

The American School in London

Health & Safety Policy 2019-20

STATEMENT OF INTENT

The Board of Trustees of the American School in London recognizes and accepts its responsibility to provide and maintain a safe and healthy working environment as part of its duty under the Health and Safety at Work Act 1974. The Board also acknowledges a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and students and those people who use the School.

In order to create a safe working environment, the Board of Trustees supports and endorses the health and safety practices set out in this document. Health and safety practices are continuously under review and are kept up to date, taking account of any developments and changes in legislation, recommendations recognized from occurrences within the School, or identified from risk-assessment findings. The content of this policy is available to all employees electronically and can be found on asl.org. Each divisional principal, assistant principal and departmental head will cascade the information contained in this policy to faculty and staff, as well as discuss matters concerning health and safety of employees and students regularly at departmental meetings. Reminders will be posted in Headlines, the weekly all-school newsletter to faculty and staff.

ORGANIZATION AND ROLES

Board of Trustees

The Board of Trustees is responsible for:

- Overseeing health and safety and safe working practices within the School
- Promoting and supporting a health and safety culture, by encouraging employee involvement and consultation in improving health and safety
- Monitoring, planning, organizing and controlling the effectiveness and implementation of this policy, and reviewing it on an annual basis

Head of School

The Trustees delegate their responsibility to the Head of School, who is responsible for:

- Delegating the day to day operational health and safety management to the operations manager, who reports to the Health and Safety Committee, which meets at least three times a year
- Ensuring all employees are aware of and adhere to the Health and Safety Policy
- Reporting to board members about health and safety matters, and informing them of any significant incidents and investigations

Operations Manager (Health and Safety Officer)

The health and safety officer is responsible for:

- Developing and maintaining safe work practices and a healthy working environment throughout the School
- Ensuring the safe operation, maintenance, and provision of adequate training and information for the use of plant and equipment
- Monitoring accidents, incidents, near misses and damage to school property and any subsequent reporting and investigation
- Coordinating and developing the school's active monitoring inspection plan and ensuring that this takes place within agreed timescales
- Appointing 'competent persons' within each division/area of the School to prepare and conduct the statutory risk assessments and to monitor, implement and develop the day to day management of health and safety within their areas
- Supervision of the facilities manager.

Facilities Manager

The facilities manager is responsible for:

- Ensuring that the fabric of school buildings is maintained in a sound, healthy and safe condition, and that any defects are dealt with promptly
- Conducting and recording the weekly fire alarm system check and maintaining the fire log
- Managing the day to day operational testing of school equipment and services and ensuring that the fixed electrical installations are tested regularly
- Liaising with contractors to ensure that health and safety practices are observed and maintained

All staff and employees

All staff and employees are responsible for:

- Taking care of their own health and safety and that of any other person who might be affected by their acts or omissions at work
- Cooperating with the Health and Safety Policy by not interfering, misusing or frustrating any measures provided in the interests of health, safety and welfare
- Observing all safety rules and regulations, both statutory and school approved, and conforming to any systems of work that are developed
- Wearing and using all personal protective equipment and safety devices that are provided by the School, and ensuring that all equipment used is in good condition and reporting any defects immediately
- Reporting all accidents, whether injury occurs or not, to the medical team

Health, Safety and Sustainability Committee

The role of the Health, Safety and Sustainability Committee is to promote safe practices in the School in order to maximize the well-being and productivity of all who attend, visit and work at ASL. The Health, Safety and Sustainability Committee meet three times per year. Should circumstances dictate, members of the school's Health, Safety and Sustainability Committee may ask for an emergency meeting. Appointment of health and safety representatives is made in accordance with

Representatives on the committee include: Assistant principals, the security manager, the facilities manager, staff from the PE, science and medical departments, and other administrative representatives. The committee may co-opt other staff or persons onto the committee where specific expertise is required.

Training

The School complies with the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training. The School provides employees with health and safety training: on recruitment, on their being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology, and periodically as refresher training, as appropriate. Records are maintained of all training that has been given.

Safe systems of work

The School acknowledges that Section 2(2)(a) of the Health & Safety at Work etc. Act 1974 requires the provision of Safe Systems of Work. It also recognizes that Regulation 5 of the Management of Health & Safety at Work Regulations 1999 requires the School to make such arrangements as are appropriate for the effective planning, organization, control, monitoring and review of its preventative measures. Information regarding safe systems rests within the appropriate area of the School.

Competent persons

Under the Management of Health and Safety at Work Regulations 1999, Regulation 7, the School has appointed the following 'competent persons' to assist in undertaking the measures necessary to comply with relevant statutory provisions:

- Health and safety matters: health and safety officer, divisional principals, and facilities manager
- Health and safety, external consultant: Owen David Risk Management
- Fire evacuation procedures: see Emergency evacuation notices
- Electrical work: in house or external trained and competent electricians
- Temp Abrasive wheel mounting (design lab Robotics)
- Pressure systems, written scheme and examination: School insurers
- Display screen equipment, eye and eyesight tests: optometrist as arranged by the school's medical department

Arrangements and procedures

Field trips

The Board of Trustees requires the divisional principals and trip leaders to demonstrate that their plans meet legal requirements and follow the 'Good Practice Guide on Health and Safety of Pupils on Educational Visits' published by Department for Education and Skills (DfES.) The procedures and arrangements for school trips can be found on <https://www.asl.org/employee/forms-and-documents> and the divisional handbooks. A Field Trip form must be completed and approved for every field trip undertaken. Queries such as whether the proposed trip constitutes a field trip or not, should be directed to the appropriate principal.

The following forms / actions should be completed as appropriate to the particular trip. These can be found in the Field Trips section on asl.org.

- Preliminary application for the approval of school trips
- Final application for the approval of school trips
- Confirmation from divisional principal for visit to go ahead
- Steps to follow when assessing risk
- Risk assessment
- Evaluation of the visit to be completed by the trip leader for future reference
- Checklist for students going on a visit
- ASL overnight field trip medical information and consent form
- Off site swimming pool checklist

Emergency orders: fire and emergency evacuation

The school's fire and emergency evacuation procedures meet the requirements set out by the Management of Health and Safety at Work Regulations 1999, the Workplace (Health and Safety and Welfare) Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005. As such they ensure the provision of adequate:

- Means of detection and giving warning in case of fire
- Provision of means of escape
- Means of fighting fire
- Training of staff in fire safety matters

The School, along with the safety regulations and the Regulatory Reform Order 2005, requires that:

- A fire risk assessment is carried out annually
- Persons particularly at risk are identified
- The fire log book for alarm testing is readily available
- Fire defense measures are adequately maintained
- Information, instruction and training are given at least three times per academic year

For the school's procedures concerning the above requirements for fire and emergency evacuations, see the Emergency Information and Procedures, Security Policies and Procedures, and the Faculty and Staff Handbook.

Smoking policy

ASL has adopted a policy that prohibits smoking within the School and its immediate vicinity.

Science teaching

The School requires the science department to develop its own departmental health and safety policies and practices. In addition, science departments are required to observe safe practices in the following areas (see the Health and Safety Procedures document on asl.org):

- Experimental safety
- Personal protective equipment
- Fume cupboards
- Chemical storage
- Microbiology
- Radioactive sources

First aid and accidents

The School makes adequate provision for first aiders and first-aid equipment. All accidents, whether injury occurs or not, are to be reported to the medical staff directly or through the online accident / near miss report forms

<https://www.asl.org/accident-and-near-miss> or to the health and safety officer. The School will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Use of school facilities by members of the public

ASL ensures that all members of the public using school facilities will be given sufficient information in order to allow them to avoid any risks to their health and safety. Fire evacuation instructions are issued on the back of visitor badges, and gatherings involving members of the public receive instructions on how to evacuate the building. All guests must be accompanied by a full time member of ASL at all times during their visit.

Grounds and maintenance staff

The Facilities Manager is responsible for the health and safety of grounds and maintenance staff (appropriate documentation is kept in the security manager's office).

Work equipment

All school machinery, whether static or mobile, academic or maintenance, must comply with the appropriate standards and, according to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 utilizing guidance given in Booklet L22. To ensure that these standards are maintained, regular compliance checks and risk assessments will be undertaken (appropriate documentation is kept in the security manager's office).

Control of substances hazardous to health (COSHH) and electricity at work regulations

The School will take all necessary steps to comply with the above regulations as they affect each department.

Control of legionellosis

The Facilities Manager is responsible for ensuring this control policy is implemented. The School will fulfill the requirements of the approved code of practice by identifying and assessing sources of risk, preparing a scheme for preventing or controlling the risk, implementing and managing precautions and keeping appropriate records of precautions implemented (appropriate documentation is kept in the security manager's office).

Abrasive wheel machines

The School complies with the regulations set out in the Provision & Use of Work Equipment Regulations 1998 and requires those that operate this equipment to use personal protective equipment as appropriate (appropriate documentation is kept in the security manager's office).

Safety of pressure equipment.

The School will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000.

Management of contractors

The School recognizes that its role in managing contractors working on school sites falls within two distinct categories: (a) Contractors carrying out work, which falls within the definition of the Construction (Design and Management) Regulations 2007; (b) Contractors whose work does not fall within the above regulations. For contractors whose work does not fall within the Construction (Design and Management) Regulations 2007, the School has a set of instructions for contractors.

Noise

The School is aware of the Noise at Work Regulations and regular assessments as necessary are conducted. A copy of the noise assessment is held by the Operations Manager.

Display screen equipment

The School complies with the Health and Safety (Display Screen Equipment) Regulations 1992, which encompasses the guidance given in Booklet L26. Risk assessments of each workstation will be undertaken to assess the health and safety risks to exposed persons (appropriate documentation is kept in the Operation Manager's office). School will arrange for appropriate tests to be carried out on users by a competent person on request—see the Operations Manager for details.

Manual handling

The School complies with the Manual Handling Operations Regulations 1992, which encompasses the guidance given in HSE publication L23 (appropriate documentation is kept in the Operations Manager's office).

Personal protective equipment

The School complies with the Personal Protective Equipment at Work Regulations 1992 based on the guidance in Booklet L25 (appropriate documentation is kept in the Operation Manager's office).

Use of school vehicle

Guidelines for the use of the school vehicle:

- Any staff member using the van must provide a copy of his/her driving license for the transport office to keep on file for insurance and proof of eligibility to drive
- Each driver must use the log provided for the van. Mileage must be recorded along with reason for use, times of use, and a special note of any damage that occurred during use
- Vehicle must be used for work purposes only and approved by your line manager. You will not be insured to drive if you do not receive this approval
- The vehicle should not be used for the collection of colleagues during train strikes or overtime on weekends (unless authorised by the Director of Operations)
- Requests must come via email to transport@asl.org from the department or division manager / head and not the individual
- Mileage and vehicle will be checked on every return by the Transport Office - Any damage will be forwarded to the relevant department or division
- If a department or division requires to use a ZipVan, because the vehicle (Navara) is not fit for purpose or is already booked, this department / division will be charged for the hire of the ZipVan
- Parking and speeding fines are the responsibility of the person driving NOT ASL
- Academic / Athletics requests will take priority over any other booking requests (unless authorised by the Director of Operations)
- The vehicle must be returned with at least a ¼ in the tank. instructions can be found in the vehicles glove compartment
- ASL will take on the cost for entering the congestion zone or Ultra Low Emissions Zone
- Any faults with the vehicle should be noted and brought to the attention of the Transport Manager

Asbestos management

The School recognizes the Health and Safety Executives requirement for the Control of Asbestos at Work Regulations 2006. The Facilities Manager is responsible for ensuring that requirements are implemented across the School and that records are kept readily available for inspection at all times.

Creative arts teaching

The School recognizes the best practice recommendations made in BS4163: 2007 Health & Safety for Design & Technology in Schools and Similar Establishments Code of Practice and requires that the creative arts department implements the

recommendations it makes.

Physical education

The School recognizes the best practice recommendations made in Safe Practice in Physical Education published by BAALPE (British Association of Advisers & Lecturers in Physical Education) and requires that these recommendations are implemented in so far as they relate to the particular PE activities undertaken.

Safe access equipment use

All school ladders and stepladders conform to BS2037, Class I 'industrial,' which have a safe working load of 130kg and are identified by a unique identification. The Facilities Manager maintains a log of all departments' ladders and carries out annually visual inspections to ensure they are maintained in good condition. Ladder safety rules must be observed at all times. The following list indicates some of the basic guidelines:

- All ladders or step ladders must be inspected before use. If there is any sign of damage the ladder should not be used, it must be labeled accordingly, and brought to the attention of the facilities manager for disposal or repair
- A ladder must be secured at the top. If not, it must be secured at the base. Only when neither option is possible is it acceptable to have a second person 'footing' the ladder
- The ladder must be on a firm level surface
- A stepladder should be spread to its fullest extent, properly leveled for stability on a level surface and, whenever possible, placed at right angles to the work
- Work must not be carried out from the top platform, and users must not over-reach
- The top tread of the ladder must not be used as a foot support unless there is an extension to use as a handholds

The school also has a pop-up scaffold tower which is maintained regularly and meets the required standards of the TG20:13.

Swimming pool

The school recognizes the Health and Safety Executive's requirements for the Management of Health and Safety in Swimming pool HSG179. The Director of Operations is responsible for ensuring that the Aquatics and Fitness management are complaints in both the daily operation of the swimming pool as well as ongoing training for the qualified lifeguards.