

**HEALTH AND SAFETY POLICY
BETHANY SCHOOL
CURTISDEN GREEN
GOUDHURST
KENT TN17 1LB**

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

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1 GENERAL STATEMENT OF POLICY FOR HEALTH AND SAFETY

The Governors of Bethany School (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 working conditions for employees and pupils and to ensure that their work does not adversely affect the health and safety of themselves or others. The Governors recognise their corporate responsibility as employers to ensure as far as practicable that this 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 HSW 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 are committed to provide sufficient information and training for employees in respect of risks to health and safety. The Governors will also ensure this policy is reviewed regularly and that a revised statement is issued when necessary.

The Governors require all house staff, heads of departments and management at all levels to display a positive attitude and to instil this in others the same attitude to health and safety. 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 Policy to the attention of all employees of the School and to draw up the necessary instructions for ensuring that the Policy is implemented and to ensure that arrangements exist for carrying out the functions allocated to individuals 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.

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Signed: (for the Governors) Date:

Signed: (Headmaster) Date:

2. ORGANISATION & RESPONSIBILITIES

2.1 THE GOVERNORS

The Governors of Bethany School:

- 2.1.1 Have overall responsibility for health and safety within the School.
- 2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- 2.1.3 Requires that each Governor accept their individual role in providing health and safety leadership within the Organisation.
- 2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their General Statement of Policy.
- 2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
- 2.1.6 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 and safety of other people.
- 2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- 2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- 2.1.10 Will monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- 2.1.11 Will ensure that any material changes in this Policy will be brought to the attention of all employees.
- 2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.

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- 2.1.13 Will appoint one of its number to be the 'Chair of the Health & Safety Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

2.2 HEADMASTER

On a 'day-to-day' operational basis, the Headmaster is directly responsible to the Governors of Bethany School for the safe functioning of all his School's activities. The Head will:

- 2.2.1 Be responsible for the implementation of the policy and ensuring, with the assistance of the Bursar, that the policy is regularly reviewed and updated.
- 2.2.2 Ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manual are fully understood, observed and implemented by persons under his control.
- 2.2.3 Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.
- 2.2.4 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments, which may affect employees, is adequately communicated to them.
- 2.2.5 Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- 2.2.6 Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner.
- 2.2.7 In consultation with the School Health & Safety Advisors, ensure that the School's Active Monitoring Inspection Plan is completed in accordance with the timescales agreed with the Bursar.
- 2.2.8 Constantly monitor the effectiveness of this Health & Safety Policy and Procedures Manual as regards both academic and non-academic work and consult the School Health & Safety Advisors and Bursar, as appropriate.
- 2.2.9 Consult with Deputy Headmaster/Bursar and appointed School's Health & Safety Advisors.
- 2.2.10 Recommend changes to the School's Health & Safety Policy and Procedures Manual in the light of experience.
- 2.2.11 Ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.

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- 2.2.12 Be responsible for ensuring that all Heads of Department, Subject Co-ordinators, Teachers, Employees, etc, as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them.
- 2.2.13 Take steps to ensure that changes in curriculum are considered for their health and safety implications.
- 2.2.14 Ensure he/she implements the School requirements with respect to Fire Matters (*see School Arrangements & Procedures Section*).

2.3 **BURSAR**

The Bursar has responsibility for:

- 2.3.1 Monitoring the effectiveness of this Policy and Procedures Manual and reporting back to the Headmaster / Governors of Bethany School, as appropriate.
- 2.3.2 Monitoring overall health and safety within the School.
- 2.3.3 Recommending changes in the Bethany School Health & Safety Policy and Procedures Manual in the light of experience.
- 2.3.4 Ensuring that all those employees who work for the Bursar are fully aware of their responsibilities within their own spheres of control.
- 2.3.5 Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.
- 2.3.6 Are appointed as the main 'Competent Persons' for Bethany School as required by the Management of Health & Safety at Work Regulations 1999.
- 2.3.7 Liaising with the School's Health & Safety Consultants.
- 2.3.8 In a line management function, the safe operation of maintenance and grounds staff.
- 2.3.9 Ensuring that all maintenance contracts involving outside bodies which monitor aspects of the Schools' functions are fully used and kept up to date. This includes boiler maintenance, fire alarms, emergency lighting, etc.
- 2.3.10 Ensuring the 'fabric' of School buildings are maintained in a sound and healthy condition.
- 2.3.11 Ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by her for inspection.
- 2.3.12 Ensuring that Legionella Risk Assessments of all School hot and cold-water systems are completed and that the necessary management schemes are introduced.
- 2.3.13 Ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.

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- 2.3.14 Establishing a system for the reporting back to her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.
- 2.3.15 Selecting of outside maintenance contractors and monitoring their activities on School premises and in this context liaising fully with the School's architects.
- 2.3.16 Ensuring that the School's Health & Safety Policy and Procedures Manual are kept up to date.
- 2.3.17 Co-ordinating health and safety monitoring activities across the whole School.
- 2.3.18 Developing the School's Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales.

2.4 LINE MANAGERS

For the purposes of the School's Health & Safety Policy and Procedures Manual the term Line Managers includes Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Headmaster for:

- 2.4.1 Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments.
- 2.4.2 Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- 2.4.3 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- 2.4.4 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- 2.4.5 Notifying the Bursar of any matters within this field which they feel is beyond their competence to deal with.
- 2.4.6 Reporting to the Bursar any accidents, incidents, near-misses, or damage for appropriate investigation.
- 2.4.7 Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and on external trips.
- 2.4.8 Notifying directly to the Bursar any new substances that are required to be purchased by their Department in order that the Bursar can implement the required COSHH Assessments.

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2.4.9 Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.

2.5 EMPLOYEES

The term 'Employees' includes **ALL** employees who work for the School. Each employee is responsible for ensuring that:-

2.5.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

HSW Act, Section 7 *It shall be the duty of every employee while at work:*

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

HSW Act, Section 8 *No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

Management of Health & Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

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Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -

Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

- 2.5.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.
- 2.5.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.
- 2.5.4 They report all accidents, incidents and damage to their immediate supervisor.

3 SPECIFIC RESPONSIBILITIES

Health and Safety Officer: Bursar
School Oversight: Bursar
Governor Oversight: Mr J Fenn - Governor
Fire Risk Assessment (School Buildings): Bursar
Fire Risk Assessment (Other Buildings): Bursar
Boarding House: House-staff
Departments – Risk Assessments: Head of Department
Kitchens: Catering Manager (Contractor)
Asbestos Register: Bursar
Fire Officer: Bursar
Fire Records Keeper: Bursar
Maintenance of Fire Evacuations Log: Bursar

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Maintenance of Fire Training Log: Bursar

Science Chemicals Risk: Head of Science

COSHH Substances Register: Head of Department and Senior Housekeeper

4 ARRANGEMENTS TO MONITOR, ESTABLISH AND REVIEW MEASURES NEEDED TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

All staff are reminded of their individual responsibility for Health and Safety. The School Health and Safety Committee meets termly to discuss any outstanding issues and to review any incidents.

The Members of the Committee are:

The Bursar

Maintenance Foreman

Cleaning Supervisor

Medical Centre

Heads of Science, CDT, Boarding and Sport

Catering Manager

All staff are encouraged to raise issues through their individual representatives. Minutes of decisions and actions taken are to be distributed through representatives. All members of staff have the right and are encouraged to raise immediate concerns on health and safety directly to the Health and Safety Officer which is the Bursar.

In addition to internal checks, the responsible governor will carry out a detailed review of health and safety annually and the findings reported to the Board of Governors.

5 TRAINING OF STAFF IN HEALTH AND SAFETY, INCLUDING RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Bursar as appropriate.

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A Risk Assessment Policy is in place.

6 CONSULTATION ARRANGEMENTS WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees)

Regulations 1996 and consults its employees on the following areas as covered by the regulations:

1. Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
2. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
3. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
4. The planning of Health and Safety training.
5. The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Health & Safety Committee if deemed appropriate.

7 RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS – INCLUDING THOSE REPORTABLE UNDER RIDDOR

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

1. Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2. Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
3. Dangerous Occurrences listed in the Regulations.

b) Reporting

A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.

A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.

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A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

8 POLICY AND PROCEDURES FOR OFF SITE VISITS, INCLUDING RESIDENTIAL VISITS AND ANY SCHOOL-LED ADVENTURE ACTIVITIES

See the Staff Handbook, section K.

9 DEALING WITH HEALTH AND SAFETY EMERGENCIES – PROCEDURES AND CONTACTS

See the Staff Handbook, section C24, General Staff Matters Crisis Action Plan

10 FIRST AID AND SUPPORTING MEDICAL NEEDS (MAY REFER TO FIRST AID POLICY)

See First Aid Policy

11 OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

Occupational Health

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work

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- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

Stress

The School is aware of the potential for Stress with its employees. A full Stress Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The School adopts a proactive approach to this issue and all staff are automatically subscribed to Benenden Health Care.

12 ON-SITE VEHICLE MOVEMENTS

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there are children crossing roadways at all times
- c) Parking only to be carried out in designated areas
- d) A banksman should be used where appropriate

13 WORKPLACE SAFETY FOR TEACHERS, PUPILS AND VISITORS

Heads of Department have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

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The systems will have taken into account the following principles as far as reasonably practicable:-

1. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
2. Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
3. Where appropriate, details of the correct sequence of operations involved.
4. Identification of safe procedures, both routine and emergency.
5. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- 1 TECHNOLOGY WORKSHOP - use of machines
- 2 SCIENCE LABORATORY - general laboratory procedure
- 3 SCHOOL GROUNDS - use of hazardous machinery
- 4 ART DEPARTMENT – cutting
- 5 MAINTENANCE DEPARTMENT- Work at height, Hot work, Electrical work, Use of workshop equipment

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc. will be given training, as necessary and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

Medical Centre has received the appropriate training commensurate with her duties. She will ensure that any Deputies, employed as Assistants, have adequate training.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it.

Safety

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The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

Staff must supervise the low ropes course and read the risk assessment before use.

Sport - General

The School has a full Policy in place devised by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

Day pupils, who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where Sister has been involved and will confirm that the pupil is unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the RFU Guidelines that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

The School follows the guidance from the ECB concerning the wearing of Protective Helmets for Cricket.

Sport - Injuries

In the event of injury in sport activities, other than minor scrapes and bumps, the Medical Centre will be involved. If the pupil involved is mobile then he will be accompanied to the surgery. If the injury is more serious then the Medical Centre will attend the injured person where the injury has taken place.

In the event of further action being needed the Medical Centre will contact the School Doctor or Ambulance as appropriate.

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During school matches involving contact sports in the winter terms, the Medical Centre will be on the touch line and therefore available if required. For cricket matches in the summer term, Sister will be within the School grounds should she be required urgently.

Sports Hall

The Sports Hall is used by the School and others to whom it is let. Use by others is covered by Risk Assessment carried out by the organisation using the Hall. School pupils are permitted into the Hall without direct supervision under strict conditions.

Equipment

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

Shoes

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

In the event of injury, emergency equipment will be used as required and if necessary Sister will be contacted to assist as appropriate.

Swimming Pool

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has a full Normal Operating Procedure and Emergency Action Plan in operation which incorporates all aspects of running the Pool.

When the Pool is in use by the School, it is always under the strict supervision of two trained staff.

Emergency Procedures

The full emergency procedure can be found in the Emergency Action Plan.

Pool Water

The cleanliness and chemical balance of the water is monitored with tests undertaken three times per day when the Pool is in use.

Pool Compound

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The Pool Compound is fully enclosed with locked gates preventing unauthorised access.

14 SCHOOL SECURITY

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

While the grounds can be entered easily at any time, all buildings are locked at night when not in use.

Main School Site

The responsibility for ensuring that the premises are secure rests with the Duty SMT, Housemasters, Caretaker and Duty Teaching Staff.

Should a problem with unauthorised entry occur in the future, The School will take the necessary steps to counteract the problem.

15 CONTROL OF LEGIONELLA

The School will establish suitable controls for the water supply systems within all areas of the site to ensure compliance with The Control of Substances Hazardous to Health Regulations 2002 and the Health and Safety Executives guidance document L8 “Legionnaires’ Disease, the Control of Legionella Bacteria in Water Systems”.

The controls will include a suitable risk assessment for the water supply systems and a testing and maintenance regime to prevent legionella bacteria proliferation. This will be completed by a competent person appointed by the School and suitable records will be maintained.

16 VIOLENCE TO STAFF (MAY CROSS-REFERENCE TO BEHAVIOUR POLICY)

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School has devised a Violence Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

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In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

17 MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

1. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
2. Where activities involving risk cannot be avoided they will be subject to an assessment.
3. The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

18 PORTABLE APPLIANCE TESTING

The School will ensure that a suitable inspection and test system is in place for portable electrical appliances. The system will follow the Health and Safety Executives guidance document INDG236 "Maintaining Portable Electrical Equipment in Low Risk Environments" and will ensure a suitable frequency of inspection is established. The inspection and test will be carried out by a competent person and records will be maintained.

Boarding pupils will be given clear guidance as to the type of equipment which is not to be used in sleeping or study areas. Boarding staff will visually inspect equipment at the start of each term.

All staff and pupils will be reminded that they should not bring mains electrical equipment into school unless it has been inspected by the nominated competent person.

19 SLIPS AND TRIPS

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

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The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

20 MANAGEMENT OF ASBESTOS

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey: A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management: The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;

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- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

21 CONTROL OF HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSH Regulations.
 - b) Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
- Control Measures to be adopted.
 - Maintenance of the Control Measures.
 - Monitor the situation to establish that the measures are effective.
 - Undertake Health Surveillance where relevant.
 - Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
 - Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

22 SELECTING AND MANAGING CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation

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- Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable - e.g. Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc.
- h) All machinery on site to have documentary evidence of Statutory
- i) Inspections and Driver/Operator Training - where applicable

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Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 - See separate sheet concerning these Regulations.

23 MAINTENANCE (AND WHERE NECESSARY EXAMINATION AND TESTING) OF PLANT AND EQUIPMENT (SUCH AS ELECTRICAL EQUIPMENT, LOCAL EXHAUST VENTILATION, PRESSURE SYSTEMS, GAS APPLIANCES, LIFTING EQUIPMENT AND GLAZING SAFETY)

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work etc Act 1974. The Inspections and Checks are carried out as follows:

- a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- b) Biennial Checks on Electrical Equipment.
- c) Annual Service of Fire Extinguishers.
- d) Annual Service of Boiler Plant and Associated Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Servicing of lifts under contract.

24 FIRE SAFETY, INCLUDING TESTING OF ALARMS AND EVACUATION PROCEDURES (MAY REFER TO FIRE DOCUMENTATION)

The School is visited by the Local Fire Officer from time to time and complies with all the requirements. A full Fire Risk Assessment is in place and this is reviewed annually. A full Fire Procedure is in place and Fire Drills are carried out each term for Day and Boarding Pupils.

A Fire Alarm system is always in place with all areas covered by automatic detectors to ensure early warning . The fire detection is tested every week and recorded by the maintenance team.