headteacher will:

- i) give the same information to the Chair of Governors and Chair of Health & Safety Committee as soon as possible.
- ii) discuss with the Chair of Governors the completion of the Health & Safety Executive form F2508, provided for the purpose.
- iii) retain at School copies of all records and all accidents (whether major injury is caused or not) to employees for three years from the date of each accident.

In addition, all accident records are summarised and provided to the Health and Safety sub-committee. The Chair of the sub-committee reports any significant matters at the Governors meetings.

There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public from COVID-19. The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work. A RIDDOR report is required when:

- There has been a Dangerous Occurrence: unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm. For an incident to be reportable as a dangerous occurrence, it must have, or could have, resulted in the release or escape of coronavirus leading to possible or actual exposure.
- There has been occupational exposure to a biological agent for example involving deliberate work with coronavirus or in an environment with people who are known to have COVID-19, such as in a health or social care setting.

### Asbestos management

The School will be the dutyholder as specified in the Control of Asbestos at Work Regulations 2002 ("CAW; responsibility for the management of asbestos is delegated to the Bursar.

It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in any area of the School, the Bursar will arrange an asbestos risk assessment to be conducted by specialist surveyors to identify asbestos containing materials. The specialist risk assessment is completed every three years.

Should asbestos be found present, the Bursar will ensure that an asbestos register is maintained showing the location, type and condition of the asbestos. Locations of asbestos as identified in the register are visually inspected by the Head Caretaker annually.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

The Bursar will also ensure that an asbestos management plan is recorded on the register to either:-

- (a) encapsulate any asbestos present and / or monitor its condition: or
- (b) have the asbestos removed by a licensed contractor.

The register will specify:

- (i) who is responsible for managing the asbestos
- (ii) responsibility for the asbestos register
- (iii) the schedule for monitoring the condition of the materials

Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an HSE licensed contractor to undertake the works. Where any refurbishment work is required in a building that contains asbestos, the School may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.

The Head Caretaker, Assistant Caretaker and Groundsman are provided with awareness training so that they understand the locations of asbestos within the School and understand dangers and steps to take if accidentally exposed.

Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

### Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The use of materials and substances within the School will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified. The procedure is to:

- Undertake an annual review of all potentially hazardous materials
- Record details of the substances, where these are stored, who uses them, what training is required, what PPE is required and what to do in the event of an incident such as ingestion, contact with eyes etc.
- Ensure that all members of staff using the substances are aware that the substance is potentially hazardous and provide them with information on how to use safely
- Appropriate personal protective equipment will be available
- Ensure that safety sheets for the substances are displayed in the relevant classroom/kitchen/store room where the substances are being used to ensure that there is easy access to information on the precautions to take and what to do in the event of an incident
- Ensure that identified substances are held securely to prevent unauthorised access and use.
- Pupils using hazardous substances are supervised at all times and risk assessments are in place for such situations.

COSHH records are administered by the Finance Administrator.

### Display Screen Equipment

The Bursar is responsible for ensuring that DSE assessments are completed, remedial action implemented and the assessments reviewed as appropriate.

Members of staff who regularly use DSE should have their work station assessed using the DSE self-assessment form which should be completed by all members of staff who use DSE. The Bursar will ensure that a self-assessment has

been completed for each member of staff and that any remedial action identified is implemented. Completed assessments will be kept by the Bursar. Self-assessments will be reviewed when there has been a significant change in an individual's work environment. Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to: specialist seating, footrests, anti-glare screens, wrist supports etc. IT technicians will be responsible for ensuring appropriate cable management where DSE is in use.

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

Where eye tests are requested by DSE users, these will be provided free of charge via an Optometrist agreed with the School. Eye tests should be undertaken every 2 years.

Guidance and training will be provided by the School on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

### Electrical Safety

The School appoints the Head Caretaker to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations 1989 and to keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

Electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. The Head Caretaker and Assistant Caretaker have been trained to undertake visual inspections of portable equipment. Records of any fixed system and portable appliance work are kept by the Bursar. This will include repairs, servicing, maintenance or withdrawal from use.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task. Staff receive appropriate training, before using any machinery or equipment, in order to qualify as a competent person. Users of electrical equipment should visually check for defects before use.

All electrical items are PAT tested annually. They are marked with the date and a unique number. A record of such tests and inspections is kept.

All machinery and equipment within the School will be maintained in good working order or otherwise marked by the provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use. It is the responsibility of staff when working with equipment to check for obvious signs of damage, to stop using it and report any defects found.

The fixed wiring at the School is examined on a 5 yearly basis in line with the IEE Regulations by a competent person.

Privately owned electrical appliances will not be permitted to be used on School premises unless confirmed as electrically safe eg PAT testing or visual inspection.

All staff should ensure:

- never touch electrical equipment with wet hands
- never attempt electrical repairs unless authorised
- always disconnect electrical equipment before moving it
- always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
- always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise<sup>[AH3]</sup>

## Emergency Situations

The School has a separate Critical Incident Policy.

## First Aid arrangements

Richmond House School recognises the importance of having suitable and sufficient first aid arrangements within the workplace. It recognises its responsibility to provide first aid and will ensure that staff and pupils have access to adequate facilities and materials at all times during the working day.

The School's First Aid Policy describes the arrangements for First Aid and accident reporting at Richmond House School and the actions taken in the event of an accident, injury or hazardous incident occurring on the School premises.

The School will:

- provide suitable and sufficient first aid facilities and equipment,
- an appropriate number of trained persons,
- inform employees of the first aid arrangements in place
- provide regular first aid training for staff
- carry out risk assessments, as required, incorporating appropriate first aid requirements.

## Gas safety

Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. Records of all work undertaken on gas systems / appliances are kept by the Bursar.

Only Gas Safe registered individuals will work on installations on the Schools premises.

The minimum number of mains and bottled gas appliances are used and stored on the School premises. Flammable gases and oxygen are not stored together.

In the event of a leak or suspected leak:-

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re enter the area until the gas supply engineer has confirmed it is safe to do so.

Further information on procedures in the event of a gas leak are included within the Critical Incident Policy.

Liquefied Petroleum Gas (LPG) Cylinders are in use in the Wooden Pavilion. Cylinders are stored outside in a locked container, with warning notices displayed. Cylinders are clear of direct heat and away from any potentially flammable liquids, and the nearby drain is sealed. Annual inspection and servicing is undertaken by a qualified, independent contractor.

## Health and Safety training

Richmond House School will provide training for employees to comply with statutory requirements and to secure a safe and healthy working environment for all those affected by the School's activities. The School will

- Ensure that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner.
- Ensure that health & safety training requirements at all levels within the school are identified and reviewed.
- Ensure any and all statutory training requirements for specific activities are met.

To fulfil this duty, the School will:

- Ensure all new employees are given a safety induction training by the Bursar or Deputy Head to include: fire precautions and safety procedures; first aid and accident reporting arrangements; general information on health and safety; known hazards in the workplace and the control measures in place; the schools policy and procedures; specific topics relating to that person's role and their place of work, including departmental policies and risk assessments
- introduce safety rules and procedures; refresher training will be given as appropriate including following changes within the workplace and the role of the individual.
- provide appropriate training for managers and those where specific health and safety issues may arise
- pay attention to the needs of existing employees in relation to the introduction of new equipment, technology and systems of work
- record details of training provided

### Manual Handling<sup>[AH4]</sup>

In the event of being called upon to handle bulky or heavy objects, only lift or move what can easily be managed; always bend knees and keep back straight – take the stress in legs, not back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.

### Mini Buses

Richmond House School recognises the need to control the use of School minibuses to ensure the safety of pupils and staff and the reduction of damage to property. The School has two mini-buses which are available for outings. Staff making use of the buses must adhere to the separate Minibus Procedures for staff.

### New & Expectant Mothers

When a member of staff informs the School that she is pregnant, the Bursar will undertake / arrange for a specific Individual Risk Assessment for the employee. The Risk Assessment will be carried out using the standard forms, in accordance with guidance from the Health & Safety Executive. It will be reviewed with the specific employee and take account of any medical advice that has been provided by her doctor or midwife.

### Occupational Health

As an employer, the School will ensure that employees are provided with such health surveillance as is necessary to safeguard their health and safety, if this is assessed as being appropriate or is required by law. Regulation 3 of the Management of Health and Safety Regulations 1999 requires Employers to *undertake any health surveillance as is necessary regarding the employees when it has been determined by the risk assessment*. If the risk assessment shows that Health Surveillance is required, this will be maintained during the employee's employment with us unless the risks to the employee are shown to be short term.

### Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued and staff/pupils instructed to use it where identified as a requirement and no alternative option is available to use safer substances / materials. This will be regularly inspected and kept in good order.

It is the responsibility of staff and pupils to wear such PPE as required, using it in the proper manner and reporting any defects immediately. Staff are trained in the correct selection, wearing and use of PPE.

#### Protective clothing

Appropriate clothing is issued to staff involved in activities which could lead to entanglement, be subject to harmful spillages or high temperatures including naked flames.

#### Eye protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists. Staff and pupils will wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing or carving stone, metal and glass;

- any other process involving the production of fine particles;
- any work which involves the use of sharp pointed materials.

Eye protectors will be readily available, well-maintained and carry the relevant code for the type of protection offered.

#### *Hand Protection*

Suitable hand protection will be worn whenever the relevant risk assessment indicates - eg rubber gloves will be worn when washing items in hot water, or when using certain cleaning agents; ribbed or similar gloves will be used when a risk of injury from the handling of sharp, abrasive objects is present.

#### *Face Coverings*

Disposable face coverings are available for use if required.

#### *Ear Protection*

Where noisy activities are undertaken, such as the use of noisy equipment eg leaf-blower, ear protection will be provided by the School and should be worn.

### *Radon*

The School is not located in a radon affected area, and the UK Health Security Agency estimates that the probability of the property being above the Action Level for radon is: 0-1%.

The Bursar consults the definitive radon dataset at [www.ukradon.org](http://www.ukradon.org) to check if there are any changes to the radon risk level every three years.

If the risk level changes and it is the School is in a radon affected area, the Bursar will arrange for a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The Public Health England website contains up to date details of validated laboratories.

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

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

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

### *Recreational Areas and the Adventure Playground*

All apparatus/equipment will be kept in good working condition and will be inspected on a regular basis by caretaking staff, with annual inspection by an external consultant.

A risk assessment on the use and supervision of each piece of apparatus/equipment is in place; the control procedures to be adhered to at all times. Pupils are reminded that while using the facility they should respect the needs of others.

Where appropriate safe surfaces, of the correct level of absorbency for the height of the equipment, will be installed below and around each item of equipment from which pupils could fall.

### *Risk Assessments*

Risk assessments are required by the management of Health and Safety at Work regulations 1999 and significant findings of those assessments must be recorded. The School has a separate Risk Assessment policy which is reviewed and updated every three years.

- The School will undertake risk assessments to enable control measures to be devised which are both cost effective and appropriate.
- Carrying out risk assessment and putting measures into place to mitigate the risks identified is the responsibility of staff.
- Subject co-ordinators will be responsible for checking/updating current Risk Assessments for areas under their control, at least annually and especially if circumstances, such as rooms used, equipment, activities, age of children participating change.
- Specific events may require specific assessments to be carried out and these are the responsibility of the staff arranging the event.
- Templates exist so that all relevant aspects are assessed; guidance documents are available for such events as school trips, using the minibus or yurt.
- Advice can be sought from the Senior Leadership Team.
- Once a risk assessment is completed, it is handed to the Headteacher or Bursar as appropriate for an initial overview and any deficiencies rectified before arrangements are finalised.
- Completed risk assessments are shared with and reviewed by all other members of staff involved. All employees are briefed on where copies of risk assessments can be obtained on the school's network.
- Risk Assessment training is completed every two years and as required.

## Stress Management

The School will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the school
- Change, and the way in which communication is undertaken

In practical terms, the Headteacher will:

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

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
- Records relating to any identified stress issues will be retained by the Bursar and treated as confidential.

Staff should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

## Site Safety and Security

The School's aim for security and workplace safety is primarily to provide a safe and secure environment in which pupils can learn, staff can work and visitors can operate. Its second objective is to protect the buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in the School community.



Specific policies cover the following areas:

- Supervision Policy – security of pupils
- Online Safety Policy – security of School network
- Risk Assessment Policy and risk assessments – cover security of the site including specific instances such as children playing on School fields.

All staff are responsible for ensuring site security and ensuring that they do not leave gates, doors and windows open when areas of the School are not in use. The caretaking team have specific responsibility for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). A caretaker always remains on duty (as opposed to on call) until they have checked that the building is locked and empty and until then they can always be contacted using the School 'walkie talkies'.

#### *Access to School Site*

Access through the pedestrian school gates is restricted by fob access control. Only members of staff have fobs and these must not be shared or given to anyone else. During the course of the school day, the pedestrian gate is propped open only when there is a member of staff on duty. At the beginning and end of the day, when all children are supervised, the gate may be closed but not locked. All other parents and visitors to School must press a buzzer and identify themselves to the School Office before being allowed through the front or back pedestrian gates.

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge, which they are asked to wear at all times. Visitors who are to be accompanied on site use a red lanyard; visitors who have undergone Single Central Register checks receive a black lanyard. Information relating to safeguarding, fire and critical incidents is on the visitor information sheet which is pointed out to them on arrival. Visitors and contractors are asked to wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their accompanied visitors whilst they are at the School and to ensure that they sign out and return their badges on leaving. All staff are expected to report to the School Office if they see a visitor on the School site who is not wearing a visitors' badge.

Parents are only issued with the code to the front door and they are asked to report to the School Office when entering the School building.

All other entrance doors to the School building have keypad entry code systems and the codes are issued to staff (and some pupils) only. These codes are changed on a regular basis. When large numbers of visitors are at the School for open days, plays, concerts and other events, different arrangements for access to the building will be made and a brief announcement will be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Gates to the car park are kept closed but unlocked during the school day and are locked at night. Children are supervised when they are moving around the School site outside of the pedestrian school gates (on school fields, moving to and from the yurt and other classrooms).

#### *Unsupervised Access by Pupils*

Pupils do not have unsupervised access to potentially dangerous areas, such as the science/DT classroom, caretakers office, garage or cleaning cupboards. Doors to these areas have keypad access control and only staff are provided with the codes. The doors also have 'no unauthorised access' signs on the door.



### *CCTV*

CCTV cameras cover the main pedestrian gate entrances used by visitors along with the entrances to the other main school buildings. A separate CCTV Procedure is in place.

### *Smoking*

The School is a smoke free site. Smoking is also prohibited during school related activities which are undertaken outside school premises.

### *Contractor Management*

The Bursar is responsible for assessing the health & safety competence of any contractor before any works are awarded and commenced.

Contractors are required to notify the Bursar of any proposed hazardous works and use of machinery including:

- (a) hot work (to enable the hot works procedure to be followed)
- (b) excavations
- (c) scaffolding
- (d) overhead work
- (e) use of flammable liquids
- (f) work involving electricity
- (g) work at height and involving lifting equipment
- (h) any construction work

Contractors are also required to:

- notify the Bursar of any possible interference with alarm systems and emergency escape routes and suitable remedial arrangements agreed
- report any accidents to the Bursar
- provide their own first aid arrangements
- report any discovery of suspected asbestos material to the Bursar immediately and stop work.

### *Trips and Visits*

All trips away from the School site are subject to the School Trips & Visits Policy and cover appropriate risk assessments, parental consent forms, medical requirements and contact details.

For school matches and fixtures during the School day, details of the children attending the event are left in the School office as well as contact details including a mobile phone number for emergencies.

### *Waste Disposal*

All waste is disposed of to a licenced waste disposal site via a registered carrier.

The main waste storage area is located on Cross Glen Road outside the main back gates.

### *Water quality (including Legionella)*

The School has appointed a competent consultant / contractor to conduct a water quality risk assessment on all relevant water systems. The assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years. Copies of the risk assessment are held by the Bursar. The Head Caretaker will ensure the implementation of safety precautions and control measures recommended in the risk assessment.

A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:-

- (a) the risk assessment findings;
- (b) the written scheme detailing control measures;
- (c) the results of monitoring, inspections, tests or checks completed and the dates;
- (d) details of the water system not in use and control measures taken;

External contractors are appointed to conduct water sampling on a monthly basis. Records will be kept for the period for which they remain current and at least 5 years following that period.

In the event of a positive water sample, the Water Contractor /Consultant will notify the Bursar immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building or disinfecting the system.

The Headteacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chair of Governors will be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

Once the Risk Assessment has been completed a copy will be retained by the Bursar and treated as confidential. The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed with the Headteacher as appropriate. The Risk Assessment will be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment will be fully documented and communicated.

The expectant mother should:

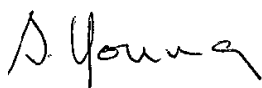
- inform their doctor / midwife of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Bursar / Headteacher informed of any concerns or difficulties they may have

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A review of this policy, through the Governing Body and the SLT, is undertaken annually.

Agreed by Health and Safety Committee

Signed (Headteacher):



Signed (Chair of Governors):

