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# Health and Safety Policy

## Monitoring of Policy

The Health and Safety Policy will be monitored on an on-going basis by the Bursar and School's Health and Safety Consultant. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that this document is fully up to date and correctly reflects the activities of the School.

This policy has been ratified by the Board of Governors and authorised by:

Edward Rees

Headmaster

Signed:-

Date:-

Corinne Aldridge

Chair Governing Body

Signed:-

Date:-

Updated 10/2023

Next review 10/2024

Prepared by: GB

Authorised by: Governors



## Introduction

The School undertakes to provide a safe and healthy working and learning environment for staff, pupils, parents and visitors, including the EYFS. The School accepts that it has a responsibility to take reasonably practicable steps to secure the health of staff, pupils, parents and visitors using the School premises or participating in School-sponsored activities. The School recognises that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils. The School will take reasonable steps to identify hazards and reduce them to a minimum. All staff, pupils, parents and visitors must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in school-sponsored activities.

The Health and Safety at Work etc. Act 1974 states that:

*“(1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.*

*(2) Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular—*

*(a) The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*

*(b) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*

*(c) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;*

*d) So far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks; (e) The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”*

And

*“It shall be the duty of every employee while at work—*

*(a) 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*

*(b) 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.”*

## Policy Statement

- The Governors and Headmaster are fully aware of their responsibilities under The Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.



- The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards.
- The Headmaster, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- All staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that they
  - operate in areas that are safe for themselves and others.
  - act in a safe way themselves
  - use protective equipment provided
  - follow the Health and Safety Rules, Regulations and Requirements
  - report any hazardous conditions to their Departmental Head, the Bursar or the Headmaster.

The School's Health and Safety Consultant is:

Hettle Andrews, Eleven Brindley Place, 2 Brunswick Square, Birmingham, B1 2LP. Tel: 0121 423 6200.

Website: <https://hettleandrews.co.uk/>

## **Responsibilities**

### **Governors**

- Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- Will periodically discuss the effectiveness of the policy with the Headmaster the Bursar and ensure that any necessary changes are made.
- Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

### **Headmaster**

- Will ensure that there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- Will ensure that responsibilities are properly assigned and accepted at all levels.
- Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- Will ensure that all areas of the School are inspected, from a Health and Safety point of view, on a regular basis.
- Will review inspection reports and take action where appropriate.



- Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

## **Bursar**

- The Bursar is responsible for the day-to-day implementation of the School's health and safety arrangements.
- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under their control.
- Will ensure that Personnel working under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- Will ensure that all new plant, buildings and equipment are inspected for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
- Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- Will ensure, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- Will be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc. in place.
- Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, on a regular basis.
- Will, in conjunction with the Headmaster, review the Health and Safety Consultant's reports and take action where appropriate.
- Will ensure that the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.
- Will, in conjunction with the Headmaster and SLT, ensure that all areas of the School are inspected, from a health and safety point of view, on a regular basis.
- Will, in conjunction with the Headmaster and SLT, review the Health and Safety Consultant's reports and take action where appropriate.

## **Site Manager**

The Site Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors and management of contractors
- Site traffic movements



- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos and radon
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

## **School Finance and General Purposes Committee**

The Committee will meet once a term and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety attends these meetings and minutes are taken.

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations
- Monitor the effectiveness of health and safety within the school
- Review accidents and near misses, and discuss preventative measures
- Review risk assessments e) Discuss training requirements;
- Monitor the implementation of professional advice e.g. from the H&S Consultant
- Review the policy guidance and the need for updates
- Develop safety rules and safe systems of work and how best to implement them
- Encourage H&S responsibility devolvment through reporting of defects by and suggestions from all members of staff

## **Health and Safety Consultant**

- As a competent person will supervise the School Health and Safety Programme.
- Will visually inspect plant and equipment when carrying out an audit of the School to ensure that it is safe and being operated correctly in accordance with risk assessments and Safe Operating Procedures where relevant. Maintenance records will also be checked to ensure they are meeting the requirements of the relevant Legislation e.g. PUWER/ LOLER etc.
- Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- Will report to the Bursar & Site Manager concerning Health and Safety matters, making recommendations as necessary.
- Will, in conjunction with the Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- Will inspect on an annual basis all new plant, buildings and equipment for potential hazards, in conjunction with the Bursar & Site Manager.
- Will ensure that all areas of the School are inspected from a Health and Safety point of view once per year.
- Will advise on assessments under 'The Control of Substances Hazardous to Health Regulations', 'The Management of Health and Safety at Work Regulations' and other Regulations appropriate, calling in experts in specific fields as necessary.

## **Senior Management Team**

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.





- Will draw up safe methods and procedures, written where appropriate, for operations within their area of responsibility.
- Will ensure that all classroom/work areas are safe before they are used by any person, reporting any problems to the Site Team.
- Will ensure that all equipment is safe before it is used by any person, reporting any problems to the Site Team.
- Will ensure that protective equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their area of responsibility.

### Teaching staff

- Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- Will ensure that all classroom/work areas are safe before they are used by any person, reporting any problems to the Site Team.
- Will ensure that all equipment is safe before it is used by any person, reporting any problems to the Site Team.
- Will report any faulty equipment or unsafe areas, reporting any problems to the Site Team.
- Will ensure that protective equipment, where appropriate, is used at all times.
- Will ensure that any hazardous or dangerous conditions or situations are reported to the Headmaster, Bursar, or Site Manager without delay.
- Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their area of responsibility.

### All Other Staff

- Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- Will observe Health and Safety Rules at all times.
- Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- Will report all accidents, damage, hazardous or dangerous conditions or situations to the Headmaster, Bursar or Site Manager without delay.
- Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- Will ensure that working areas are kept clean and safe.
- Will inspect all equipment and plant before use to establish that it is safe to use, reporting any problems in the Maintenance Report Book kept in the School Office.
- Will familiarise themselves with First Aid and Fire procedures.
- Will look after all Health and Safety Equipment properly and report any defects immediately.



## **All Other Persons on School Property**

- Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.
- Will not work on the premises until the relevant rules are read, understood and accepted.
- Will not work on the premises until covered by insurance against risk.

## **Volunteers**

Volunteers (including parents helping in School) and those on work experience will be made aware of health and safety arrangements applicable to them.

## **Hornsby House PTA**

When School premises are used by the PTA it will be a condition that those organizing events are familiar with this Policy and will not:

- Use any School equipment without permission from the Bursar
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or staff or pupils of the School

A full risk assessment will be completed for all events held on School premises including fundraising activities.

Pupils are expected to observe all the safety rules of the School and in particular the instructions of staff given in an emergency. Pupils are expected to use and not willfully misuse, neglect or interfere with equipment and procedures provided for their safety.

## **Methods and Procedures**

### **Safe Systems**

Hornsby House staff have devised safe systems, where appropriate, for their area of responsibility. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working within the school.

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

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

## **Training**

Hornsby House has a subscription with EduCare and all staff are required to complete the Fire Safety in Education and Health and Safety in Education courses.



Induction of new staff incorporates health and safety training and regular updates in specific areas are planned, delivered and monitored. The Head and Bursar are responsible for co-ordinating the training, including training in risk assessment.

Teaching Staff engaged have all received training appropriate for their role. 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 deemed appropriate.

Ancillary, Caretaker and Cleaning Staff will be given training, as necessary, 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.

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.

## **Playground Safety**

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 in the Playground, 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.

The EYFS has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The EYFS play in a designated area to ensure that staff are able to supervise adequately.

In all cases the School ensures that staff supervising the playground activities are competent to undertake the task.

## **Fire**

The School is regularly inspected to ensure that it complies with all relevant requirements.

Fire risk assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 was carried out by the School's Insurers, Hettle and Andrews in 2022

A full Fire Alarm system is in place with all areas covered by automatic detectors to ensure early warning at all times.

A full Fire Procedure is in place and Fire Drills are carried out each term and these practices are recorded in the Fire Log. Details of assembly points are included in fire procedure instructions.

## **Sport - General**

Sport in the School is co-ordinated and organised by the Head of PE and Boys' Games and the Head of Girls' Games, who have devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

For all sports, the School requires that the relevant protective equipment be worn.



## Sport - Injuries

Sport Staff who have First Aider training or the School Nurse will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

## Swimming

Swimming is carried out off site. The Normal Operating Procedure and Emergency Action Plan of the pool is adhered to.

A professional coach carries out the swimming activities on behalf of the School and the School ensures that all coaches, carrying out tuition and supervision, are appropriately trained.

## Emergency Procedures

In the event of injury, the appropriate action will be taken by Sports Staff or the School Nurse and if necessary, an ambulance will be called.

The nearest 1st aid equipment is located in the Medical Room within the Mavis Gotto building.

## Hall

The Hall is a multipurpose area and when used for Gym pupils are not permitted in without supervision.

## Equipment

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

## Minibuses

The School Minibuses are fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

Petrol, oil, water and belts are all checked each week, and this is recorded in a log book kept in the Site Manager's Office. Any repairs carried out to the vehicle are also recorded in the logbook.

**The vehicle is equipped with the following items:**

### First Aid Kit

- Fire Extinguisher
- Basic Tools
- De-Icer (in winter)

**Before commencing a journey, the following procedure will be adopted:**

- The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
- The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.



- The Driver and accompanying staff will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

**In the event of a breakdown, the following procedure will be adopted:**

- The Member of Staff will stay with the minibus at all times.
- A mobile telephone will be taken in the minibus and used to summon assistance.

### **Off Site Activities -Field Trips, Visits etc.**

For trips of this nature the following procedure will be observed:

Careful planning of trip including Risk Assessment, with prior visit made by organiser if necessary.

- Adequate evaluation of all Health and Safety factors involved.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

#### **Supervision:**

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- The expertise of Staff accompanying the trip.
- Accident and Emergency procedures.
- Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

### **First Aid and Medicine Control**

First Aid and Medicines are under the control of the School Nurse. Please refer to the First Aid Policy (copy on the shared directory) for further information if required.

First Aid Boxes are checked once a term and kept topped up from a supply kept by in the Medical Room.

The following items are also controlled by the School Nurse or a First Aider:

- The Accident Book - filled in for any injury requiring A & E referral.
- Treatment Book – filled in for all other injuries/ailments, however minor, whether or not they require treatment.
- The Pupil's Medicines - kept in a fridge or locked cabinet and administered as directed.
- All such medication must be authorised by Parents/Guardians signing a 'Request for administration of medicines at School' form.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.



## Safe Place of Work

The Schedules for keeping the premises in a clean and orderly condition during term time are as follows:

### DAILY:

- Classrooms
- Toilets & Washrooms
- Hall
- Dining Hall
- Kitchen (CH & CO)

## Security of Site

The School has taken all reasonable steps to prevent unauthorised entry into its premises. The street gates are locked during the day and entry to the School is controlled using proximity cards.

Visitors are required to report to reception on arrival and are given a lanyard to wear whilst on site.

The site is protected by a high brick wall with steel gates and steel fencing. CCTV is sited as appropriate.

Fire Exit gates are situated at the end of Ravenslea Road.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

The responsibility for ensuring that the premises are secure is covered by the Site Manager.

## Machinery and Plant

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 Act 1974. The Inspections and Checks are carried out as follows:

- Inspection of Guards and Mechanical Equipment by Maintenance Staff and Teaching Staff before use.
- Annual Checks on Electrical Equipment.
- Annual Service of Fire Extinguishers.
- Annual Service of Boiler Plant and Associated Equipment.
- Five yearly checks on Fixed Wiring Installations.
- Lifts are subject to periodic inspection, as required by LOLER and PUWER.

## Environmental Control

### CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

### ART & DESIGN & TECHNOLOGY ROOMS

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1994.

### HALL



Conditions are monitored carefully to ensure that the optimum ambient temperature is maintained for School activities.

#### **KITCHEN**

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

#### **NOISE**

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by the methods identified
  - Hearing Protectors will be used.
- Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

#### **VIBRATION**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- Equipment is selected carefully to ensure that the vibration level is as low as possible. Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

### **Waste Disposal**

#### **GENERAL WASTE DISPOSAL**

The disposal of normal waste will be carried out by a Contractor.

#### **MEDICAL WASTE DISPOSAL**

A contractor is employed to dispose of medical waste for the school.

### **Reporting Procedures - Accidents and Near Misses**

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

#### **Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:**

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

#### **Reporting**

- All staff have a duty to ensure that all accidents and near misses are reported as soon as is practicable, however minor using the Health and Safety - Report an Accident or Incident Form
- 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.
- 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.

### **Reporting Arrangements**

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

### **Record Keeping**

- A record is kept of any injury, occurrence or disease requiring report as follows:

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

## **Personal Protective Equipment**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will be applied by the School:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

## **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:

- Listing of Substances being used to establish whether they come under COSHH regulations.
- 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.

## **Display Screen Equipment**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- If there is a 'user' carry out an analysis of the Workstation to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- Implement any requirements established in the risk assessment.
- Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Provide eye and eyesight tests for the 'user' or any person about to become a user.
- Provide appropriate eye and eyesight corrective appliances, as necessary.
- Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Workstation.

## **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:

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

The assessments will be carried out by the staff member undertaking the works. These types of risk assessment are overseen by the Bursar or Deputy Head, External Relations as appropriate.

All risk assessments are reviewed after any significant changes to work practices, incidents or the change of key personnel. All risk assessments are reviewed annually as a minimum.

A Risk Assessment Policy is in place.



## 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:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or removed by a mechanised process.
- Where activities involving risk cannot be avoided, they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible with the:
  - 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.

## Work at Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where "Work at Height" cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

## Control of 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:

### 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
- Training Standards

#### **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
- Fire
- Work at height

#### **APPOINTMENT OF CONTRACTOR**

- Based upon the best bid, taking into account all factors

#### **ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE**

- Full list of Site Rules available for contractors.

#### **CONTROL OF CONTRACTOR ON SITE**

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

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015

Contractors must sign in as visitors on the visitor management system at the School Office and wear a visitor's badge whether or not they also wear company identification.

#### **CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM)**

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

- Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The principal designer will also liaise with the principal contractor to help in the planning, management and monitoring of health and safety in the construction phase of project.
- Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.



- The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.
- On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.
- The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point, or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

## Consultation 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:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- 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 Safety Committee if deemed appropriate.

## Legionella

The School has a competent person undertake a risk assessment for legionella every two years and a monthly water hygiene monitoring system carried out by the Site Manager is in place.

## Asbestos Policy

**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.

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.

(A Management Survey was carried out for the premises in 2008 to establish if any Asbestos was present in the premises. Asbestos was located and subsequently removed from the boiler room and adjoining storeroom in the Main School building.) Further refurbishment / demolition surveys were undertaken in 2021 and 2022 prior to renovation in the Main School and Lower School buildings. Asbestos located in the Electrical Riser located in the Main School Building was subsequently removed. The 2023 survey revealed only LOW and VERY LOW risk material present. One door to a classroom had asbestos insulating board which was removed.



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

## **Radon**

The School is aware of its duty under the Management of Health and Safety at Work Regulations 1999 to consider the risk of radon on its site. The Bursar has arranged for a risk assessment taking into account the School's location. The results indicate that the School is not in a radon-affected area, however as there are two basements that are occupied for at least 50 hours per year, it is recommended that a radon test be conducted.

## **Health and Safety Emergencies**

### **CRITICAL INCIDENTS**

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan.

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

### **DISASTER RECOVERY**

Alongside the Critical Incident Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

## **Occupational Health & 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
- 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 Site 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.

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.

### **MENOPAUSE**

The School is aware of the potential for menopause to cause stress in some of its employees. A Menopause Policy is in place to inform all employees and to support those undergoing menopause should they wish.

## **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.

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

## **Violence**

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.

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.

## **Investigation of Adverse Events**

'Adverse event' includes:

- Accident: an event that results in injury or ill health
- Incident:
  - Near miss: an event that, while not causing harm, has the potential to cause injury or ill health
  - Undesired circumstances: a set of conditions or circumstances that have the potential to cause injury or ill health

Cause of adverse events:

- Immediate causes: the agent of injury or ill health
- Underlying causes: unsafe acts and unsafe conditions
- Root causes: the failure from which all other failings grow, often remote in time and space from the adverse event



### Reasons for investigating

- Legal reasons: to ensure operation within the law
- Information and insights gained from an investigation: an understanding of how and why things went wrong
- Benefits arising from an investigation: the prevention of future similar adverse events (“lessons learned”)

### Format of investigation

All adverse events are reported to the Bursar via Microsoft forms and then recorded in the Accident Book by the School Nurse and are investigated using the following protocol recommended by the Health and Safety Executive in HSE workbook Investigating accidents and incidents.

#### **Step 1. Gathering the information: where, when and who:**

- Where and when did the adverse event happen?
- Who was injured/suffered ill health
- How did the adverse event happen? Note any equipment involved
- What activities were being carried out at the time?
- Was there anything unusual or different about the working conditions?
- Were there adequate safe working procedures and were they followed?
- What injuries or ill health effects, if any, were caused?
- If there was an injury, how did it occur and what caused it?
- Was the risk known? If so, why wasn't it controlled? If not, why not?
- Did the organisation and arrangement of the work influence the adverse event?
- Were maintenance and cleaning sufficient? If not, explain why not
- Were the people involved competent and suitable?
- Did the workplace layout influence the adverse event?
- Did the nature or shape of the materials influence the adverse event?
- Did difficulties using plant and equipment influence the adverse event?
- Was the safety equipment sufficient?
- Did other conditions influence the adverse event?

#### **Step 2. Analysing the information: what were the immediate, underlying and root causes?**

- What happened and why?
- Checklist/question analysis of the causes
- Identify human failings (errors and violations) as a contributory factor
- Skill-based errors: a slip or lapse of memory
- Mistakes: errors of judgement (rule-based or knowledge-based)
- Violation (rule breaking)
- Job factors
- Human factors
- Organisational factors
- Plant and equipment factors

#### **Step 3. Identifying suitable risk control measures**





- What risk control measures are needed/recommended?
- Do similar risks exist elsewhere? If so, what and where?
- Have similar adverse events happened before? Give details

#### **Step 4. The action plan and its implementation**

- Which risk control measures should be implemented in the short and long term?
- Which risk assessments and safe working procedures need to be reviewed and updated

Where required, the forms appended to HSE Investigating accidents and incidents will be used to document the investigation.

Updates to risk assessments are requested and monitored by the Bursar and Deputy Head, External Relations. Adverse events are reviewed by the Senior Management Team

### **COVID-19**

HSE no longer expects businesses to consider COVID-19 in their risk assessment or to have specific measures in place. However, the School recognises the requirement to protect those who people who may be at higher risk such as those who are immunosuppressed.

### **Linked Policies**

- Risk Assessment Policy
- Safeguarding Policy & welfare Policy
- Staff Wellbeing Policy
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- Fire Safety Policy
- Educational Visit Policy
- Working at Height Procedure.
- Asbestos Policy and Management Plan
- Legionella Management Plan
- Minibus & Supervision of Off-Site Trips