



MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James School Health & Safety Policy

Part 3: Health & Safety Procedures

Scope

This document is the responsibility of the Director of Operations and will be reviewed annually.

General

Part 1 of the School's Health and Safety Policy was a statement by the Council, affirming their commitment to ensuring a safe and secure environment with the School, and that all activities conducted within the School or further afield, will similarly in a safe manner. The policy emphasises the importance attached to health and safety in everything the School undertakes.

Part 2 of the Policy, is how the Headmistress will fulfil her health and safety obligations, putting in place structures and responsibilities for the delivery of the procedures associated with health and safety. She has delegated responsibility for the day to day management of Health and Safety to The Director of Operations and established the Health & Safety Committee as a mechanism for bringing issues to her attention.

This document, Part 3 of the Policy, outlines the more detailed approach as to 'how' health and safety will be delivered, outlining specific responsibilities, procedures to be followed and reporting requirements.

Health and Safety may be an all-encompassing term but it is commonly broken down into a number of distinct areas and is often referred to as [Safety](#), [Health](#), [Environmental](#) and [Fire \(SHEF\)](#). This document will address each of these distinct areas in turn and finally summarise the reporting requirements and procedures under [Coordinating Detail](#). Use has been made of Appendices and these are consolidated in a separate document and available on [Firefly here](#).

A number of School policies contain details associated with 'health and safety'. The intention is not to reproduce these policies within this document but rather to highlight policies where appropriate. Readers must familiarise themselves with the [School policies](#) which underpin many of the following procedures.

Safety

'Safety' is about creating a safe and secure environment in which pupils and staff operate. It is therefore important to think beyond the traditional 'Health & Safety' themes but broaden perspectives to include behaviours and attitudes. School policies that address aspects of safety and which should be referred to in conjunction with this section, include:

[Accessibility Policy](#)
[Anti-bullying Policy](#)
[Safeguarding Policy](#)



[E-safety](#)
[School Mini bus Policy](#)
[Educational Visits Policy](#)
CCTV (Under draft)
Critical Incident Policy
[Anti-bullying Policy](#)
[Pastoral Care](#)

Risk In order to generate a safe and secure environment it is necessary to identify and assess any risks that exist or which staff and pupils may encounter. These risks can then be assessed in terms of their likeliness and impact with measures put in place to mitigate both. In short, it is about identifying what could go wrong, addressing the issue to reduce the possibility of it occurring, and having mechanisms in place to minimise any potential impact. This approach is addressed through the process of 'Risk Assessments'

Risk Assessments. The Risk Assessment process is a formal mechanism for capturing what could go wrong during an event or activity, along with the measures put in place to reduce the likelihood or impact. We automatically conduct this process in our head when we undertake all activities in life, the School's process simply involves formally articulating the details within a document.

Risk Assessment Forms There are many different approaches and forms that can be used for risk assessments. The School is not prescriptive on the forms to be used, examples are included at Appendix 1.

Standing Risk Assessments. The School has endeavoured to identify regular/routine activities that carry risk and developed a number of standing risk assessments. These are available on Firefly under the 'Health & Safety' tab's '[risk assessments](#)' under various groupings

MSJ-Sports
Estates
Housekeeping
Catering
School
Sports & Activities

Ownership While a risk assessment may be drafted and completed by a member of staff, it is important that those undertaking the activity are fully conversant with the contents and measures to be adopted. Line Managers and heads of departments are responsible for ensuring that their staff are familiar with risk assessments and that a risk assessment has been undertaken before any activity commences.

Educational Visits/Field Trips The School's Educational Visits (EV) policy provides details of the School's approach to EVs. The Headmistress may provide additional guidance on such trips, when necessary. Responsibility for the day to day management of the Educational Visits is delegated to the EVC. However, the following general points should be noted:

- a. Education visits and field trips must have an appropriate level of supervision, both in transit and on site, and pupils must be properly clothed and equipped for the type of outing in question. Safety, first aid and emergency procedures must be covered. The Headmistress will set School guidelines on supervision ratios, and staff must not allow groups to become too large for the supervisory staff available.
- b. Supervisors are to plan trips with the following in mind:

- (1) Length of journey
- (2) Nature of outing, education, winter sports, field trips, etc.
- (3) Age and understanding of the pupils.
- (4) A Risk Assessment form should be completed as part of the EV planning process and signed as suitable and sufficient by the EV and the Director of Operations.
- (5) Staff organising overseas trips must check with the Finance Manager with regard to insurance cover.

Security. Security is part of our everyday lives and MSJ is no different. Procedures to ensure the security of the site include:

Access Control procedures.

Passes The receptionist has responsibility for recording details of all visitors and ensuring they are collected from reception.

Accompanying Visitors. Staff are responsible for escorting their visitors throughout. If they hand over a visitor to another member of staff it must be made clear that the other member of staff now has responsibility for escorting the visitor back to reception.

Door Codes. Head of Estates is responsible for changing all door codes at the start of each term or after a let.

CCTV. The School's CCTV policy (DRAFT) outlines how the School uses its CCTV system to enhance security at MSJ.

Night watchman. The School employs a night watchman to secure the School buildings and report any incidents that arise. The night watchman is intended to identify potential situations (security, fire, maintenance etc) and instigate a response from the appropriate authorities. He should not confront an intruder or place himself in harm's way.

Disclosure and Barring Service (DBS). The School's Safeguarding policy outlines the requirement for background checks on individuals coming into the School on a frequent basis and, or having potentially unsupervised access to pupils. Staff must insure that any such visitors introduced into the School have the necessary background checks conducted. The [Safeguarding Policy](#) provides further details on this key area.

Bomb. Sadly, like any establishment, the School is at risk of a bomb threat whether real or a hoax. Bomb threats tend to follow no particular pattern. The recipient of such a threat should:

- a. Attempt to note down or remember what the caller says, pay particular attention to any word the caller uses, which may appear to be some form of code word.
- b. Evacuate the threatened building by the most rapid method i.e. fire alarm.
- c. **RING 999** and ask for

POLICE, FIRE AND AMBULANCE advising that Malvern St James has a bomb threat and the location of the target by building name.

d. If time further permits, from a phone away from the alleged scene of danger, advise the **HEADMISTRESS or any member of the EXECUTIVE TEAM**

e. As soon as possible after the event note down any information, which may be of use to the Police in their subsequent enquiries. e.g. the caller's accent, gender and any other points which the recipient feels are relevant. Appendix 2 provides a guide on information to be recorded.

NO ATTEMPT IS TO BE MADE TO SEARCH FOR A BOMB. THIS MUST BE LEFT TO THE POLICE.

Electrical. The risk of electrocution or fire from electrical systems or devices, requires particular diligence. The following guidelines have been written to assist all staff in maintaining and monitoring electrical safety. If any doubts exist, switch off the suspect equipment/appliance, disconnect and if concerns remain, report them to the Director of Operations or the Head of Estates. The following general guidance points should be observed:

Any electrical defect is to be reported immediately to the Head of Estates, a member of his team, or the Director of Operations.

Testing of all School owned/hired portable equipment will be regularly conducted. The rating of fuses, and the insulation factor are to be checked in all cases, and a record of these tests is to be maintained by the Head of Estates.

The use of foreign 2 pin non-fused **adaptors** in electrical sockets is **not permitted**. The only adaptors which may be used are the UK 3 pin fused type. All electrical equipment which is not required to remain permanently in operation should be disconnected from the mains when not in use. Housemistresses are to ensure that international students understand this issue.

Emergency lighting circuits will be checked monthly by Housemen, in liaison with House Staff. Housemen will register these checks with the Head of Estates

The following specific guidance points are to be observed:

(1) **Battery chargers:** Girls may use battery chargers for certain appliances in their rooms. These should be checked regularly and not left in electrical sockets during half terms and holiday periods. The same procedure applies to charging devices for mobile phones and Ipods, provided the charger is fitted with a UK 3 pin plug.

(2) **Hairdryers:** Girls may use their own personal hairdryers. House Staff should ensure that they know who owns a hairdryer and should arrange, through the Head of Estates, for them to be inspected for safety each term.

(3) **Adaptors:** Sub paragraph 11a (3) above restricts the use of **adaptors** in the School to UK 3 pin fused adaptors only. Parents will be reminded of this regularly by School mailings.

(4) **Trailing Electrical Leads:** Not only can trailing leads cause injury to staff/pupils and visitors through trips and falls, they can also become damaged and dangerous. Every effort should be made to eliminate the hazard of trailing leads, both in girls' rooms as well as in corridors and passageways. (This particularly applies to House cleaning staff). Leads must never trail up or down

stairways, or fire evacuation routes. Where trailing leads are used by the domestic staff, a suitable hazard sign should be deployed. Frequent visual inspection of all leads should be carried out by boarding house staff and support staff to establish:

- The actual state of the fabric of the lead itself (cracks, breaks, bare wires).
- The point of entry to the appliance, or piece of equipment.
- The point where the lead joins the electric plug.

(5) Bedside Lamps in Girls' Rooms: Only lamps supplied by the School should be used in girls' rooms. These should be fitted (securely) with a shade and the correct wattage of bulbs used, i.e. 40 watt tungsten or 9 watt low energy. The use of other lamps, brought in by girls, is not permitted unless they have been checked and recorded in the Electrical Appliance register.

(6) Other Electrical Appliances: Bare wires on electrical appliances are one of the biggest causes of accidents. House staff should frequently check all kitchens/pantries to ensure that no unsafe appliances are present. Toasters provided by the School are placed in these rooms for use by the girls and other similar appliances should be unnecessary. It is at the discretion of House staff as to whether additional appliances are allowed in kitchens/pantries, but if permitted they should be frequently checked. The same will apply to electric/electronic musical instruments.

(7) School Electrical Contractor: The School Electrical Contractor can be contacted via the Head of Estates and can advise on electrical safety. He will also inspect, on request, any electrical device, outlet or socket to check its safety.

(8) Emergency Lights - Testing: Such tests will be carried out monthly with a Soak and a Fitness for Purpose test performed annually. Defects should be noted and reported for repair.

Gas Gas is in use in various areas across the School. Appendix 3 provides guidance for those who may use gas in its various forms, including those with gas boilers in their workplace. Staff should familiarise themselves with the contents therein which address handling, storage, dealing with leaks etc

Contractors On Site The Director of Operations, through the Head of Estates, is to ensure that visiting contractors are aware of, and observe, School safety procedures and policies. They must also be fully competent to carry out the tasks assigned to them.

At all times contractors' labour must be adequately supervised and all necessary warnings/notices displayed in areas which are hazardous to staff and pupils of the School. Correct protective clothing must be worn and must be appropriate for the work in hand.

Whilst contractors are responsible for their own safety arrangements, the School staff, through the Director of Operations must ensure that any evident shortcomings are reported to the Contractor, (and where appropriate the CDM Co-ordinator,) and that action to remedy the matter is taken by them. They should keep their employees within the areas designated for the work being undertaken.

No work designated as "HIGH RISK" should begin without the appropriate 'PERMIT TO WORK' being issued. The Director of Operations is to ensure that all contractors observe the CDM regulations where applicable. (see next paragraph below)

All contractors and their employees must submit to any security checks or inspections. Contractors are not relieved of any of their duties and obligations under Statute or Common Law, and any breach of the Health and Safety Rules or legal requirements may lead to the suspension, at the Contractors' own expense, or termination of the contract.

The contractor must maintain a daily log of the names of employees and subcontractors on site.

Appendix 4 provides direction for contractors; Heads of departments are to ensure that any contractor within the School is shown this appendix and agree to comply.

Construction & Design Management (CDM) The HSE document "*Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015*" (www.hse.gov.uk/pubns/indg411.pdf) provides details of the responsibilities associated with CDM. The School will be the Client under CDM. The Director of Operations, supported by Head of Estates, has responsibility for ensuring CDM regulations are followed when appropriate, and will, so far as is reasonably practicable:

Appoint competent persons to form the project team

Allow adequate time for the design, planning and construction work to be undertaken

Provide key information to the project team, including that regarding the site and existing structures

Put in place arrangements for communication, co-operation and general management of the project

Check that contractors have adequate welfare facilities in place before work starts on site

Liaise with designers so that workplaces are correctly designed

Where projects are notifiable (ie work lasts longer than 30 construction days, with more than 20 workers working at the same time, or involves more than 500 person days of work), the Director of Operations will ensure that the Health & Safety Executive are advised.

Where projects have more than one contractor the School will:

- Appoint a Principal Designer to plan, manage and co-ordinate the pre-construction phase
- Appoint a Principal Contractor to plan, manage and co-ordinate construction work
- Ensure that work does not start on-site until a suitable construction phase health & safety plan has been developed by the Principal Contractor and endorsed by the Director of Operations.

- Keep up to date and make available to anyone who needs it, a health & safety file

Workplace Safety. The School places great emphasis on workplace safety and all department heads have a responsibility to ensure a safe and secure workplace exists and that the following are delivered:

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and work station
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including where possible for the disabled

Provisions will be made to prevent slips, trips and falls and falling objects

Special care is to be exercised where heavy lifting is concerned, and the correct lifting equipment used as considered necessary for the task. Heads of Departments are to provide members of their departments with the necessary training and equipment to carry out these tasks, in accordance with current legislation. Guidance for manual handling activities is at Appendix 5 and the associated risk assessment outlines measures to reduce the risk.

Any storage racking will be inspected regularly and be fit for purpose.

Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries. See Appendix 6 for guidance on working at height.

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, eg no access
- warning signs, eg danger electricity
- mandatory signs, eg eye protection must be worn
- emergency or first aid

Around the School, noticeboards will also display:

- The School's Health & Safety Policy Statement and Organisation ([Parts 1 & 2 of this document](#))
- HSE Health & Safety Law poster
- emergency procedures
- details of first aiders and fire marshals

Public Safety It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

Lets/External Events. When 'lets' take place, the MSJ Events Manager will ensure that the hirer is briefed on the security policy of the school. Specific areas to cover include:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school
- Emergency procedures, including
 - knowledge of the evacuation route
 - location of escape routes
 - access to first aid provision

Head of Estates (in conjunction with the Night watchmen when on duty) will ensure that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers

Road Safety The layout of the School's buildings in Great Malvern presents a potential hazard. A number are distant from the Main Building, and a considerable amount of 'pupil pedestrian traffic' takes place. The majority of this is beside public roads. It is therefore essential pupils are aware of the need for care and vigilance when using these public roads.

The Director of Operations is to liaise with local Councils and the Police to minimise the hazard. Pupils are to be alerted regularly to traffic hazards in the local area.

Traffic Education and Road Safety Centre will be asked to speak to pupils of Yr 7, with special reference to pedestrian safety and being seen at night, particularly during November/December.

In addition, staff and pupils should be made aware of any additional road safety hazards in and around the School caused by such things as road works, temporary traffic lights, pavement repairs etc.

Staff and pupils should also be warned of the dangers of moving about the areas of the School where vehicles are parked. Users of these vehicles should also be aware of their responsibilities as responsible drivers in manoeuvring their vehicles with care on what is PRIVATE PROPERTY. The one-way system on the Terrace is to be observed during term-time.

A School Road Safety Officer has been appointed who liaises with the Local Authority, RoSpa and School senior management. The Road Safety Officer is a member of the School Health and Safety Committee.

There is a particular risk when crossing Imperial Road, due to bus traffic and the narrowing of Avenue Road near the School Main Entrance.

Pupils should only cross Barnards Green Road by using the pedestrian crossing.

Minibuses No member of staff may drive a minibus without the correct licences. Staff must pass a driving assessment, arranged by the Transport Supervisor, before driving a minibus. Any member of staff who intends to take a minibus abroad, on school business, should contact

the Finance and Operations Office at least 3 months before so doing, because there are detailed insurance and licensing requirements which must be observed. If these are not met, then it is likely that the minibus will be refused entry to certain countries. Further regulations concerning minibuses are contained in the [School Minibus Policy](#) which drivers must read before taking out a vehicle. The minibus must always have a First Aid pack as part of its equipment and drivers are issued with a checklist in relation to various safety requirement checks, such as seat belts, tyre pressures, rolling brake test etc.

It is an offence to use a handheld mobile phone whilst driving or for anyone to 'cause or permit' a person to use a handheld mobile phone whilst driving. All staff must:

- a. Not knowingly telephone anyone driving a vehicle on School business.
- b. When driving a vehicle on School business, especially with pupils on board, staff must switch any handheld mobile phones to the 'off' position before starting the journey and pick up messages at the end of the journey.

Swimming Pool Users of the pool must be supervised at all times by a competent person. A qualified lifeguard must always be present. All use of the swimming pool must be arranged via the Sports Centre Staff who will ensure each booking runs in accordance with the Sports Centre Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

Work Placements The Headmistress is responsible to Council for the safety of pupils on work placements. Pupils may undertake work placements in Year 11. If these are organised by the School, then Careers staff must ensure that placement providers meet current legislation. Placements for Year 12 during Personal Development week must also meet current legislation and the co-ordinator of these placements must ensure compliance and risk assessments, where appropriate, be undertaken.

Health

This section on 'Health' addresses how the School supports the well-being of staff and pupils by creating a healthy environment within the School. Associated School policies that address aspects of health include:

[Sickness Policy](#)

Family related Leave

Stress Management

Accessibility Policy

[Medical Policies, Medical Conditions and Good Practice Guides](#)

[Pandemic & Swine Flu](#)

[First Aid Policy](#)

[Drugs & Substances Policy](#)

Action in the Event of Accident In the event of an accident to staff or pupils (including Day Boarders and Day Girls), staff must.

Take any obvious, necessary **FIRST AID** action to guarantee the casualty's safety and comfort, harnessing the support of your nearest trained first aider. (These are signposted around the School – see Coordinating Details section.)

If **SERIOUS INJURY IS SUSPECTED** call:

an Ambulance

Tel: 999 or 112



and then at once

School Health Centre

Tel: 574454

For all **OTHER INJURIES**, except very minor, contact:

School Health Centre

Tel: 574454

and the Duty Nurse will decide whether to call the School Doctor.

All accidents are to be reported using the form on Firefly. Director of Operations or an SLT member will decide whether the accident is sufficiently serious to require reporting to our insurers or the Health and Safety Executive.

No Boarder or Day Girl is to be sent home on health grounds without reference to the School Health Centre.

First Aid First Aid is the immediate response to a situation arising as a result of an accident or sudden onset of a medical condition.

a. In order to provide an acceptable level of first aid cover, the School bases its approach on the following:

(1) The overall risk assessment is Low Risk. There are, however, some Medium Risk areas: PE department, Outdoor Pursuits, Science, Food Technology, Domestic Kitchen Areas and the Estates Department;

(2) Cover is in place for 24 hours per day during the School term;

(3) Cover is in place for off-site sports fixtures and Outdoor Pursuits trips. Appropriate first aid kits must be taken to all these events;

(4) School vehicles, which carry pupils, have first aid containers at all times and, wherever possible, drivers are to be first aid trained;

(5) There are first aid facilities on all sites; defibrillators are held in the Sports Centre, Health Centre and at Reception.

(6) Pupils are classed as employees for the purposes of calculating the number of First Aiders required.

b. The concept for the delivery of First Aid at Work is as follows:

(1) The School Senior Nurse will be the nominated person who takes responsibility for First Aid provision in the Dome and Main Building sites. The Health Centre staff are responsible for ensuring that all First Aid containers are properly equipped. The School Senior Nurse will also assist in the monitoring of First Aid provision in the Houses. She should have regular termly meetings with the Head of Boarding (or suitable deputy) to ensure that records and certificates are up-to-date.

(2) The School should train sufficient staff in the First Aid at Work (FAW) qualification as follows:

(a) Main Building: No fewer than 8 members of staff.

- (b) Boarding Houses: No fewer than 5 members of staff and at least one on duty in each house.
 - (c) P.E./Outdoor Pursuits: No fewer than 6 members of staff.
 - (d) The School Health Centre: No fewer than 2 members of staff.
- (3) Other teaching/House staff will be offered the Basic Emergency training course every five years.
- (4) Training Procedure: As far as possible the schedule of training will provide in-house FAW course in the summer of each year on a three-year cycle. When this is not possible, the course will be attended in Worcester.
- (5) The School holds a number of defibrillators (Sports Centre, Health Centre and at Reception) and organises training for staff. The defibrillators are designed for use by untrained personnel with audio instructions being issued. Staff should not shy away from using the defibrillator if the situation so requires it.

Pregnant Staff Those, who become pregnant or have just given birth, must inform their line manager to enable a specific risk assessment to be done. Further details are contained in the Family Related Leave policy.

Display Screen Equipment (DSE) Existing work stations are to be checked bi-annually and new employees work stations to be reviewed as part of the induction process to ensure that they pose no short or long term health risk to the employee. These checks are to be carried out by both the users and their managers using the checklist at Appendix 7. Users of DSE are legally entitled to eye tests at School expense every 2 years. Details are also at Appendix 7.

Environmental

There are no policies which directly outline our approach to environmental issues.

Waste Management. Legislation places a responsibility on all those who have control of waste at any time, to ensure that it is dealt with in a safe and environmentally acceptable manner. Organisations which are producing, handling, transporting and disposing of waste of any kind are subject to 'The Duty of Care' and there are certain steps which must be carried out by the School in order to comply. It is therefore important to remember:

- a. Staff and pupils are to ensure that waste management regulations are followed and that the correct receptacles are used for the disposal of waste.
- b. Waste must be kept and stored safely in a suitable container.

Separate arrangements exist within the Estates Team for the safe disposal of the special types of waste listed below:

- (1) Fluorescent lamps/tubes
- (2) Redundant Chemicals
- (3) Redundant pharmaceuticals/medicines. (These should be returned to the Health Centre and not placed down toilets or drains)
- (4) Cooking Oils
- (5) Sanitary Towels

- (6) Redundant CDT/Art products
- (7) Redundant ICT equipment
- (8) Redundant electrical equipment

c. General waste such as food, unrecyclable paper, and other similar items are to be put in black waste pvc bags and placed in the commercial 'wheelie' bins situated outside the various School buildings. These are emptied on a regular basis by a registered contractor.

d. Recyclable cardboard and plastic are placed in commercial wheelie bins which are emptied on a regular basis by a registered contractor.

e. Recyclable paper is placed in the collection container which is emptied on a regular basis by a registered contractor.

Control Of Substances Hazardous To Health (COSHH)

a. The Director of Operations is the COSHH Co-ordinator.

b. The Heads of Departments of Science and Arts and Technology are to appoint substance controllers within their own areas. The Head of Housekeeping, Head of Catering and Head of Estates are to appoint substance controllers within their respective departments.

c. The following key policy points are to be observed:

(1) Particular attention is to be paid to the assessment of processes involving exposure of personnel to substances hazardous to health.

(2) Exposure to substances hazardous to health is to be prevented or controlled.

(3) Control measures required to prevent or minimise exposure is to be provided and properly maintained.

(4) Where required, there is to be regular monitoring of exposure levels and records will be maintained. Information is to be given to employees on the results of monitoring.

(5) Selected employees are to receive professional development training on the scope of the COSHH Regulations, the risks of exposure, safe methods of work and the use of control measures.

(6) There is to be systematic control of contractors who work upon the School's premises and where appropriate there is to be a requirement for suitable and sufficient assessments to be undertaken prior to the contractor starting work.

d. Staff and pupils should report any perceived hazard to their immediate supervisor or Housemistress/teacher, as appropriate who should take whatever immediate remedial action as might be necessary, and report the hazard to the Director of Operations.

Asbestos The School will ensure that where individuals have the potential to come into contact with asbestos, sufficient risk assessments are in place with significant risks identified

and control measures are put in place to protect the health, safety and welfare of those who may be affected. Appendix 8 provides more details on dealing with asbestos related issues.

Water quality (including Legionella) Day to day responsibility for monitoring and ensuring that the water systems are being correctly operated, lies with the Head of Estates who maintains appropriate records of testing and certification. The school has appointed a competent contractor [Danek Ltd] to conduct a risk assessment and draft a manual which specifies the control regimes to be used across the School's estate. Detailed guidance is at Appendix 9.

Trees. There are a large number of trees across the School's estate, many of which are impacted by Tree Preservation Orders. In order to minimise the risk of falling trees or branches, the Head of Estates is to organise a rolling programme for surveying trees and then undertaking any remedial works in conjunction with the Malvern Hills District Council Landscape Officer. Staff should report any concerns on the state of trees to the Head of Estates.

Infrastructure The Director of Operations and Head of Estates will conduct regular visual examinations of the School's buildings and initiate professional assistance when concerns arise.

Radiological Protection Public Health, England has been appointed as the Radiological Protection Adviser. The Head of Physics is ex-officio Radiological Protection Supervisor. The Director of Operations is to effect all necessary liaison with external agencies. The Director of Operations is also responsible for record-keeping and the provision of safe storage, which complies with current legislation.

Fire

Fire poses a significant threat to the School and effective alarm systems have been installed throughout the School's properties. Any faults or shortcomings in the alarm system must be reported to the Director of Operations who will instigate action immediately.

No smoking is permitted within or in the grounds of, any of the School's properties. With the exception of the science laboratories and food and nutrition classroom, and the 'Leith classroom', naked flames (eg candles) are not permitted; exceptions can be requested through the Director of Operations and must be accompanied by a risk assessment.

Fire Procedure The School's Approach to fire Safety is outlined at Appendix 11 and MUST be read in full. Points to note include:

- a. All staff are to be familiar with the School Fire Procedure. Individual instructions are issued for each Boarding House and other specified areas of the School by the Director of Operations, through the Head of Estates. House Staff are responsible for ensuring that all pupils are aware of the action to be taken in the event of fire.
- b. A school-wide fire practice will take place at least once a term and the Houses, including Poulton, should have at least one practice during the day and one at night every term.
- c. The Director of Operations will maintain close liaison with the local Fire Brigade.

- d. The maintenance of the Fire Alarm System is carried out under contract. It is serviced on a regular basis during the school holiday periods. It is considered a serious disciplinary offence to interfere or tamper with the alarm system or sensors.
- e. The maintenance of fire extinguishers and other items of fire-fighting equipment is also carried out under contract. Equipment is to be serviced on an annual basis and visually checked by the Estates team on a weekly basis.
- f. Each Boarding House/building has a Fire Safety File which should be used if the Fire Brigade attends.
- g. All staff are to ensure that fire exits and the routes to them are kept clear of obstructions at all times.

Fire Safety Advice The Director of Operations is the designated School Fire Safety Manager. Any requests for advice or guidance should be directed to him in the first instance. Where necessary he will engage the local Fire Safety Officer. Staff must raise any concerns they identify.

Coordinating Detail

Technical Advice and support. Council has directed the Director of Operations to arrange for the provision of competent technical advice on all health and safety matters, when necessary. This includes provision of a Radiological Protection Adviser through Public Health England

Inspections: The following inspections are to be arranged:

Inspection	Frequency	Responsibility	Recording
Fixed Electrical Installation	Annually	Head of Estates	Head of Estates
Fire Alarm	Weekly	Head of Estates	Head of Estates
Emergency Lighting	Monthly	Head of Estates	Head of Estates
Fire Extinguishers	Annually	Head of Estates	Head of Estates
Fume Cupboards	Annually	Head of Estates	Head of Estates
Gas fired boilers and appliances (inc. small bore supplies)	Annually	Head of Estates	Head of Estates
Gymnasium Equipment	Every second year	Head of PE Sports Centre Manager	Sports Centre Manager
Playground Equipment (Prep and Batsford)	Monthly	Prep Staff/Housemistress	Prep Staff Housemistress
	6-monthly	Head of Estates	Head of Estates
Portable Appliance Test (includes microwave leakage tests)	Annually	Head of Estates	Head of Estates
New personal appliances	Termly	Head of Estates	Head of Estates
Pressure Equipment (e.g. Kitchens/Laboratories)	Annually	Head of Estates	Head of Estates
Lifts	6 monthly	Head of Estates	Head of Estates
Lifting equipment	Annually	Head of Estates	Head of Estates

Trees	Rolling 3-year programme	Head of Estates	Head of Estates
Boundary Walls	Annually	Head of Estates	Head of Estates
Catering Equipment (including classrooms)	Annually	Head of Catering	Head of Catering
Laundry Equipment	Annually	Head of Housekeeping	Head of Housekeeping

Health & Safety Committee The Health and Safety Committee is the forum within which concerns can be raised and checks made to ensure procedures are being followed. Terms of Reference are at Appendix 11 Heads of Departments are to ensure that they are represented at the meeting and that their representative is briefed in order to raise any ongoing concerns.

Accident and Near Miss Reporting. All accidents and near misses are to be reported in a timely manner ie within 48hrs using the online form on [FireFly](#). It is the responsibility of the member of staff involved or their line manager to report accidents or near misses.

For accidents or near misses involving pupils, the member of staff overseeing the activity has responsibility for ensuring the matter is properly reported. (At times, the Health Centre may complete the report however this does not absolve the staff member from this responsibility.)

Accidents and near misses must be reported using the tab on the [FireFly](#) Home/Dashboard page.

Any accident which causes severe injury, hospitalisation or is likely to result in a seven day absence from work must be reported to the Director of Operations **immediately**. The Director of Operations is responsible for investigation of the circumstances and for the completion and submission of returns to the HSE in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) and decide whether additional investigations or reporting is required. (Appendix 12 provides examples of incidents which may merit reporting.)

Copies of all accident reports will be automatically sent to the Director of Operations, who will maintain a record of accidents. Accident statistics will be reviewed once a term at the Health & Safety Committee meeting, in order to identify any emerging trends or action required.

Records of Risk Assessments As highlighted previously, Heads of Department, Heads of Subject, Housemistresses and Heads of Finance and Operations Departments are responsible for the assessment of risks in their own areas; the Director of Operations can provide advice if required and will countersign all risk assessments. Drafters of such assessments are to use the guidance shown at Appendix 1 as the basis for these assessments. Heads of Department, Heads of Subject, Housemistresses and Heads of Finance and Operations Departments are to maintain a record of their risk assessments.

Training All staff will be briefed on the School's Health & Safety procedures during their induction training. Further briefs will occur during INSET days. Where necessary, staff will receive training, which helps them to address the health and safety issues relevant to their area of work. Staff who identify such training needs, should ask their line manager to submit a request for CPD.

Advice and Information All questions of fact or requests for assistance and additional information should be addressed to the Director of Operations.

List of Appendices (Available separately on Firefly here)

- 1 Examples of Risk Assessments
- 2 Information to be taken on receipt of Bomb Threat
- 3 Gas Safety
- 4 Direction to Contractors
- 5 Manual Handling
- 6 Working at Height
- 7 Display Screen Equipment (DSE)
DSE Assessment Form
- 8 Asbestos Guidance
- 9 Water Quality (including Legionella)
- 10 Fire Safety
Fire Procedure in Benhams
Fire Procedure in Batsford
Fire Procedure in Hatfield
Fire Procedure in Greenslade
Fire Procedure in Poulton
Fire Procedure in The Mount
Emergency Procedure in the Sports Centre
- 11 Health & Safety Committee Terms of Reference
- 12 Reportable Incidents

