DURLSTON

Policy 6.12

HEALTH AND SAFETY POLICY

(to include boarding EYFS pupils where appropriate)

Updated:	01.09.26
Reviewed by:	BRS
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Durlston School Policy 6.12 Health and Safety Policy

1. General Statement of Intent

1.1 The Board of Governors will:

1.1.1 ensure the health and safety of staff, pupils and anyone affected by the School's activities, and recognise and accept that they are responsible for providing a safe and healthy environment for the staff employed in the School, for the pupils attending it and for other persons on the premises
1.1.2 provide adequate control of the health and safety hazards and risks arising from School activities
1.1.3 carry out their duty under common law to support the school in loco parentis of all pupils in our care
1.1.4consider under Health and Safety at Work Act 1974 S3, our statutory duty of care to pupils and other non-employees
1.1.5 consult with our employees and their representatives on matters affecting their health, safety and welfare
1.1.6ensure all employees are competent to do their tasks and to offer them adequate training where appropriate
1.1.7 provide and maintain safe plant, equipment and processes
1.1.8 ensure that within the school budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the school. The Governors will procure that general workplace risk assessments are carried out periodically in order to assess risk and identify any measures that need to be taken to control those risks
1.1.9 ensure safe handling and safe use of all hazardous substances
1.1.10 endeavour to prevent accidents and ill health by promoting safe, healthy working conditions
1.1.11 take full advantage of the technical expertise within the Governing body to monitor and regulate the working environment
1.1.12 be aware of the guidance contained within HSE documentation
1.1.13 review and revise this policy as necessary at regular intervals including LAG meetings and meetings of the full board of Governors.

1.2 For further information, please refer to *Health and Safety: Responsibilities and duties for schools 2018*.

2. Responsibilities and Organisation

2.1 School Health and Safety Committee:

- 2.1.1 Headmaster
- 2.1.2 Bursar
- 2.1.3 Deputy Head (Pastoral)
- 2.1.4 First Aid and Medical Coordinator
- 2.1.5 Teacher Representative

2.2 The person with overall legal responsibility for health and safety is the Chair of Governors. The Bursar, Headmaster and Deputy Head (Pastoral) are the safety officers responsible for ensuring day-to-day implementation of this policy in liaison with the Health and Safety Committee and the Governing Body.
2.3 Governors.

The Board of Governors is the employer under the terms of the Health and Safety at Work Act of all those who work within the School, and has a statutory duty to ensure health and safety on the premises.
The responsibilities of the Governors include:

- To receive the report of Health and Safety Committee meetings and support where necessary.
- To monitor the effectiveness of the Health and Safety Policy and make recommendations where appropriate.
- To include health and safety on the agenda of all Governors' Meetings.
- To ensure that regular health and safety inspections are undertaken.

2.4 Headmaster

- To be responsible for the management of health, safety and welfare issues within the school and during off-site activities, with particular emphasis on pupil health and safety, but encompassing all employees, contractors and visitors to the School
- To communicate with staff on health and safety issues, including communicating to the appropriate staff the findings of risk assessments.
- To determine that all health and safety actions have been carried out effectively.
- To act as coordinator for all educational visits.
- To ensure that all visitors and contractors on the site are made aware of the School's Health and Safety Policy and fire procedures.
- To ensure that appropriate action has been taken resulting from risk assessments undertaken.
- Arranging for accident and general health and safety investigations to take place.
- To act as the "Responsible Person" in terms of fire safety.

2.5 Deputy Head (Pastoral)

- To monitor and oversee the practical implementation of the Health and Safety Policy.
- To make arrangements for any appropriate health and safety training as advised, and make resources available.
- To ensure that all visitors and contractors on the site are made aware of the School's Health and Safety Policy and fire procedures.
- To act as Fire Warden and ensure that regular testing of the fire detection system is undertaken.
- To ensure that appropriate action has been taken resulting from risk assessments undertaken.

2.6 Bursar

- To be responsible for health and safety arrangements around the school grounds.
- To support overall site security.
- To ensure that appropriate action has been taken resulting from risk assessments undertaken.
- To ensure that all equipment is inspected and serviced at recommended intervals.
- To ensure that the asbestos management plan is drawn up and the register is maintained, and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.

2.7 Head of Maintenance

- Carrying out annual PAT review
- Day-to-day maintenance of the school buildings
- Book and supervise contractors and ensure they complete the contractors' safety checklist

- Ensuring that regular testing of equipment/alarms etc. is carried out in line with the 2005 Fire Safety Reform Order
- Maintain records of testing to include asbestos, legionella, fire equipment as well as general maintenance logs
- To ensure that all equipment is inspected and serviced at recommended intervals.
- To ensure that the asbestos management plan is drawn up and the register is maintained, and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.

2.8 Head of Catering/Domestics

- Ensure that the requirements of food safety legislation together with any statutory obligations of the school are met and maintained;
- ensure safe operation of all kitchen facilities;
- maintain a safe and healthy environment;
- make sure they are up to date with children's allergies and medical conditions;
- ensure up-to-date legislation and guidance is implemented

2.8 First Aid and Medical Coordinator

- ensure safe operation of all medical facilities;
- maintain a safe and healthy environment;
- make sure they are up to date with children's allergies and medical conditions;
- ensure up-to-date legislation and guidance is implemented;
- ensure accurate records are kept in line with the first aid policy and requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

2.9 All Staff

- To ensure that they comply with the requirements of the Durlston School Health and Safety Policy.
- To undertake visual inspections of their areas to ensure that any hazards identified are suitably controlled as far as reasonably practicable.
- To use personal protective equipment as identified.
- To bring to the immediate attention of the Headmaster any defects in the structure of the School or its equipment.
- To take part in health and safety training as requested.

2.10 School Health and Safety Committee

The members of the Health and Safety Committee meet on a monthly basis and will have the following responsibilities:

- Implementation of this policy in his or her own department/area, and bringing it to the attention of all employees
- Compliance with safety precautions that apply to his or her department/area, including the regulation of contractors and completion of risk assessments
- Ensuring that all new staff are properly inducted and are aware of the evacuation procedure in the event of a fire.
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment

- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call-points in the department, and are conversant with its effective use (annual INSET)
- Ensuring that any legal requirements relating to the operation of the department/area are fully complied with, including (but not limited to);
- Inspection of all fire-fighting equipment
- Safe use of electrical switches and circuits
- Maintenance of all appropriate records
- Necessary safety training for staff
- Statutory inspections of plant equipment
- Provision of first-aid and equipment
- Accident investigation
- Risk Assessments
- Safe Storing of Chemical and cleaning fluids
- Ensuring that any responsibilities delegated to other staff are clearly identified
- Ensuring that access to the premises by pupils, parents or other members of the general public is limited within appropriate areas (Please see the school's Security Policy)
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders (Please see the school's Security Policy)

3. Arrangements for Risk Assessments and the Practical Control Measures to reduce Risk

3.1 All staff have a part to play in maintaining a system that ensures all reasonably practicable steps are taken for the health and safety of those on site, by ensuring:

- Where appropriate, all additional measures for EYFS children have been taken into account and can be found in the digital Risk Assessments folder.
- High risk areas in the school have been fully considered in relation to activities and supervision of children. (see Policy for High Risk Areas)
- Procedures are in place for creating a healthy environment as well as procedures for dealing with issues such as violence towards staff and the availability of services for the management of occupational health.
- The school has a No Smoking Policy.
- The safe conduct of all school activities and trips (see Educational Visits Policy)
- Restricted use of vehicle movement around the school campus and any external contractors' vehicles are appropriately risk assessed and supervised where appropriate
- Appropriate transportation and storage of hazardous substances
- Fire prevention and emergency procedures are appropriately carried out as per the Fire Safety Policy.
- Procedures for reporting accidents and injury as well as the delivery of First Aid are carried out as per the First Aid Policy.

4. Duties of Employees

4.1 Employees have a number of duties as follows:

- Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Maintain standards of good housekeeping

- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interest of health and safety will be subject to disciplinary procedures
- Every employee must work in accordance with any health and safety instruction or training that has been given
- Every employee is required to bring to the attention of a responsible person(s) any perceived shortcoming in our safety arrangements
- All employees are under a duty to familiarise themselves with this policy
- If an employee is injured at work, or has an accident, which could have resulted in an injury, you must inform the Headmaster, who will then investigate the accident. All accidents and incidents must be reported because a seemingly minor injury or accident could develop into something more serious.
- Employees must follow the training and instruction provided on the safe use and handling of hazardous substances. Employees must inform the Headmaster/School First Aid Lead if they feel a substance is affecting their health. You must not bring into the workplace any substances that have not been assessed or authorised.

5. Pupils

5.1 Pupils are not employees, but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Trustees. The teachers, and all other employees, are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School by making sure the pupils:

- Observe all safety rules, especially following staff instructions during both hazardous work and emergencies;
- Do not misuse, neglect or abuse items provided for safety;
- Exercise personal responsibility for the safety of themselves and their classmates;
- Observe all hygiene and safety standards for dress.

6. In Conclusion:

6.1 No Health and Safety Policy is likely to be successful unless it actively involves employees themselves. In this connection, the School reminds all employees of their own responsibilities and to take care in their work for their own safety and that of other employees, for the safety of pupils and members of the public. All staff should cooperate with the School to enable them to carry out their responsibilities.

6.2 A copy of this statement is to be read by all employees. It will be monitored and reviewed at the end of each academic year at the termly Health and Safety Committee Meeting.

ANNEX A - FURTHER RESPONSIBILITIES

Periodic site inspections

- Periodic site inspections are carried out by independent contractors on behalf of the Prep Schools Trust to advise on the implementation of this policy and to make any recommendations accordingly

Arrangements for consulting and involving employees

- Health and safety is everyone's responsibility. Each area of the school is risk assessed annually by those with oversight of each area. These risk assessments are regularly reviewed by the Headmaster/Deputy Head (Pastoral) to ensure control measures are in place and that any action required has been carried out (See Risk Assessment Policy)
- All staff have the opportunity to raise health and safety concerns at regular departmental and staff meetings as well as through a culture of communication within the school.

Training of staff including assessment of risk

- Staff have regular INSET in health and safety matters as well as how to carry out a risk assessment. The school has a license with the online provider Educare where staff are encouraged to complete the relevant courses.
- A log of all training is kept on the Intranet in the CPD Folder and Green CPD File.

Accidents and RIDDOR

- An accident is defined as an unexpected or unplanned event that occurs through a variety of causes. The results of an accident are physical injury or harm and can include acts of violence or damage or loss of property.
- RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations came into effect in 1996. RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work.**
- Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need to be reported to the Health and Safety Executive (HSE) under RIDDOR.
- See https://www.hse.gov.uk/pubns/edis1.pdf for more detailed information on what is reportable.
- Failure to report such injuries, diseases or occurrences is a criminal offence.

Policy and Procedure for off-site visits, including residential visits and any school-led adventure activities

- Off-site trips are a key element of the School curriculum, assisting pupils in developing life and social skills and building on their capacity to manage risk themselves. Permission for an off-site trip should be requested from the Headmaster in advance of a proposed trip. Once the trip has been approved, a risk assessment must be undertaken.
- As part of any trip or event, it is necessary for the supervising teacher or adult in charge to carry out a Health and Safety (H&S) 'Risk Assessment' and to record the significant findings. This should be completed during the planning stage for the trip or event. The requirement for a Risk Assessment is firmly embodied in legislation - the Management of Health and Safety at Work Regulations 1999.

- The responsibility for carrying out a thorough Risk Assessment cannot be abdicated or delegated to a third party. Where a trip or event is being organised through a tour or site operator, it remains the responsibility of the supervising teacher to ensure that a thorough and meaningful Risk Assessment has been carried out in addition to any risk assessments provided by a third party organisation.

General Procedures

1. Details of all proposed outdoor activities must be submitted to the Headmaster in writing for approval.
2. The Headmaster must be satisfied that appropriate preparations have been made for the activity.
3. Staff planning the activity must complete a written risk assessment. A copy of the completed form will be held in the school office.
4. The teacher planning the activity will be designated 'Teacher in Charge' and will lead the group.
5. It will be discussed with the Headmaster if parental consent is required for a trip. Larger trips such as the skiing trip will require a consent form to be filled in.
6. Insurance cover is provided by Prep Schools Trust for all such ventures.
7. A check of the activity provider's licenses (AALA) should form part of the risk assessment as also required by NMS Appendix 2:20 (Checks on licensing of relevant adventure activity centres). Please note that the Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet the nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation to use by checking: their insurance; they meet the legal requirements; they have appropriate health and safety and emergency policies; risk assessments and control measures are acceptable; the use of vehicles, staff competence and qualifications; safeguarding arrangements; accommodation where appropriate; any sub-contracting; that there is a license where needed.
8. Teachers involved in any outdoor activity must ensure that suitable clothing is worn by pupils before setting out.
9. Before leaving the school, the Teacher in Charge will ensure that all pupils involved are aware of the standards of behaviour expected of them. Pupils will be advised of any special conditions or situation which they are likely to encounter during the trip and how these may affect their behaviour. In particular, pupils will be informed of what to expect and how to behave if the trip involves any risk or meeting with animals.
10. On all trips or visits pupils will be expected to work in groups of two or more as befits the occasion.
11. The party leader should reassess risks while the visit or activity takes place and ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;

- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazard

Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form if required for a trip such as for the skiing trip or white water rafting etc.

For guidelines on off-site visits and their risk assessments, please refer to the Risk Assessment Policy as well as the government advice Health and Safety on Educational Visits 2018

Dealing with Health and Safety Emergencies

All health and safety emergencies must be reported immediately to the Headmaster or the Deputy in the first instance and then to the Prep Schools Trust. Serious health and safety emergencies may involve implementing the Crisis Management Plan or the Fire Safety Procedure, which details relevant contacts.

First Aid and Supporting Medical Needs – please refer to the First Aid/Medical Policy

- The school has a school nurse as well as staff who are first aid trained. Staff, pupils and visitors may visit the school surgery for appropriate medical care and records are kept of any medication or first aid which is administered.
- Accidents will be investigated as soon as possible and if need be, the Headmaster may wish to appoint an Investigating Officer to assist. Initially the school nurse will be the first point of contact and all accidents are written up as well as the action taken.

Occupational Health Services and Managing Work Related Stress

- All staff and pupils have access to a therapist via the Trust as well as online training with Educare. The school takes a preventative approach and it is intended that the Appraisal system will identify onerous demands and prevent work-related stress from occurring.

Workplace safety for staff, pupils and visitors

The most common accidents at work are slips, trips and falls. The most common cause of these accidents is poor housekeeping. We practise a Non-Smoking Policy.

We will ensure the following:-

- there is safe access to all workplaces and ensure they are maintained
- there will be regular inspections to ensure that corridors and stairways are kept free from obstruction
- we will provide appropriate storage and waste disposal facilities
- where damage to floors, stairs, safety barriers, racking etc is reported we will ensure that the area is kept safe until repairs can be affected

- we will ensure appropriate Risk Assessments are carried out to enable safe working areas for staff

Employees must ensure:-

- that equipment, empty boxes, crates, etc are not left lying around on floors
- gangways are kept clear
- clear up spillage straight away or report to the appropriate department
- dispose of waste in the containers provided
- report any damage to floors, stairs and racking etc and keep the area safe until repairs can be made
- report trailing cables and flexes that present a trip hazard
- that filing drawers are not left open and more than one drawer is opened at any one time
- you are careful when using pins, staples, guillotines, band saws, hot glue guns etc
- flammable erasing fluid, duplicating spirit or aerosol dispensers are used in accordance with COSHH data, risk assessments and safe systems of work

Staff are encouraged to complete and review the checklist for classrooms which can be found at https://www.hse.gov.uk/risk/classroom-checklist.pdf

School Security

The Headmaster of Operations has overall responsibility for the security of the school and the Site Security Policy outlines the procedures in place to keep the school secure. A regular site security risk assessment also contributes to the annual review of this policy.

Violence towards staff

This will not be tolerated and will be dealt with accordingly in line with the Behaviour Policy.

Manual Handling

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling. Our aim is to reduce the risk of injury to staff and pupils.
Before any manual handling task, the following points should be considered:

- Assess the weight of the load
- Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
- If not, do you need help moving the load?
- If more than one person is involved, you must work as a team with one person supervising. You can reduce the risks of injury:
- Store loads at waist height
- Use good handling technique
- Use task rotation
- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

The Regulations establish a clear hierarchy of measures:-

1. Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
2. Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and
3. Reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

A formal assessment is not required for tasks which do not involve a significant risk of injury.
The following guidance should be considered to see if the task can be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

- Working Environment
- Floor surfaces are flat and firm without changes in level where possible
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

<u>Physical Capability</u>

- Staff are physically fit with no current injuries or health problems that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant

A useful mnemonic to remember when lifting and asking others to lift is TILE.

TASK – Look at what you are lifting
INDIVIDUAL – Think of your capabilities
LOAD – What risk does the load create?
ENVIRONMENT – Are there any constraints on the area around you?

<u>Team Handling</u>

Asking for help from colleagues is a useful way of reducing the load that you may need to carry but it is important that it is carried out in a safe and appropriate way.
When lifting as a team ensure that you plan the lift:

- Communicate with each other ensuring that you agree on
- How you are grasp the load
- When to left
- At what level you are going to carry it
- Which route you will be taking.

If the route is unfamiliar you may need to walk the route before the lift
Where you may be able to take a rest on route
For advice on the handling and moving of individuals, please refer to:

http://www.hse.gov.uk/services/education/management-moving-handling.htm
Staff have access to a course on Moving and Handling through the online provider Educare.
On-site vehicle movements
Visitors are required to use the appointed car parks and are not allowed to drive through the school. The site has speed restrictions in place with clear signage as well as speed humps. Any larger vehicles/contractors are appropriately risk assessed and supervised.

Management of Asbestos
Please refer to the Prep Schools Trust Asbestos policy
Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

1. asbestos lagging used as thermal insulation on pipes and boilers
2. sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
3. asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
4. some ceiling tiles
5. floor tiles
6. cement roofing and guttering
7. textured coatings

The most likely way ACMs will create a risk in schools is when they are disturbed or damaged through maintenance, repair or construction activities. School caretakers are a particular group at risk due to the nature of their work, eg drilling and fixing, and other contractors may be at risk while undertaking maintenance or installation work. If asbestos is disturbed during such work, there is a risk that fibres will be released and create risk to others in the school.
Asbestos that is in good condition and unlikely to be damaged or disturbed is not a significant risk to health as long as it is properly managed. This means that teachers and pupils are unlikely to be at risk in the course of their normal activities. However, they should not undertake activities that damage ACMs, such as pinning or tacking work to insulation board or ceiling tiles.
A Risk Assessment and survey has been carried out on any asbestos on the premises and the maintenance staff have received training in how to manage it safely. It is also the Head of Manintennance's responsibility to alert any contractors to the possible presence of asbestos before they start work.
For further information, please refer to: http://www.hse.gov.uk/services/education/asbestos-faqs.htm

Control of Hazardous Substances, including storage and use of chemicals

The COSHH (Control of Substances Hazardous to Health Regulations 2002) regulations provide a legal framework to protect people against health risks from hazardous substances used at work.
COSHH covers substances that can cause ill-health. These substances can:

- be used directly in work e.g. paints or cleaning materials, chemicals
- arise from work e.g. dust, fumes, waste products
- occur naturally e.g. fungal spores

For the vast majority of proprietary chemicals the presence of a warning label will indicate whether COSHH is relevant.

All chemicals and solvents should only be stored in their original containers which must be clearly labelled. IOf it is necessary to decant fluids into smaller containers, these containers must be properly labelled with the name of the fluid and any warnings or precautions detailed on the manufacturer's or supplier's labels.

All chemicals, solvents and cleaning substances should be kept in a lockable unit.

In the course of your work you may be required to work with substances that, if not handled properly, may be harmful to your health. You will be instructed or have received training on how to handle such substances and where necessary be given protective clothing and equipment such as dust masks and eye protection.

You must:

- Follow the training and instruction provided on the safe use and handling of hazardous substances
- Make sure that you understand what the risks are associated with:
- using a hazardous substance
- how the risks are controlled
- the precautions you should take
- do not use any hazardous substances that you have not received training in the use of
- inform your manager if you feel a substance is affecting your health
- refer to the COSHH data sheets or ask your line manager if you are unsure of how to use a particular substance
- not bring into the workplace any substances that have not been assessed or authorised

Personal Protective Equipment (PPE) – we will ensure the following:

- that where appropriate all staff are trained on what the PPE is designed to protect against
- when it should be used
- how to use it
- how to keep it in good repair
- ensure the PPE is available at all times
- that PPE is purchased from a recognised supplier and which is made to the appropriate EC specification or British Standard

Employees must ensure:

- PPE is used as per instruction and training
- PPE is cleaned and stored as per training in order to ensure it remains undamaged
- Report any damage to the Headmaster or use the Maintenance Request form on the landing page

Technical and Storage Areas

Definition: technical and storage areas are likely to be the responsibility of delegated persons and contain equipment and resources that are particularly hazardous. Only enter and operate tools and machinery if you have been authorised and trained to do so.

We will ensure the following:

- Provide appropriate training and instruction relevant to the degree of risk relating to that area
- Safety and Warning notices will be displayed in all areas

Particular concerns are:

- Wood dust in DT room (wood dust is a recognised carcinogen)
- Pottery Clay dust containing silica

Guidance for Working at Height

Please refer to the Prep Schools Trust Working at Height Policy

When advice mentions "Stepladders" the advice refers to both "leaning ladders and stepladders".

Supervision of the work is essential to ensure that safe methods of work are followed. Points to be included in appropriate Risk Assessments are:

- Raising help should an accident occur. For this reason two persons should always be present. A means of safely getting the person down from the work area should be devised
- Consideration of the weather conditions if the work is required outside. In such cases the work should not proceed if the weather is bad e.g. strong winds, slippery surfaces caused by ice/snow and severe wet weather
- How the work area can be safely accessed – Stepladders should only be used for a short duration and light work or where site conditions prevent the use of safer access equipment
- Consideration of overhead hazards such as moving cranes, hot surfaces and overhead power lines
- Measures required to prevent falls and what equipment is necessary
- Measures to prevent falling objects, for example dropped tools
- How equipment and tools can be safely transported to and from the work area
- The impact of fumes and vapours from nearby exhaust stacks
- The impact of the task on others including members of the public
- Measures to ensure that access equipment is maintained fit for use

There are risks involved with any work at height and any falls normally result in serious injury or even death.

If staff or contractors are carrying out roof work all necessary safeguards must be in place before any roof work is attempted, however small or quick the task may seem. Anyone involved with this type of work must be suitably trained, experienced and supervised and all equipment used or provided must be in good condition and meet with current safety standards.

Where possible repair work should be completed from a proprietary working platform, or from the underside of the building, such as with the use of scaffolding. Similarly if working on the roof some form of fall "break", such as safety netting, should be positioned below the area of work.

General Roof Work

The following advice should always be followed, this applies to staff and contractors carrying out roof work:

- When working on sloping roofs, edge protection in the form of scaffold guard rails and toe boards will be provided and must be used, in addition to any roof ladders or crawling boards necessary for the job in hand. Edge protection should only be dispensed with for short term work such as fixing an odd slipped slate or broken tile
- When working on flat roofs all edges from which staff or contractors are liable to fall should be protected by scaffold guard-rails

- Where valley gutters on fragile roofs have to be cleaned by workers, precautions should be in place to prevent any person from falling either side of an asbestos roof. Typical precautions should include the provision of a running line parallel to the walkway onto which the worker can attach the lanyard of a safety harness. Alternatively, laying scaffold boards or similar to a height of 1m up the fragile surfaces either side of the walkway to act as a barrier should someone stumble and fall against them
- No sheeted roof can be trusted. Any of the materials commonly used may be fragile, may deteriorate through age or may not be properly supported

Stepladders

Ladders should only be used for light work i.e. where a worker can undertake work with one hand holding onto the stile. Where this is not possible a working platform or tower scaffolding should be used.

The following advice should always be followed, this advice applies to all staff using Leaning Ladders:

1. Choose the right leaning "ladders" for the job (length and strength)
2. Do not place the top of a "ladder" against a fragile surface such as plastic guttering or glazing as this might give way and cause instability
3. Don't stand on the top three rungs. Always try and make sure a "ladder" extends at least

1m (or three rungs) above where you will be working

Step ladders, ladders, kick stools and any other such equipment must be checked prior to being used and any fault noted should be reported immediately to the maintenance department. Damaged equipment must not be used.

All Step Ladders, Ladders, Kick stools etc are inspected annually by our Maintenance Department. All on-site stepladders have also been individually identified. Do not use any other ladder, including any brought from home or belonging to other companies.

- It is not appropriate for teaching/admin/housekeeping staff to use "ladders'' without the appropriate training. All staff must consult with the Headmaster and/or Maintenance before stepladders are used. Stepladders are not banned but we must manage their use.

Selecting and Managing Contractors

This is the responsibility of the Maintenance Department in consultation with the Headmaster. Regular contractors will have a DBS, otherwise they will be chaperoned by a member of the maintenance team. ll be monitored by Chris Gillham of the CT

All contractors are required to read and sign the CT Contractors' safety rules which includes all permits checks etc., as well as providing a log of works carried out

Before a contract is awarded, the school should check:

- That the contractor has the appropriate qualifications and training to carry out the work;
- That the contractor has a properly constituted H & S policy;
- That the Safety Record of the Contractor is up-to-date

During the contract:

- Inspect and report on any hazards caused by the workers on site, including unsafe working practices, which present a risk to staff/pupils
- If adequate control measures are not taken, the matter should be taken up immediately

On completion of the contract:

- Conduct a full inspection of the area where work has been done to ensure that it is free from hazards
- Request to see any official inspection reports

Good estate management

The school will operate a rolling, preventative maintenance schedule around the school estate to include the following:

- An annual inspection, by a fully qualified arborist of the school's trees,updating the school's tree survey report and producing a prioritised schedule of works required, especially highlighting urgent works required that are deemed to present a health and safety risk.Further consultation may be required following high winds;
- All electrical installations (fixed wiring) are to be checked, by an approved testing authority, at least once every 5 years. A certificate of testing, and details of any remedial action required, is to be retained until the subsequent check;
- All school buildings and premises have been surveyed professionally for the presence of Asbestos, and survey records are amended as sources are removed and if new sources are identified. (see above)
- To facilitate the early detection of bacteria traces including Legionella, regular testing of potential sources for all such bacteria takes place under contract. In addition, hot water flow and return temperatures are checked at regular intervals by the maintenance department with appropriate records kept.

School building design and maintenance

- All areas of the workplace, together with the school equipment and devices used therein, are to be maintained in a safe and healthy manner according to the manufacturer specifications.
- To ensure adequate levels of maintenance, the school has an effective system of reporting faults or damage to the maintenance department, effective premises cleaning, and both scheduled (statutory/mandatory) and preventative maintenance programmes. It is the duty of all staff to report potential safety hazards as soon as possible after such hazards become apparent

Electricity

- In addition to the fixed wiring certification, all electrical equipment brought on to the premises must have current and valid inspection certificate. Equipment that does not have a valid test certificate (PAT) is not to be used.
- Boarding pupils (where appropriate) are reminded to hand in any electrical equipment they have brought in from home in order to have a Portable appliance Test (PAT).

Pressure Systems and Gas Appliances

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.

Workshop Dust Removal Equipment

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.

Workshop, Grounds and Laboratory Equipment and Machinery

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.

Gymnasium and Equipment (where appropriate)

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.
- Specialist Playground Equipment (where appropriate)
- Annual safety inspection by authorised agent(s).

Fire Safety

Fire is a serious hazard that can strike anywhere and at any time given suitable conditions. Injury can be caused by a lack of attention to the procedures, a lack of reasonable care and a lack of forethought.

The Health & Safety at Work Act imposes a duty on everyone at work:

- to take reasonable care for the health and safety of other persons who may be affected by their actions, or lack of them
- to cooperate with their employer to ensure that they comply with any action the employer takes to protect the health and safety of employees
- not to intentionally or recklessly interfere or misuse anything or procedure provided in the interest of health and safety

Fire procedures are displayed in prominent positions around the school. All staff read the fire policy and receive regular training on fire safety.

The following checks are carried out:

- The alarm system is tested weekly and there are formal and informal drills throughout the term with at least one drill in boarding time. Logs are kept of the drills. The alarm system is tested and serviced by a qualified contractor every 6 months;
- Fire equipment is inspected monthly and tested annually by a qualified contractor;
- emergency lighting is checked monthly and then tested every six months by a qualified contractor;

The school has an up to date fire risk assessment.

Annex B - Health and Safety arrangements for EYFS (where appropriate)

Staff must follow the established safety procedures at all times in line with this policy. Further information can be found in the EYFS handbook.

School Responsibilities for EYFS

- All visitors to Early Years follow the school's procedures for signing in and out with appropriate identification displayed. Visitors must be accompanied at all times.
- Children are only handed over personally to the adult collecting them.
- The school must receive prior notification in writing, by email or by telephone if the child is to be collected by someone other than the person who normally collects.
- Security procedures are followed at all times.
- The EYFS risk assessment is regularly reviewed.
- There is an appropriate adult:child ratio as outlined in the statutory EYFS framework.

Staff Responsibilities

- Accident records are kept and reviewed.
- Permanent play features such as slides and sandpits are safe and kept in good repair. Staff must notify Maintenance immediately if they are damaged, and place the item out of use until it has been repaired.
- Ensure all the children are accounted for by regularly taking registers.
- Supervise children who are eating and drinking.
- Ensure that First Aid kits are readily available and appropriately stocked and there must always be at least one person on site who has an up to date paediatric first aid certificate.
- Ensure they have a working knowledge and implementation of the fire evacuation procedure.
- Ensure that toys and resources are regularly checked to confirm that they meet all regulations and that they are regularly washed/sterilised.

Annex C - Health and Safety and COVID-19

The school's health and safety arrangements and risk assessments now extend to include additional risks relating to COVID-19. The school has reviewed whether COVID-19 has any implications for pre-existing measures and these have been updated where appropriate.

Any arrangements in place to mitigate the risk of COVID-19 are monitored regularly to ensure that the measures are effective and in line with current government health advice.

Essential measures the school has in place include:

1. a requirement that everyone who is displaying symptoms or who is ill stays at home for the designated period;
2. robust hand and respiratory hygiene;
3. enhanced cleaning arrangements;
4. active engagement with NHS Test and Trace, managing visitors to the site and keeping a record of all visitors;
5. consideration of how to reduce contacts and maximise distance between those in school so far as is reasonably practicable

This will include

- grouping children together;
- avoiding contact between groups;
- arranging classrooms with forward facing desks;
- staff and pupils maintaining distance from each other as much as possible

For further information, please refer to the school's COVID-19 risk assessment.