

Health and Safety policy & Instruction Notices

Action	Policy to be reviewed annually		
	Committee	Date	Completed
Review	Director of Operations / Health & Safety Committee	May 2026	✓
Approved	Board of Governors	June 2026	✓
Next review date: Summer term 2027			

To be published on the following:	
Staff Portal	✓
School website	✓



STATEMENT OF INTENT

GENERAL POLICY

It is the policy of St Paul's Girls' School ("the school") to identify those hazards which pose a significant risk of harm to its employees, its students and all other persons who are likely to be affected by its operations and to do everything that is reasonably practicable to:

- ensure that appropriate control measures are implemented and maintained so as to avoid or minimise such risks
- ensure that all employees and others who may be affected by the school's activities are advised of the risks to their health, safety and welfare and of the measures taken by the school to avoid or minimise such risks
- promote and provide a safe and healthy working environment
- ensure that premises are safe and provide adequate amenities for all those who are likely to use them
- provide safe means of access to and from places of work which are under the school's control
- ensure safe arrangements for the use, handling, storage and transport of all articles and substances used in connection with the school's operations
- source and maintain safe plant and equipment
- establish safe systems of work for all activities and equipment which are undertaken or used in the day-to-day operation of the school
- to ensure the competence of all staff, contractors and others who may be required to undertake activities at or on behalf of the school
- conduct regular inspections to ensure that the safest possible environment and work methods are maintained
- provide sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to the safety and health at work of themselves and others
- encourage the participation of all staff to establish and maintain an effective process for consultation on health and safety matters
- periodically review its activities and ensure that this policy and the procedures, risk assessments and control measures associated with it are kept up-to-date and relevant to the school
- ensure that adequate resources are provided for the implementation and monitoring of the policy.

COLLECTIVE RESPONSIBILITY

It is the responsibility of all those who work at the school to establish and maintain the high standards of health and safety management which we have set for ourselves. Employees have a duty to assist the school in its health and safety objectives and it is essential that all staff and meet all their obligations, with particular regard to the following:

- staff must take all reasonable care to avoid injury to themselves or to other persons likely to be affected by their activities at work and to co-operate in meeting any duty or requirement imposed on the school by any statutory provisions
- they must not intentionally or recklessly interfere with or misuse anything provided by the school in the interests of health and safety
- they must only use equipment provided by the school in accordance with any instruction and training provided by the school
- they must report any shortcomings in the school's arrangements to manage health and safety and they must report immediately any work situation which they consider has the potential to cause harm.
- they must undertake health and safety training relevant to their role and as required by the school

This policy will be monitored to ensure it remains effective. It will be regularly reviewed and revised as circumstances may require and in any event, at intervals of no more than 12 months.

The next date for regular review is May 2027.

Full copies of the policy may be obtained from the staff Portal and school website.

Liz Hewer

High Mistress

June 2026

Simon Wathen

Chair of Governors

June 2026

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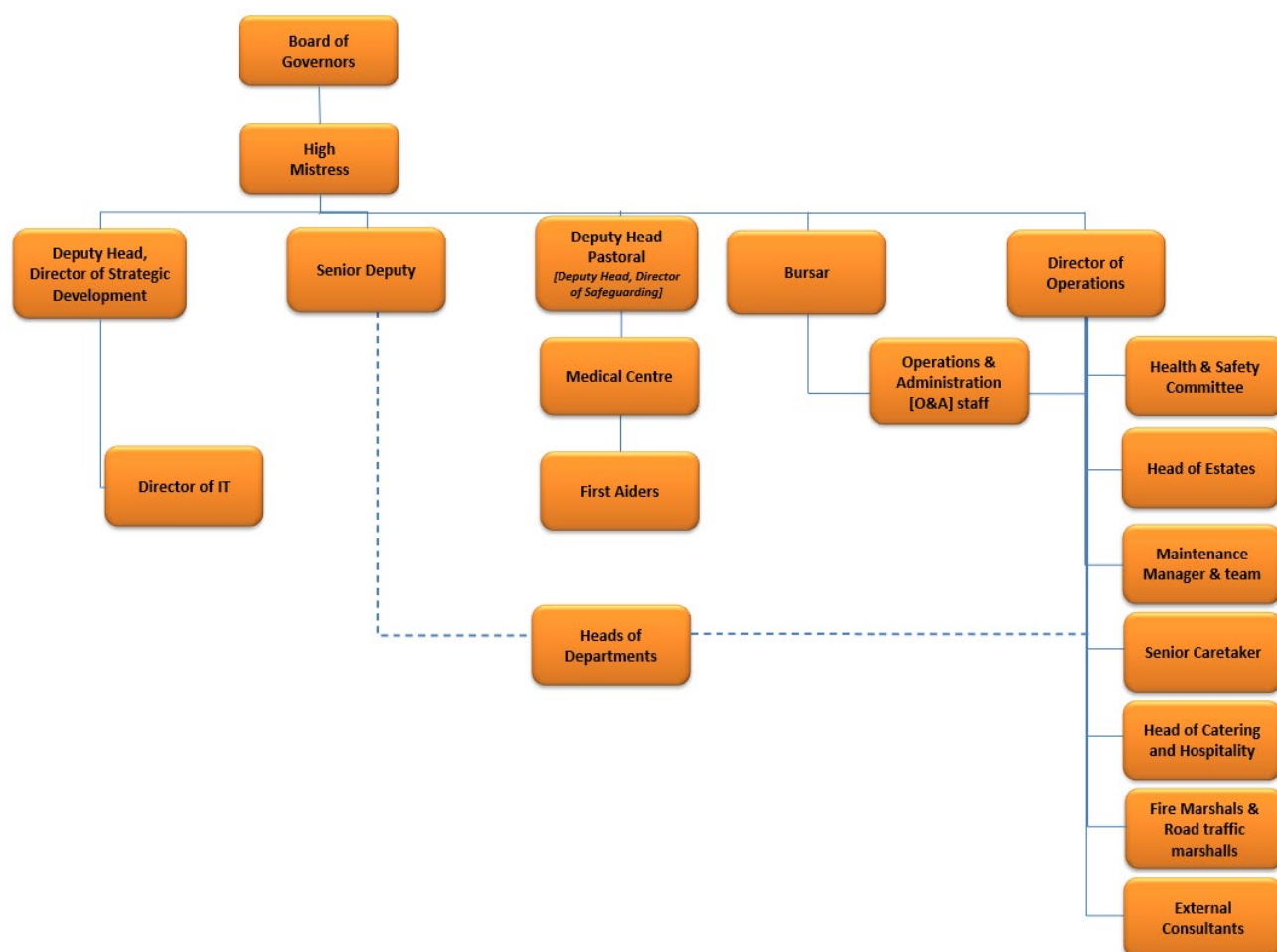
The following Health & Safety Instruction Notices form part of this policy:

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Related policies (available on the Staff Portal)

- Fire Safety and Emergency Plan
- First Aid
- Administration of Medicines
- Allergy Safety policy
- Educational Visits
- Swimming Pool Safety Operating Procedures
- Management of Contractor procedure
- Asbestos Management Plan (and register)
- Water Safety Plan for the Management and Control of Legionella
- Visitors policy

Health and Safety Organisation



NOTE: this chart is designed to illustrate the structure for managing health and safety within the school; relative positions do not imply levels of seniority, or day to day line management.

Health and Safety Responsibilities

The Governors

The Governors are ultimately responsible for the effective management of health and safety within the school in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant health and safety legislation. They will regularly monitor this policy to ensure that it is being correctly implemented and that it remains effective. Where necessary, they will make recommendations for its revision and establish that measures are in place for the effective communication of any significant changes. A nominated governor has responsibility for health and safety and the governors' Finance and Estates Committee receive reports on health and safety management including accident and incident statistics.

The High Mistress

The High Mistress is responsible to the Governors for the implementation of the policy, in which capacity she will:

- ensure that adequate resources are available, that the policy is properly prepared, implemented throughout the school's premises and that key management principles to manage risk are brought to the attention of employees and students
- ensure that the policy is kept under review, so that changes and improvements are incorporated and it remains relevant to all activities
- ensure that all individuals with delegated health and safety roles are made aware of their responsibilities and that all senior management is encouraged to show leadership by good example and to be enthusiastic advocates of the policy
- monitor the effectiveness of the policy within the school and report back to the Governors as appropriate
- consult regularly with the Director of Operations in their role as Safety Co-ordinator
- recommend changes to the policy which may become necessary in the light of experience or changed circumstances
- encourage the co-operation of staff at all levels in adhering to the principles contained in this policy

The Director of Operations

The Director of Operations is the school's nominated safety co-ordinator and is responsible for:

- advising the High Mistress on all aspects of health and safety, in relation to both the school as an educational institution and as a commercial organisation
- arranging meetings of the school's health and safety committee at least once per term; acting as chair at the meetings; ensuring that the various areas of school are represented and that copies of the minutes and recommendations for action are communicated to the High Mistress and available to all staff via the staff portal
- advising on the assessment of risk and ensuring that a common approach is adopted throughout the school
- developing and maintaining a culture for the reporting of all significant incidents, particularly near misses, and ensuring that all such incidents are investigated, records made and data analysed to identify means of avoiding possible recurrence
- fulfilling the role of 'responsible person' for the reporting of workplace incidents and ensuring that they are notified to the enforcing authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.

- ensuring that fire precautions and fire-fighting equipment comply with current legislation and that all staff are aware of and comply with the school's arrangements for fire precautions
- ensuring that statutory test, inspection and maintenance regimes are followed
- ensuring that measures are in place to establish that all organisations or individuals who are contracted to undertake work at the school are suitably qualified and competent
- liaising with external organisations and individuals who may from time to time use the facilities of the school, and ensuring that appropriate action is taken to ensure they have sufficient knowledge of the school's procedures and that appropriate steps are taken to protect the school from any claims arising out of their activities
- ensuring that meetings with the enforcing authority, insurers and other external advisers on health and safety are suitably managed and that any consequent recommendations are actioned
- liaising with the school's external health and safety advisers to ensure that the school remains aware of and compliant with current regulatory requirements
- ensuring that the school is advised of changes to health and safety legislation and is kept up-to-date with best practice in health and safety management
- ensuring that suitable personal protective equipment is available, issued and used where required, that it is suitably stored and efficiently maintained and that a programme is in place for its replacement
- ensuring that staff undertake health and safety training as required for their role and that records are kept within departments and centrally
- ensuring that a positive health and safety culture is actively promoted throughout the school.

Management

Senior Managers, Heads of Department and Line Managers are responsible for:

- setting a personal example and fostering a positive culture within the school towards health and safety
- ensuring that all those under their control understand and comply with the school's safety policy provisions and that they are being effectively carried out and adhered to
- ensuring that all machinery, equipment and structures are fit for purpose and if there are faults, ensuring they are reported to the Estates and Maintenance Manager and preventing access by any person to the defective apparatus until the faults have been rectified
- ensuring that employees are adequately instructed in the safe operation of equipment, machinery or apparatus
- ensuring that all persons under their control are given adequate instruction, information and training to carry out the health, safety and welfare requirements and responsibilities delegated to them and are able to effectively implement safe systems of work
- ensuring that all those under their control understand and comply with the school's safety policy provisions for the use and maintenance of all safety / personal protective equipment, first aid, fire and welfare facilities
- advising staff of their responsibilities under this policy
- communicating with all those under their control to ensure the effective dissemination of health and safety information and attending any meeting as required in respect of health and safety

- ensuring that staff under their control are aware of the importance of the timely reporting to the Director of Operations of incidents, both those which cause harm and near-misses, and dangerous occurrences
- ensuring that those under their control do not take unnecessary risks
- ensure that due consideration is given to the health and safety implications of any changes to the curriculum and to systems of work within their departments
- assisting with the identification of all hazards in the school, including, but not limited to, substances, plant and equipment, premises, workplace conditions and school activities; assisting the school in carrying out risk assessments of such hazards and producing safe systems of work to eliminate or reduce the risk of injury to employees, students or any other persons who could be affected.

Employees

Employees are required to:

- refrain from any act or omission which might endanger themselves or others
- use all equipment safely, including that provided for their personal protection
- comply with all safety instructions or procedures
- follow safe systems of work and ensure that all work equipment is used in a safe and responsible manner
- report to the Estates and Maintenance Manager or any member of site staff any defects in equipment or other dangers (i.e. acts or conditions) immediately, or as soon as it is safe to do so
- report any dangerous incident, however minor, even though it may not have caused injury to persons, damage to property or other harm
- co-operate in the investigation of accidents and incidents
- be familiar with, and comply with all safety procedures detailed in this policy and other relevant school policies and procedures and with any specific instructions on safety matters given verbally or in writing by the Director of Operations, other safety officer of the school or a health and safety specialist who, although they may not be an employee of the School, is recognised by it for the purposes of this policy
- familiarise themselves with the first aid and fire emergency evacuation procedures which are published within policies or guidance notes, on the staff Portal or as advised verbally at staff briefings and, be prepared to comply with them in the event of an incident.

Staff responsibilities for safety

Every head of department and employee with a supervisory role is responsible for ensuring, in accordance with health and safety law, the health and safety of employees, students and other persons in their area of responsibility and also anyone else who may be affected by their work activities. In the areas listed below, the persons named have delegated responsibility for safety:

School facility

General school site

Job title

Head of Estates supported by Estates and Maintenance Manager, Senior Caretaker and Head of Grounds

Director of IT (for IT services)

The science block

Head of Science / Laboratory Manager

Rosalind Franklin Wing	Head of CS&CT / Director of Art
The design workshop	Design teacher
Computer Science and Creative Technology labs	Head of CS&CT
The library	Librarian
The art department	Director of Art and Design
The music department	Director of Music
Sports facilities	Director of Sport / Head of Grounds
Swimming pool	Director of Sport / Estates and Maintenance Manager
Theatre and drama studios	Theatre Manager
The kitchen area	Head of Catering and Hospitality
Maintenance areas, plant areas	Estates and Maintenance Manager
Medical centre and first aid	Lead School Nurse

The Lead School nurse is responsible for tendering professional advice and assistance and, in collaboration with the appropriate departmental head or supervisor, in preparing accident reports.

All estate related plant is the responsibility of the Head of Estates, supported by the Estates and Maintenance Manager, who is also responsible for day to day supervision of contractors on site, and ensuring their compliance with the health and safety policy.

All those with responsibility should notify the Director of Operations (as safety co-ordinator) of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved.

Every head of department and every employee with a supervisory role should report to the Director of Operations any breach of the safety arrangements. When heads of departments, supervisors or others in charge of areas, employees, students or visitors are to be, or are, absent, adequate substitution must be made and communicated to persons affected.

Responsibility has been delegated to the Head of Estates /Estates and Maintenance Manager to ensure compliance with the policy in the following areas:

- Ensuring that arrangements are in place for contractors visiting or working at the school
- Ensuring that maintenance tasks are risk managed through appropriate procedures and training.
- Control of electrical safety including 5 year testing and PAT testing is vested in the Estates and Maintenance Manager.
- Arranging for a suitably qualified person to check machinery and plant which the maintenance department is responsible for annually.
- Arranging for all other estate related statutory checks, surveys and testing such as those for legionella, asbestos, fire safety equipment etc.

Specialist safety advisers including external professionals

Certain staff have specialist safety knowledge and are responsible for ensuring compliance with specific health and safety requirements that are usually relevant to their department or area of work. The school also engages external specialists to advise on matters of health and safety. If specialist advice (either given by a member of staff or an external adviser) is not taken by any employee (or student) of the school, the Director of Operations, as safety co-ordinator, must be informed. Exceptionally, if they discover any risk which requires immediate action, they will take the necessary action and subsequently inform the Director of Operations.

- The Director of Operations is responsible for co-coordinating the safety advice given by specialist advisers and those with enforcement powers, and ensuring that staff are made aware of key information and advice; monitoring health and safety within the school and reporting any breaches of health and safety. The Director of Operations should be informed if any significant new hazards are to be introduced or, if there are any newly identified and significant hazards. To assist in this work, the school has specialist advisors including a fire risk assessor and a health and safety consultant.
- The fire risk assessor is appointed to undertake the fire risk assessment, and corresponding action plan, and provides general advice on fire control activities. Where required the fire risk assessor will also provide general advice (eg where there are changes to school operating procedures)
- Specialist advisers are engaged to undertake checks and risk assessments relating to water management (legionella) and asbestos.
- The health and safety consultant is appointed to undertake an annual audit of key areas, to review the overall arrangements for health and safety and to report on actions required with recommended timescales. The progress of actions is monitored by the Director of Operations and reported to the health and safety committee.
- The Radiation Protection Supervisor (RPS) (the Head of Physics) is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 2017 and local rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The Head of Estates, supported by the Estates and Maintenance Manager is responsible for advising on the measures needed to carry out maintenance, repair and capital works without risks to health and safety.
- Specialist and competent professionals are engaged to conduct structural, equipment, electrical and plant checks as required.
- All heads of departments are responsible for familiarising themselves with current regulations and practices on health and safety at work, particularly those affecting the operation of their departments, and for ensuring that the regulations are complied with.
- In addition, there is a school Health and Safety Committee. The members are:

Job title	H&S committee role
Director of Operations	chair
Director of Art & Design	committee member
Director of Sport	committee member
Estates and Maintenance Manager	committee member

Head of Estates	committee member
Theatre Manager	committee member
IT Services Manager	committee member
Head of Catering and Hospitality	committee member
Laboratory Manager	committee member
Senior Deputy Head	committee member
Computer Science and Creative Technologies Manager	committee member
HR Manager	committee member
Lead School Nurse	committee member

The governor with responsibility for health and safety also attends committee meetings. Other members of staff may be requested to attend meetings as necessary.

The purpose of the committee is to oversee and monitor the effective implementation of the safety policies within the school.

The committee usually meets on a termly basis. Copies of the minutes of its meetings are sent to the Finance and Estates Committee of the Board of Governors and are made available to staff on the staff portal. The Director of Operations is responsible for keeping the High Mistress updated on matters of health and safety.

Health and Safety Arrangements

Supplementary information on some of the topics in this section may be found in the Health and Safety Instructions (HSI) which form part of this policy or in associated Health and Safety policies. Cross-references have been provided where other documents and policies are available and should be referred to.

1. Accident / Incident Reporting (see also HSI 001)

All incidents/accidents must be reported, even if they have not caused any harm. This will enable the incident to be investigated to determine its immediate and underlying causes so that we can introduce measures to prevent a recurrence. This is particularly important with near misses; today's near miss is potentially tomorrow's accident.

Procedures for reporting incidents/accidents are outlined in HSI 001 and Incident/Accident report forms are available on the staff portal under the health and safety section.

It is the responsibility of the Director of Operations to report notifiable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE.

2. Alcohol and Drug Abuse

The misuse of drugs and alcohol can put the health, safety and welfare of employees and others at risk. It can lead to poor performance at work, reduced efficiency, poor decision-making and lack of concentration, all of which can increase the likelihood of an incident.

Substances in this respect include alcohol, illicit drugs, prescription drugs or any other substance which is capable of impairing behaviour, judgment or job performance.

Abuse is the incorrect, improper or harmful use of any substance.

It is the school's policy (refer to the *Staff Code of Conduct*) that no illegal drugs may be brought onto its premises, and that the consumption of alcohol within the school is only permitted at pre-approved events. Staff are not permitted to drink their own alcohol at school at any time. Any breach of this rule will result in disciplinary action being taken, which may include summary dismissal in the case of employees or instant removal from site in other cases.

Additionally, no employee or student should be working under the influence of alcohol or drugs, illegal or otherwise, whilst on the school's premises. Whilst conducting the school's business or representing the school at any other premises, staff should be particularly mindful of their conduct in situations where alcohol is available. Whilst on a residential school trip it is imperative that there are always two members of staff each day who do not drink alcohol so that they are able to deal with any emergencies that may arise. Other staff on the trip should limit their consumption to one glass of wine or beer once work commitments and activities for the day have finished.

Further guidance may be obtained from the Human Resources (HR) department.

3. Asbestos (refer also to school Asbestos Management Plan)

Asbestos can be a serious risk to health but only if fibres are released into the air and breathed in which can happen if asbestos is disturbed or becomes damaged (eg during building works). The school has put procedures in place which are in accordance with the Control of Asbestos Regulations 2012 and associated HSE guidance.

The school has an Asbestos Management Plan and the asbestos register is kept in the maintenance office. The estate team conducts routine checks of areas identified in the asbestos register and a competent contractor is engaged to undertake an annual re-inspection.

4. Consultation with Employees

Apart from the legal obligation to consult with employees imposed on employers by the Health and Safety (Consultation with Employees) Regulations 1996, consultation helps to promote a safe working environment and strengthens the school's health and safety culture. Consultation affords the opportunity to motivate staff and create health and safety awareness, which in turn, makes the school more efficient, and reduces the likelihood of accidents, incidents and ill-health.

All employees are encouraged to contribute to the management of health and safety. Any employee who does not understand our existing policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the Director of Operations.

Statutory notices and emergency procedures are published on the Portal and on noticeboards at key locations and all employees are encouraged to read these. Staff are required to read key documentation annually or every two years. Developments in legislation and information specific to the school's operations will be notified to staff through briefings or via the publication of guidance notes.

The school's Health and Safety committee meets at least once per term and cascades its findings and decisions via the management structure. Members of staff who wish to have an item raised at a committee meeting should contact the Director of Operations. The Director of Operations updates all staff on key health and safety matters at least annually.

5. Contractors (refer also to Management of Contractors procedure)

We will follow procedures designed to ensure, so far as is reasonably practicable, that we only engage contractors who are competent. Where applicable, contractors will supply to the Head of Estates or to the Estates and Maintenance Manager all appropriate paperwork including risk assessments specific to the task and location of the work, H&S policy and insurances. For major projects, this information is provided as part of the contract process. The Estates and Maintenance Manager or a member of the estate team will induct contractors on their first visit to site.

To support this process, the school has a Management of Contractors procedure including site rules, permit to work systems and a checklist of information required from the contractor before starting works on site.

We will follow statutory guidance contained within the DfE's *Keeping Children Safe in Education* for safe recruitment checks on contractors.

6. The Control of Substances Hazardous To Health (see also HSI 002)

We will ensure that all substances which have the potential to cause ill-health or harm to our staff are appropriately assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002, and that, so far as is reasonably practicable, measures will be introduced to minimise risk, which will include their replacement with less hazardous substances wherever possible.

We will complete COSHH assessments for those activities in which hazardous substances or materials are used, or places in which items are stored (including waste products) to identify and evaluate the risks associated with their use, storage and disposal and to implement control measures to limit exposure to employees and others who may be affected by those activities.

We will obtain suppliers' safety data sheets for all substances used at our premises which will be kept in user departments for easy reference in the event of an incident.

If, as part of a control measure, personal protective equipment is deemed necessary, employees will be provided with the appropriate equipment, which will be selected, stored, maintained, repaired and tested as required by the Personal Protective Equipment at Work Regulations 1992. Training if required will be provided for all staff who may need to use such equipment.

New substances may not be introduced into the workplace until they have undergone a COSHH assessment.

COSHH assessments will be carried out by competent departmental staff who will ensure that copies are retained within the department where they must be readily available in the event of an incident.

Unless experience or circumstances dictate otherwise, we will review our COSHH assessments and control measures at least once a year, to ensure that they remain appropriate and effective.

We will provide information, instruction and training for all employees who may be exposed to hazardous substances, including information on the results of risk assessments.

Appropriate information and training will also be provided to any non-employees who may be exposed to hazardous substances.

All contractors bringing chemicals or hazardous substances onto school premises will be required to declare that they are doing so and to supply the school with a copy of their COSHH assessments and appropriate safety data sheets.

7. Display Screen Equipment (DSE) (see also HSI 003)

Health risks to display screen operators may include postural problems and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries e.g., picking up boxes of paper, etc.

Postural problems often manifest themselves in the form of back and neck pain as well as work-related upper limb disorders (WRULDs) including sprains and strains of such areas as fingers, hands, wrists, elbows and shoulders, and medical conditions such as tendonitis, tenosynovitis, and carpal tunnel syndrome.

Contributory factors include:

- sitting in an immobile position for long periods
- high rates of repetitive finger movements, with the wrists bent
- poor circulation to the legs
- pressure from the seat/chair upon the thighs caused by incorrectly adjusted seating

Visual fatigue can result in eyestrain, headaches or other related symptoms and can be caused by:

- poor screen display, such as low contrast or flickering
- high levels of ambient light compared to the screen display
- reflections or glare

The school will follow the advice contained in the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (jointly, the DSER) by conducting specific workstation risk assessments for those who are deemed to be 'users'. The DSER identify a 'user' as an employee who:

- normally uses DSE for continuous or near-continuous spells of an hour or more at a time; and

- uses DSE in this way more or less daily; and
- has to transfer information quickly to or from the DSE;

and also needs to apply high levels of attention and concentration; or is highly dependent on DSE or has little choice about using it; or needs special training or skills to use the DSE.

Employees will conduct assessments of their own workstation and will forward results to the IT support officer. Where an assessment discloses potential problems for the employee, a second assessment will be undertaken by the IT department or other suitably qualified person, and remedial action will be taken as necessary.

Where assessment indicates a need, the school will offer a free eyesight test to any member of staff who requests one and a contribution towards corrective spectacles if they are prescribed specifically for use with DSE. It will also provide footrests and document holders where they are requested and their need is recognised, and will design work activities such that staff may have the opportunity to take regular, brief rest-periods away from the workstation.

Workstation users will be provided with suitable and sufficient training and information via documentation and useful resources on the staff portal.

8. Electricity at Work (see also HSI 004 for information about PAT)

Fixed Wiring

In order to maintain the fixed wiring installation which supplies electrical sockets, lighting and other hard-wired equipment, the school will follow the guidance contained in the Electricity at Work Regulations 1989 and BS 7671 which recommend that the system be inspected by a competent specialist electrical contractor at least once every five years.

Portable Appliances

Staff should not use portable appliances on the premises without them being approved for use by the Estates and Maintenance Manager. The testing arrangements are outlined at HSI 004 and are in accordance with HSE guidance.

Electrical Contractors

We will ensure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body, e.g. NICEIC and comply with all relevant safety standards.

Electric Shock

If there is any accident involving electrical injury to a person a first-aider and the School Nurse should be summoned immediately. Incidents involving electric shock which lead to unconsciousness are reportable under RIDDOR.

General

Electrical equipment must not be tampered with.

Employees should report loose wires or defects in equipment to the Estates and Maintenance Manager who will decide what action to take. If it is safe to do so, defective electrical equipment should be disconnected from the power supply and clearly marked as being out of use.

Employees who wish to bring their own electrical equipment onto the school's premises must not do so until they have obtained prior permission from the Estates and Maintenance Manager.

9. Fire Safety (see also Fire Safety policy and fire emergency plan)

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and as amended by the Building Safety Act (2022). places a legal duty on all employers to safeguard their employees and others against exposure to the hazards associated with fire. Exposure to fire can result in burns and/or inhalation of smoke, either of which can be fatal. Fires can also cause massive destruction to the building structure, services, equipment, and contents.

The school has a Fire Safety policy and Emergency Plan outlining procedures and arrangements. As part of staff induction, employees are required to read these documents as well as the staff fire awareness training notes which include information on:

- how to raise the alarm on discovering a fire
- the means of escape from the premises
- what to do in the event of fire
- the fire assembly point and roll call procedures
- measures for staff, students and visitors who require assistance to evacuate.

In addition, the line manager/assigned buddy will show the new member of staff the nearest exit points and fire assembly point. Heads of Years will brief tutors on roll call procedures and all staff are reminded of fire evacuation procedures at the start of each academic year.

10. First Aid (see also the First Aid policy and Administration of Medicines policy)

We have a legal duty to make adequate provision for first aid in respect of all persons at the school, should they sustain injury or become ill at work, including those travelling or working away from our premises. In assessing the need for first aid facilities, we will comply, as a minimum, with the provisions of the Health and Safety (First Aid) Regulations 1981. Details are set out in the School First Aid policy.

The Lead School Nurse maintains a First Aid Needs risk assessment to assess risks to employees and others and to make appropriate first aid provision, taking into account the number of people employed, the size and geographical spread of our facilities, and the hazards and risks involved in our activities. The Lead School Nurse consults the Deputy Head Pastoral and the Director of Operations in this planning.

First-aid provision is re-assessed annually, or whenever circumstances change to the extent that we believe our arrangements may no longer be adequate.

The Head of Estates or the Estates and Maintenance Manager will ensure that contractors on working on our premises have made adequate first aid provision in their planning.

First aid stations and first aid boxes

First aid stations containing first aid equipment and emergency medicine are located at key areas of the site. In addition, first aid boxes are located throughout the school with particular provision being made in potentially high hazard areas such as the science and technology departments, maintenance workshops, kitchens, sports facilities etc.

Their contents are approved by the School Nurse and they are checked regularly by first aiders to ensure that they remain compliant and adequate to fulfil the needs recognised by risk assessments.

Detail on the school's procedures for the management and administration of medicines is set out the Administration of Medicines policy.

11. Harassment and Bullying

The school is committed to encouraging and maintaining good employee relations within a working environment which fosters team working and encourages employees to give of their best. The Head of HR maintains a violence, aggression and harassment risk assessment which is also reviewed by the Senior Leadership Team. In addition, the Prevention of Sexual Harassment policy sets out a framework for preventing and dealing with sexual harassment at work, including any work-related activity or event.

Everyone who works at the school has a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others. In addition to the obligations placed upon both employers and employees by equality and human rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace environment in which individuals feel safe and can work effectively, competently and confidently.

The school will not tolerate acts of aggression, bullying or violence and will investigate any allegations of such behaviour, regardless of whether the matter has been raised formally or informally.

This applies to all employees, working both within the school and working off the premises. It extends to include non-permanent workers such as contractors, agency, temporary staff, consultants and any other workers. In addition, it covers the behaviour of staff outside working hours which may impact upon work or working relationships.

Any employee who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with their line manager, provided that they feel able to do so. They may also seek confidential informal advice from a more senior colleague or from the Head of HR if they do not feel able to speak to their line manager. Should the issue not be resolved at this stage, then staff should raise the matter formally with HR. If informal steps are not appropriate, or have not resolved the matter, a formal complaint should be made through the school Grievance Procedure, and the matter will be dealt with as a formal grievance under that Procedure.

12. Housekeeping

All employees have a responsibility to ensure that their own work area and the workplace in general is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls.

School areas are cleaned on a daily basis by the school's cleaning staff.

Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls.

Materials must not be allowed to encroach onto designated pedestrian walkways. Stacking should be avoided but where this is not possible, materials should be stacked in a stable manner so that, so far as is reasonably practicable, the risk of them falling is reduced to a minimum.

Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately. This is an individual responsibility which should be undertaken at the time of the spill and not left until the next scheduled visit by cleaning staff.

The school will promote good housekeeping by positive supervision and through a system of regular workplace inspection.

Waste or surplus materials should be placed in a waste bin or returned to their source and not left lying around to cause a hazard.

Electrical Switch/Plant rooms are not to be used for storage unless the items stored are related to the equipment within them.

13. Legionella Prevention (refer also to Water Safety Plan)

The school has a Water Safety Plan for the management and control of legionella and maintains a water safety risk assessment which is undertaken by an external competent contractor. The risk assessment includes all of the properties currently occupied by the school. The frequency of risk assessments will be identified by the risk assessment itself and will be conducted at least every 2 years.

14. Lone Working

There is no general legal prohibition on working alone but the broad duties placed on us by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations still apply. These require identifying hazards associated with the work, assessing the risks involved, and putting measures in place to avoid or control them.

- Staff (except when involved in an event or working a late shift) are advised via the Health & Safety Information booklet and through briefings that if in exceptional circumstances they are unable to vacate the premises by 7.30pm (or 6pm on Fridays and during school holidays) they must contact the duty caretaker or evening receptionist via the front office.
- When using the swimming pool staff are required to read and agree to the staff use of the swimming pool policy. There are designated times for staff swimming and staff are not permitted to use the pool without a lifeguard or trained swimming coach being present.
- When using the gym – staff are required to sign the policy for use of the multi gym before using the equipment. Induction on using the equipment must be given by a member of the PE department beforehand.

The school will avoid putting lone workers at any greater risk than other employees by introducing control measures which take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. All site staff carry radios for ease of communication.

15. Manual Handling (see also HSI 005)

Manual handling can be defined as the use of bodily force to transport or support a load, including:

- lifting and lowering
- putting and taking
- pushing and pulling
- twisting, turning and stretching
- carrying or moving by hand or bodily force

Injuries are likely to be caused through incorrect lifting techniques, or insufficient provision for rest, or by not taking account of the weight, size, shape of the load, or by working in a difficult environment.

We will follow the advice given in the Manual Handling Operations Regulations 1992 in undertaking assessments for all manual handling activities in order to identify any significant risks to employees.

Employees are reminded that manual handling should be avoided where reasonably practicable and they must not engage in manual handling activities that are beyond their capabilities, due to the size, weight or nature of the item to be moved.

The results of risk assessments will be communicated to employees and where appropriate, suitable training will be given to staff in correct lifting techniques. Manual handling training is organised by the Director of Operations.

Risk assessments of manual handling operations will be carried out by departmental staff who have the knowledge, experience and training required to ensure their competence.

Hierarchy of Measures

- i) avoid or eliminate the hazardous manual handling task
- ii) if it is unavoidable, conduct a specific assessment taking into account the task itself, the nature of the load, the capabilities of the individual and the environment where the work is to take place
- iii) introduce measures to reduce the risk of injury from the task to the lowest reasonably practicable level.

16. Monitoring and Review

To ensure that the various procedures and policies set out in the arrangements section of our Health and Safety policy are being adhered to and being implemented as intended, we will undertake a review of our procedures annually or when procedures change due to new practices. These reviews will be implemented by the Director of Operations and conducted either by internal staff or by the school's external health and safety consultants.

The findings of the audits /reviews will be communicated to the Health and Safety Committee and any required actions will be monitored by the Director of Operations.

In addition, this Health and Safety policy will be reviewed at least annually to ensure that it remains valid, and will be updated to reflect any necessary changes.

17. Nursing and Expectant Mothers

We recognise that nursing and expectant mothers are particularly vulnerable and a specific risk assessment will be undertaken when an employee notifies her manager that she is pregnant or nursing an infant. The risk assessment will take into account any additional risks they may face in our workplace as a consequence of their condition, which will be particularly applicable to those whose role requires physical effort or exposure to hazardous substances.

As required by the Management of Health and Safety at Work Regulations 1999, if additional risks to nursing and expectant mothers cannot reasonably be reduced, we will find alternative work with no loss of terms or conditions of their employment, or we will authorise paid leave if alternative work is not available.

The school can only take these extra precautions if it is made aware that an employee is pregnant or a nursing mother. Staff must inform the school of their condition in writing, usually by submitting a copy of Form MAT B1 which they will have obtained from their doctor or a registered midwife.

18. Other Occupiers

We will fulfil our obligations under the Management of Health and Safety at Work Regulations 1999 to co-operate on health and safety matters with other organisations which share any premises we occupy by keeping them fully informed of any risks specific to our business to which their staff may be exposed.

We will also ensure that we obtain details from other organisations of any specific risks associated with their work activities and will provide our staff with all relevant information.

19. Risk Assessments (see also HSI 006)

The Management of Health and Safety at Work Regulations 1999 require that we make suitable and sufficient assessments of the significant hazards arising from our business activities that could affect our staff or others.

Different areas of the school present varying levels of risk and it is appropriate, therefore, that assessments should be conducted by departmental staff, who are the people who are most familiar with them. Heads of Department are responsible for ensuring that all risks in areas under their control are suitably and sufficiently assessed and for ensuring that outcomes and control measures are communicated as required.

The Assistant Head, Co-curriculum checks risk assessments for school trips and visits as part of the visit paperwork.

Event risk assessments are completed by the event organiser for larger events or those that may involve higher risk activities. The Senior Deputy advises on when a risk assessment should be completed as part of the event planning process.

Each department should keep all its risk assessments in a central file where they can be readily accessed for reference or review.

An example risk assessment form is available on the staff Portal which may be used however departments can use the most suitable format for their purposes.

Risk assessments will be conducted in all areas but with particular reference to the following Regulations:

- Management of Health and Safety at Work Regulations 1999 – general risk assessments
- Regulatory Reform (Fire Safety) Order 2005 – fire prevention, detection, alarm systems, evacuation procedures (done by external consultants)
- Personal Protective Equipment Regulations at Work 1992 and 2002 – PPE assessments
- Health and Safety (Display Screen Equipment) Regulations 1992 – DSE and workstation assessments
- Manual Handling Operations Regulations 1992 – manual handling assessments
- Control of Substances Hazardous to Health Regulations 2002 – assessments of hazardous substances including chemicals, dusts, vapours etc.
- The Independent Schools Standards Regulations and any associated statutory guidance

Information, instruction and training will be given to employees following an assessment where appropriate.

Risk assessments are reviewed within departments as required (ie upon changes in circumstances or following an accident/incident) and at least annually. New risk assessments are reviewed by the Health and Safety Committee and in accordance with the review schedule for departments.

20. Smoking (including vaping) at Work

Smoking (including vaping) is not permitted on or immediately outside the school premises. Further guidance is available from the Staff Code of Conduct.

21. Stress

Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. This makes an important distinction between the beneficial effects of reasonable pressure and challenge, which can be stimulating and motivating, and work-

related stress, which is the natural but distressing reaction to demands or pressures that the person perceives they cannot cope with at a given time.

The effect of stress on performance is well established and in the interests of both the health of employees and the efficiency of the school, it should be minimised.

If stress is not identified and addressed, it can lead to both physical and mental health problems.

Symptoms of stress include, inter alia, headaches, depression, raised blood pressure, insomnia, irritability, nervous break-down, psoriasis, eczema, hair loss, panic attacks, palpitations, reliance on alcohol and loss of appetite.

If employees believe that they have a problem with stress, they are encouraged to speak to their line manager or they can also speak to HR. Counselling support may be available and the school Chaplain is also available to speak to staff.

22. Training

We have a responsibility under Section 2 of the Health and Safety at Work etc Act 1974 to provide training for employees to ensure their health and safety at work.

It is our policy to ensure that all employees are adequately trained in our health and safety policies and procedures as well as being trained to undertake any task they are expected to carry out and for any emergency that may arise during their employment.

All new employees undertake induction and training relevant to their role. As part of this induction they are required to read the school's Fire Safety policy, First Aid policy and the health and safety key information booklet. All staff are required to sign a declaration that they have read and understood these documents,

Job-specific health and safety training needs are identified by line managers or by the Director of Operations and provided to staff as appropriate.

Health and safety training is recorded in a central register and will include (where applicable):

- employees duties and responsibilities
- fire safety
- accident reporting and first aid arrangements
- hazard reporting
- manual handling
- working at height
- hazardous substances
- display screen equipment
- food safety
- asbestos awareness
- lone working

All employees have a legal responsibility to co-operate with the school's training programme so that its objectives can be met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided.

Employees must also follow any revised working procedures once they have been given the appropriate information, instruction and training.

23. Temporary Workers

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 make specific provision for the health and safety of temporary workers employed by the school.

Managers will ensure that all temporary workers are given health and safety induction training covering identified hazards, together with the emergency procedures and the management controls appropriate to those risks before they commence their duties.

We have a duty to advise agencies which provide temporary staff of any specific risks associated with the school's activities of which the agency would be otherwise unaware.

24. Violence

We will not tolerate any instances of work-related violence, including verbal abuse, to our staff. All employees have the right to be treated with consideration, dignity and respect; all cases of inappropriate behaviour will be investigated and where the circumstances are sufficiently severe, the school will consider prosecuting the offender.

This policy applies to all staff working on our premises, including contractors, and agency and temporary workers.

Staff should report incidences of violence to their manager or to HR so that an investigation may be undertaken to determine what action should be followed.

Managers are required to treat any reports of work-related violence, threats or abuse seriously and respond to them promptly. For their part, staff have a responsibility to act in a way that does not incite or increase the likelihood of violence.

25. Visitors

The school has a Visitor's policy which includes requirements for supervision of visitors (see also HSI 008).

In the event of an emergency which requires evacuation of the school's buildings, the person who is accompanying the visitor will assume responsibility for them and will escort them to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this should be reported to the Business Directorate on an incident report form.

All visitors must:

- sign in and out at the front office
- be issued with a photo ID visitor's pass and red lanyard, which must be worn at all times.

26. Work at Height (see also HSI 007)

Work at height should be avoided wherever possible but in an environment such as ours, there will be tasks associated with both curriculum activities and maintenance work when this will not be possible.

Where work at height cannot be avoided, the activity will be assessed for risk and where necessary, the school will provide suitable and appropriate work equipment such as scaffolding, cherry pickers, ladders, stepladders etc.

Priority will be given to collective measures to prevent a fall (edge protection, for example) but if this cannot be achieved, we will install controls to minimise the consequences of a fall such as fall arrest harnesses, catch netting, airbags etc.

Line managers will ensure that anyone who is required to work at height is competent to do so. All activities which require work at height will be thoroughly assessed for the risks they present and the control measures required to minimise them. Working at Height training is organised by the Director of Operations.

27. Workaway Workers

The Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to our employees who visit other premises in the course of their work.

Employees who are working at other premises must conform to all arrangements made by the duty-holder of the premises regarding compliance with regulations covering health and safety, the environment, fire, and security, such as signing in, observing no smoking areas and reporting to named managers as required.

28. Work Equipment

The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of our work equipment.

In order to minimise the risk of injury from work equipment, we aim to put in place arrangements for the assessment of risks and create appropriate control measures to minimise the risks identified. These measures will include the following arrangements and procedures:

- All equipment will comply with the Supply of Machinery (Safety) Regulations 2008, the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 and such other regulations as may be applicable to specific items of work equipment
- an assessment will be made of all new or second-hand equipment purchased to ensure it is suitable for its intended use
- all equipment purchased will comply with any relevant product safety standards
- all hired or rented equipment will be required to comply with the regulations, and will include the provision of comprehensible information on its safe use
- all equipment will be maintained in efficient working order and in good repair and will be regularly inspected and tested, including, where applicable, statutory inspection and testing which will be undertaken either by the Estates and Maintenance Manager or other competent person appointed by him, or by a competent person within the department using the equipment
- adequate and identifiable means of isolation will be provided, where appropriate
- equipment will be safeguarded to prevent risks from mechanical and other hazards
- suitable and effective safety devices and controls will be provided together with suitable and readily comprehensible signs and warnings
- suitable general, task and emergency lighting will be provided to ensure safe operation of the equipment in both normal operation and under cleaning or maintenance conditions
- adequate and effective training, information and instruction will be provided for operators
- a system will be maintained for the reporting of any difficulties, hazards or defects encountered or identified with work equipment
- a full list of equipment and the frequency with which it needs to be maintained (and statutorily inspected if applicable) will be held by the Estates and Maintenance Manager who will also ensure that all necessary statutory inspections and/or maintenance activities are carried out at the appropriate time, and will keep safe the records, certificates and documentation.

These arrangements will be reviewed on any significant change in the type, nature or use of equipment.

We cannot assume that an item of equipment is safe to use simply because it is accompanied by certification, CE marking or other indicators of apparent conformity with established standards. Employers have a duty to ensure that work equipment is fit for purpose, safe for

employees to use and, to provide appropriate training, instruction and supervision to ensure that operators do not suffer harm.

29. Young Persons

The school rarely engages young people for regular work but may engage young people for temporary summer work. In these incidences, line managers will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 18 years old) prior to their employment, and will communicate the result of this to them on their commencement of work.

The risk assessments for work involving young persons will take into account their:

- lack of experience or awareness due to their immaturity
- physical and psychological capacity to carry out the work effectively
- potential exposure to toxic or harmful substances or agents (including radiation)
- inexperience in the recognition of potentially hazardous situations, or lack of training
- potential exposure to extremes of heat or cold, noise or vibration.

Where young persons or students who are below the minimum school leaving age (on work experience or other work placement schemes) may be exposed to risk, their parent(s) or guardian will be advised of all identified risks and the measures we have introduced to contain them. This information will be provided before the young person starts work with the school.

30. School Visits and Activities out of School

The Assistant Head, Co-Curriculum is the Educational Visits Co-ordinator. The school's Educational Visits policy sets out the procedures for organising trips and visits out of school.

001 - REPORTING, NOTIFYING AND INVESTIGATING INCIDENTS
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Incidents/Accidents (including near misses) involving employees and students

Employees must report all incidents/accidents (including near misses) as soon as possible to their immediate manager and, if injury is involved, to a first aider. The first aider will make an assessment of the seriousness of the injury and whether they can give appropriate treatment. If the injury is of a serious nature or if there is any doubt, the School Nurse must be notified so that a decision can be made as to whether the injured person should be referred to hospital for treatment. If the School Nurse is not available, this decision will be made by the first-aider.

Minor accidents (e.g., resulting in minor cuts or bruises) are recorded by the School Nurse and included in the accident data reported to the Health and Safety Committee and Governors. Therefore, minor accidents and those requiring first aid should always be reported to the School Nurse. An Incident/Accident Report form is not usually required for minor injuries.

For **significant incidents** (including near misses) and/or those that may be deemed a specific injury under RIDDOR 2013, an Incident/Accident Report form must be completed by the first person on the scene and their line manager and submitted to the Business Directorate as soon as possible. Where there is injury to a person, the School Nurse will ensure that an Accident/Incident form is completed.

A '**near miss**' is an incident that may not have caused injury to a person but could have had the potential to cause injury or death. Near misses can be reported via the Near Miss form on the Portal or by emailing the Assistant to the Director of Operations. It is crucial that Near misses are reported so that action can be taken to prevent an accident in the future.

If the incident has caused damage which has created an unsafe condition, the Estates and Maintenance Manager or a member of the site staff must be notified immediately by the first person on the scene so that the area can be isolated pending appropriate repair.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

If the incident is reportable under RIDDOR, the Director of Operations will ensure that the HSE (www.hse.gov.uk/riddor) as the enforcing authority is notified via the online reporting system. In the event of fatal and specified injuries, the Director of Operations will call the Incident Contact Centre which is open during working hours 0345 300 9923.

Under RIDDOR the school is only required to report accidents if they happen 'out of or in connection with work'. Therefore, the work activity itself must contribute to the accident. An accident is work related if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work
- the condition of the site or premises where the accident happened.

For students incidents which involve any of the following, a report must always be made to the Business Directorate using the Student Incident/Accident forms available on the staff portal:

- work organised by a teacher, e.g. an incident to a student in DT.
- work equipment or other apparatus, e.g. an incident involving a bench-mounted circular saw, or a trampoline in the sports hall.
- a hazardous substance, e.g. an incident to a student in a science laboratory.
- the condition of the premises, e.g. an incident on a slippery floor.
- Any incident involving burns or a head injury

Accidents/ Incidents (including near misses) involving non-employees

All incidents involving non-employees, i.e. contractors, visitors, members of the public or students, in which they suffer injury as a result of either the school's work activities or the provision of its services should be reported immediately to a first aider and a senior member of staff. Following this initial report, the procedure outlined above should be adopted as soon as possible.

Collation of Data

The Director of Operations is responsible for ensuring that incident/accident data, including Near Miss reports, are collated and reported at each health & safety committee meeting, and at Governors' Finance & Estates Committee. A summary is provided to the Board.

Investigation

The Director of Operations will ensure that where required an investigation is carried out as soon as possible after any incident/accident, or near miss so that problem areas or insufficient procedures are identified and remedial action can be taken if necessary.

If staff are in any doubt as to whether an Incident/Accident Report or Near Miss form should be completed, they should contact the Business Directorate for advice rather than assume a form is not required.

Staff should also refer to the school's First Aid policy available on the staff portal.

002 – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

Aim

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) aims to reduce occupational ill health by setting out a simple framework for controlling substances which are hazardous to health in all workplaces. The Regulations require employers to carry out a systematic assessment of risks from substances at work which are defined as hazardous to health and to act to control these risks.

With this aim in mind, the Regulations:

- (a) set clear, cost-effective objectives by matching precautions to risks involved
- (b) provide one set of regulations which cover substances which are hazardous to health.

Risk assessment is the basis of the COSHH Regulations. The regulations list substances which are hazardous to health, including substances which are labelled dangerous, toxic, harmful, irritant or corrosive. The COSHH Regulations define five categories of hazardous substances, which are:

- (a) substances classified as harmful, irritant, toxic, very toxic or corrosive
- (b) substances that have a maximum exposure limit (MEL) or an occupational exposure standard (OES) assigned to them
- (c) biological agents capable of causing any ill-health effect, i.e. any micro-organism, cell culture, human endo-parasite or genetically modified organism that may cause infection, allergy, toxicity or any other human health hazard
- (d) substantial quantities of dust
- (e) any other substance not specified above but that may create a comparable health risk.

The Control of Substances Hazardous to Health in Schools

Schools are required to have procedures in place which deal with risks from hazardous substances. These procedures must contain the following:

- (1) a suitable and sufficient risk assessment procedure

- (2) arrangements for controlling exposure to substances either by preventing exposure or, if this is not possible, by introducing adequate controls
- (3) a system for testing and reviewing the control measures
- (4) arrangements for monitoring exposure at the workplace
- (5) health surveillance facilities for employees
- (6) details of training and information for employees in relation to risks and precautions.

In some cases, use can be made of existing written material. For example, the Science Department makes use of the Hazcards produced by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). There are also general assessments available in other areas that can be adapted for the specific substances and use and, where no assessment is available, one can be developed on the basis of information which manufacturers and suppliers are legally required to provide on labels and product data sheet.

It is extremely important to keep records of products, their maintenance, examinations and the testing of control measures.

Schools are required to make decisions about risks based on informed judgements as a result of assessments. In order for the school to discharge this obligation in relation to hazardous substances, it must:

- (a) collect information about the substances and the relevant working practices - this should be an ongoing process
- (b) evaluate the health and safety risks by finding out what the level of exposure is; taking into account the circumstances at the time the risk assessment is carried out
- (c) decide what needs to be done in relation to the prevention of control of exposure, the implementation of control measures, the monitoring of exposure, health surveillance and information and the instruction and training of staff
- (d) record the assessment, unless it is self-evident and easily explained
- (e) review the assessment regularly - this does not mean repeating the assessment but checking that it is still valid and making any necessary changes.

The following departments are required as a matter of routine to undertake regular COSHH risk assessments:

- Science
- Catering
- Cleaning
- Maintenance
- Grounds
- Art and Design
- CS & CT
- Theatre

A template COSHH risk assessment form and guidance on how to conduct an assessment is available on the Health and Safety Committee Teams account.

003 - WORKING WITH DISPLAY SCREEN EQUIPMENT (DSE)

Potential for Ill-Health

Users of display screen equipment (DSE) face three principal categories of ill-health:

- **Musculo-skeletal problems** such as neck and back pain and muscular strain caused by poor ergonomics and postural problems
- **Work-related upper limb disorders** such as tendonitis, tenosynovitis and carpal tunnel syndrome caused by excessive, repetitive use of the keyboard and mouse
- **Physiological problems** (headaches, eyestrain, and fatigue) as a result of excessive glare from the screen, work surfaces, lighting and windows, or from poor environmental conditions associated with temperature and ventilation in the workplace.

There is no evidence to suggest that working with DSE poses a greater risk to expectant mothers. It is only in very rare cases that its use may cause skin irritation or photo-sensitive epilepsy.

What is Display Screen Equipment?

According to the Health and Safety (Display Screen Equipment) Regulations 1992, this expression includes computers, their display screens and the workstation at which they are used. The School is required to assess the risks and take appropriate measures to protect the health of any employee who is deemed to be a 'user' of DSE.

Who is a 'user'?

The Regulations apply where there are people who 'habitually use DSE as a significant part of their normal work'. So, not everyone who uses DSE is covered by the Regulations - only those most likely to be at risk. These include staff who:

- normally use DSE for continuous or near-continuous spells of an hour or more at a time
- use it in this way more or less daily
- have to transfer information quickly to or from the display screen equipment

and also need to apply high levels of attention and concentration; or are highly dependent on DSE to do the job or have little choice about using it; or need special training or skills to use the equipment.

Assessment of User's Workstations

Employees should assess their own workstation, using the assessment form which is available on the staff Portal. The Director of IT issues a reminder to staff about this annually. The assessment should not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity etc.) and the interface between the computer and operator/user.

If a self-assessment discloses an unsatisfactory condition, the Director of IT will arrange to conduct a further assessment to identify the need for any remedial action. This may include review by a specialist assessor depending on the requirements.

There are useful resources on the staff portal including a video on how to set up a workstation correctly.

Eye Sight Tests

There is no evidence to suggest that the use of DSE can permanently affect eyesight, but if a user feels that they need an eyesight test, they may complete the claim form available on the staff portal. To be eligible to claim, staff must be defined as a 'user' of DSE equipment (see above)

A contribution towards lenses and frames is available if the prescription is specifically for DSE use.

Home working

Staff who have a contractual arrangement to work from home should also complete a DSE self-assessment form covering their home working environment.

004 – TESTING/INSPECTION OF PORTABLE ELECTRICAL EQUIPMENT

Introduction

The school is required to maintain electrical equipment, but the law does not stipulate frequency or how this should be done. However, the HSE provides guidance on the inspection and testing of electrical as follows:

[Maintaining portable electric equipment in low-risk environments \(hse.gov.uk\)](https://www.hse.gov.uk/electric/equipment/low-risk/) and

[Maintaining portable electrical equipment \(hse.gov.uk\)](https://www.hse.gov.uk/electric/equipment/)

These are the relevant guidance documents for the school, and we follow HSE guidance on how equipment should be tested and the frequency of those tests.

School policy

We fulfil our duty to maintain electrical equipment by PAT testing using an external provider although trained and competent members of staff (usually the maintenance team) are able to PAT test equipment. In accordance with guidance, we could reduce the cycle of inspection and testing by undertaking *formal visual inspections*, but we have deemed this to be unmanageable to enforce and have therefore adopted a policy of carrying out *combined inspection and testing* in accordance with the cycle of testing suggested by the HSE.

The external testers attend site once a year and test in accordance with our schedule of items. Items are tested on a 1 year, 3 year or 5-year cycle depending on the type of equipment.

Process of checks and testing

When carrying out **user checks** the equipment should be disconnected from the mains and the following checked:

- damage such as cuts and wear to the cable covering
 - any non-standard joints in the cable
 - the outer covering of the cable not being gripped where it enters the plug or the appliance, such that the coloured insulation of the internal wires is visible
 - damage to the plug itself such as cracked casing or bent pins
 - any burn marks or staining indicating that overheating may have occurred
 - damage of any kind to the outer cover of the equipment.

A **formal visual inspection** (carried out by a competent person) would include removal of the plug cover to check that a proper fuse is being used, that the wires are attached securely to the correct terminals, that the terminal screws are tight and that there is no sign of internal damage. Inspection of the plug does not apply to moulded plugs where only the fuse can be checked.

Combined inspection and testing, also known as portable appliance testing (PAT testing) involves checking the equipment for earth leakage and should only be carried out by a competent person.

Some items of equipment need testing at intervals of 12 months or less. The Estates and Maintenance Manager maintains a record of such equipment and will arrange for the appropriate test to be conducted at the recommended interval and for the results to be appropriately recorded on the appliance and on a central register. New items will be tested within a year of purchase.

Users should check items have been tested and are in date prior to use and that items have not been damaged since the test.

All defective equipment (or equipment with a suspected defect) must be taken out of use immediately and the Estates and Maintenance Manager notified so that remedial action may be taken.

Information provided to staff about electrical testing

Through verbal briefings and the Health and Safety information booklet issued annually we remind staff of the following:

- Staff must not bring electrical equipment to site without the maintenance department first checking and testing the item (this applies to items bought from department budgets)
- Phone chargers can be brought in without testing but there is guidance provided in the Information booklet on essential visual checks.
- Staff should not use any electrical equipment that looks defective and should report it to maintenance / take it out of use
- The site team / IT team may remove items that they believe are in poor condition and take them out of use.

New equipment

New or used electrical items should not be used in school without permission from the Estates and Maintenance Manager who will arrange for it to be tested if necessary.

Summary of arrangements for IT equipment

Equipment	Test Schedule
Portable/Loan School Owned <i>i.e., laptop power supplies including laptop charges supplied to staff by the school, IEC cables, extension cables, portable systems (speakers, lights, TVs on stands)</i>	Yearly
Fixed/Static equipment <i>i.e., wall mounted screens, desktop screens, computers, speakers, printers/multi-functional devices, mixing desks, light fixtures</i>	Every three years
New IT equipment purchased by the school	A new equipment label is applied at point of delivery (with date) and added to a log for Maintenance to retain an up-to-date list of electrical equipment and to schedule future PAT. Equipment will then be tested at next test cycle (within 12 months) and thereafter in line with test schedule interval for that particular type of equipment. The IT Services Manager has responsibility for ensuring that the IT team maintain the log of new equipment with date of issue and location, and that new stickers are applied to equipment
Student laptop and phone chargers	Student owned equipment is not included in our testing schedule. Staff and students are briefed on key risks and on how to conduct a visual check. Items that are deemed to be unsafe should be removed from use immediately.

005 – MANUAL HANDLING AND LIFTING

Manual handling is defined as ‘the transporting or supporting of loads by hand or by bodily force.’

Over a third of all accidents reported each year are associated with injuries caused during lifting and handling operations at work. The Manual Handling Operations Regulations 1992 as amended in 2002 place a duty on employers to avoid the need for manual handling wherever possible, and where it is not possible, to:

- assess the risk of injury from any manual handling that cannot be avoided and
- put in place measures to reduce, so far as is reasonably practicable, the risk of injury

A large number of manual handling operations take place each day at the school. It is essential that an assessment is undertaken of any manual handling activity which is potentially hazardous. Staff who conduct manual handling receive training which follows the guidance provided by the HSE in INDG143, 'Getting to Grips with Manual Handling'.

All staff are provided with information about manual handling in the Health and Safety Information booklet which is issued annually.

When conducting an assessment, you should consider the following: *(Source: INDG143 'Manual Handling at Work' (HSE Books (rev4, 01/20))*

Risks to look for when making an assessment	Ways of reducing the risk of injury
The working environment Are there: ■ restrictions on posture? ■ bumpy, obstructed or slippery floors? ■ variations in floor levels? ■ hot/cold/humid conditions? ■ gusts of wind or other strong air movements? ■ poor lighting conditions? ■ restrictions on movements from clothes or personal protective equipment (PPE)?	Can you: ■ remove obstructions to free movement? ■ provide better flooring and/or slip-resistant footwear? ■ avoid steps and steep ramps? ■ prevent extremes of hot and cold? ■ improve ventilation? ■ improve lighting? ■ provide suitable protective clothing or PPE that is less restrictive?
Individual capacity Does the job: ■ require unusual capability, eg above average strength or agility? ■ pose a risk to those with a health problem or learning/physical disability? ■ pose a risk to new or expectant mothers? ■ pose a risk to new or young workers? ■ call for special information or training?	Can you: ■ consider the design of the task? ■ pay particular attention to those who have a physical weakness? ■ take extra care of, eg new or expectant mothers and new/young workers? ■ give your workers more information, eg about the range of tasks? ■ provide more training? ■ get advice from an occupational health advisor if you need to?

Risks to look for when making an assessment	Ways of reducing the risk of injury
The tasks Do they involve: ■ holding loads away from the body? ■ twisting, stooping or reaching upwards? ■ large vertical movement? ■ long carrying distances? ■ strenuous pushing or pulling? ■ repetitive handling? ■ risk of sudden movement of loads? ■ insufficient rest or recovery time? ■ a work rate imposed by a process?	Can you: ■ use a lifting aid? ■ change workplace layout to improve efficiency? ■ reduce the amount of twisting and stooping? ■ avoid lifting from floor level or above shoulder height, especially heavy loads? ■ reduce carrying distances? ■ use powered handling devices to eliminate pushing and pulling? ■ avoid repetitive handling? ■ take steps to reduce fatigue? ■ vary the work, allowing one set of muscles to rest while another is used?
The loads Are they: ■ heavy or bulky? ■ difficult to grasp? ■ unstable or likely to move unpredictably? ■ harmful, eg sharp or hot? ■ awkwardly stacked? ■ too large for the handler to see over?	Can you make the load: ■ lighter or less bulky? ■ easier to grasp? ■ more stable? ■ less harmful? ■ evenly stacked? If the load comes in from elsewhere, have you asked the supplier to help, eg by providing handles or smaller packages?

Risks to look for when making an assessment	Ways of reducing the risk of injury
Handling aids and equipment Consider: ■ is the device the correct type for the job? ■ is it well maintained? ■ are the wheels on the device suited to the floor surface? ■ do the wheels run freely? ■ is the handle height between the waist and shoulders? ■ are the handle grips in good condition and comfortable? ■ are there any brakes? If so, do they work?	Can you: ■ provide equipment that is more suitable for the task? ■ carry out planned preventive maintenance to prevent problems? ■ change the wheels, tyres and/or flooring so that equipment moves easily? ■ provide better handles and handle grips? ■ make the brakes easier to use, reliable and effective?
Work organisation factors Consider: ■ is the work repetitive? ■ is the work machine or system-paced? ■ do workers feel the demands of the work are excessive? ■ do workers have little control of the work and working methods? ■ is there poor communication between managers and workers?	Can you: ■ change tasks to increase variety? ■ adjust the work rate? ■ make more use of workers' skills? ■ make workloads and deadlines more achievable? ■ involve workers in decisions? ■ encourage good communication and teamwork? ■ provide better training and information?

Good Lifting/handling technique

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move your feet during the lift to maintain stability. Avoid tight clothing or unsuitable footwear, which may make this difficult
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only. Make sure the load is gripped securely in the palms of the hands wherever possible; do not grip with just the fingertips
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting)
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help. Rule-of-thumb advice on the maximum weights which should be lifted by one person are:
 - 25 kgs for men
 - 16 kgs for women
- Where two people are lifting an object, its weight should be no more than two-thirds of their combined lifting capacity so, two men should lift no more than 33 kgs; a man and a woman, 27kgs and two women, 21 kgs.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

006 – RISK ASSESSMENTS

Management of Health and Safety at Work Regulations 1999 (the Regulations)**1. Introduction**

Regulation 3 of the Regulations places an absolute duty on all employers to conduct suitable and sufficient assessments of all significant risks associated with the way in which they conduct their undertaking which could cause harm to their employees and/or those who are not in their employ. This includes employees, both permanent and temporary, agency workers, contractors, visitors (legal and illegal) and members of the general public. The school is required to assess all significant risks which are reasonably foreseeable risks, and particularly those risks which are subject to specific health and safety regulations. The regulations require employers to provide all employees and others who might be affected by their work activities with clear and relevant information about any risks which are identified by a risk assessment and the control measures that have been put in place to minimise the risk of harm occurring. In addition to health and safety regulations, under the Independent School Standards Regulations (2014), the Governors are required to ensure that the school promotes the welfare, health and safety of students; the process of risk assessment and taking action to reduce risks that are identified also contributes to this duty.

Risk assessments should be conducted to identify hazards and potential associated risks in areas such as:

- Work equipment which presents a risk of injury
- Fire hazards
- Hazardous substances
- Work activities such as manual handling, lone working etc.
- School visits
- Site security
- Events

The Regulations require employers to make suitable and sufficient assessments of:

- the risks to the health and safety of their employees while they are at work
- the risks to the health and safety of persons who are not in their employment which arise as a result of the conduct of their undertakings.

Beyond consideration of those risks which are subject to health and safety legislation, risk assessments are undertaken to identify and mitigate against foreseeable risks to the welfare

of students. Procedures for conducting risk assessments are contained within the relevant policies and documents including:

- Safeguarding (child protection) policy
- Visitors' policy
- Safer recruitment and selection policy
- Fire Safety policy and Emergency Plan
- Educational Visits
- School *Prevent Duty* Risk Assessment
- Safeguarding risk assessment for building sites

2. Responsibilities

All employees should assist and contribute to the process of risk assessment.

Assessments for curricular and co-curricular activities should be conducted by departmental staff, who are most familiar with the processes and equipment.

Heads of Department/line managers are responsible for ensuring that all risks in areas under their control are suitably and sufficiently assessed and for ensuring that outcomes and control measures are communicated as required. They are also responsible for ensuring that those conducting risk assessments have sufficient knowledge and understanding to do so.

The Deputy Head Director of Co-Curriculum (who is the Educational Visits Coordinator) checks risk assessments for school trips and visits as part of the pre-visit planning arrangements (see Educational Visits policy).

The Senior Management Team of the School with their respective line management responsibilities are responsible for allocating resources in response to risk assessments if the need cannot be resourced within existing departmental resources and/or determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practical.

3. Review

Each department is responsible for conducting its own risk assessments and for reviewing them regularly, at least every 12 months. A risk assessment will also need to be reviewed if circumstances have changed such that it is no longer believed to be valid. Some examples include:

- changes in legislation or legal standards

- introduction of new technology (plant, equipment etc.)
- changes in working practices
- changes in layout of the workplace or the workplace environment
- introduction of new key personnel
- following an incident in the school
- following observations from the enforcing authority
- following suggestions or complaints from staff or students

Beyond departmental review, external health and safety consultants carry out inspections on an annual cycle. The inspection includes the review of risk assessments and advice, and training is provided if required.

The School's Health and Safety Committee reviews and discusses changes to the following department's risk assessment procedures: PE, Drama, Art & Design, CS&CT and Science.

4. Process of risk assessment

Hazard and Risk

The Regulations make frequent references to 'hazard' and 'risk', the difference between which is:

- **Hazard** is **something that has the potential to cause harm**, e.g., mains lead trailing across a pedestrian route.
- **Risk** is **the likelihood that harm will result, measured in terms of probability and severity**. Following the example above, the likelihood that someone will trip over the lead and the extent of the injury they may suffer.

Suitable and Sufficient

For a risk assessment to be suitable and sufficient, it should:

- Identify the risks arising from or in connection with work. The level of detail in a risk assessment should be proportionate to the risk. Once the risks are assessed and taken into account, insignificant risks can usually be ignored
- Involve individuals with specialist knowledge where the risk being assessed is particularly complex or technical
- Consider everyone who might be affected, including employees and non-employees and people at special risk such as the physically impaired, nursing and expectant mothers, young persons and children

- Consider statutory requirements such as the need to regularly inspect lifting equipment
- Take into account the manufacturer's instructions, industry best practice, and advice from enforcing authorities, government departments etc
- Be subject to regular review and revised when necessary. Among the reasons for reviewing a risk assessment are:
 - Changes in legislation, technology, work process, workplace layout
 - Following a workplace incident
 - Following action by the enforcing authority (including prosecutions)
 - Changes in management structure or corporate governance
 - Changes in the number or nature of employees (re-sizing, foreign workers, young people etc.)

The Five Steps to Risk Assessment

Risk assessment should be straightforward, and the Health and Safety Executive has published guidance (INDG163(rev3), revised 06/11) by recognising five easy steps in the process.

Step 1	
Identify all hazards in the workplace which could cause significant harm	Concentrate on items which are a genuine threat. Official guidance advises employers to ignore trivial hazards
Step 2	
Identify who is at risk and how they may be harmed	Consider everyone who might be harmed and how the hazard is going to harm them, - cuts, fractures, ill-health, burns, electric shock etc.
Step 3	
Evaluate the likelihood that harm will result in terms of probability and severity. Examine any existing control measures that are in place to prevent harm and decide if further controls are necessary to reduce the risk 'so far as is reasonably practicable'.	We use a 25-point scale to score the level of risk (see below); the higher the score, the greater the risk, and therefore, the greater the effort that must be put into controlling it. Check to see if there any control measures already in place and whether any more needs to be done.
Step 4	
Record the assessment (electronically or in writing). This is a legal requirement for organisations which employ five people or more	A risk assessment template is available (see example below) which can be downloaded from the staff Portal. The original should be retained in the department.
Step 5	
Review the assessment on a regular basis (usually every 12 months) or if you have reason to believe it is no longer valid	Review periods will depend on the level of risk and changing circumstances. Factors which may affect the validity of an assessment include changes in legislation, work processes, workplace layout and management structure; action by the enforcing authority or following an incident.

The following matrix is an example that could be used when assessing the likelihood and severity of risk associated with a particular hazard.

A. SEVERITY	B. LIKELIHOOD
Rating	Rating
5. Death or permanent disability	5. Will almost certainly happen
4. Serious injury/long term illness	4. Very likely to happen
3. Temporary disability/3 days off sick	3. Quite likely to happen
2. Injury requiring medical attention	2. Not likely to happen
1. Minor injury e.g. bruise, small cut	1. Unlikely to happen at all

The two scores (A and B) are multiplied, to produce a final score rating on a scale of 1 to 25. Once you have this score, use Table C to decide on the appropriate action.

C. FINAL SCORE RATING – What needs to be done	
16-25	STOP! Suspend the activity or isolate the equipment until risk is controlled
10-15	High risk Take action immediately to control risk
6-9	Medium risk Tighten controls and make plan to do something about risk
3-5	Mild risk No action necessary but keep the risk under review
1-2	Low or trivial risk – no action

Risk Management - Hierarchy of Control

The HSE recognises a straightforward hierarchy of measures to control risk in the workplace. An easy way of remembering it is by using the acronym ERICPD, or ‘Eric Prevents Death’. The hierarchy is:

Hierarchy	Example
Eliminate the hazard	Avoid the activity completely, e.g. do not use a ladder to clean windows; give the operator a power hose brush so they can clean windows from ground level
Reduce or substitute the hazard	Reduce the quantity of a hazardous substance in the workplace; reduce the time that a person is exposed to a hazard; use water-based paint in place of solvent-based
Isolate the hazard	Place an acoustic hood over an item of noisy machinery, or place the operator(s) in a soundproofed enclosure
Control the hazard	Either use engineering controls, such as fitting guards to dangerous machinery, or procedural controls such as warning signs or written safe systems of work
Personal protective equipment	Regarded as a measure of last resort, which should only be used when there is no alternative or to reinforce other more effective controls
Discipline	Training, information, supervision and ultimately, invoking the school’s disciplinary procedure if all else fails.

5. Risk assessment template

A template risk assessment form is available on the staff Portal, along with a template for school events. Template risk assessments that should be adapted in accordance with department practice and processes are also available to members of the health and safety committee for key risks including manual handling, lone working, working at height and COSHH.

007 – WORKING AT HEIGHTS

The law surrounding working at height is contained in the Work at Height Regulations 2005. They are designed to reduce the likelihood and or the consequence of falls from height not just of people, but also plant and equipment, and materials and substances.

The Regulations require duty holders to ensure that:

- all work at height is properly planned and organised
- all work at height takes account of weather conditions that could endanger health & safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is suitable for use and appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled.

The Regulations do not prohibit the use of ladders, provided the work is light in nature, of short duration (typically 20 minutes), and the risks have been suitably assessed.

You must:

- avoid working at height wherever possible
- where working at height cannot be avoided, ensure that adequate edge protection is in place or that suitably anchored restraint harnesses are worn
- note that fall-arrest harnesses do not prevent the fall, they only minimise the consequences. In any event, they should not be worn by anyone who has not been trained in their use
- if you are using hand-held equipment or tools, wear a holster or belt to hold them when not in use, and secure tools in use with a lanyard or similar retentive device
- never use a ladder which has not been properly secured either by lashing at the top, a suitable safety device attached to its foot, or being 'footed' by a helper
- never use a ladder which is defective in any way; report the defect to the Estates and Maintenance Manager who will arrange for the ladder to be destroyed; defects in ladders should not be repaired
- not use a wooden ladder which has been painted; this can hide defects
- only use a wooden or non-conductive ladder when working on or near electrical circuits
- not stand on chairs
- seek help before using step ladders, e.g. to hang classroom displays
- ensure that the bracing bars on stepladders are fully extended and locked into position

Risk Assessment

All activities involving work at height need to be assessed for risk. If the work is fundamentally the same each time it is undertaken, a generic assessment is acceptable. It is only necessary to do a specific assessment if the circumstances surrounding the work are significantly different.

The risk assessment should take account of:

- the physical condition of the people involved (age, fitness, pregnancy, vertigo etc).
- the activity itself
- equipment to be used
- location (near glass, over a raked stage, in blind spots behind doors etc)
- the environment (weather, temperature, lighting)
- duration of the work
- condition and stability of the work surfaces

Falling Objects

To prevent people being harmed by falling objects you need to ensure that:

- an exclusion zone is created beneath areas where work is taking place
- areas of potential danger are suitably signed and if necessary, equipped with adequate lighting
- measures have been taken to prevent tools and materials from falling off the working platform (toe-boards, netting etc.); in any event, this is a legal requirement for any working platform which is more than 2 metres from the ground
- workers use holsters and lanyards to minimise the risk of hand-held tools being dropped.
- Ensure that where it is not possible to prevent people from working below a work platform, they wear suitable head protection

Temporary Access Equipment

Temporary access equipment includes scaffolding, mobile tower scaffolds, ladders, step ladders and trestles used in connection with work activities, and also temporary structures used in dramatic productions.

Some general points concerning safe use of temporary access equipment are that:

- it should only be erected by someone who is competent to do so; in the case of access equipment, this will require that the erector has undergone appropriate training

- the equipment is inspected following erection and before first use and at intervals thereafter of not more than seven days
- it should be inspected after any event which may have affected its integrity, such as adverse weather conditions, being struck by a moving vehicle or other item of work equipment
- any defects must be reported immediately and the equipment taken out of service until the defect has been repaired
- all persons who use the equipment should have undergone training in working at height.

Training

Working at heights should only be undertaken by trained and competent personnel. Where a head of department has recognised a need for staff to work at height, they should ask the Director of Operations for suitable training.

Additional training is required for working from mobile elevating work platforms (MEWPS) and other specialist equipment such as cherry pickers, scissor lifts etc.

Contractors

Contractors must follow school policies and procedures while on site as communicated by the member of staff in charge of the works. Contractors are required to read and sign contractor safety information before starting work and permits are issued depending on the type of work to be undertaken. They are made aware of any risks associated with school activities that may impact on the contractor's planned activities. Contractors are responsible for assessing risks relating to their activities and submit their risk assessment and method statement to the Estates and Maintenance Manager, Estate Manager or member of staff in charge of the works.

008 – CONTROL OF VISITORS AND VEHICLES ON SCHOOL PROPERTY

Introduction

- Effective control of access to the school is essential in order for the safety and security of both staff and pupils. Visitors wear a red lanyard. Any person who is not wearing a lanyard, or who is wearing a red lanyard and is unsupervised, and/or who is acting suspiciously should be challenged.
- The Front Office should be notified of anyone who is not wearing a lanyard. Reception can notify caretakers in the first instance via the radio. The CCTV monitor in the Front Office enables a visitor to be identified before access via the front door is allowed.
- Primary responsibility for security rests with the Estate team, but effective control of access is a collective responsibility.
- There is CCTV around the perimeter of the school, monitoring the entrances to the buildings. Access control has been fitted on all external doors and gates on the site as well as to a number of internal doors.
- Visitors arrive at the main entrance and are greeted and signed in by the School Receptionist.

Visitors

Staff should:

- Advise visitors that there is no on-site parking unless pre-arranged.
- Advise visitors to report to reception on arrival
- Notify the Front Office of the name of their visitor (if possible on the previous day)
- Meet their visitor at reception where they will sign in and be issued with a visitor lanyard
- Ensure that their visitor has been issued with a visitor's lanyard, which they must wear throughout their visit
- As far as is practicable, all visitors should be accompanied by their host at all times during their visit, or supervised from a reasonable distance (e.g., waiting in a corridor if their visitor is using the toilet facilities)
- On leaving, visitors should be accompanied to reception, where they will return their visitor lanyard and sign out.

Vehicles on School Property

- A risk assessment for the car park is in place and maintained by the Director of Operations

- Catering delivery vehicles are not allowed on site unless they are accompanied by a member of staff. All other deliveries into the car park should also be met by a member of staff. Delivery drivers can use the intercom by the gate to notify the correct department.
- Vehicles must only be parked in designated parking areas which are clearly marked
- Care must be exercised when driving on school premises, especially when manoeuvring and reversing.
- Students are not permitted in the car park
- Pedestrian entry is not permitted through the car park (other than if arrangements have been made for contractor personnel)
- All delivery vehicles are required to be fitted with audible reversing alarms.
- Unless authorised no vehicles are allowed beyond the main car park. Marshals must be used if a vehicle goes beyond the car park.

009 – SAFETY ON SCHOOL PREMISES

The school carries both Employer's Liability and Public Liability Insurance, to the value of £25m and £50m respectively. Certificates for both may be examined in the Business Directorate.

1. The Workplace Health, Safety and Welfare Regulations 1992 apply to all places of work; schools are specifically covered by the School Premises (England) Regulations 2012. Their provisions include the following:

- **Ventilation** - workplaces should be sufficiently well ventilated with air which is, as far as possible, free of impurity.
- **Temperature** - inside all workplaces should be reasonable. There are no set temperature limits but indoor temperatures should be suitable and guidance from the DfE and the Workplace Regulations is that around 18c is suitable for a typical workplace or classroom. High activity areas such as sports facilities may have lower temperatures.
- **Lighting** - should be sufficient to enable people to work without risks to health and safety. Outdoor traffic routes used by pedestrians should be lit after dark. Emergency lighting should be provided where there is a special risk if normal lighting fails.
- **Room Dimensions and Space** - a minimum office workspace of 11 cubic metres per person is specified, but this does not apply to rooms used for classes and meetings.
- **Workstations and Seating** - should be safe and comfortable. (The requirements for users of display screens are covered separately).
- **Conditions of Floors and Corridors** - should be kept in a safe condition and be non-slip. There is a requirement to keep floors and corridor traffic routes free of obstructions which may present a hazard or impede access.
- **Stairs** - every open side should be securely fenced with a handrail on at least one side.
- **Provision of Fencing** - this is required at any place where a person might fall 2 metres or more. Secure fencing should also be provided where a person might fall less than 2 metres, where there are factors which increase the likelihood of a fall or the risk of serious injury. Windows may need to be modified or openings protected.
- **Maintenance of the Workplace and of Equipment, Devices and Systems** - there is a statutory requirement to maintain such in an efficient state, in efficient working order and in good repair. This means ensuring regular checking and, where appropriate, that maintenance contracts have been placed.
- There should be **easily identifiable and signed gas shut-off valves and electric isolation switches** on the incoming mains in laboratories, in the DT Department, for the main kitchen and for the boiler rooms, etc.

- Protection of all **areas of low-level glazing**, which should be either of safety glass (i.e. laminated or toughened) or protected in an appropriate way.
- **Cleanliness and Waste Material** - every workplace and its furniture, furnishings and fittings must be kept sufficiently clean. Similar requirements apply to floors, walls and ceilings. Waste must not be allowed to accumulate, except in suitable receptacles.
- **Toilets** - “suitable and sufficient” sanitary conveniences must be provided at readily accessible places. “Suitable and sufficient” means adequately ventilated and lit, clean and tidy and with separate facilities for men and women. The guidance to the regulations specifies the ratio of the number of toilets to employees.
- **Washing and Changing Facilities** - there must be “suitable and sufficient” washing facilities, including showers if the nature of the work requires this. “Suitable and sufficient” means that there is a supply of clean, hot and cold or warm water and that there are facilities in the immediate vicinity of every sanitary convenience and in the vicinity of any changing rooms. Washing areas must be clean, tidy and sufficiently lit and ventilated, with separate facilities for men and women. Again, the guidance attached to the regulations specifies the facilities required.
- **Clothing Storage** - there must be “suitable and sufficient” accommodation for work clothing, e.g. laboratory coats for science teachers and track suits for physical education teachers, and employees’ own personal clothing in a clean, warm, dry, well-ventilated place.
- **Drinking Water** - there must be an adequate supply of “wholesome” drinking water for all persons at work in the workplace.
- **Rest Areas** - There must be “suitable and sufficient” rest facilities for employees, including eating facilities. Smoking is prohibited throughout the school.
- **Rest Facilities for Pregnant Women and Nursing Mothers** - The staff room is an area where pregnant women and nursing mothers could rest.

2. Safety Signs

All safety signs on school premises conform to the Health and Safety (Safety Signs & Signals) Regulations 1996, and follow the format:

Prohibition signs	Circular, red border with red diagonal line obscuring black graphics on a white ground
Warning signs	Triangular, black border and black graphics on a yellow ground
Mandatory signs	Circular, white graphics and characters on a blue ground
Emergency escape or first aid signs	Rectangular, white graphics and characters on a green ground

3. School Buildings

Specialist advice is sought where required before repairs are undertaken. Buildings' Surveyors examine the fabric of the school as part of its insurance arrangements and the long-term preventative maintenance plan.

010 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

The school will:

- provide PPE to employees (free of charge) and to students whenever health and safety risks are not adequately controlled by other means
- ensure that the PPE is properly used (this may necessitate both theoretical and practical training and instruction).

PPE covers eye protection, ear defenders, head protection, foot protection, hand, leg and arm protection and protective clothing for the body.

Heads of Departments must assess where PPE is needed and when it must be used. Some types, such as safety footwear, gloves and wet weather clothing may need to be provided more widely than in the past.

All PPE purchased will comply with a relevant British Standard (or harmonised European Standard). Manufacturers and suppliers have a legal duty to provide advice and information.

Maintenance of PPE includes, where appropriate, cleaning, disinfecting, testing, examining, repairing (and replacing). Heads of Departments are responsible for maintenance and storage arrangements.

Heads of Departments should ensure a systematic approach to training and must keep training records. All users of PPE need to be instructed in the following:

- the risk against which the equipment is designed to protect
- correct usage, maintenance and storage of the equipment.

Risk assessments of the activities likely to require protective equipment should be carried out.

Eye Protection

Safety spectacles and goggles are to be worn by staff, students (and visitors) when:

- any operation involving chemicals takes place
- there is a reasonable risk of dust, sparks, chemical splashes or flying particles injuring the eye.

Ear Protection

The Control of Noise at Work Regulations 2005 reduce the levels at which protectors are required, to 80.85 db(A). Ear protectors need to be available for staff and students carrying out activities likely to breach these noise levels.

Respiratory Protection

Respiratory protection is needed when paint or chemicals, such as pesticides are sprayed, or when significant amounts of dust and fumes are present.

Protective Clothing

Protective clothing should be worn by students and staff in laboratories, the Design and Sculpture studio, Art, catering areas and, during certain maintenance and grounds work.

Safety footwear should be worn by Grounds and Maintenance staff.

Students

Mouth guards are compulsory for lacrosse. Girls are not allowed to play without them. Fencing PPE – Masks and personal jackets are required.

011 – USE OF PERFORMANCE SPACES

Risk assessments for events in performance spaces including the Theatre, Studio and Singing Hall are undertaken by the Theatre Manager and music department staff as required.

Theatre and **Studio** (venue capacities are agreed by the school's external fire risk assessor and published on the Portal for staff to refer to).

All members of the audience must have a seat. If the sound engineering desk is located on the balcony, seating must not be installed where the desk is likely to impede access to the emergency exit.

All emergency exits must be clearly signed and kept clear.

The aisles in the main seating block in the Theatre must be kept clear.

When the extra seating blocks are used, as for 'in the round' productions, the steps of these blocks must be kept clear.

All gangways are to be kept clear of obstructions and should not be used for extra audience chairs.

Students awaiting the arrival of a teacher must not enter the stage or backstage area of the Theatre.

Students using the Theatre for rehearsals, set building or painting must be supervised by a member of staff, unless they are in the Senior School and special permission has been given in advance.

Any electrical equipment brought in for a production must be checked by the Theatre Manager or the Maintenance department before it is used.

The Singing Hall

All the members of the audience must have a seat in the designated seating areas. The aisles and gangways must be kept clear.

All emergency exits must be clearly marked and kept clear.

Any electrical equipment eg instruments or amplification equipment brought into the school for concerts or any other reason must be tested by the maintenance department before use.

Great Hall

All members of the audience must have a seat, either fixed in the main seating areas, or loose along the balcony. Seating on the balcony must be set out by technicians or caretakers so that they are not obstructing fire exits. Standing on the balcony is only permitted if agreed by the event organiser and in accordance with the capacity allowance for the venue.

All emergency exits must be clearly signed and kept clear. This includes the two central doors located downstairs. In any instance where these doors are restricted (such as the sound/lighting control desks, Christmas tree, catering tables on the marble) the doors should **not** be used as an entrance or exit (these doors are not signed or marked as emergency exits).

The two outer aisles should be kept completely clear. Seating down each side of the Great Hall should not obstruct the aisles and people should not be stood in these areas. From time to time, these aisles may be restricted by musical instruments in an orchestra setup. This needs to be taken into consideration in the event of an emergency evacuation.

All gangways are to be kept clear of obstructions and should not be used for extra audience chairs.

Any persons sat on the balcony, either in the raised seating area or down the sides of the balcony should refrain from hanging over the edge of the balcony or putting loose items on the balcony edge which may fall and cause harm.

Any electrical equipment brought in for **any** event in the Great Hall must be checked by the Maintenance department before it is used.

The stage should be used safely and appropriately. Large numbers of people on the stage at one time for a production or concert should be effectively managed and risk assessments drawn up by the lead member of staff in charge ie; music director for concerts

The stage has been modified to house both a projection screen and a glass panel. The glass panel allows projection through onto the screen, and is toughened, but care must be exercised when placing heavy objects/scenery/instruments/additional staging onto the stage to ensure that the glass is not broken or cracked. Similarly, care must be taken when placing heavy objects or excessive numbers of people onto the lid of the projection screen which may be hard to distinguish.

Exhibition Hall

All members of the audience must seat on the cushioned bleacher steps. The steps either side of the seating must not be used by the audience and must be kept clear of obstructions. The capacity of the Exhibition Hall is published on the Portal along with the total capacity for the

Lower Ground floor of the Rosalind Franklin Wing. For larger events that will include multiple spaces in the building, the total capacity should be taken into consideration.

All emergency exits must be clearly signed and kept clear and this includes the doors to the Concourse, taking people out of the student entrance to the front of the Main Building.

Any electrical equipment brought in for **any** event in the Exhibition Hall must be checked by the Maintenance department before it is used. The IT/AV team can advise on the use of AV systems.

Evacuation Procedure

Events should be appropriately staffed to ensure that an emergency of any kind can be efficiently managed and in accordance with the required number of fire stewards for the venue used. Fire stewards are allocated to specific locations.

In the event of the fire alarm sounding or receiving a request from a member of staff to evacuate the Theatre, Studio, Exhibition Hall or Singing Hall, members of staff, students and members of the audience should leave calmly and quietly by the nearest marked exit. They should follow any instructions given during an evacuation. Please refer to the school's Fire Safety policy and Emergency Plan for further information on the school's evacuation procedures.

An announcement is made about fire evacuation procedures prior to the start of assembled events that include visitors.

012 – HIRED TRANSPORT

INTRODUCTION

- (1) This instruction covers the hire of transport. It should be read in conjunction with the instructions on organising school visits and activities out of school as set out in the Educational Visits policy.

Hiring transport is an essential part of the process of planning a successful visit.

POLICY ON VEHICLE HIRE

- (2) It is school policy to use only coaches and minibuses that are fitted with seat belts.

DRIVER-OPERATED COACHES AND MINIBUSES

- (3) The Co-Curriculum Administrator is responsible for all arrangements for hiring coaches and minibuses, apart from school buses, outdoor adventure club expeditions, PE trips and where arrangements are made through travel companies or by foreign schools arranging outward exchanges. As much advance warning as possible should be given. A list of “approved” companies is maintained by the Co-Curriculum Administrator and Visit Organisers should report any difficulties experienced with a particular firm. (Specific points to report on include punctuality, the cleanliness of the vehicle, the attitude of the driver and whether every seat was fitted with seat belts). All payments, apart from tips for the drivers, are settled by invoice processed through purchase ledger via the Accounts team.

The Department of Transport advise that before an operator is used for the first time, the school should ask to see:

- The operating licence
- The vehicle’s MOT
- The insurance for hire and reward certificate

We are also advised to check that an operator belongs to a suitable professional body.

SEATING ARRANGEMENTS

- (4) All minibuses, whether driver-operated or self-driven, should be fitted with either a lap or a three-point seat belt. It is not acceptable for three pupils to share two seats.

SELF-DRIVE MINIBUSES

The school's minibus policy should be read before a member of staff is given permission to drive a minibus.

- (5) Transport is usually hired with a driver. The school holds a Section 19 permit for the use of minibuses (between 9 and 16 passenger seats). If the Director of Co-Curriculum and the Director of Operations have agreed that a member of staff can self-drive a minibus the following procedures should be followed:

(a) DRIVERS:

- (i) Drivers must have a full D1 licence *or*
- (ii) Must have passed a category B (car) driving test before 1 January 1997 as these licences automatically include category D1 entitlement. School staff who hold such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle (this applies in the UK only).
- (iii) Drivers who do not fall into either of the above categories and who hold a category B licence obtained on or after 1 January 1997 can drive a minibus under the school's Section 19 permit if; they are over 21 and have held the licence for over 2 years, no additional payment is received for driving the minibus, the gross vehicle weight of the minibus is not more than 3.5 tonnes and no trailer is towed. Drivers would also be required to pass the DVLA D1 theory and practical driving test.
- (iv) Staff who drive a minibus for the school should have completed a MiDAS course.
- (v) Any member of staff wishing to drive pupils in a minibus, should complete the form at Appendix A and return it to the Director of Operations before arrangements are made for the hire of vehicle.

(b) VEHICLE INSPECTION:

The minibus check sheet should be used and drivers should ensure that:

- The Business Directorate is aware of the hire in advance as the vehicle **must be placed on the school's insurance.**
- A visual inspection of the vehicle is carried out before every journey and further checks are completed prior to longer journeys (refer to check sheet).
- The hire company has an emergency recovery programme in place.

- A fire extinguisher and first aid kit are available in the vehicle (requirement of the Section 19 permit).

Drivers of self-driven hired vehicles must respond to any issues found with the vehicle (ie; low oil, low water and tyre pressure) and for ensuring that he or she has sufficient funds for additional supplies. A first aid kit and a mobile telephone should be taken on every journey and in the case of an accident, the school and/or the ST contact for the trip should be contacted immediately.

All routes need careful planning. Consideration needs to be given to distance, weather and traffic conditions and likely times of departure. Driving after tiring or stressful activities should be avoided. On longer journeys, there should be a ten minute break every two hours when drivers change over.



ST PAUL'S
GIRLS' SCHOOL

Appendix A

RECORD OF DRIVING QUALIFICATIONS TO BE COMPLETED BY ALL STAFF PLANNING TO DRIVE MINIBUSES

NAME:

Driving licence number:

Category of vehicle:

Expiry date:

Licensed to drive vehicles listed below:

Do you have a clean licence? YES / NO
If no, what are your convictions for? Please list below with dates.

Do you have any pending motoring charges? YES / NO
If yes, please provide details below.

Have you ever been disqualified from driving? YES / NO
If yes, please provide details below.

Do you suffer from any medical condition that could impact your ability to drive yourself and pupils? YES / NO
If yes, please provide details below.

Have you completed the MiDAS course YES / NO
If yes, please state when and include your certificate.

Have you read the School Minibus policy and risk assessment YES / NO

SIGNED:

DATE:

Return to the Director of Operations with a copy of valid driver's licence and MiDAS qualification document.

APPROVED BY THE DIRECTOR OF OPERATIONS (the Director of Operations will liaise with the Assistant Head, Co-Curriculum who is the Educational Visitors Coordinator):

DATE:

013 – HEALTH AND SAFETY INSPECTIONS

Inspections and examinations by competent persons of the following plant and equipment are arranged at appropriate intervals. Where necessary, copies of reports are forwarded to the user departments for information or action. Copies of reports must be kept for future reference purposes:

- Gas-fired boilers and appliances
- Radioactive sealed sources
- The chemical store
- Electrical installations, fire alarm systems, emergency lights (including batteries and batteries charging systems) and fire detectors
- Portable electrical appliances
- Fume cupboards and other local exhaust ventilation (LEV) equipment (including equipment in kitchens)
- Lifts, lifting equipment and hoists
- Fire extinguishers and other emergency firefighting equipment
- Trees
- The Swimming Pool
- School owned pressure equipment and safety devices attached to compressed gas cylinders
- Fixed and portable pressure systems including bulk gas storage facilities
- Emergency electrical stop buttons
- Gymnasium equipment (including weights equipment)
- Access equipment including scaffold towers and scaffolding
- Guards and safety devices fitted to work equipment (including machines).
- Kitchen equipment

Departments are expected to carry out an inspection of their own areas of responsibility at least once per term and these are reviewed as part of the annual health and safety audit.