

HEALTH AND SAFETY POLICY

Whole School & EYFS

Regulation ISSR: Section 3

Reviewed and updated by: MR

Approval: Full Governor Board

Last Review: Autumn 2024

Next Review: Autumn 2025



ALDERLEY EDGE
SCHOOL FOR GIRLS

INTRODUCTION

This policy document is written to ensure compliance with the provisions of the Health and Safety at Work Act 1974 and subsequent enabling legislations and Regulations.

It is broken down into three constituent parts:

1. General Statement of Health and Safety Policy, signed by the Chair of Governors.
2. Organisational arrangements for the management of health and safety responsibilities within the School.
3. Local arrangements for the management of a range of health and safety issues.

The Health and Safety Policy forms part of the School's overall approach to the management of risk and therefore falls under the remit of the Risk Management Policy and associated Risk Register.

The Health and Safety Policy is, itself, then supported by supplementary documentation such as the Fire Safety Policy, Risk Assessment Policy and associated Risk Assessments.

Part 1: General Statement of Health and Safety Policy

As governors of Alderley Edge School for Girls we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors by appointing, Caroline Lowe as the lead Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head Mistress. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

Caroline Lowe attends the meetings of the school's health and safety committee half termly and receives copies of all relevant paperwork. The minutes of the Committee's discussion on health and safety are tabled at each meeting of Finance and Premises Committee together with any other

issues on health and safety that the lead Governor for Health and Safety, Caroline Lowe, wants to bring to the Committee's attention.

The Chair of Finance provides a verbal update from the Finance and Premises Committee to the full board of Governors at each meeting.

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 Estates Manager and Director of Finance and Operations and 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 contractor arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services. The outcome of the audit is reported to the Health and Safety Committee.

The school has a fire risk assessment, carried out by a competent person which is reviewed regularly for progress on completion of items in the action plan, and updated annually, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The risk assessment and action plans are reviewed by the Health and Safety Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and an annual water sampling and testing regime in place.

Health and Safety is included in the induction of new staff. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction.

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 Headmistress, the Director of Finance and Operations and other members of the Senior Leadership Team ("SLT") 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 Director of Finance and Operations.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:  **Date:** 23/10/2024

Caroline Lowe
Chair of Governors, for and on behalf of the Board

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

The general direction of health and safety at work is delegated by the Governing Body to the Headmistress in respect of responsibility and authority for the effective execution of approved policies.

The general administration of health and safety at work (Health & Safety Coordination) is delegated to the Director of Finance and Operations.

The Director of Finance and Operations will 'Chair' the Health and Safety Committee. The composition of the Health and Safety Committee will change from time to time, and its current members are detailed in Appendix 1 and copies are displayed on staffroom notice boards.

The Committee is accountable to the Governing Body, via the Headmistress, and maintains contact with both Line Management and employees through its appointed representatives.

When a member of staff involved in the Health and Safety procedure is absent for a short period, they must report the expected length of their absence and a suggested suitable replacement to the Headmistress. For longer periods of absence, adequate substitution must be arranged and communicated to all affected employees.

The responsibilities for Health and safety are as follows:

1. Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmistress to account in respect of the requirements set out in this policy.

2. Headmistress

The Headmistress will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements.

The Headmistress is responsible for supervising and monitoring the policy of Alderley Edge School for Girls in respect of health, safety and welfare of staff, pupils and visitors to the school premises, and in respect of all activities carried out both on the school premises, and off school premises where these are arranged under the auspices of the school.

The Headmistress has delegated responsibilities to the Director of Finance and operations. These are outlined in section 3.

3. **Director of Finance and Operations (DFO)**

The DFO will have delegated by the Headmistress the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for ensuring:

- that the Health and Safety Policy of the Governing Body is implemented, followed and monitored, providing regular updates to Governing Body on the performance and effectiveness of the Policy
- to maintain, monitor and update the School's 'Organisation of Health and Safety' hierarchy to ensure efficacy of implementation of health and safety arrangements
- to ensure that all procedures used are safe and in compliance with any relevant codes of practice and law, that instruction in safe practice is given and in particular that risk assessments are carried out in compliance with the Management of Health and Safety at Work Regulations
- to ensure that all staff and pupils are adequately trained in, and visitors advised of, safe procedures
- to ensure records of all accidents, incidents and near misses are kept, and to report any serious instances to the Governing Body as soon as possible
- to complete and submit a RIDDOR report for any reportable accidents
- to liaise with the insurers as appropriate and ensure adequate insurance is in place
- to act as Fire Officer, and to ensure that all fire legislation is complied with
- to ensure the safe disposal of hazardous wastes, in compliance with regulations
- to ensure, as far as possible, that preventative health measures are taken
- to ensure commitment to continuous improvement in the management of health and safety

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmistress 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 Headmistress
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee.

4. **Health and Safety Committee**

The Committee is 'Chaired' by the Director of Finance and Operations and the membership of the Committee must include the Headmistress, the Director of Finance and Operations (also Fire Officer), the Deputy Head, the Head of Prep, the Head of P.E., the Head of Science, the Head of Design Technology, the Head of Food Technology, the Senior First Aider, the IT Development Manager, the Estates Manager and a

representative from the external catering provider. Other members of staff may be co-opted for individual meetings, to address specific issues or to support the Committee more generally.

The role of the Health and Safety Committee is:

- to monitor the effectiveness of health and safety policy and procedures on a regular basis
- to advise the Governing Body of any changes in policy or action necessary to improve standards of health and safety within the School's activities
- to co-ordinate health and safety activities across the School including the effectiveness of the safety content of employee training, the development of safety rules and safe systems of work
- to review existing or potential problems and to consider items notified by any member of staff
- to study accidents, near miss incidents and notifiable diseases' statistics so that reports can be made to the Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- to review the school's policies in relation to health and safety and contribute to the updates withing these policies
- assist in the development of safety rules and safe systems of work
- to consider reports and factual information provided to the School by external safety agencies
- encourage suggestions and reporting of defects by all members of staff
- to ensure adequate communications on health and safety matters with all employees.

5. **Senior Leadership Team (SLT)**

It is the responsibility of SLT, as far as is reasonably practicable, to ensure that Heads of Department are adequately trained in Health & Safety, provided with sufficient resources to undertake their responsibilities, and monitored to ensure appropriate levels of Health & Safety compliance within their departments.

6. **Heads of Departments (Teaching)**

The Heads of Department 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, ensuring departmental inspections are carried out and for alerting the Director of Finance and Operations to health and safety issues that may arise in the day to day life of the school.

Heads of Departments will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

7. **Estates Manager**

The Estates Manager is responsible for:

- the safety and security of the school site
- acting as Deputy Fire Officer
- keeping a schedule of statutory compliance and best practice monitoring checks
- ensuring an asbestos register is maintained and kept up to date and for any sampling or removal before major works takes place. To ensure contractors are informed on areas containing asbestos before work commences

- the maintenance of an asbestos management plan
- the appointment of competent contractors, ensuring RAMS and insurance certificates are checked and a copy is kept on file
- to ensure a hot works permit is signed off for all hot works and the records are kept
- testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos and ensuring these are carried out by competent contractors e.g. all work on gas appliances is carried out by registered Gas Safe Engineers
- organising a Legionella audit every two years
- organising for a fire risk assessment to be carried out annually by an external provider
- ensuring actions from external reports, inspections, maintenance checks and audits are addressed promptly
- good standards of housekeeping, including drains, gutters etc
- to ensure the posting of warning and safety signs across the School site and to keep them up to date
- control of hazardous substances for grounds maintenance and all estate related products (Paints, sealants etc).
- identifying and organising training for the site team.

8. **The School Nurse**

The School Nurse will be responsible for:

- reviewing accidents records, recording on ISAMS and communicating with parents
- referring any RIDDOR reportable accidents to the DFO
- keeping statistics of accidents and notifiable diseases and preparing summary reports for the School Health and Safety Committee
- escorting pupils to hospital (and informing their parents)
- checking that all first aid boxes and eye wash stations are replenished.
- ensuring there are an adequate number of first aiders
- ensuring up to date lists are displayed of first aiders.

9. **Cleaning Supervisor**

The Cleaning Supervisor will be responsible for:

- Ensuring COSHH risk assessments are completed for all cleaning chemicals and the safety data sheets are recorded
- To complete risk assessments for cleaning duties and ensure the team are working to these
- Identifying the training needs of the cleaning team and ensuring that training is kept up to date, through liaison with the DFO
- Ensure equipment is checked before use and any defects are reported to the DFO.

10. **Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / DFO of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Health and Safety Policy, safety rules and safety procedures

- make themselves familiar with the School Fire Safety Policy and First Aid Policy
- 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
- make proper use of anything provided in the interests of their health and safety such as protective equipment
- not misuse or interfere with anything provided by the School in the interest of Health and Safety at work
- co-operate with the School in the implementation and observation of all statutory requirements
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties
- report all accidents or hazards outside their personal control to a member of the health and safety committee.

In addition to any disciplinary action which may be taken for breaches of personnel responsibility for health and safety, in the case of breaches of statutory requirements, individuals may be held personally liable under law.

Part 3: School arrangements for the management of specific health and safety matters.

1. Accident and Incident Reporting

Accidents and near-misses are recorded on the electronic forms available on the intranet. The School Nurse, Headmistress, DFO and are alerted when an accident form has been completed. If the accident is in prep the secretary for the prep school is also alerted.

Accidents are reviewed by the School Nurse and they are recorded on ISAMS and parents are notified by the School Nurse for the Senior School and the Prep School Secretary for the Prep School. The log of accidents is reviewed at each meeting of the Health and Safety Committee and any serious one-off incidents, or emerging trends for accidents or injuries are subsequently reported to the Governing Body.

The School will comply with the requirements to report certain accidents and injuries, in compliance with the current RIDDOR Regulations. The DFO will be responsible for the completion and submission of any such reports.

When a near miss is reported through the online form, the Estates team deal with any immediate actions. Near misses are reviewed each week by the Estates Manager and DFO and risk assessments are updated and communications are sent, if applicable. Data on near misses is analysed by the DFO and reported to the Health and Safety Committee.

2. Administration of Medicines

The School has a separate First Aid and Administration of Medicines Policy which details the management arrangements for this area of operation. Medication is only administered to pupils when the parental consent form has been completed. The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept by the School Nurse.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in the school office. The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate. The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

3. Asbestos

To minimise risk from asbestos containing materials on the School site, the School maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos.
- removing asbestos containing materials where the risk to building users is unacceptable
- Monitoring the condition of remaining asbestos containing materials on site on an annual basis.
- having a named officer who has responsibility for implementing the Asbestos Management Plan developed for the School by a competent company.
- where necessary communicating to all staff and visitors where asbestos containing materials are located on the School site via the asbestos register which can be accessed by through Asbestos Smart by scanning the QR code.
- Having appropriate emergency procedures in place, defined in the Asbestos Management Plan, to deal with any unauthorised release or exposure to asbestos fibres.

A copy of the schools Asbestos Management Plan is available through Asbestos Smart by scanning the QR code for staff and contractors to see when required. There is also a hard copy and an electronic copy available.

4. Contractors

The School recognises its responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities. The client in these circumstances is the School.

The School must be satisfied that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The DFO and Estates Manager (in conjunction with the Headmistress, Governors and/or Architect for larger project work) will be responsible for the selection of appropriate contractors for any work required on site that cannot be carried out by School Estates staff.

All contractors should report to the front office on arrival, be signed in and abide by the School's site rules and if not already done so scan the Asbestos Smart QR code and sign the register.

The Estates Manager will be responsible for the management of contractors whilst they are working on the School site and will ensure:

- all contractors are appropriately selected and competent in terms of health and safety
- that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises
- that all contractors report to the Estates Manager or the appropriate person before any work takes place and prior to each working session. The Estates Manager or the appropriate person will inform the contractor of any conditions which may affect his safety and that of others
- appropriate risk assessments and method statements relevant to the work undertaken and a copy of their public liability insurance has been received, approved and retained
- that at all pre-contract meetings for major works during school time Safeguarding will be highlighted as a key issue
- any work carried out in School during the school day will be closely supervised and designated areas will restrict the movement of any contractors to ensure that there is no contact with pupils.

The School has created a Permit To Work Form which must be completed by any contractor who will be carrying out hot works or working at height before they commence work on the School site. The Estates Manager will retain copies of these Permits once the work has been completed.

The contractor will be required to provide appropriate Risk assessments and Method Statements relevant to the work undertaken and a copy of their public liability insurance. These must be approved by the Estates Manager before work commences, and copies will be retained in School.

The Estates team are responsible for ensuring all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

The Estates Team should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Estates Team of any hazards arising from their activities, which may affect the occupants of the School.

The catering contractors are responsible for the safety of the kitchen and must notify the Estates Manager or DFO hazards.

5. Control of Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging, then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

The use of hazardous substances in school will be kept to a minimum. The Estates Manager, Cleaning Supervisor and relevant Heads of Departments (with appropriate support from other staff or external consultants) will complete a COSHH assessments for all hazardous substances used on site. The Heads of Departments should have regard to CLEAPSS or other appropriate source of guidance. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed annually. The material safety data sheets must also be kept up to date and stored with the risk assessments.

All chemicals, and other materials, deemed to be hazardous, will be kept securely and safely in designated areas of the School. A log will be kept by the DFO and Estates Manager of the locations of such storage areas. The maintenance of these areas will be the responsibility of the relevant Head of Department.

The use of such hazardous materials will be under the strict control of the relevant Head of Department and will be subject to individual arrangements within that Department.

The School holds radioactive materials and has appointed a Radiological Protection Supervisor and Advisor (RPS) to manage these materials safely. Separate documentation is maintained by the RPS to document procedures and rules.

6. Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

Where users are identified, the following must be ensured:

- Workstations are assessed using an appropriate workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the checklist;
- Work is planned to allow adequate breaks or changes of activity;

- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Staff identified as responsible for carrying out DSE assessments will undertake a DSE assessors training course.

The School undertakes annual reviews of these risk assessments to ensure that the continued usage of equipment, and its location of operation, remains safe and any impact on staff health and safety is minimised.

For members of staff provided with portable devices (e.g. laptops, tablets), guidance on their use will be issued.

7. Educational Visits

The School will seek to comply with current Department for Education guidance on Educational Visits.

The School has a separate Educational Visits Policy and maintains appropriate documentation under this Policy.

Please see separate policy and documentation for further information.

8. Gas Safety

Under the Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety Regulations 2001, any work on gas systems and appliances can only be carried out by persons registered on the Gas Safe Register.

The School ensures that the chosen competent contractor is suitably qualified and experienced to service and maintain the gas appliances within the School, namely commercial boilers, domestic boilers, domestic gas appliances and catering appliances etc.

The School will ensure that the chosen competent contractor will attend the School site on the terms of the service contract, which shall be at least annually.

The School Estates Team will monitor the gas appliances on site and will take appropriate actions and report to the relevant competent contractor any defects found.

The School shall maintain the relevant gas safety records on site. These are stored centrally on the School's Intranet.

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas (Emergency shut off valves situated in each of the boiler houses and marked accordingly)
- Evacuate the premises, if appropriate.

9. Electricity

The School will seek to comply with current regulations on the safe use of Electricity at work. The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections. The School also has an annual programme for the inspection and testing of portable electrical appliances. Records of all such tests are held centrally on the School's Intranet. Any item which fails such a test must have the appropriate 'fail' sticker attached to it and must be removed from use for repair or replacement.

The School has in place an on-going programme of annual fixed electrical wiring inspection and testing and the Estates Manager maintains appropriate certificates and records of these tests. The Estates Manager will ensure that any C1 or C2 recommendations identified in the inspection report are appropriately addressed.

The School will make reference to HSE and other good practice guidance in the scheduling of testing of such equipment.

10. Emergency Procedures

The School has a separate Critical Incident Policy which addresses health and safety emergencies and includes the School's Lockdown procedure. There is also a separate critical incident policy for Educational Visits.

The School also has a separate Emergency Closure of School Policy and procedures in place should bad weather (e.g. snow) cause the School to either close during the day or not open in a morning. These documents contain details of relevant emergency contacts.

11. Fire Safety

The School will seek to comply with current Fire Safety Regulations and relevant best practice guidance in this area of health and safety.

The School has a separate Fire Safety Policy and also Fire Evacuation Procedures and reference should be made to these documents for further information.

The School has engaged an external consultant to undertake and periodically review its Fire Risk Assessment, copies of which are retained by the DFO and the Estates Manager.

The DFO is the School's appointed Fire Officer and has received training in this area.

The School undertakes planned, but unannounced, fire evacuation drills on a termly basis and the records of these evacuations, along with any further unplanned evacuations, are maintained by the DFO.

The School Estates Team undertake an on-going programme of testing of the fire alarm system and other fire prevention and control equipment and keep records.

The School currently has three emergency Evacuation chairs to assist in the evacuation of disabled pupils, staff or visitors. Should the situation dictate, persons in an Evacuation Chair may

be taken to a designated 'Place of Safety'(Refuge Point) prior to final rescue and evacuation by the Fire Service.

All staff, visitors and sixth form pupils are required to sign in and out on the school's electronic system.

12. First Aid

The Health and Safety (First Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The School has completed a separate First Aid and Administration of Medicines Policy which documents both policy and procedures in this area, and this document should be consulted for further information.

The School has a substantial number of first aiders on site. The list of first aiders and the location and number of first aid kits is stored centrally on the School's Intranet, in addition to being displayed in the main offices.

The Educational Visits Policy makes reference to the use of first aid kits on visits and trips away from the School site.

The School engages suitably qualified external trainers to provide basic first aid training to all staff on a periodic basis. The School also provides key members of staff with advanced first aid and paediatric first aid training on a similar periodic basis. The HR/Administrator maintains records and copies of certificates for all such training.

The School has three defibrillators on site and a number of staff have received specific training in its use. They are stored in the Front Office adjacent to the Senior School Reception, by the Millennium Hall and by the Prep Gym.

Any accidents requiring first aid must be reported using the accident reporting procedure.

13. Legionella and Water Hygiene

The Control of Substances Hazardous to Health Regulations 2002 relates to the risk from hazardous microorganisms, including Legionella. Under these regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The School will ensure that an adequate risk assessment of the water systems in its buildings is carried out by a competent person; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures. The School has engaged Mitie to undertake and maintain a Legionella Risk Assessment and to complete regular servicing and maintenance of water pipework and shower facilities.

The School shall maintain a copy of the Legionella Risk Assessment on site for reference purposes.

The School's Estates Team undertake regular monitoring and testing of water temperatures at taps and sinks and the Estates Manager maintains records of these tests and is responsible for arranging any appropriate remedial action as required.

The Estates Team run unused outlets and showers on a weekly basis and the Estates Manager keeps records of these.

The Estates Manager maintains a register of all water taps and records of those deemed safe to drink from. Such taps are appropriately labelled as a source of safe drinking water.

14. Lifts Operations and Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person.

Generally, LOLER requires that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

The School requires that all lifting equipment installed or in use is clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration.

The School also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Staff must not use lifting equipment unless they have received appropriate training. Staff must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

The School requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination. The school will ensure that a competent person is appointed for this purpose.

Ongoing thorough examination must be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

The School will ensure that the following documentation (where available) is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:

- Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
- Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
- Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Further information and guidance on LOLER can be found in the following documents:

- “Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998” HSE INDG 290.
- “Thorough examination of lifting equipment – a simple guide for employers” HSE INDG 422.
- “Thorough examination and testing of lifts – simple guidance for lift owners” HSE INDG 339.

The School has a lift, located next to the Millennium Hall, inspection records are stored centrally on the School’s Intranet.

15. Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

- Avoid the need for manual handling, so far as is reasonably practicable;
- Assess the risk of injury from any hazardous manual handling that can’t be avoided;
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The School will be responsible for carrying out risk assessments for all manual handling activities, which pose a significant risk of injury to staff and to update and review as necessary.

Employees are required to:

- Follow appropriate systems of work;
- Make proper use of equipment provided;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

Pupils and staff must only lift equipment and other items within their own capability and must engage others to assist where necessary. Training in the principles and practices of manual handling, including risk assessments in this area, will be provided periodically staff as appropriate.

If anyone requires assistance in moving heavy items, they should log a ticket on the Estates helpdesk and a member of the team who has been trained in manual handling, will assist.

If a member of staff develops any medical/physical condition, the Responsible Person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

16. Working at Height

The Work at Height Regulations 2005 requires that, “every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury’.

The School will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Where working at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept. A monthly inspection of equipment used to work at height will be carried out by the Premises Team. The School has a Ladder Checklist and a register to record the inspection and maintenance of ladders and/or other access equipment for this purpose.

Staff using the equipment should carry out visual checks prior to every use. Staff must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the Estates Team should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

The School has a separate Working at Height Policy which provides further information.

17. Plant and Equipment Maintenance

The School will seek to comply with all current Regulations in this area.

The Estates Manager will be responsible for the arrangement of appropriate inspection and testing of School plant and equipment. This will include, but is not necessarily limited to, the following:

- Electrical equipment
- Gas appliances
- Glazing
- Lifting equipment
- Local exhaust ventilation
- Playground equipment
- Pressure systems Liaison with Heads of Department, Heads of Key Stage and other staff will be undertaken where appropriate to ensure that these procedures can be carried out efficiently and safely.

The Estates Manager will maintain a schedule of all such maintenance as well as records of all such inspections and tests and store centrally on the School’s Intranet.

18. Glass and Glazing

All glass in doors and side panels must be safety glass and all replacement glass are to be of safety standard. The condition of glass is monitored by Estates Team and any glass in a

dangerous condition must be immediately replaced. Any single glazed units are checked regularly by Estates staff and high-risk areas filmed or replaced with laminated glass as deemed necessary.

19. Playground / Play Equipment

The Health and Safety at Work Act 1974 requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations 1998 requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so.

The School recognises that it has a duty of care to all pupils and this includes ensuring that playground equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment are visually checked on a daily basis by appropriate staff and a weekly inspection is also undertaken by the Estates Team, which is recorded.

The Estates Manager will organise for a competent company to undertake a full safety check and report on the condition of all outdoor play equipment on an annual basis. Any appropriate recommendations made will be rectified as soon as practicable.

The School shall maintain records on site.

20. Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

A Blank Risk Assessment Proforma is available to record risk assessments.

The School has in place a separate Risk Assessment Policy detailing policy and procedures for this area of health and safety.

Heads of Department and other senior staff are responsible for the preparation, and periodic updating, of risk assessments relevant to their area of operation within School.

A comprehensive set of risk assessments that cover a range of activities within School and taking place on the School site are held electronically, which all staff have access to. The Director Finance and Operations will arrange for appropriate training for staff, on a periodic basis, in the principles and practice of risk assessment.

21. Maintenance and Inspection of Equipment

Estates staff are responsible for inspection of the following items:

- ladders, steps and scaffold examined each time they are used and kept secure
- fire alarms to be tested weekly

- emergency lighting to be tested monthly
- fire exits to be inspected monthly
- fire extinguisher to be inspected monthly
- fire doors to be inspected monthly
- records kept for fire safety equipment and all health and safety checks.

An annual inspection of all gymnasium equipment takes place by a competent company. Any defective items are highlighted and repaired or replaced as necessary. All other PE Equipment is monitored by staff and repaired or replaced when needed.

22. School Security

The School will seek to comply with regulatory requirements and best practice guidance in this area.

The School site is bounded by a secure perimeter with access being through magnetic controlled gates. Staff and authorised visitors are issued with an individual pass card that will allow time-controlled access onto and from the site.

Visitors must be granted access through the gate system by remote control operated from the Senior and Prep Reception areas and monitored by CCTV.

The School also has a Critical Incident Policy which covers the Lockdown Procedure to be instigated in the event of an intruder gaining access to the School site. Training has been provided to both staff and pupils on the implementation of this procedure.

All staff and authorised visitors are issued with a colour-coded lanyard on which to display their photo identity pass card. It is a requirement of the Staff Code of Conduct that this is worn and displayed at all times whilst on the School site. Staff and pupils are encouraged to challenge any unaccompanied visitor not wearing a visitor lanyard.

23. Lettings

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises. The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

All parties using the School site will be made aware of the School's Health & Safety Policy. They will be required to confirm their adherence to it and the application of its contents in order to successfully occupy the agreed areas. This policy will form part of any contract for short or long-term letting.

Estates staff will undertake regular checks to ensure that:

- the fire alarms are working;
- emergency lighting is working;
- fire doors are working;
- escape routes are clear;
- the hirer is aware of escape routes.

24. Slips, Trips and Falls

The School will comply with best practice advice in this area and recognises that it is a major source of potential accident and injury.

The potential for slips, trips and falls within School has been risk assessed and appropriate controls have been put into place. Such controls include close liaison with cleaning and site staff over procedures for mopping and cleaning floors, the provision of absorbent floor mats and regular hazard spotting inspections to maintain clear walkways, corridors and other routes around the School buildings and grounds.

25. Staff Consultation and Training

The School has established a Health and Safety Committee as the formal mechanism for communication of health and safety matters to staff and to receive information on such issues from staff. More informal consultation takes place through periodic staff meetings and briefings either with all staff, or appropriate smaller groupings.

Periodic training is provided to staff either internally, or by the use of external consultants (such as St John Ambulance) to deliver specialist training. Records of staff training are held by the HR/Administrator and are updated on an annual basis.

26. New & Expectant Mothers

The Management of Health & Safety at Work Regulations 1999 place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the regulations identify two groups of workers; New mothers and Expectant mothers; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the School in writing that they are in any of the above groups, then a specific risk assessment is carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice and Guidance is available:

HSE 122 – New and Expectant Mothers at Work – An Employers Guide

INDG 373 – A Guide for New and Expectant Mothers who Work

27. Staff Wellbeing

The School has access to an external Occupational Health provision and may refer staff to this service in cases of long-term sickness absence, in accordance with its Staff Absence Policy.

An Employee Assistance Programme is available for all staff through Health Assured. Staff are able to access free advice covering a range of issues and counselling sessions.

The School is aware of the adverse impact on staff of work-related stress and will seek to put in place a range of procedures to mitigate against this arising. These may include guidance on the use of email and other correspondence out of normal School hours and the management of parent and others expectations of staff availability.

The School employs a Nurse whose main role is related to pupil welfare. However, she is available for staff to discuss confidential health issues.

The School has a zero-tolerance approach to violence against staff. A separate risk assessment has been carried out on this subject and appropriate control measures have been put into place.

The School also has a Voice Care Policy which provides guidance to staff on the protection of their voice during School operations.

There is a separate wellbeing policy, which covers more detail in this area.

28. Vehicles

The Provision and Use of Work Equipment Regulations 1998 set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These regulations cover minibuses that the school either owns or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

It is the responsibility of the School to ensure that a Section 19 Permit is displayed on the minibus windscreen at all times.

Minibus drivers must be over the age of 21 and have received appropriate minibus training. The School shall maintain a list of appropriately qualified minibus drivers.

All minibus drivers must complete the vehicle log each time the minibus is used and carry out a pre-use check.

The School has in place a separate Transport Policy which documents policy and procedures in this area.

A separate risk assessment has been completed with regards to vehicle movements on and around the School site and appropriate control measures have been put into place. The School also has a separate policy on Vehicle Movements around the site.

29. Smoking

The school is a non-smoking site.

30.Related Policies

The following policies relate to the Health and Safety Policy:

- Fire Safety policy
- Fire prevention Policy
- Accessibility Plan
- Asbestos Management Plan
- COSHH Policy
- Critical Incident Policy
- Critical incident policy for Trips and Excursions
- Emergency Closure of School Policy
- First Aid & Administration Policy
- Infection Control Policy
- Lone Working Policy
- Staff Wellbeing Policy
- Risk Assessment Policy
- Risk Management Policy
- Transport Policy
- Vehicle Movements on Site Policy
- Voice Care Policy