

## **HEALTH AND SAFETY POLICY (Whole School Policy including EYFS)**

### **INTRODUCTION**

The Manor places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the school will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

A policy document covering the organisation and arrangements for meeting the needs of the school is available from the Bursar. Risk assessments relating to specific areas of the school are also available from the Bursar.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

The following documents form part of this Policy:

- Health and Safety Policy Statement
- Health and Safety Responsibilities for Governors, the Headmaster and Other Staff
- Health and Safety Methods and Procedure Statements

### **REVIEW**

The Health and Safety Policy is reviewed annually by the Governing Body.

Health and Safety matters are also formally reviewed at the termly meetings of the Health and Safety Committee, which are attended by a Governor and the Headmaster, as well as other key staff.

## HEALTH AND SAFETY POLICY STATEMENT

The Manor Preparatory School  
Faringdon Road  
Abingdon  
Oxfordshire  
OX13 6LN

- a) 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.
- b) 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.
- c) The Headmaster, assisted by the Health and Safety Officer, will provide a positive lead in organizing Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Departmental Head, The Bursar or Headmaster.

Signed:.....

Rebecca Kashti  
Chair of Governors

Signed:.....

Piers Heyworth  
Headmaster

Dated: 1st September 2009

## HEALTH AND SAFETY RESPONSIBILITIES

The individual responsible for the day-to-day administration of health and safety at work in the school is the Bursar, but overall final responsibility lies with the Headmaster and the Governing Body. They will ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented.

The Bursar's health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. They will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Bursar, the responsibilities for health and safety at work will be assumed by the Headmaster or Deputy Head.

The school seeks advice termly from an external consultant upon matters of Health and Safety within the school.

The Health and Safety Policy is reviewed annually by the Governing Body. There are also termly meetings of the Health and Safety Committee, which are attended by a Governor and the Headmaster, as well as other key staff.

### 1. Management and Supervision

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- ensure that on joining the school all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils
- ensure that all staff are familiar with the school's health and safety at work policy
- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- ensure the maintenance of good housekeeping standards
- review the safe operation of all work equipment
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances

- carry out Risk Assessments within their departments and maintain a record of their findings

## **2. All Staff**

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the school on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the health and safety at work policy, school procedures and rules.

## **3. Health and Safety Committee**

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:

- review statistics with a view to recommending corrective action
- examine safety audits, inspections and assessments
- consider legislation, reports and information in order to determine necessary action
- keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the committee will include:

- the Bursar (Chairman)
- the Senior Leadership Team
- Site Manager
- School Nurse
- Heads of Art & Design, Science, PE and Music
- Catering Manager
- Health and Safety Governor
- Other specialists and departmental Heads as necessary

The function of safety representatives on the committee is to represent employees on health and safety matters.

The safety representative will:

- investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health and safety and make representation to the school on these matters
- make representations to the school on general matters affecting health, safety and welfare

- carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases
- attend health and safety committee meetings

#### **4. Organisation for Health and Safety**

##### **Governors' Responsibilities**

- a) 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.
- b) Will periodically discuss the effectiveness of the policy with the Headmaster and the Bursar and ensure that any necessary changes are made.
- c) 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's Responsibilities**

- a) 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.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) 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.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.
- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) 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's Responsibilities**

- a) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
- b) Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under his control.
- c) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will ensure that all new plant, buildings and equipment are inspected for potential hazards, in conjunction with the Health and Safety Adviser, as necessary.
- e) Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any piece of equipment found to be defective is immobilised until such time as a repair can be affected.
- h) 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 where appropriate.
- i) Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- j) Will, in conjunction with the Headmaster, review the Health and Safety Adviser's reports and take action where appropriate.
- k) Will ensure that the obligations for the reporting of accidents etc under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' are complied with.

## **Health and Safety Adviser's Responsibilities**

- a) Will supervise the School Health and Safety Programme.
- b) Will regularly inspect equipment to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.

- d) Will report to the Headmaster and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Headmaster and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Headmaster and Bursar.
- h) Will ensure that all areas of the School are inspected from a Health and Safety point of view once per term.
- i) Will undertake 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.

#### **Deputy Head, Head of Pre-Prep and Head of Early Years Responsibilities**

- a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe procedures, written where appropriate, for the Department.
- c) Will ensure that all classrooms/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is issued by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.
- h) Will ensure that the Department is safe and secure for all pupils.
- i) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within her control.

### **Heads of Department Responsibilities**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations within their department.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.
- g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

### **Teaching Staff Responsibilities**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Departmental Head, Bursar or Headmaster without delay.
- g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

### **All Other Staff Responsibilities**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.

- c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.
- d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Departmental Head, Bursar or Headmaster without delay.
- e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire procedures.
- i) Will look after all Health and Safety Equipment properly and report any defects immediately.

#### **School Nurse's Responsibilities**

- a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will be responsible for treating injuries and illness within the School in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.
- c) Will ensure that the Accident Book and adequate First Aid Records are maintained.
- d) Will ensure that all medicines within the Medical Room are kept in a locked cabinet at all times.
- e) Will ensure that stocks of medicines for general use are adequate at all times.
- f) Will ensure that all First Aid Boxes are fully equipped at all times.
- g) Will administer Medicines as directed ensuring that permission in writing has been obtained from a parent first.
- h) Will keep a Medicines Book detailing what has been given to whom and when.
- i) Will ensure that parents are immediately notified in the event of an accident.

## All Other Persons on the School Property Responsibilities

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

## HEALTH AND SAFETY METHODS AND PROCEDURE STATEMENTS

### 1. Code of Safe Conduct

- Conform to the 'Health and Safety Policy', all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, **BUT**:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it
  - never attempt electrical repairs unless authorised
  - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
  - always switch off equipment if not in use;
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

## **2. Safe Systems**

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.

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

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

Areas where written procedures are required:

- a) Design and technology classroom - use of machines (in department)
- b) Science laboratory - general laboratory procedure (in department)
- c) School grounds and maintenance - use of hazardous machinery

## **3. Training**

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 etc 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.

The Nurse 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.

On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

#### **4. 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 Playground areas for the Pre-Nursery, Nursery and Reception are enclosed to ensure the safety of the younger children.

Daily checks take place in the Nursery and Pre-Nursery to ensure the environment and resources (both inside and outside) are safe (eg socket covers on, outside area checked for animal faeces and rubbish).

#### **5. Sport**

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

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 the Nurse 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.

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

In the event of further action being needed the Nurse will call an Ambulance as appropriate. Please see the 'First Aid, Health, Illness and Medicine Policy' for further guidance.

## **6. Hall**

The Hall a multi purpose Hall and is used for PE as well as other activities. In this situation care is exercised in the selection of activities so that injury from other non sport equipment in the Hall is minimised.

All equipment in the Hall is checked regularly by staff 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.

It is important that shoes used in the hall are clean.

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

## **7. Fire**

The School has a full Fire Procedure in place and Fire Drills are carried out each term.

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

Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

## **8. Off site Activities, Trips and Visits**

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

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip if required.

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:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.

- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

Please see 'Educational Visits, including Health and Safety on Trips, Policy for further guidance.

## **9. First Aid and Medicine Control**

First Aid and Medicines are under the direct control of the Nurse who is a qualified first aider and a First Aid Policy is in place.

First Aid Boxes are always kept topped up from the Nurse's supply kept in the Medical Room.

The following items are also controlled by the Nurse:

- a) The Accident Book - filled in for any injury, however minor, requiring treatment.
- b) Medicines - kept in a locked cabinet and administered as directed.
- c) Medicines Book - detailing what has been given to whom, for the record.

Please see the 'First Aid, Health, Illness and Medicine Policy' for further guidance.

## **10. Catering and Cleaning**

Catering and Cleaning in the School is carried out by a Contractor, Sodexo.

Sodexo are responsible for Risk Assessments, Environmental Health and other Health and Safety requirements for these activities.

Please see our whole school 'Guidance on Catering and Food Hygiene Policy'.

## **11. Control of Vehicles**

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

Sleeping Policeman type ramps and Warning Signs are employed to control the speed of vehicles in the grounds and a one way system is in operation. Additionally, fences have been erected to assist separation of vehicles and pedestrians.

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 may be children crossing roadways
- c) Parking only to be carried out in designated areas

## **12. Security of Site**

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. The Lower School buildings are secured throughout the school day for pupil's safety using a keypad locking system.

Visitors are required to contact reception to identify themselves before being permitted to gain access to the School. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises.

Closed circuit television is installed on the site and buildings are protected by intruder alarms.

## **13. 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:

- a) Inspection of Guards and Mechanical Equipment by Ground Staff Maintenance Staff and Teaching Staff before use.
- b) Annual Checks on Electrical Equipment.
- c) Annual Service of Fire Extinguishers.
- d) Annual Service of Heating and Ventilating Equipment.
- e) Annual service of Catering Equipment.
- f) Five yearly checks on Fixed Wiring Installations.
- g) Checks on Fire Alarm are under contract.

## **14. 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.

#### **Technology Workshop, Art Room and Science Laboratories**

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. These areas have dilution ventilation (windows) and the School is mindful of the need to ensure that conditions remain satisfactory.

#### **Other Areas**

Air conditioning is installed in some areas of the School. The School keeps all areas under review to establish whether any action is required to ensure that optimum conditions are maintained.

### **15. Noise**

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

- 1) Equipment is looked at carefully to establish whether reductions in noise levels can be made.
- 2) Where it is not possible or practical to reduce the noise level reduction in exposure time and the use of hearing protectors will be used.
- 3) 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.

### **16. Waste Disposal**

The disposal of normal waste is carried out by a Contractor.

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

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

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as follows:

- a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE: 0845 300 99 23) IF ONE OF THE FOLLOWING OCCUR:

- 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:

- 1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c) Reporting Forms:

- 1) F2508 - for injuries and dangerous occurrences
- 2) F2508A - for diseases

d) Record Keeping:

- 1) A record will be kept of any injury, occurrence or disease requiring report  
TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

## **18. Personal Protective Equipment (PPE)**

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 apply by The School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

## 19. Hazardous Substances

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

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

## 20. 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:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) 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.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.

- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

Please see our whole school 'Display Screen Equipment Policy'.

**Precautions:**

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically - at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

## **21. Risk Assessments**

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.

These Assessments will be carried out by the Health and Safety Adviser or School Staff as appropriate (for example, when activities or equipment are reorganised or modified) and are reviewed annually.

## **22. 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:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
  - i.) assistance from other personnel
  - ii.) 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.

## **23. 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:

- a) Work at Height will be properly planned and organised.
- b) Those involved in Work at Height will be properly trained and competent.
- c) A Risk Assessment will be carried out to establish the correct access equipment.
- d) 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:

- a) Avoiding Work at Height if reasonable to do so.

- b) Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- c) Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

#### **24. Temporary Staff, Contractors and Visitors**

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the school's premises.

#### **25. 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 major contractors in the following way:

1) Identification of suitable bidders. The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) 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:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) 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. A full list of Site Rules would be prepared and made 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 2a) where applicable

- g) Notification by Contractor of all accidents etc
- h) 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 2007.

## **26. Construction (Design and Management) Regulations 2007 (CDM)**

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

- a) Select and appoint a CDM Coordinator and Principal Contractor.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

## **27. Safety Committee**

The School has a Health & Safety Committee which meets on a regular basis and its purpose is to carry out the following:-

- a) To promote Health and safety throughout the School
- b) To receive reports from the Health and Safety Adviser on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

## **28. 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:

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

## **29. Violence to Staff**

The School is aware of its responsibilities with respect to protecting its staff from acts of Violence either from pupils, parents or any other visitor on the School's premises.

In order to address this, the School has devised a Policy for Violence to Staff which covers the main issues that are likely to be encountered.

Generally the School does not have a problem with violence but should the situation change consideration will be given to training staff as appropriate in the correct way to react to such situations.

## **30. Stress**

The School is aware of the potential for Stress to affect Staff and has a Policy to address this issue.

As part of a proactive approach, the Policy has the following sections:

- a) General Position
- b) Recognising Stress
- c) Causes of Stress
- d) Strategy for dealing with Stress

The Policy considers the effects of Stress on Staff and ways of ameliorating the situation.

As part of the School's strategy, the School has access to a telephone number that Staff can ring if they have any issues with Stress that they wish to discuss on a confidential basis.

### **31. Occupational Health**

It is the school's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

### **32. Dealing with a Health & Safety Emergency**

The School is aware that an unexpected Health and Safety Emergency can cause major disruption to its activities and can also affect the School's image and standing within the community if the situation is not handled in an appropriate way.

In order to meet this potential eventuality and to ensure that the School and its Staff are as prepared as it is possible to be, the School has devised a Disaster Reaction and Recovery Plan.

The Disaster Reaction and Recovery Plan details actions that various members of Staff need to take to ensure that the emergency is dealt with in an appropriate and professional way in order to allow things to return to normal as soon as possible.

### **33. Monitoring Policy**

The Health and Safety Policy will be reviewed annually by the Governing Body as well as on an on going basis by the Health and Safety Adviser. 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 by the Governing Body to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

### **34. Smoking**

This is a non smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

### **35. Alcohol and Other Substances**

When working directly with children, staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

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Date Policy Reviewed:	16 December 2011
Date of Next Review:	December 2012
Person(s) Responsible for Review:	SLT and the Governing Body