Health and Safety

BETHANY SCHOOL
CURTISDEN GREEN
GOUDHURST
KENT

Pupils' views on why Bethany needs a Health and Safety policy.

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Contents

INTRODUCTION

It is impossible to predefine the nature of all major risks to the School and therefore the risk management system approaches the many unknown possibilities of a school interruption using the following steps.

- Make available all perceived information, which could assist, in the timely arrest of a situation, which has caused or has the potential to cause a school interruption. This will include any information which will assist the Emergency Services to conduct their activities more effectively.
- Anticipating the common and most likely events, which could lead to school interruption and developing preventative measures to reduce the likelihood of occurrence.
- Anticipating the emergencies that may arise despite all preventative measures and develop effective and automatic response plans that can be implemented in an emergency under significant stress conditions, and which will reduce the need for decisions to be made. These plans will include effective communications strategies with emergency Services and Key personnel.

HEALTH AND SAFETY

1.1 GENERAL STATEMENT OF POLICY FOR HEALTH AND SAFETY (Copy displayed in Bursar's Office)

The Governors of Bethany School (hereinafter referred to as the Governors) are employers under the Health and Safety at Work Act (HSW Act) of all those who work within the School.

The Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health of other staff. The Governors recognise their corporate responsibility as employers to ensure as far as practicable that this same safe and healthy environment is also provided for students and visitors to the school campus.

The Governors recognise the need to consult with employees on Health and Safety matters and they expect and encourage employees to bring to their attention through the School

Safety Officer any matter relating to the Health and Safety at Work Act which gives cause for concern.

The Governors will ensure that expert advice is sought where necessary to determine risks to Health and Safety and they are committed to provide sufficient information and training for employees in respect of risks to Health and Safety. The Governors will also ensure the general policy is reviewed regularly and that a revised statement is issued when necessary.

The Governors require all House Staff, Head of Departments and Management at all levels to display a positive attitude towards Health and Safety and to instil this in those for whom they are responsible. In turn the Governors expect employees at all levels and visitors to the School to pursue the Governors' objectives relating to the hSW Act. The Governors also expect all adults to remind pupils of the need to pursue the Governors' objectives in this respect.

The Governors require the Headmaster to bring this Statement of General Policy to the attention of all employees of the School and to draw up the necessary instructions for ensuring that their policy on the HSW Act is implemented and to ensure that arrangements exist for carrying out the functions allocated to individuals and for monitoring the effect of the safety policy.

The Governors are committed to ensuring that the School operates in accordance with current legislation. They are not, however, content to merely conform at the minimum acceptable standards but are determined to ensure that the best possible standards are met. They look to the Headmaster and to all members of the staff to ensure that this policy is observed.

RESPONSIBILITIES

Health and Safety Officer: Estates Manager
School Oversight: Bursar
Governor Oversight: Dr Hargartner

SPECIFIC RESPONSIBILITIES

Fire Risk Assessment (School): Estate Manager
Boarding House: Housestaff
Departments – Risk Assessments: Head of Department
Kitchens: Catering Manager (Contractor)
Asbestos Register: Estates Manager
Fire officer: Estates Manager
Fire Records Keeping: Estates Manager
Maintenance of Fire Evacuations Log: Estates Manager
Maintenance of Fire Training Log: Estates Manager
Science Chemicals Risk: Head of Science
COSHH Substances Register: Head of Department and Cleaning Manager

TRAINING

The Governors require that all staff are suitably trained for the tasks that they are undertaking (lifting, manual handling, working at height etc). The Estates Manager is to arrange such training as necessary, using both internal and external resources, and he is to maintain records for individuals in such training.

MANAGEMENT

All staff are reminder of their individual responsibility for Health and Safety. The School Health and Safety Committee meets twice per term to discuss any outstanding issues and to review any incidents.

The Members of the Committee are:

Estates Manager (Chairman)
Bursar (Secretary)
Medical Centre
Heads of Science, CDT, Boarding and Sport
Catering Manager

All staff are encouraged to raise issues through their individual representatives and minutes of decisions made and actions taken are distributed again through representatives. All members of staff have the right and (indeed do) raise immediate concerns on Health and Safety directly to the Health and Safety Officer or the Bursar.

In addition to internal checks the responsible governor carries out a detailed review annually and the findings are reported to the Board of Governors.

1.2 Environmental Management

Our Environmental Management lays down firm standards covering every aspect of Bethany School activities.

The Objectives of Bethany School are to:

- Conform to, or exceed the requirements of all relevant legislation.
- Promote recycling and the use of recycled materials, whilst reducing the consumption of all materials wherever possible.
- Continually strive to reduce the level of harmful emissions and minimise waste at all times.

- Establish design standards, which will promote the use of environmentally friendly equipment for heating.

- Place more of our business with supplies that minimise the impact of their activities on the environment.

- Promote environmental awareness and responsibilities with all Bethany School employees and to include those issues in training programmes in environmental awareness.

2. ASBESTOS (PROCEDURES AND SITE REGISTER)

2.1 Introduction

Breathing in asbestos dust can lead to asbestos – related diseases. These are mainly cancers of the chest and lungs, and they kill more people than any other single work – related illness.

There are 3 main types of asbestos:-

□ Blue (crocidolite)

□ Brown (asosite)

□ White (chrysotile)

All are dangerous, but the blue and brown asbestos are known to be more hazardous than white. However, they cannot be identified by their colours alone – as asbestos ages, it can become greyish and discoloured. Also, when it is combined with other substances the colour can change.

You are most likely to come across asbestos in these materials: -

Sprayed asbestos and asbestos loose packing - generally used in firebreaks in ceiling voids;

Moulded or performed sprayed coatings and lagging – generally used in thermal insulation of pipes, boilers;

Sprayed asbestos mixed with hydrated asbestos cement – generally used as fire protection in ducts, firebreaks, panels, soffit boards, ceiling panels and around structural steel work;

Insulation boards used for fire protection, thermal insulation, partitioning, and ducts;

Some ceiling tiles;

Millboard, paper products used for insulation of electrical equipment, asbestos paper has been used as a fire proof on wood fibre board;

Asbestos cement products, which can be compressed into flat or corrugated sheets, these are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;

2.2 Regulations

The Control of Asbestos at Work Regulations 1987 (as amended 1992 and 1998) – 6 April 2012- updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC). In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping require employees to do all they reasonably can to prevent, or, where this is not possible, to keep to a minimum, employees' exposure to asbestos.

The Asbestos (Licensing) Regulations 1983 requires that a contractor doing more than 2 hours work with asbestos must be licensed.

The Asbestos (Prohibitions) Regulations 1992

The Control of Asbestos in the Air Regulations 1990

The Construction (Design and Management) Regulations 1994 require the client to provide the planning supervisor with information about the project, which is relevant to the Health and Safety. This information MUST include asbestos surveys of the site.

2.2.1 Responsibilities

The Estates Manager has overall responsibility for the day-to-day management of the asbestos regulations on site.

The Estates Manager is responsible for ensuring: -

a) A site plan is held on site clearly marking the location and condition of all asbestos-containing materials.

b) Asbestos materials identified during premises surveys are inspected, as a minimum annually;

c) Ensuring site plans and associated records are updated;

d) Asbestos- containing materials are clearly labelled (if practical to do so)

e) Waste containing asbestos is correctly stored and disposed of as special waste;

f) All work involving the removal of asbestos containing waste will be carried out by licensed asbestos removal contractors in accordance with the (CAWR);

g) Ensuring all persons working on or in close proximity to asbestos-containing materials is made aware of the location and the associated hazards.

h) Vetting method statements provide by contractors appointed to remove or work on materials containing asbestos.

i) Tenants are made aware of the presence of asbestos-containing materials in properties leased/rented to them be Bethany School Ltd.

2.4 Premises Survey

The first issue is to find out if there is asbestos present in the building

Asbestos is likely to be present if: -

a) The building was constructed or refurbished between 1950 and 1980, and particularly if it also

b) Has a Steel frame, and/or

c) Has boiler thermal insulation

A premises survey should be conducted at all premises to determine if asbestos is present.

A competent person should conduct the survey the location of asbestos should be recorded on a site plan. The condition of the material should be recorded, any material considered to be unsuitable or damaged state should be removed or repaired by a licensed contractor.

The surveyor may wish to take away for analysis, samples should be analysed at an approved asbestos testing laboratory.

2.5 Labelling

Where practicable, any asbestos materials identified during the survey, should be labelled to alert employees and contractors to its presence.

2.6 Asbestos during Building Works

Where in a work activity, asbestos or material suspected as being asbestos, which has not previously been found by an asbestos search, is encounter by an employee or an unlicensed contractor then the work shall stop immediately and the Bursar / Estates Manager notified of the risk.

2.7 Disposal of Asbestos

Asbestos waste, whether it includes small amounts of waste or large removal must be carried out in accordance with the special waste regulations 1996

The Estate Manager for future reference should maintain copies of the waste transfer notes.

3. LPG Gas Safety

3.1 Introduction

This document covers the schools external LP Gas installations, Bulk Storage Vessels and Gas Storage Compounds.
It excludes any internal systems as these are covered by other documentation.
It is composed to ensure the continued safe operation of the external LP Gas systems.
To give information on factors to be considered at Risk.

To provide measures to prevent and reduce Risks to personal and property as far as it Reasonable practicable.

To classify places where explosive atmospheres may occur during normal operations.
A hazard means anything that can cause harm.
The principle hazard with pipe work and vessels associated with LP Gas that under Certain conditions, leaks and discharge of vapour and/or liquid gas uncontrolled into The atmosphere with the potential consequences that results in a fire or explosion and Injury to personal.

3.2 Risk Category

The following identification of the potential hazards and the consequence factors that Are established with the risk category of Low, Medium, or High, assessed using a Matrix as shown with the total sum of the factors as:
0 Low, 1Low, 2 Medium, 3 High, 4 Major.
Consequence Likelihood Factors are:

0 (negligible), 1 (remote), 2 (possible), 3 (probable) 4(significant).

3.3 Risk Assessment Areas

Gas supplies from the Storage Vessels to:

- Home resources and Acorn House Boiler Room.
- Science Building and Swimming Pool Area.
- Kitchen and Residential areas.
- Gas Storage Compounds and Storage Vessels.

Supply from Storage Vessel to Home Resources and Acorn Buildings

Risk		Rating
Location of pipeline.	Underground to main buildings	0
Underground Pipeline Materials	Polyethylene PE	0
Operation Pressures	0.75 bar to main building, 37mbar to Acorn building	1
How long in service	less than 10 years	0
Type of Gas	Propane vapours	0
Above ground pipeline materials	Galvanized steel (Not liable to mechanical damage)	0
Second stage regulator with opso/upso	Yes	0
Above ground operation pressure	37mbar	0
Pipeline fixed to building above ground with ECV control	Yes	0
Do entries into buildings 3no have additional ECV controls	Yes	0
Traffic runs over pipeline	Yes	1
Total		**2**

Overall Risk Assessment Medium
Overall likelihood Consequence Factor Possible

Supply from storage vessels to Science Building and swimming Pool area.

Risk		Rating
Location of pipeline	Underground to Buildings	0
Pipeline Materials	Polyethylene PE	0
Operation Pressure	37mbar	0
How long in service	Less than ten years	0
Above ground pipeline	Galvanized steel (Not liable	0

materials	to mechanical damage)	
Pipeline fixed to building above ground with ECV control	Yes	0
Above ground operation pressure	37 mbar	0
Second stage regulators with opso/upso installed onto system Within the Gas Storage Compound area operating at 37mbar	Yes	0
Each supply before entering building has addition ECV control	Yes	0
Traffic runs over pipeline	No	0
Total		**0**

Overall Risk Assessment Low
Overall likelihood Consequence Factor Negligible.

Supply from Storage Vessel to Kitchen and Residential areas

Risk		Rating
Location of pipeline	Underground to Buildings	0
Pipeline Materials	Polyethylene PE	0
Operation Pressure	0.75bar	1
How long in service	Part New Part Less than Ten years	0
Above ground pipeline materials	Galvanized steel (Not liable to mechanical damage)	0
Each supply before entry into buildings has ECV control	Yes	0
Each supply before entering building has addition ECV control	Yes	0
Outlet gas supply pressure of regulaters	37mbar	0
Traffic runs over pipeline	No	0
Total		**1**

Overall Risk Assessment Low
Overall likelihood Consequence Factor Remote

Gas Storage Compounds

Risk		Rating
Each compound is constructed with non-combustible Materials and to HSE requirements.	Yes	0
Are there two gates to each compound are opening outwards and positioned diagonally to each other.	Yes	0
Are the gates locked at all times except when work is being carried out within the compound.	Yes	0
Are the vessels positioned 1.5mts or with a clearance from the fencing that is required by the HSE.	Yes	0
Is the separation distance between the vessels within the compounds that has more than one vessel are by a minimum of 1mt.	Yes	0
Are there warning and prohibition signs prominently displayed on each side of the compound's fencing.	Yes	0
Is the emergency Telephones Number displayed?	Yes	0
Is there any low level pipe work within any of the compounds that could cause personal to trip over.	No	0
Is there any vegetation growing within the compounds.	No	0
Are there any branches from trees overhanging the compound areas	No	0
Do any power cables pass over the compounds?	No	0
Are there the appropriate Fire Extinguishers available within each compound area?	Yes	0
Do any compounds have	Yes	2

traffic barriers or are there any restricted parking areas adjacent to any compounds?		
Total		**2**

Overall risk assessment. Medium
Overall likelihood Consequence Factor. Possible

Gas Storage Vessels

Risk		**Rating**
Is there a weekly visual inspection of the vessels by a member the maintenance staff.	Yes	0
Are the contents of each vessel checked weekly?	Yes	0
Before the vessels are filled does the tanker driver report to the reception when he arrives on site?	Yes	0
Is the tanker driver instructed which vessels he has to fill and is he supervised by a staff member when the gas is being transferred into the storage vessels.	Yes	1
Does the member of staff ensure that the filling process is being carried out according the gas supply company's risk assessment and procedures to ensure that the vessel is not overfilled and when the filling hose is disconnected from the vessel there is not an excessive amount of liquid gas dispersed into the atmosphere to cause a dangerous situation.	Yes	1
Are warning signs displayed to alert the general public that gas is being transferred	Yes	0

and to keep away from the area.		
When the vessels are being filled are the Fire Extinguishers conveniently positioned to use in an emergence.	Yes	1
Total		**3**

3.4 Review and Recording of Risk Assessments

The initial risk assessments are as recorded above. Further risk assessments should be periodically reviewed (typically at intervals of one year) or when there is any alteration to any of the installations or work carried out near or adjacent to the systems.
The outcome of the reviews should then be recorded.
It is particularly important that reviews of risk assessments that indicate low or medium risk are carried out to ensure that the risk has not moved into a higher category.

3.5 Supervision Guidance Notes on Filling of Vessels

- Meet the road tanker driver at reception.
- LPG tanks are controlled by Telemetry and filled as required.
- Calor Driver will open both gates at each compound and position the fire extinguisher for use in an emergency.
- Place warning signs at safe distance from the filling point to stop the general public from entering this area and making them aware that flammable gas is being transferred.
- Before the gas is transferred into the vessel ensure the tanker driver opens the vessel's fixed liquid level ullage valve. (This a valve that is connected to a dip tube inside the vessel and indicates the maximum level of liquid gas that the vessel is allowed to be filled). It is advisable to stop filling when the contents gauge is on 80% provided the fixed liquid level valve is not showing that the vessel is already filled to its maximum.
- It is also advisable that when the contents gauge is reading 70% that you ensure that the driver monitors the filling process so that the vessel is not overfilled.
- On completion of the gas transfer the driver will shut off the pump.
- When the driver disconnects the filling hose ensure that the vent valve on the hoses isolation valve is used to disperse the small amount of liquid gas that is locked between the vessels control valve and the valve on the hose. (At times the drivers do not use this vent valve but disconnect the hoses' acme coupling which can cause a cloud of liquid gas being dispersed and this may cause an incident.)
- On completion record how many litres has been transferred into the vessel and the percentage reading of the vessels contents gauge.
- Return the fire extinguishers and secure the gates – calor gas staff.
- Hand the paper work/forms into the main office to be recorded.

3.6 Weekly Contents Check

- Tanks monitored by Telemetry by Calor Gas.
- Receive delivers as per the above guidance notes on filling vessels.

3.7 Inspections and Testing

Monthly

Visual examination by a member of the Maintenance Staff

To include:-

- External above ground pipelines and controls
- Gas storage compounds
- Signs, Pad locks, damage to fencing etc.
- Clear any flammable materials that is within the compound area.

3.8 External Annual Inspection

- Carried out by a registered GAS SAFE company.
- Underground soundness test at working pressure
- Above ground inspection of pipe work with all joints tested with leak
- Detection fluid.
- Test the Opso/Upso safety controls on second stage regulators.
- Check and adjust if required outlet supply pressure on regulators.
- Report any faults and arrange to carry out repairs.
- Issue a soundness certificate and report on completion.

3.9 External Ten Year Inspection

- Carried out by a registered GAS SAFE company.
- All as detailed for the annual inspection plus.
- A pressure test of each system.
- Issue certificate and report for record purposes.

IF THERE IS A SMELL OF GAS AT ANY TIME THE SYSTEM MUST BE ISOLATED AT THE GAS STORAGE VESSEL. THE SOURCE OF THE SMELL TRACED AND REPAIRED BY A REGISTERED GAS ENGINEER

3.9.1 Emergency Procedure LPG Gas Tanks

Important information in the event of an incident at Bethany School

3.9.2 In the event of a fire

1. Shut all valves on the tank or control outside the building by turning clockwise, if safe to do so.
2. Operate the nearest fire alarm call point and evacuate the building as normal fire procedures
3. Call the fire brigade and refer to the presence of LPG
4. Ring the Calor Gas Emergency Service 0845 7 444 999

3.9.3 If You Suspect Gas Leakages

Extinguish all sources of ignition

Shut all valves on the tank or cylinders and emergency control outside the building by turning clockwise

Ring the Calor Gas Emergency Service - 0845 7 444 999

Do not operate electrical switches

Open all doors and windows. Ventilate at low level (LPG is heavier than air)

Evacuate the building and await instructions from Calor Emergency Service, SMT or Estates Manager

3.9.4 Gas Failure

Check Gas proving systems if fitted contact the Estates Manager or Calor Gas

Turn off gas tap at each appliance

Shut all valves on the tank and emergency control outside the building by turning clockwise

Ring the Calor Gas Emergency Service - 0847 7 444 999

Contact SMT or Estates Manager if you suspect a gas leak on any gas appliances within the School

General Safety LPG tanks to be checked (lids locked) and all vegetation cleaned away report any defects to Estates Manager. This will be carried out weekly by the Bethany School Grounds Staff and recorded.

4. FIRE SAFETY ESSENTIALS: WHAT YOU NEED TO KNOW

In the event of fire during school hours pupils assemble on the Astro courts and are registered by House staff from registers brought to the Astro courts by a member of the

SMT or office staff. In the event of a fire outside of school hours then pupils are assembled outside the assembly points of that building (normally outside the boarding house) and are registered by the person in charge (House staff) who uses the house register stored in house office.

A fire in your School (workplace) can have serious consequences in terms of damage to the School property and injury to personnel. All staff and students need to be aware of the fire hazards in their School (workplace). The aim of this document is to provide you with basic fire safety information which, if followed, will ensure that the risk of fire, injury, and property damage is kept as low as possible.

So who is responsible for fire safety in your area:

- The House Staff and Teachers of each Department/School is responsible for ensuring fire safety.
- They will be assisted by the Estates Manager
- The Estates Manager is responsible for fire safety requirements associated with the building and services, e.g. fire detection systems, fire extinguishers, etc.

In practical terms the trained Bethany School Staff ie: the Estates Manager and Caretaker are responsible for coordinating fire alarm testing, fire drills, etc. Some buildings will also have Housemasters/Housemistress to ensure the building is cleared of people in an emergency. Records of tests and drills are kept in the Estates Office.

REMEMBER

You as an employee have legal duties which cover fire safety, i.e.:

- You must look after yourself and others who may be affected by your acts or omissions
- You must cooperate with your teachers so that they can meet their legal duties
- You must not interfere with or misuse anything provided for your safety
- You must report any defects or failures in the safety arrangements in your area

In practical terms this means that you are failing to comply with both the law and Bethany School policy if, for example, you:

- Wedge open fire doors
- Smoke in your workplace

- Fail to report damaged fire equipment
- Misuse fire extinguishers, e.g. by using them as door wedges
- Block fire exits and routes with bags or equipment
- Remain in your classroom / boarding house when the fire alarm sounds for an extended period

KEY ISSUES

- Fire doors must be kept closed – fire extinguishers are not door wedges!
- Office doors on "dead end" corridors must be kept closed
- Where possible, and before leaving the building, close windows/doors if alarm sounds
- NB – significant changes to rooms should not be made without consultation with Facilities Management
- Report damage to walls, ceilings and doors
- Some fire doors are held open by a magnetic "détente". If the fire alarm system is activated the doors will automatically close. As with all fire doors, it is important that these are not blocked. These doors are normally checked as part of the fire drill to ensure they close once the alarm has sounded...
- Fire exits must be kept clear at all times. Equipment and combustible materials should not be stored on escape routes.
- NB – some items of electrical equipment are allowed if additional precautions are taken (e.g. they do not cause an obstruction, they are fitted with RCD protection, and alternative exits are available)
- Do not accumulate unnecessary paper or other combustible material in the workplace
- Waste bins must be emptied on a regular basis
- Recyclable materials should be removed from the workplace regularly
- Secure your room when you leave

- Do not overfill external waste bins making lids difficult to close. Do not let waste accumulate on floors around the bins. Keep lids to waste bins and waste bin compound gates closed (preferably locked)

- Ensure building windows are closed when workplaces are not occupied (especially if on the ground floor).

- Portable electrical equipment checks must be carried out at regular intervals (varies from 1 to 5 years)

- Visual checks of equipment should be carried out on a regular basis

- Ensure electrical items are switched off when not in use

- Do not trail electrical cables under carpets, rugs, etc.

- Where possible, flammable gases should not be kept indoors but rather piped in from outside

- Damaged furniture, e.g. when foam begins to show, should be removed from the workplace

- LPG heaters and old electric bar fires should be avoided in the workplace
(see A5 LPG gas safety

- Combustible items should not be placed near or on heating equipment, particularly ceramic/quartz space heaters

- Do not use candles in the workplace

FIRE DETECTION AND FIRE FIGHTING

Fire action notices are located at various points in your buildings and boarding houses. These tell you what to do if you detect a fire, i.e.

- Verbally raise the alarm

- Activate the alarm via the nearest call point

- Call the fire brigade (999) and give location details

- Without putting yourself at risk, close windows, switch off equipment, gas supplies, etc before leaving the building

- Remember – the best fire detector is YOU!

- Be aware of what processes and activities take place in your area and always be prepared to use the alarm call points if you find a fire

Everybody should be aware of the emergency telephone number(s) needed to contact the emergency services.

- Ensure ceiling detectors installed in your area are not accidentally obstructed or covered.

- Pay particular care after contractors have been in the area. Detector heads may have been temporarily covered with plastic caps and not removed at the end of the work.

- Also ensure that someone has not deliberately covered detector heads to allow them to carry out unauthorized activities.

- Fire extinguishers are available at various locations throughout school buildings. Staff should be familiar with their locations and basic operations. More detailed training in their use should be provided to those who have been given a more active role in fire fighting. NB - The main priority must always be to evacuate the building and not to fight fires.

- NB – newly fitted extinguishers are now mostly red in colour with only a different coloured band around its neck indicating its contents. Above each extinguisher there should be a sign that indicates what each fire extinguisher contains and what it can be used on.

- Each fire extinguisher, should have a service record label attached to it showing its maintenance record. No fire fighting equipment should be used if this is not up to date.

WHAT TO DO IF THE ALARM SOUNDS

Fire action notices in your building detail what needs to be done if the alarm sounds i.e.

- Evacuate the building by the quickest route

- Do not attempt to collect personal belongings

- If possible close windows and doors on the way out

- Go straight to the assembly point and, if required, report any fire issues to the fire officer (they will be wearing a fluorescent armband)

- In most areas, once the detection system is activated a distinctive and continuous bell or sounder will operate. Use the weekly test to ensure that you can hear the bell from your working area.

The fire alarm system is checked weekly. Make sure you know the date and time of your test so that you do not confuse this test with a real situation.

- Make sure you know the alternative routes from your building – don't assume that the route you normally use to go in and out of the building will be available.

- If you see any obstructions on a fire exit route, report them to the Fire Officer//Teacher.

Final exit doors can come in a variety of types. Familiarise yourself with the door types in your building. Examples of different fire exit doors are shown below:

- Some final exit doors may have push button systems to open the door. These should automatically release if the alarm is sounded. If the door does not release, use the emergency break glass release to open the door and report the fault to the fire officer at the assembly point.

- You should never use a lift to evacuate a building. This is because:

- they may fail

- they may take you to the fire

- NB – some buildings have been fitted with specially designed lifts for disabled persons. You should only use these lifts if you are disabled or are assisting a disabled person out of the building

- Ensure you know your assembly points for your building. If in doubt, it will be written on the fire action notices in your building.

- If the alarm sounds and you have to evacuate, go to the assembly point. Do not just congregate outside of the building as this may hamper any emergency services that have to enter the building.

REMEMBER – You are expected to get out within 2.5 minutes. You should be able to stop what you are doing, make it safe and then leave within this time.

- Evacuation drills are carried out at least once a year in every building. You will not be told when this will happen. You should treat any extended sounding of the alarm as a real fire and evacuate accordingly.

- NB – certain routes may be blocked off by signs as part of the test. You will be expected to find an alternative route to exit the building.

NB – evacuation applies to everyone!

Know your fire signs

You must follow the safety guidance provided. These will normally be found on fire doors, final exits, etc. When you see green signs, the directional "running man" and fire exit signs are examples of these. Red coloured signs will indicate important fire safety information. Normally found near fire extinguishers, call points, etc.

A FULL SCHOOL EVACUATION WILL TAKE PLACE ON A CONTINUOUS BELL BETWEEN 0830 AND 1715.

YOU MUST REPORT TO THE ASTRO PITCH AND LINE UP IN YOUR HOUSE AS MARKED ON THE FENCE.

ENSURE REGISTERS ARE TAKEN AND REPORT ABSENTEES IMMEDICATLY TO THE SMT MEMBER PRESENT.

AFTER SCHOOL HOURS YOU SHOULD REPORT TO INDIVIDUAL HOUSE ASSEMBLY POINTS.

4.1 Local Fire Assembly Points

Music School Teaching	Car Park
Old Poplars Boarding	Driveway to side of building
North Wing Boarding	Car park front of the building
Mount House Boarding	Car park front of the building
Todmans Day House	Grass Area Front of Hayward
Chapel	Outside main entrance
Pengelly House Boarding	Administration car park
Administration Building	Administration car park
Medical Centre	Administration car park
Orchard House Boarding	Adjacent to the workshop

Modern Languages/ Food Technology/ Textiles.	Grass area in front of building
Art Buildings Teaching?	Grass area in front of art school CDT
Holmes Building Teaching	Administration car park
Sports Complex Teaching	Astro Pitch
Hayward Teaching	Astro Pitch
Kendon House	Main Car Park
Kitchen / Dining Hall	Main Car Park

4.2 SAMPLE BETHANY SCHOOL FIRE RISK ASSESSMENT

LOCATION Food Technology / Textiles
ASSESSOR Brian Chapman

ASSESSMENT DATE April 2014

Assessment Review Date April 2015

Risk Factor
High = 5 - 6
Medium= 4
Low = 1 – 3

Ref No	General Condition	Yes	No	N/A	Risk Fa
1	Are all passageways and stairways clear of obstructions	√			
2	Are all passageways and stairways in good condition	√			
3	Are all ceiling tiles / fittings in place			√	
4	Is there a build up of combustibles in unauthorised areas		√		
Ref No	**Fire Escapes**	**Yes**	**No**	**N/A**	
5	Is access to fire doors clear of obstructions (Both Sides)	√			
6	Fire doors meet standard requirements (30 minute protection)	√			
7	Smoke seals	√			
8	Vision panels – Fire resistant glazing	√			
9	Self closing devices	√			
10	Correct mandatory signage	√			

11	Door furniture and or access controls	√			
12	Are fire exit signs displayed and are clearly visible	√			
Ref No	**General Condition**	**Yes**	**No**	**N/A**	**Risk Fa**
13	Fire actions notices displayed and are clearly visible	√			
14	Are all fire doors, walls and breaks fire stopped?	√			
15	Are escape routes not normally used in a good usable condition	√			
16	Are fire doors closed or wedged open		√		
17	Adequate call points and sounders	√			
18	Fire Exit (illuminated) signs?	√			
19	Adequate emergency lighting	√			
Ref No	**Fire Extinguishers**	**Yes**	**No**	**N/A**	
20	Are all fire points free from obstruction?	√			
21	Are fire extinguishers sited correctly?	√			
22	Is extinguishers maintenance up to date	√			
Ref No	**Miscellaneous**	**Yes**	**No**	**N/A**	
23	Do all areas have sprinkler protection?			√	
24	Are sprinkler instillations clear or obstructions?			√	
25	Are all areas covered by smoke detection?	√			
26	Are hazardous substances present?			√	
27	Are hazardous substances stored correctly?			√	
28	Are hazardous substances clearly labelled?			√	
29	Are heating appliances fixed and not portable?			√	
30	Are fire assembly points clearly marked?	√			
31	Have staff been instructed on fire emergency procedures	√			
32	Gas proving assembly fitted	√			
33	Fresh air ventilation interlock with fire alarm		√		
34	Kitchen extraction interlocked to gas proving		√		
35	Emergency system cut off all systems **(gas only)**	√			
36	Extraction duck work clean and in good condition	√			
Ref No	**Furniture, Fixers and Fittings**				
37	Have sofas and chairs and soft furnishings to BS 5287				
38	Hanging Curtains, Blinds, Etc to BS 5867 part 2				
39	Classroom furniture Teaching	√			
40	Drama costumes and set				
41	Assembly and UDR curtains				

4.3 CONTROL MEASURES

Risk Assessment – Record of significant findings	
Risk assessment for Building: Food Technology / Textiles Location: Bethany School	Assessment undertaken by Brian Chapman Completed by: Brian Chapman Signature:

Step 1 – Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
LPG Boiler Gas Hobs Electrical equipment Possible arson attack Sunlight reflection	LPG, Electrical equipment left on standby, LPG Gas Tank Curtains / Blinds, Tea Cloths and student cooking Hot cooking oils	Open doors and windows

Step 2 – People at risk
Those staff, Visitors and students using the building

Step 3 – Evaluate, remove, reduce and protect from risk	
(3.1) Evaluate the risk of the fire occurring	The gas boilers are located in the plant room to the rear of the store room which is locked the gas tanks are some 20 meters from the building. The teaching classroom has a gas proving system installed for additional fire safety which is shut down overnight the avoid misuse of equipment.
(3.2) Evaluate the risk to people from a fire starting in the premises	Textiles have the use of glue pots, irons and sowing machines. The risk to both staff and students is during the day when the building is used for teaching the classroom is protected by a gas proving system all equipment must be shut down when not in use
(3.3) Remove and reduce the hazards that may cause a fire	the building has fire extinguishers in both departments and fire blankets installed in the food technology department for added fire safety. The building is checked at night by the School caretaker on lock-up and all teaching All staff have be trained in fire safety
(3.4) Remove and reduce the risks to people from a fire	during the day the building has smoke and heat detection into the fire alarm. All exit corridors are kept clear of all furniture and trip hazards all fire doors are self closing and fitted with intermittent strips. Displays are sprayed with flame retardant solution The corridors are kept clear fire doors are checked for operation the building fire alarm is tested weekly and maintain this building

	has no naked flames or combustible over night and cleaning chemicals are stored in locked cupboards.	
Assessment review		
Assessment/review date April 2014 April 2014	**Completed by Brian Chapman**	**Signature**
Review outcome (where substantial changes have occurred a new record sheet should be used) **October 2011 the adjacent LPG gas tank has been fenced to comply with the HSE and LPG gas safety full gas assessment carried out by Matchmans November 2011 review and inspection 7th April 2014 (see LPG gas file)**		

5. MAINTENANCE POLICY

It is considered essential that the Bethany School Community implements effective strategies to maintain the buildings, fittings, grounds and equipment entrusted to its care.

Rationale

The rationale for establishing a Maintenance Policy is to provide guidelines for
• Ensuring a safe environment for all who use the school facilities
• Promoting a high standard of up keep to school facilities
• Maintaining a good general appearance of the school

Values

• ***Community***
The duty of care for the maintenance of Bethany School will be the

Responsibility of the Estates Manager, staff, parents, students and others.

• ***Service***

The responsible management of the ongoing maintenance of Bethany School will involve recognition, prevention and pro-active maintenance by the Bethany School Community.

• ***Respect***

Taking responsibility for the maintenance of the school for present and future students.

Policy Statement

Bethany School will have in place a coordinated program of maintenance in order to maximize the use of its asset. Through prevention and pro active maintenance, a safe environment will be provided for all users of the school.

Consequences

Bethany School will develop and maintain a preventative maintenance plan; to coincide with the ongoing development plan from the School for new building renewal this will also incorporate a carbon reduction program for both lighting and boiler replacements looking to reduce our carbon footprint.

Process. A log will also be kept to record all maintenance undertaken.

- For the identification, fixing and checking of all Maintenance and safety matters house buddy books.
- Maintenance and maintenance planning will cover the following assets: (Not limited to the following list)
  a. Buildings: e.g. Painting, pest control, plumbing, electrical, windows, doors, air conditioners, boilers.
  b. Fittings: e.g. Floor coverings, hooks
  c. Grounds: e.g. Trees, pathways, car parks
  d. Outside Equipment: e.g. Playground
  e. Indoor Equipment: e.g. power tools, computers, telephones, TVs, VCRs, cameras
  f. Plant equipment: e.g. tractor, gaytors, mowing machines etc.
  g. Ventilation: e.g. air conditioning, fume cupboards.
  h. Water: e.g. legionella testing.

(Regular portable appliance testing and cleaning of assets is considered an important maintenance issue)

- Bethany School housekeeping is also considered an important asset to the daily maintenance program with housekeeping staff informing the on site maintenance department to react to both emergencies and add-hoc general maintenance.

- Bethany School funding for all maintenance and major building will have several application processes work request submitted to the estates manager for both

emergency and general repairs, replacement equipment or project work will require Bursar approval.

- Workplace Health and Safety issues will be considered and addressed with all maintenance planning.

6. SCHOOL TRANSPORT USER POLICY

a) General Care

It is the Fleet Manager's (Brian Chapman) responsibility to ensure that the fleet is fully maintained to comply with the manufacture's recommendations, relevant laws and regulations.

b) Driver Obligations

It is strongly recommended that you carry out a pre and post check of the vehicle, this simple act will hopefully minimise 'losses and unaccredited damage to the minibus.

The User must ensure that proper and reasonable care is taken with the vehicle in their charge at all times; report all defects to the Fleet Manager. Ensure the vehicle is parked securely at the time.

The User at the time must pay any parking and other motoring fines they incur, if notification is received by post the User will be notified by the Bursar. If fines remain unpaid Bethany School is legally bound to pay, in which case the cost of the fine and an administration charge of £15 will be payable by the User.

c) Log Book

The Logbook is essential as it gives a written record of who is responsible for the minibus at any one time. A log sheet must be completed and signed by the driver on departure and return to record mileage and any defects.

d) Accidents and Emergency Procedure

6.1 IF THE MINIBUS BREAKS DOWN:

Ring the breakdown service (number on card). Quote the card number; explain the problem and where you are.
Remain on the bus, if possible, except on motorways where everyone should stand as far away from the roadside as possible.

If broken down on the carriageway itself, put on the hazard lights.
If the vehicle cannot be fixed at the roadside, phone the School to agree what to do.

6.2 IF IN AN ACCIDENT

DO NOT:

1. Get aggressive towards the other driver
2. Apologise or offer any excuse, which could later be used to suggest you, admitted responsibility.
3. Move the vehicle until its position has been recorded.

DO:

1. Stop at the scene and speak to those involved.
2. Call the police
3. Call the School and report the incident. (01580 211273)
4. You must obtain name(s) address (es) and vehicle registration no(s) and if anyone has been injured, insurance details, from those involved. You must also provide this if required your driving licence and mot certificate.
5. Obtain any names and addresses of witnesses if possible
6. Write down the details of the incident while it is still fresh in your mind and take photos (if necessary) for evidence.
7. Note down all damage.

6.3 AFTERWARDS

All accidents must be reported to the Bursar/ Fleet Manager immediately regardless of the extent of damage to the vehicle. This includes incidents where no third party has been involved.

i. Congestion Charges, Tolls & Parking

It is the responsibility of the User to ensure that the correct payment is made of all charges. This will be reimbursed on production of a receipt.

ii. Health & Safety

When selecting the most appropriate route the user should consider the length of their journey, time of travel, personnel security, weather conditions, and their health. Plan a break No driver should exceed more than 2 hours driving without a break.

It is the User's responsibility to ensure the First Aid Kits and Luggage Restraints are fitted correctly. Bethany School expects the User to drive with their own and others personnel safety in mind at all times.

Mobile phones may not be used while driving in all circumstances.

All passengers are to wear seat belts at all times when in a school or private vehicle; it is the driver's responsibility to ensure that this happens.

iii. Speed Limits

30 mph in built up areas
50 mph on roads subject to national speed limit
60 mph on dual carriageways
62.5 mph on motorways (speed limiter's fitted)

iv. Disciplinary Action

Use of the minibus requires compliance with the Bethany School Transport User Policy If the policy regulations are not adhered to the SMT are entitled to commence disciplinary procedures.

RISK PREVENTION

7.1 General Housekeeping

The maintenance of work and storage areas to be kept in a tidy condition and observation of demarcation lines indicating passageways are essential.

The storage of equipment and materials must be restricted to three feet below ceiling, light fittings and fixed fire protection devices.

Rubbish must not be strewn on floors, as this can be a personal as well as a fire hazard. Waste or disused packing materials should be kept to a minimum around work areas.

7.2 Fire Drills –

Read in separate Fire Policy and Procedures

7.3 Health and Safety Audits (Teaching and Boarding Houses)

The Estates Manager carries out a local workplace inspection checklist annually, to record and identify any hazards to Health and Safety with the school

To maintain a safe environment Housemasters/Mistress will report hazards and incidents to the Estates Manager for action.

7.4 Environmental Audits

Environmental audits are carried out as to ensure all the School waste carriers comply with all legislation (duty of care waste transfer notices)

Ensure the school departments are disposing of waste correctly and providing information to school domestic service team.

7.5 Hazardous Materials Storage

The head of departments (Teaching) are responsible for the safe storage of materials used within their daily activities.

Control of Substance Hazardous to Health (COSSH): sheets to be displayed in all storage areas

Locked flameproof cabinets must be used for flammables Materials.

7.6 Disaster Kit

A Disaster kit will be stored within the site services department. It is intended that in the event of a disaster / emergency. Staff will access the kit, the kit and any information will be updated as necessary.

The Kit will contain:

- A set of site plans and utilities (ongoing)
- A list of contractors (ongoing)
- Safety Hats
- Potable lighting

- Tools
- PPE equipment

The Estates Manager is responsible for the maintenance of the kit in usable order. The site service team will carry out a weekly check on the kit.

7.7 Staff Training

The Estates Manager will arrange training for all staff involved in: Fire, Control of Substances Hazardous to Health, Grounds Maintenance, (mowers, hedge cutting etc) Manual Handling, Health & Hygiene and portable appliance testing. In conjunction with the Bursar, the Estates Manager will arrange risk assessment training for relevant staff. A detailed register of staff training and qualifications will be kept by the Estates Manager and HR Department.

7.8 Portable Appliance Testing (PAT)

7.8.1 Electrical Regulations Policy

YOU HAVE A RESPONSIBILITY TO YOURSELVES AND OTHERS TO USE ELECTRICAL APPLIANCES SAFELY.

Under the Electricity at Work Regulations Act, 1989, there is an obligation on the School to control all electrical appliances connected to its electrical system. These regulations apply to all School residential, Teaching and office accommodation.
The electricity supply is 230/240 volts, 50Hz
Anyone bringing personal electrical appliances into School must register them by completing the registration form supplied in accommodation house.
Appliances used in the UK must carry the appropriate British Standard number, Kite mark, and / or CE European mark.
The plug must be the safety sleeve type and carry BS number 1363.
Plugs must be fitted with a 13-amp fuse, maximum.
Low power appliances below 750 watts (i.e. radios, lamps, stereos etc.) should be fitted with a 3-amp fuse.
Manufacturers' instructions regarding fuse size should be adhered to where appropriate.
Outer sheaths of cables must be kept in good condition and not worn, perished, split, stretched or twisted.
Cables must be securely fixed into plugs and appliances.
It is strictly forbidden to interfere with electrical fittings, or with plugs and cables connected to electrical equipment provided by the school.
Any defects in School equipment should be reported immediately to the Senior Housekeeper or the Estates Manager.

It is also forbidden to connect any appliances to a lighting circuit, or to use 2 or 3-way adaptors in a socket outlet.
Fused, short, multiplug trailing sockets may be used
Additional items of electrical equipment when acquired must be registered on your form (Housemaster) office.
It is prohibited to use freestanding electric bar heaters in School accommodation or office space.
Those in doubt about a particular piece of electrical equipment should contact the Estates Manager.
School Maintenance and Cleaning Staff are instructed to report equipment that appears to be non-compliant with the above regulations; Equipment found to be non-compliant would be removed by the School.
Repairs to school equipment (bed side lamps, etc) will be portable appliance tested before re-use.
Portable appliance testing is carried out on all school electrical equipment annually by an outside approved contactor a full asset register is produced following the PAT testing.
Personal equipment (students / boarders) pat testing is carried out by the maintenance department and labeled following the test for safe use.

8. GENERAL ROLES AND RESPONSIBILITIES FOR EMERGENCIES

8.1.1 Reporting

All incidents, which are, or have the potential for an emergency, are reported to the Estates Manager.
The Estates Manager is responsible for evaluating the nature and extent of the emergency before calling the emergency response team into action if required. If circumstance require, the Emergency Services are requested to attend.

8.1.2 Response

The emergency response team will consist of:

- Headmaster/Deputy Headmasters
- Housemaster/Mistress / Headmaster/Pastoral Deputy (incident boarding only)
- Bursar
- Estates Manager
- Medical if required
- Site service team members

8.1.3 Emergency Co-ordinator

The emergency co-ordinator (appointed person) will be responsible for the following duties at the scene of the emergency.

- Informing local emergency response team of actions required to be completed to minimize disruption and maintain safety.
- In the event of Emergency Services being called, preparing a handover of the event detailing hazards and information.
- Stationing the available staff to direct the Emergency Services to the scene of the emergency in the most efficient manner.

8.2 Emergency Fire Procedure

8.2.1 Introduction

This procedure specifies the routines to be adhered to following the requirements for fire on the school grounds.

In order to ensure that a high standard of fire safety is maintained throughout the site, it is essential that all Bethany staff and students are familiar with general fire procedure instructions.

The procedure is to minimise any possible danger in the event of fire and to ensure an orderly evacuation of the affected building should it be necessary.

The following facilities are available:

- Medical Services
- Manual and Automatic Fire Alarms
- Various types of portable fire extinguishers
- Radio System
- Emergency Response team

The fire alarm is a continuous (1) Bell (2) Siren

8.2.2 Responsibilities

The Housemaster/mistress shall be responsible for ensuring that Fire Drills are conducted at the prescribed time and results are recorded. The Estates Manager is responsible for

ensuring that all notices and information is correctly displayed and all portable fire extinguishers at Bethany are checked and properly maintained at the correct intervals.

The Estates Manager is responsible for the fire training of the emergency response team; records are to be kept on training.

8.2.3 Flammable Substance

Extreme care must be taken when flammable substances and there must be "Naked Lights or Other Sources of Ignition" notices within twenty feet of any such substances.

Only approved containers must be used. Glass jars and open tins placed on workbenches are potential fire Hazards and must not be used.

All flammable containers must be correctly labelled

8.2.4 Electrical Equipment

Particular attention must be given to portable appliances and trailing power leads. All portable appliances which belong to Bethany School must be portable appliance tested (PAT) the Estates Manager will ensure all school portable equipment is PAT tested on a rolling programme.

The Housemasters/Mistress is responsible for conducting a visual check on all boarders' electrical equipment and keep records.

8.2.5 Emergency Procedures for: Fire Evacuations

Action to be taken on discovery or suspicion of fire

In the event of fire, no matter how small, the following procedure shall be adopted:

- The person discovering a fire shall sound the fire alarm at the nearest call point.
- In the event of the fire alarm sounding, (Continuous Bell / Siren)
- All persons should leave the building as quickly as possible via the nearest available exit DO NOT USE THE LIFT do not re-enter the building.
- All staff and visitors should assemble (check fire notice) and await instructions.
- Stay at the assembly point until the Fire Officer / Bursar, Estates Manager gives instructions

- On hearing the fire alarm, check everyone in your assigned area is evacuated and that doors are closed. DO NOT PUT YOURSELF AT RISK.

- The building / floor fire officer will station themselves at the assembly point after checking the assigned area conduct a roll call and report to the Bursar / Estates Manager

8.3 Flood Procedure

When a Flood is discovered or a serious leak – discharge of causing a flood, the Estates Manager should be notified immediately by ringing Ext 249 or 01622 891178 out of hours from taking the call the Estates Manager is responsible for evaluating the extent of the problem and alerting the emergency response team, the team will responded and the Estates Manager will use the available personnel and skills to remove the supply of water if possible.

If a situation occurs out of normal hours, some or all of the following should be contacted at home as appropriate.

- Bursar
- Estates Manager
- On call emergency response team member

The Bursar should be informed so as to arrange any necessary action on behalf of the insurers.

8.4 Storm Damage Procedure

When storm damage is discovered the Estates management department should be notified immediately. The Estates management department will be responsible to evaluating the extent of the problem and alerting the emergency response team. The team will respond and the Estates Manager will use the available personnel and skills to secure the area if possible.

The Estates Manager will be responsible to contact outsourced contractors to carryout repairs to minimize disruption to the school.

If a situation occurs out of normal hours, some or all of the following should be contacted at home as appropriate.

- Bursar
- Estates Manager
- On call emergency response team member

The Bursar should be informed so as to arrange any necessary action on behalf of the insurers.

8.5 Major Power Failure

The Headmaster will be contacted to evaluating the extent of the problem and time scales to rectify the power failure. The Headmaster will be responsible for any school closures due to the emergency.

The Estates Manager will be responsible to contact outsourced contractors to carryout repairs to minimize disruption to the school.

If a situation occurs out of normal hours, some or all of the following should be contacted at home as appropriate.

- Bursar
- Estates Manager
- On call emergency response team member

The Bursar should be informed so as to arrange any necessary action on behalf of the insurers.

8.6 Chemical Spillage

8.6.1 Chemical Spillage Procedure

The Chemical Spillage Procedure has 3 main objectives:

- To prevent a Health and Safety hazard by staff and students inhaling fumes or coming into skin contact.
- To prevent emissions to atmosphere which the School has a duty to prevent
- To prevent chemical release into the drains

Spillage

The spillage is to be dealt with by the emergency response team the estates management will be responsible to evaluating the extent of the problem and alerting the emergency services if necessary

An emergency spillage kit is available from the science department

Kit includes

- Emergency Response Information
- Warning notices
- Cleaning equipment
- Personal protective Equipment

Disposal – The absorbed spillage is to be returned to site service department and will be disposed of as special waste.

8.7 Postal Bomb Threat

Post Room Procedures

Postal bombs can come in a variety of sizes and shapes, ensure that all incoming mail, van courier or hand delivered items is processed at one single location.

Recognition of Suspect Letters and Packages

Pointers to look for in determining whether a postal package is suspected include

- Check all mail for suspicious signs
- Point of origin postmark
- Manuscript of Sender Foreign style of writing
- Weight: If there seems to be excessive weight for size - treat as suspect
- A smell like that of almonds or marzipan - treat as suspect
- Flap of envelope usually there is an un-gummed gap of about 3-5mm

Dealing with an Incident

- Do not open it
- Do not pass it around
- Leave the room quickly, closing the door. Open window if safe to do so.
- Prevent other persons going into the room. Lock or otherwise secure if possible.
- Notify local police and Estates Management

8.8 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)

Action to be taken in relation to any RIDDOR incident, is to be in accordance with RIDDOR regulations 2013.

A RIDDOR report must be made if incidents involving Staff, Contractors or Visitors fall within the following criteria:

Deaths
Major injuries (e.g serious fractures, amputation or loss of sight).
Accidents resulting in over 7 days injuries.
Dieses (as notified by a doctor).
Dangerous occurrences
Gas incidents

Any RIDDOR report is to be made by either the Health and Safety Officer or Medical Centre, to whom all incidents must be reported immediately.

9. OCCUPATIONAL HEALTH AND WORK RELATED STRESS

See separate policy

10. OFF SITE/EDUCATIONAL VISITS

See separate policy. The Deputy Head is responsible for all off site visits. The visit co-ordinator will be responsible for the conduct of the visit and provision of risk assessments.

11. SITE SECURITY

Bethany School occupies an open rural site and total security is impossible. All staff are to be aware of the separate site security policy and are to encourage pupils to be vigilant and to report any strangers to a member of staff.

12. OTHER RELEVANT DOCUMENTATION AND POLICIES

12.1 Violence to Staff

See Staff Code of Conduct

12.2 Manual Handling

See separate instruction

12.3 Slips and Trips

See associated policy

12.4 On Site Vehicle Movement

See associated policy

12.5 Control of Hazardous Substances

See separate instruction and individual COSHH sheets

12.6 Selecting and Managing Contractors

In addition to Contractors policy the School follows normal recruitment procedures for contractors.

12.7 First Aid and Supporting Medical Needs

The School maintains a Medical Centre with trained staff on duty during the school day and on 24 hour call at other times. See First Aid policy.