



Policy Name: **Health and Safety Statement of Intent, Organisation & Arrangements**

Owner: Bursar

Date approved: February 2018
by Compliance
Committee

Date approved: 4 September 2018
by Governance
Committee

This policy will be reviewed as regulations or review demands

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PART I

PURPOSE

- 1.1 The Governors recognise that under the Health and Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2 The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3 This Policy sets out the arrangements for work place safety for staff, pupils, contractors and visitors to the School. It also identifies those individuals within the School who have specific responsibilities under the Policy.
- 1.4 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-
 - 1.4.1 the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level;
 - 1.4.2 to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
 - 1.4.3 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 1.4.4 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - 1.4.5 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate;
 - 1.4.6 to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
 - 1.4.7 to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
 - 1.4.8 to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;
 - 1.4.9 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;

- 1.4.10 to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
- 1.4.11 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.4.12 to constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- 1.5 The Governors are committed to providing adequate resources to ensure their health and safety objectives and this Policy is met.
- 1.6 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.7 The Governors and the School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- 1.8 The Governors and the School recognise the guidance contained in 'Managing Health and Safety in Schools' and Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations they make.
- 1.9 The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.10 The Governors and the School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfEE and intends to follow the recommendations it makes.
- 1.11 The governors consider that this Health & Safety Policy is an integral element of the overall School Business Plan and other resource policies.
- 1.12 The Governors have appointed Owen David Risk Management Limited of Market Drayton as Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.
- 1.13 This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: Lady Davies of Stamford (for the Governors)

Date: 11/9/18

PART II

RESPONSIBILITIES

2.1 The Governors

The Governors hold the following responsibilities:

- 2.1.1 The Governors accept full responsibility for health and safety within the School;
- 2.1.2 One of their key objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people;
- 2.1.3 The Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School;
- 2.1.4 The Governors are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met;
- 2.1.5 They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary;
- 2.1.6 The Governors will ensure that any changes in this Policy will be brought to the attention of all employees;
- 2.1.7 They will establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and is current.

2.2 The Headmistress

The Headmistress holds the following responsibilities, which are devolved to the Bursar on a day to day basis:

- 2.2.1 to ensure that the health and safety policy document is implemented within the School;
- 2.2.2 to ensure the health and safety policy document is reviewed at least annually and updated from time to time, as necessary, to ensure compliance with current legislation, recognition of good working practice and to keep the policy document in-line with changing circumstances;
- 2.2.3 to ensure that all members of staff fully discharge their responsibilities for health, safety and welfare stated both implicitly and explicitly in this document;
- 2.2.4 to ensure that adequate human resources are available to allow staff safely to undertake any training which is necessary under this policy;
- 2.2.5 to ensure that adequate financial provision is made within the School budgets for health and safety requirements;
- 2.2.6 to monitor the overall effectiveness of the health and safety policy document;
- 2.2.7 to monitor the effectiveness of the SMT in their health and safety roles.

2.3 The Bursar

The Headmistress has devolved day to day responsibility for Health and Safety to the Bursar. Specifically this means that the Bursar will ensure that:

- 2.3.1 the Health and Safety Policy is reviewed at least annually and updated from time to time, as necessary, to ensure compliance with current legislation, recognition of good working practice and to keep the policy document in-line with changing circumstances;
- 2.3.2 that all members of staff are adequately trained in Health and Safety generally and where appropriate have received role specific training that will protect both them as individuals and those around them;
- 2.3.3 that all monitoring, checks and reviews are carried out across the School in line with Health and Safety Legislation, Regulation and best practice;
- 2.3.4 that the School has a robust system of risk assessment in place which adequately covers all locations and activities within the School ;
- 2.3.5 that where a risk is identified the appropriate control mechanisms e.g. Personal Protective Clothing are put in place, checked and monitored.
- 2.3.6 that all accidents and near-misses within the School are reviewed on a termly basis and any trends will be identified to the Headmistress and / or the governors as appropriate.

2.4 **Employees**

All employees should:

- 2.4.1 ensure that they are fully aware of the health and safety policy of the School;
- 2.4.2 ensure that they comply fully with the health and safety policy of the School;
- 2.4.3 ensure that effective and efficient lines of communication are maintained for matters of health, safety and welfare;
- 2.4.4 undertake training required for them to discharge their responsibilities under the health and safety policy;
- 2.4.5 establish and maintain safe working procedures for their own activities and for those who may be affected by these activities;
- 2.4.6 ensure that the safe working procedures in 2.5.5 are monitored, reviewed and updated in line with changing circumstances, current good practice and new legislation;
- 2.4.7 ensure that they adhere strictly to the health and safety policy;
- 2.4.8 ensure that all work items provided by their employer are used correctly and in accordance with their training and the instructions they receive to enable them to use the items safely;
- 2.4.9 to notify any shortcomings in the health and safety arrangements even when no immediate danger exists;
- 2.4.10 the employer will ensure that employees receive adequate training in order to comply with this regulation;
- 2.4.11 no employee of the School shall intentionally or recklessly misuse or interfere with any provision made by the School for the purpose of improving health & safety within the School.

2.5 Heads of Department (Administrative, Academic and Housemistresses)

Heads of department within the School have the following additional responsibilities:

- 2.5.1 to ensure that employees under their control are fully aware of the health and safety policy of the School;
- 2.5.2 to ensure that employees under their control comply fully with the health and safety policy of the School;
- 2.5.3 to ensure that effective and efficient lines of communication are maintained for matters of health, safety and welfare;
- 2.5.4 to provide time for staff to undertake training required for them to discharge their responsibilities under the health and safety policy;
- 2.5.5 to establish and maintain safe working procedures for the activities of staff within their department;
- 2.5.6 to ensure that the safe working procedures in 2.3.5 are monitored, reviewed and updated in line with changing circumstances, current good practice and new legislation;
- 2.5.7 to undertake any assessments necessary under current health and safety legislation and to ensure that competent staff under their control carry out such assessments;
- 2.5.8 to nominate a competent person to act as Fire Officer;
- 2.5.9 to monitor all employees under their control and ensure strict adherence to the health and safety policy;
- 2.5.10 to monitor all employees to identify training needs to ensure compliance with the health and safety policy;
- 2.5.11 to monitor all activities to ensure that they are covered by written arrangements where necessary and to identify where improvements in health and safety can be made;

Additionally Housemistresses will ensure that every member of House staff is competent to take responsibility for their group of pupils in the event of a fire or other emergency and to lead them to the nearest assembly point.

2.6 Laboratory and Ceramics Technicians

The above persons have the following responsibilities in addition to their responsibilities as an employee:

- 2.6.1 to ensure that they are fully aware of the health and safety policy of the School;
- 2.6.2 to ensure that they comply fully with the health and safety policy of the School;
- 2.6.3 to ensure that effective and efficient lines of communication are maintained for matters of health, safety and welfare;
- 2.6.4 to undertake training required for them to discharge their responsibilities under the health and safety policy;

- 2.6.5 to establish and maintain safe working procedures for the activities of their departments;
- 2.6.6 to ensure that they are up to date with current legal requirements and best practice in relation to their specific area of expertise.
- 2.6.7 to ensure that the safe working procedures in 2.3.5 are monitored, reviewed and updated in line with changing circumstances, current good practice and new legislation;
- 2.6.8 to undertake any assessments necessary under current health and safety legislation and to ensure that these are carried out;
- 2.6.9 to monitor and ensure strict adherence to the health and safety policy;
- 2.6.10 to monitor all activities to ensure that they are covered by written arrangements where necessary and to identify where improvements in health and safety can be made.

2.7 Persons not in the School's Employment

- 2.7.1 the above, e.g. pupils, parents, visitors etc also have a duty to co-operate with Management with regard to health and safety matters and to take reasonable care of themselves and others;
- 2.7.2 the School shall ensure that they are provided with sufficient information and training to perform activities with minimal risk to their health and safety;

PART III

ARRANGEMENTS

It is the School's intention that in this part of the Policy, which will be enlarged as required, specific standards and arrangements will be established to cover specific risks and these standards will be constantly monitored.

Arrangements have been prepared and are contained in the following sub-sections:-

- 3.1 Co-ordination of Health and Safety
- 3.2 Training for Health and Safety
- 3.3 General Health and Safety Rules
- 3.4 Fire Officer
- 3.5 Fire Safety
- 3.6 Fire and Bomb Alert, Evacuation and Critical Incident Procedures
- 3.7 Emergency Procedures in the evening or during the night
- 3.8 Electricity at Work Regulations
- 3.9 Hazardous Substances
- 3.10 Slips, Trips and Falls
- 3.11 Health Centre
- 3.12 First Aid
- 3.13 Accident and Incident Reporting and Recording
- 3.14 Departmental Health and Safety Policies
- 3.15 Contractors
- 3.16 Visitors
- 3.17 Risk Assessment
- 3.18 Trips out of School involving staff and pupils
- 3.19 Display Screen Equipment
- 3.20 Work Placements
- 3.21 Stress
- 3.22 Pregnancy
- 3.23 Asbestos
- 3.24 Manual Handling
- 3.25 Security
- 3.26 Lone Working
- 3.27 Vehicle Movement on Site
- 3.28 Regular Inspections
- 3.29 Monitoring of Health and Safety

3.1 Co-ordination of Health and Safety

It is the aim of the School that health and safety is managed at departmental level with the Bursar acting as the health and safety representative. The Bursar will encourage consultation with staff by holding Health and Safety Committee Meetings at least once every term. The Health and Safety Committee is made up of elected representatives of all departments both academic and support along with members of the Senior Management Team. A full list of members of the Committee can be found in appendix A. Staff are encouraged to report arising Health and Safety issues to the Bursar or, where applicable, to the Maintenance Manager as soon as they arise.

3.2 Training for Health and Safety

All Staff will be given receive training on Health and Safety on the commencement of their employment with the School. This will be provided as part of the New Starter Induction Programme and will be reinforced by E-learning modules.

Where an individual requires role specific training this will be provided for them but where an individual identifies that they have a particular training requirement they should speak in the first instance to their line manager.

3.3 **General Health and Safety Rules**

- 3.3.1 Use only designated doors for entry and exit: doors for emergency use only will not be used in normal circumstances;
- 3.3.2 Always obey safety information and signs posted for your information;
- 3.3.3 Inform your line manager immediately of any health and safety problem which comes to your attention;
- 3.3.4 Immediately raise the alarm if you become aware of an emergency situation;
- 3.3.5 Do not use surfaces other than pavements, paths and roads for walking within the School grounds;
- 3.3.6 Do not enter areas of the School for which you do not have authority, e.g. boiler rooms;
- 3.3.7 Do not leave any articles in such a way that they may cause a hazard;
- 3.3.8 Do not use any material or substance without fully understanding the associated information and instructions: if you do not know, ask your line manager;
- 3.3.9 Do not use machinery or equipment for which you are not trained;
- 3.3.10 Do not use machinery which is incomplete, broken or unguarded;
- 3.3.11 Do not bring into the School any unauthorised equipment or machinery;
- 3.3.12 Do not enter upon any area designated as a Contractor's site;
- 3.3.13 Do not exceed the speed limit when driving any vehicle within the School grounds;
- 3.3.14 Do not park where it may cause an obstruction

3.4 **Fire Officer**

The bursar is the designated fire officer for the School and he is responsible for making sure that the buildings are clear, informing reception that the buildings have been evacuated and directing people to the assembly points.

Although it is the responsibility of all staff to act in accordance with the emergency procedures, the fire officer will endeavour to ensure that this is the case. All staff and pupils are advised to follow the instructions of the fire officer.

3.5 **Fire Safety**

There is a separate Fire Safety Policy (Appendix A) which sets out what to do in the event of a fire. All staff receive Fire Safety Training on joining the School reinforced by E-learning. All staff must make themselves aware of the content of the Fire Safety Policy and the Fire Evacuation Notices which are located in every classroom / office / public space within the School.

3.6 Fire and Bomb Alert, Evacuation and Critical Incident Procedures

This School Policy is a 'serious and imminent danger procedure' under the Management of Health Safety at Work Regulations 1999, Regulation 8.

- 3.6.1. The Fire Drill Procedure is contained in the Fire Safety Policy.
- 3.6.2 A warning, were evacuation is required, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.
- 3.6.3. The School requires that all fire alarm systems are tested weekly with the testing being done sequentially from one operating point to the next. The Head of Maintenance is responsible for arranging these tests and for ensuring that records are kept available for inspection.
- 3.6.4. Any person discovering a fire or other serious incident which requires evacuation should immediately raise the alarm so that evacuation procedures may commence. All members of staff will receive training on the commencement of their employment on the evacuation procedure.
- 3.6.5. Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, any subsequent movement will be decided by the Head or the most senior member of staff on site in conjunction with the appropriate emergency service. Staff should, using registers where appropriate, make every effort to ensure that all their pupils are accounted for;
- 3.6.6. The Headmistress and Bursar will ensure that a roll-call of staff, pupils, contractors and visitors is taken using the School's electronic signing in system and registers. The incident will be managed by the most senior member of staff present.
- 3.6.7 The Bursar is responsible for ensuring that the Fire Brigade or appropriate emergency service is called. Where the Bursar is not-on site the most senior member of staff present will ensure that the Fire Brigade or appropriate emergency service is called.
- 3.6.8 Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, offices and other public spaces. Please note these procedures will apply in the event of all incidents which require evacuation of all or part of the School.
- 3.6.9 Laboratory Technicians are responsible for ensuring that arrangements are made locally for all appliances using mains gas and electricity to be switched off and laboratory experiments rendered safe, as far as their own safety can be maintained.
- 3.6.10 Exit doors leading from School buildings will never be locked or obstructed during building occupied hours.
- 3.6.11 The Bursar and / or Headmistress will ensure that no unauthorised persons re-enter their School, under any circumstances, during a fire practice, actual fire or other emergency procedure.
- 3.6.12 On hearing the fire alarm staff, pupils, contractors and visitors will leave the building immediately by the shortest route to the nearest Assembly Point guided by the member of staff in charge.

- 3.6.13 In the event of discovering a suspect package no member of staff, pupil, contractor or visitors should touch it but should move away from it immediately and report the fact to a person in authority.
- 3.6.14 On receiving a report of a suspect package the member of staff should immediately report it to the Bursar and/or the Domestic Bursar and/or Head of Maintenance. In the unlikely event that they are unavailable then it should be reported to a member of SMT.
- 3.6.15 The School has a Critical Incident / Emergency Plan which sets out how the School will respond to an event which threatens to severely disrupt (in whole or in part) the functioning of the School and / or which carries the risk of significant publicity.

3.7 Emergency Procedures in the evening or during the night

If an incident were to occur in the evening, then the senior member of staff on evening duty will be the responsible person in charge. If the fire alarm goes off, evacuation should proceed and should be managed by the housemistresses and other staff on duty.

In the event of there actually being a fire, the responsible person should ensure that the emergency services are contacted immediately. Evacuated staff and pupils should stay at the assembly points until they have been given instruction by the emergency services.

3.8 Electricity at Work Regulations

- 3.8.1 The School will take all necessary steps to comply with the above Regulations;
- 3.8.2 The School recognises that they have to introduce a formalised system of maintenance for all electrical systems;
- 3.8.3 The School will ensure that all fixed electrical installations are inspected and tested by a competent person at least every 5 years;
- 3.8.4 The School will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises, the School will write to the pupil's parents to the effect that the School expects all equipment to be to a high standard of manufacture and maintenance;
- 3.8.5 The School will ensure that any temporary systems are inspected and tested by a competent person every 3 months. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, following any changes, before being energised;
- 3.8.6 The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks;
- 3.8.7 The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise, coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.9 Hazardous Substances

- 3.9.1 The School will ensure that substances are properly contained when returned to storage after use;

- 3.9.2 The School will ensure that staff are trained to follow the correct procedures for decontaminating themselves, their clothing and equipment after use;
- 3.9.3 The School will ensure that staff do not use any substances with which they do not have a practical working knowledge or relevant training;
- 3.9.4 The School will ensure that staff do not use any substances unless they are familiar with the relevant COSHH information, and apply the correct control measures;
- 3.9.5 The School will not allow hazardous substances to be used, handled or placed in the custody of unauthorised or untrained persons;
- 3.9.6 The School prohibits eating whilst using or handling hazardous substances and in areas where hazardous substances can be found or stored.

3.10 Slips, Trips and Falls

The School recognises that slips, trips and falls are the most common form of injury in the workplace and as such Annex B of this Policy sets out Guidance on the management system which are in place to eliminate or minimise the risk.

3.11 Health Centre

The School has a Health Centre which is manned by qualified nursing staff 24 hours per day during term time. There are also visits during the week by the local doctor who runs regular surgeries.

3.12 First Aid

The School has a First Aid Policy which sets out the arrangements for first aid within the School and contains the appropriate risk assessment.

There is a list of School first aiders and the renewal date for their qualification. This list is posted on the staff notice board in the School.

When the School is being used by an outside body, then the School must ensure that they provide their own first aid cover. This should be written into their agreement when booking. If the School is organising an event, for example, a performance by the drama department or a dance/disco, then it should ensure that someone with a first aid qualification is present.

3.13 Accident and Incident Reporting and Recording

- 3.13.1 The Accident Book is maintained by the Health Centre and must be completed for every accident involving personal injury;
- 3.13.2 All accidents and incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR (95)), must be fully reported on the appropriate form (F2508 or F2508A). Reporting is to be completed by the Bursar.
- 3.13.3. The Emergency Services should be contacted if it is suspected that an injury requires this course of action.
- 3.13.5 The Accident Book will be reviewed on a termly basis by the Bursar to identify any trends and to take appropriate action as necessary. In the event of an accident where a pupil, member of staff, contractor or visitor receives a physical injury a full investigation will be

undertaken to ensure that learning lessons are quickly identified and put in place.

3.14 Departmental Health and Safety Policies

There is specific policy documentation on the following departments which is held on a separate file but forms part of this main policy document.

The departments concerned are:

- i) Art
- ii) Catering
- iii) Equestrian
- iv) Food and Nutrition
- v) Health Centre
- vi) PE and Games
- vii) Pottery and Ceramics
- viii) Science
- ix) Swimming Pool
- x) Textiles

3.15 Contractors

From time to time the School may have contractors working on its premises. The management of these contractors is fundamental to proper health and safety.

Some contractors in the School may be in construction-related activities and many accidents resulting in injury occur in this industry. It is important that those in School who commission works do so with regard to health and safety. Design of works must be carried out in accordance with the Construction, Design and Management (CDM) Regulations where these are appropriate.

The School must ensure that contractors who work for the School are sufficiently competent to carry out their work in a safe and workman-like manner. All contractors will be made aware of the standards of health and safety required, and a questionnaire will be completed before contracts are agreed to satisfy the School of the competence of the contractor;

- 3.15.1 Employees of the School who have responsibility for engaging contractors will ensure that each contract is properly planned and executed by the contractor with regard to health and safety;
- 3.15.2 Where works are commissioned for the School through external consultants, the employees responsible for engaging the consultants should satisfy themselves that all health and safety duties are fulfilled by the consultants as if they were members of the School's own management team;
- 3.15.3 The School is responsible for ensuring that contractors working for the School are suited for the type of work required of them and are sufficiently experienced in their trade to be able to carry out their work safely;
- 3.15.4 To discharge this responsibility, managers who sign orders must carry out a checking procedure in a diligent manner. A contractor's questionnaire must be sent before a contract is formed, and this must be completed to the total satisfaction of the manager responsible;
- 3.15.5 Where contracts are sufficiently long in timescale, complex or hazardous, it falls to managers to ensure ability and experience compatible with the contract requirements.

It is a further responsibility of School managers to ensure that all safety information is made available to contractors. This information is individual to all contracts but access restrictions and permitted working hours are examples which will be common to most contracts. It is important that such information is given to contractors before a contract is formed in order that such safety issues are, at best, conditions of the contract, or at least allowed for in the contract. If safety information is given late its requirements may not be planned for by the contractor and hasty arrangements may have to be made which will impair the quality of the safety provision;

- 3.15.6 Contractors working within Mayfield School must make themselves fully aware of the special circumstances which exist within a girls' Public School. The School is very busy, with operations continuing from early morning until late at night;
- 3.15.7 Contractors undertaking works of long duration, high degree of complexity or increased risk or hazard will be required to detail the safety plans for their work to the complete satisfaction of the School managers responsible for the contract;
- 3.15.9 Where work sites are large, a plan is required for the control of access and security of the site. The School or its Agent will require detailed method-statements for works of increased risk. Contractors will have the responsibility to plan works to ensure health and safety and this responsibility will be discharged by the production of an adequate method-statement;
- 3.15.10 If a member of staff recognises that there is something which could potentially cause injury to either staff, pupils or anyone else on site, then they must notify their Head of Department.

3.16 **Visitors**

- 3.16.1 The School should ensure, as far as is reasonably practicable, the health and safety of visitors to the School. Visitors will be controlled and their safety ensured by strict adherence to the procedures in this section.
- 3.16.2 All visitors to the School will be made aware of the emergency evacuation procedures that are in place.
- 3.16.3 In the event of a fire, or bomb alert, visitors should leave the building by the nearest available exit and proceed to the nearest Assembly Point. Where a member of staff has a visitor on site they are responsible for their health and safety whilst at the School.
- 3.16.4 All visitors shall report to Reception before proceeding to their appointment;
- 3.16.4 Visitors badges will be issued to all visitors who shall display this at all times whilst on the School's premises;
- 3.15.5 Before leaving, the visitor must return the 'visitor's badge' to Reception so that they can be logged as off site.

3.17 **Risk Assessments**

- 3.17.1 The School has a Risk Assessment Policy in place (Appendix D).
- 3.17.2 All **significant** risks will be documented in accordance with the Management Regulations 1999. Other risks may be discussed in the process of making the risk assessments, but only the significant risks will be written down. Each department will keep a copy of the 'Policy and Procedures' document as well as a copy of that department's own risk assessment

document. A copy of the 'Policy and Procedure' document and the risk assessment documents for all departments will be kept by the Headmistress and the Bursar;

3.17.3 All risk assessments will be reviewed annually prior to the beginning of the new academic year. This annual review will be instigated by the department heads. The assessments may not necessarily have to be changed, but reviewing them is essential to ensure that they are still applicable to the situations for which they were formulated.

3.18 **Trips out of School involving staff and pupils**

When staff or pupils leave the School grounds as part of an organised trip for the purposes of their course, they will be the responsibility of the School, even though they are not on site. For this reason a **risk assessment** must be made prior to the trip taking place in line with the School's Educational Visits Policy.

3.19 **Display Screen Equipment (VDUs)**

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to users of devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

Any workstation provided on site must meet the requirements laid out in the DSE regulations.

All staff who are users of DSE will be required to undertake the DSE Regulations E-Learning course as part of their induction to the School. This provides staff with guidance on the Regulations and how they apply to their work.

All new starters who are users of DSE will carry out a self-assessment of their workstation using the Health & Safety Executive's DSE Workstation Assessment form (Appendix E). Where necessary the School will arrange for an assessment to be carried out by a suitably qualified individual. The School is committed to acting on the findings of such assessments and to being proactive in meeting the requirements of the Regulations.

Staff members must ensure that they complete regular (at least annually) self-assessments of their workstations and where they identify that there is action to be taken or equipment needed they must ensure that they discuss this with their line manager in the first instance.

Where assessment indicates sight screening is required the School will meet the costs of such eye tests. Where corrective spectacles are prescribed by the optician specifically for VDU work the employee will be reimbursed for the cost of the basic lens and the frame prescription.

Whilst no employee is required to work from home staff should recognise that any such work is subject to DSE regulations and they should follow the guidance issued by the School (as part of the Acceptable Use of ICT Policy) in respect of DSE.

3.20 **Work placements**

Often pupils participate in work placement schemes in order to gain experience in the working environments relating to their fields of study. This will involve the pupil working in another environment outside Mayfield School.

If students are the responsibility of the Mayfield School then the School is responsible for ensuring that the workplace is safe in the first instance. Although the pupils will not be based at the School during a work placement, there is a duty on the School to ensure that they are working in a safe and healthy environment. This will have to be established prior to the placement being made.

Pupils should not be sent out to workplaces, under the responsibility of the School, without any checks being made regarding the management of health and safety in that workplace. Heads of department should ensure that appropriate procedures are in place, depending on the work involved.

3.21 **Stress**

The Health and Safety Executive defines stress “as the adverse reaction people have to excessive pressures or other types of demand placed on them”. Members of staff may feel stress when they cannot cope with pressures and other issues. The School will undertake regular reviews to ensure that the demands placed upon the staff match their skills and experience recognising that stress affects people differently and discussed with staff members during appraisals and other regular meetings.

Where an individual member of staff feels that they are under stress they should in the first instance, seek advice and support from their line manager, Head of Department or HR Manager. Where necessary staff members may be referred to their GP, an Occupational Health Physician or other medical professional to support them to manage the demands upon them.

3.22 **Pregnancy**

According to the Management Regulations 1999, a risk assessment should be carried out for all pregnant women, as soon as the women have notified the School that they are pregnant.

The risk assessment should contain information regarding those activities which the pregnant woman has to carry out and which may affect her pregnancy or which may be uncomfortable for her to perform. The risk assessment needs to take into account the woman’s increase in weight and change in shape. This can be done with the initial risk assessment, or the process can be repeated as pregnancy progresses.

The Regulations require that pregnant women should have somewhere to lie down if they need a rest during the day.

3.23 **Asbestos**

No employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor). The School maintains an Asbestos Policy (Appendix E) and an Asbestos Management Plan to ensure that this will be the case.

3.24 **Manual Handling**

Ill-considered manual handling can be the cause of injury and staff absence. Guidance on Manual Handling is at Annex B and is applicable to all employees of and workers for the school who undertake manual handling activities.

3.25 **Security**

The School takes security of its pupils, staff, contractors, visitors and buildings very seriously and takes appropriate measures to protect them.

Access to School buildings is controlled by the use of doors with coded locks. The codes for these doors are changed regularly and no member of staff should provide details of these codes to any unauthorised individual. The main School entrance is protected by the use of a camera and School Office staff will initially deny entry to any individual that is of concern. In this situation they will immediately notify the Bursar or other member of SMT.

All visitors must sign into the School and will be issued with a visitor's badge. Staff are encouraged to challenge strangers who are not wearing the appropriate badge where it is safe to do so. Where they are not able to challenge an individual they will immediately report their concerns to the School Office who will notify the Bursar or other member of SMT. Pupils should not challenge strangers but should report their concerns to the School Office immediately.

Where an individual does not have a legitimate reason to be on site they should be instructed to leave and should be observed until they have done so. Once they have left the Bursar or other member of SMT should be notified. Where an individual refuses to leave or becomes abusive or presents a threat to the safety of others the Police should be called without delay.

3.26 Lone Working

As a Boarding School there are limited opportunities for a member of staff to be entirely alone on the premises but the School recognises that a member of staff may from time to time be working on their own in a particular building or during the holidays staff working late may find themselves working alone.

Where this situation arises the member of staff should ensure that they have told someone where they are and what time they are expected home. They should ensure they remain alert whilst in the building and in particular when leaving especially if it is dark.

3.27 Vehicle Movement on Site

Due to the physical lay-out of the School a one-way system is in operation during the School Day. Visitors and deliveries must be instructed to use the main entrance to the School and should never, without prior agreement, use the bottom entrance to the School and drive up the hill.

The School has clear speed restrictions in place on site and the physical layout encourages drivers to proceed at a maximum of 10 M.P.H. whilst on site. Physical measures such as sleeping policemen are in place to actively encourage drivers to proceed through the School at an appropriate speed.

3.28 Violence towards Staff

The Health and Safety Executive defines violence at work as "Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment."

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

The School will take all reasonable steps to prevent such incidents from occurring and where they do occur to minimise their adverse effects. The School will ensure that suitable risk assessments are in place and regularly reviewed where circumstances change.

3.29 Regular inspections

Inspections are made of the School by the Bursar and the head of Maintenance before the start of each term checking that adequate fire and first aid signs are in place, checking that fire extinguishers are where they should be, checking that fire doors are closed, checking that there are no trips, slips or falls hazards, for example that there are no torn carpets, damaged tiles or stairs/steps etc.

Heads of Department, Heads of School and Housemistresses are required to carry out inspections of their areas of responsibility at the start of each term to ensure that there are no areas of concern.

Housemistresses are required to complete weekly checks of their houses in line with the Fire Safety Policy and these are supplemented by monthly checks completed by the Maintenance Department.

3.30 Monitoring of Health and Safety

The health and safety policy document will be reviewed annually as will the various departmental policies concerning health and safety.

Every employee of the School is responsible for their own health and safety and for ensuring that they have highlighted concerns either via the Health and Safety Committee, their Head of Department or directly to the Bursar.

Slips, Trips And Falls Guidance

Scope

This Guidance applies to all departments within the School and forms part of the Health and Safety Policy.

Slips and trips are the single most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. The School has in place management systems to eliminate or minimise risks from slips and trips and they are evaluated regularly. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and pupils are committed to taking personal responsibility. This policy aims to achieve this and sets out responsibilities for individual roles.

The School will:

- provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- adequately control or reduce the risk of slips and trips by a combination of a safe environment and safe behaviour.
- ensure that appropriate risk assessments and risk reduction methods are in place.
- encourage all staff and pupils to take personal action to reduce the risk of slips and trips as far as possible.
- ensure that there is an appropriate response to changing conditions such as weather and the environment e.g. during construction works or adverse weather conditions such as snow (see Snow Procedure for further information).
- ensure that School premises are maintained and new premises designed to minimise the risk of slips and trips.

Slips and Trips Procedures

Staff responsibilities

Staff will be made aware of policies and procedures relating to slips and trips in their work area, and are expected to follow them.

Staff will take a proactive role in preventing slips and trips by:

- taking action to remove slip and trip hazards from their work area e.g. cleaning up spillages, re-routing trailing cables etc.
- maintaining a tidy office/work area.
- reporting any defects to their line manager

Key roles and responsibilities for Health and Safety Committee

The Health & Safety Committee will:

- Develop policies, procedures and guidance on managing slip and trip risks.
- Raise awareness through targeted communications.
- Monitor trends from accident statistics and highlight to the relevant Departments.
- Investigate major accidents involving slips and trips and make recommendations for improvement to appropriate parties.
- Monitor compliance with this policy through regular audits.
- Ensure that adequate lighting exists to reduce the risk of slips and trips.

Key roles and responsibilities for Managers

Heads of Departments will ensure that:

- Risk assessments are carried out for the management of risks from slips and trips in their Department and that this is recorded.
- The risk assessment will include suitable control measures to eliminate or minimise the risk of slips and trips. This would include:
 - checking surfaces are in good condition
 - reducing floor contamination
 - defining an appropriate footwear policy where necessary (e.g. laboratories, kitchens and where external work is carried out)
 - checking that lighting is adequate.
- Inadequate lighting and other similar concerns are reported through the Health and Safety committee so that improvements can be made. All relevant staff are made aware of the risk assessment and what is expected of them.
- Areas that they control are inspected for slip and trip hazards at least twice annually e.g. as part of workplace inspections, and that corrective action is taken where necessary.
- Any incidents involving slips or trips or near misses are reported and investigated.
- They lead by example by following policies and good practice, challenging inappropriate behaviour and dealing with issues regarding slips and trips.

Key roles and responsibilities for the Maintenance Department

The Head of Maintenance will:

- Implement an action plan for dealing with unsafe conditions arising from:
 - holes, bumps and uneven or worn out surfaces on paths and roads.
 - snow, ice and leaves on external paths and road.
 - inadequate drainage systems.
 - defective matting and flooring surfaces within common areas of buildings.
- All maintenance staff will apply good housekeeping standards and make appropriate use of barriers during works on the School site.

Domestic Bursar

The Domestic Bursar will:

- Ensure that specifications for new or replacement floors are for a material that is suitable for limiting the risk of slips and trips.
- Ensure that the design of buildings prevents contamination of floors, as far as reasonably practicable e.g. rainwater ingress is limited by the provision of suitable protected entrances and the provision of fixed matting.

- When selecting flooring, give consideration to the following guidance:

- Health and Safety Executive (HSE) guidance on the selection of walking surfaces.
- CIRIA guide C652 Safer surfaces to walk on reducing the risk of slipping.
- When selecting flooring, give consideration to:
 - the flooring material
 - likely contaminants
 - use of the area
 - predicted user behaviour
 - the surrounding environment and overall design of the space
 - the footwear likely to be worn.
- Ensure that contractors apply good housekeeping standards and appropriate use of barriers when working on campus to prevent slips, trips and falls.

Housekeeping Department

The Head of Housekeeping will ensure that:

- Staff are trained in suitable safe systems of work, including:
 - preventing access when wet floors are drying
 - cleaning at appropriate times to minimise any risk to School users from wet floors
 - the correct cleaning methods for flooring types and use of chemicals
 - the safe use of electrical power and extension leads and other equipment that might cause a trip hazard.
- Staff are adequately supervised to ensure that safe systems of work are followed.
- Centrally booked rooms are maintained in a condition that will reduce the risk of slips and trips.

Manual Handling

1 Scope

This guidance is applicable to all employees of and workers for the school who undertake manual handling activities.

2 Objectives

2.1 To minimise so far as is reasonably practicable, the need for manual handling

2.2 To ensure that only individuals who have received training in manual handling undertake such activities

2.3

2.3 Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

3 Guidance

3.1 Heads of Department (including Support Departments) will be responsible for the management of manual handling activities within their areas of control.

3.2 Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving stationary and other deliveries
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment

3.3 Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, e.g. using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

3.4 When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

3.5 All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift

- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

Appendix C – Membership of the Health and Safety Committee

The Health and Safety Committee is made up of the following members:

- The Bursar (Chair of the Committee)
- Representatives from the following:
 - Pastoral Care
 - Academic Staff
 - PE
 - Science Department
 - Boarding Staff
 - Education Visits
 - Grounds
 - Maintenance
 - Catering
 - Health Centre

Where required other members of staff may be asked to attend the Committee to brief representatives on specific issues.