



# KINGHAM HILL SCHOOL

## POLICY DOCUMENTS

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<b>Person responsible</b>	Lidia Pocock
<b>Comments to</b>	Lidia Pocock
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<b>Person reviewing/updating document</b>	Lidia Pocock
<b>Source/Author of document</b>	Lidia Pocock
<b>Implementation of the policy</b>	On-going. Implemented through training, Health and Safety committee meetings and regular communication

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## **Part 1 - General Statement of Health and Safety**

As Governors of Kingham Hill School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Kingham Hill School by appointing the Chairman of our Finance and General Purposes Committee who is also a Trustee, with responsibility for overseeing Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with the Head. However, as Governors, we have specified that the School should adopt the following framework for managing Health and Safety:

- The governor overseeing Health and Safety attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork. A report on Health and Safety covering: statistics on accidents to pupils, staff and visitors, staff training and fire drills, are reviewed at each meeting and all new or revised policies and procedures are reviewed annually.
- The minutes of the Health and Safety Committee meeting are tabled at the November meeting of the full Governing Body, together with any other issues on Health and Safety that the Bursar wishes to bring to the Board's attention. The Bursar reports termly to the Governing body on Health and Safety concerns.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The key aspects of these surveys and inspections are presented to the Finance and General Purposes Committee termly via the Bursar's Report.
- The School's adherence to Health and Safety in Catering and the cleaning of food preparation and eating areas, is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services. The Bursar reports on all these aspects to the Governing Body.
- The School has fire risk assessments, carried out by a Competent Person, which are reviewed every year for progress in relation to outstanding items on any action plans. These are updated every three years, and more frequently if significant changes are

made to the interior of buildings or new buildings are added. The Health and Safety Committee reviews this risk assessment every time it is amended and reports this action to the Governing body.

- The School has a Competent Person undertake a risk assessment for legionella every two years with a testing regime in place.
- The School has a comprehensive policy in place for the training and induction of new staff in Health and Safety related issues including basic 'manual handling' and 'working at height training'. Health and Safety training that is related to an individual member of staff's functions, eg science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided all teaching staff involved with trips and visits, and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, Bursar and other members of the Senior Management Team ("SMT") in order to enable the Governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

Copies of this statement can be obtained from the Google Policies and Procedures Team Drive or the School's policy document management software (Parago). All staff are briefed to this effect. Staff are advised as and when it is reviewed or modified. Details of the organisation and methods of implementation of this policy are to be found in parts two and three of this document.

Signed: .....

**Chairman of Governors, for and on behalf of the Board**

Date: .....

## **Part 2 - Organisation**

### **1. Introduction**

- This section deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organisation chart has been prepared to assist in the understanding of the Health and Safety structure within the School, which is shown at the end of this section.

### **2. Kingham Hill Trust ("The Trust")**

- The Trustees have the ultimate responsibility for the implementation of this policy and through the Chairman of the Trust will ensure that the requirements of all Health and Safety legislation are established. The School Governing Body are responsible for the implementation of this policy at the School. Matters that cannot be resolved at this level must be referred to the Trust's Finance and General Purposes Committee.

### **3. Board of Governors ("The Board")**

- The Board has overall collective responsibility for Health and Safety within the School. It has a responsibility to ensure that Health and Safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **4. Head**

- The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of Health and Safety within the School. The Head will also report to the Board on Health and Safety performance and assist the Board in implementing changes in the Policy which the Board have approved. This responsibility may be delegated to the Bursar.

### **5. Bursar**

- The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:
  - o Safety and security

- o Fire safety
- o Electrical safety
- o Gas safety
- o Water quality
- o Asbestos
- o Emergencies
- o Staff induction.

## **6. Head of Estate Management**

- The Head of Estate Management will act as the School Safety Co-ordinator, whose duties will include:
  - o Advising the Head on maintenance requirements
  - o Co-ordinating advice from specialist safety advisors and producing associated action plans
  - o Monitoring Health and Safety within the School and raising concerns with the Head
  - o Compliance with the Construction (Design and Management ) Regulations
  - o Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive
  - o Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- They will also assist the Bursar with the implementation of the following:
  - o Building security
  - o Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
  - o Registration and control of visitors
  - o Site traffic movements
  - o Maintenance of School vehicles
  - o Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
  - o Good standards of housekeeping, including drains, gutters etc
  - o Control of hazardous substances for estates maintenance activities
  - o Appropriate pest control measures to be in place.

## **7. Heads of Department**

- The Heads of Department will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
  - Sports activities - Head of PE
  - Drama - Head of Drama
  - Art (including harmful substances and flammable materials) - Head of Art
  - Music - Head of Music
  - Design & Technology - Head of Design & Technology
  - Trips and visits – Head of Co-curricular
  - Catering – Contract caterer, Catering Manager
  - Ammunition and firearms - Combined Cadet Force Contingent Commander.
- They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.
  - The Heads of Department for Science and D&T are responsible for implementing curricular specific Health and Safety procedures following the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidelines.

## **8. External Health and Safety Advisors**

The Bursar (with delegated responsibility to the Head of Estate Management) will arrange as appropriate for external consultants to advise on matters of Health and Safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the School.
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the Maintenance Department are serviced annually.
- The School's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings
  - An independent hygiene and safety audit of food storage, meal preparation and food serving areas annually
  - Professional advice from a dietician on healthier food, menu planning and special diets as needed
  - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation, storage surfaces/areas and ducting twice a year.

- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- An external Health and Safety consultant reports annually on the arrangements for Health and Safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The School has a suitable and sufficient risk assessment for legionella and a quarterly water sampling and testing regime in place.



- The School maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's Radiation Protection Supervisor (RPS), Cathy Rogers (Science Technician) is responsible for liaison with the Radiation Protection Advisor, Keith Bower, of Oxford Radiation Protection Consultants for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

## **9. School Health and Safety Committee**

- The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing Health and Safety will attend these meetings. The other members of the Committee will be:
  - Deputy Head
  - Second Deputy
  - Head of Design and Technology
  - Head of Science
  - Head of Art
  - Head of PE
  - The Contingent Commander the Combined Cadet Force
  - Head of Estate Management
  - School Nurse
  - Catering Manager
  - Leisure Centre Manager
  - Head of Drama
  - IT Manager
- The role of the Committee is to:
  - Discuss matters concerning Health and Safety, including any changes to regulations
  - Monitor the effectiveness of Health and Safety within the School
  - Review accidents and near misses, and discuss preventative measures
  - Review and update risk assessments
  - Discuss training requirements
  - Monitor the implementation of professional advice

- Review the safety policy guidance and updating it
- Assist in the development of safety rules and safe systems of work
- Monitor communication and publicity relating to Health and Safety in the work place
- Encourage suggestions and reporting of defects by all members of staff.

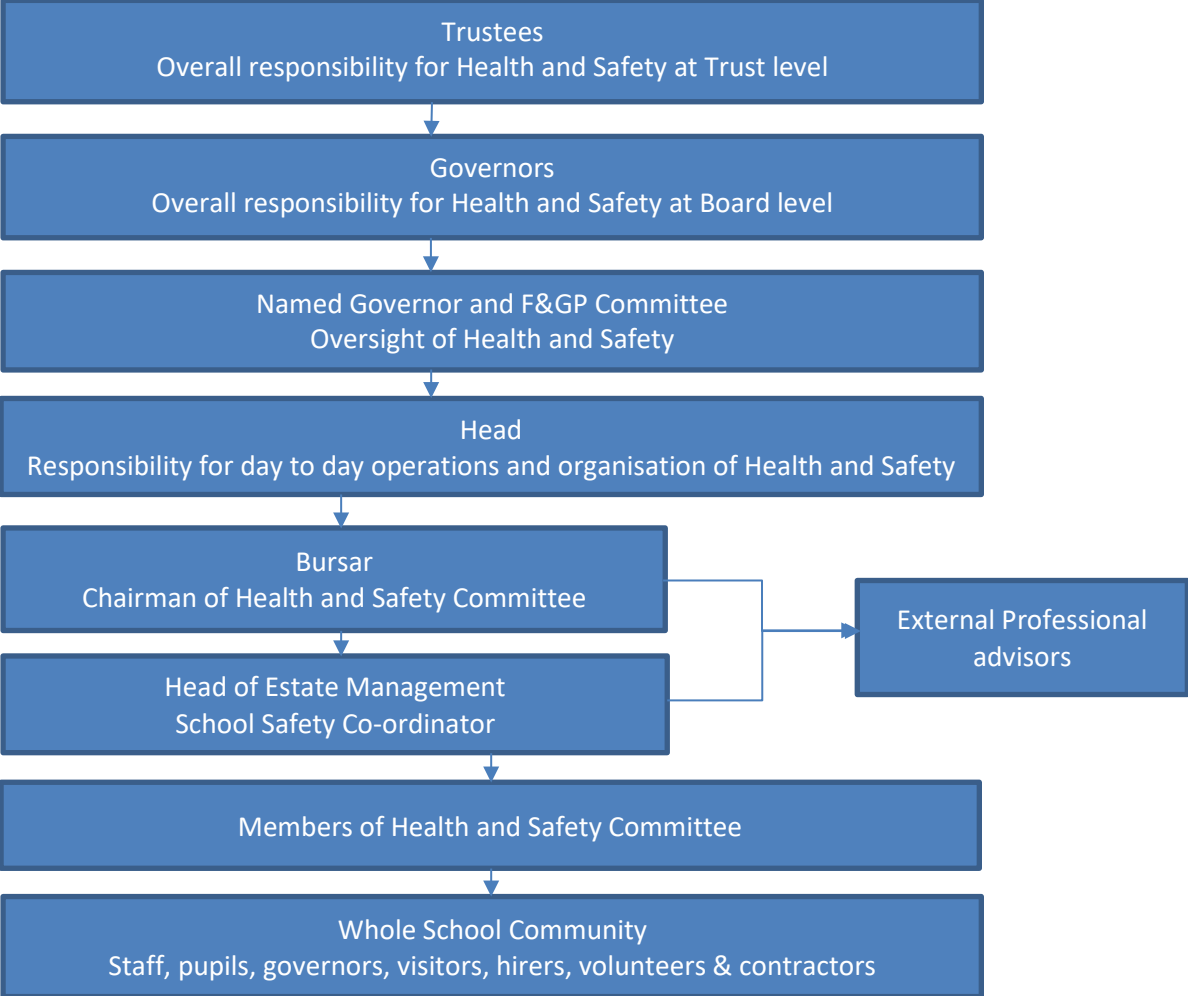
## **10. The School Nurse**

- The School Nurse will be responsible for:
  - Co-ordinating the escort of pupils to hospital (and informing their parents)
  - Keeping accurate records and reporting all accidents
  - Checking that all first aid boxes and eyewash stations are replenished.

## **11. Staff**

- The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department/School Safety Co-ordinator of any hazards to Health and Safety which they notice and of any suggestion they wish to make regarding Health and Safety. Staff are required to:
  - Follow the Policy
  - Take reasonable care for the Health and Safety of themselves and others who may be affected
  - Follow requirements imposed on the School or any other person under Health and Safety law and co-operate fully so as to enable the duties upon them to be performed
  - Carry out all reasonable instructions given by managers/senior staff
  - Make proper use of anything provided in the interests of their Health and Safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
  - Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.
  - All staff are required to complete the relevant training via SmartLog and within specified timescales.

**12. Diagram for the Organisation for Health and Safety**



## **Part Three – Procedures and Guidance**

### **1. Introduction**

- The following procedures and arrangements for Health and Safety have been adopted to ensure compliance with the School's Statement of Intent. The H&S policy will be reviewed annually by the School Safety Co-ordinator and approved by the Deputy Head, or sooner if required by legislative change. Procedures listed in Alphabetical order.

### **2. Accessibility - Refer to 3 Year Accessibility Policy (2016 -2019) (Resp. SENDCO)**

### **3. Accident and Incident Reporting**

- The School complies with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). Reporting to the Health and Safety Executive (HSE) will be completed by the School Safety Co-ordinator.
- The aim of reporting and monitoring accidents and near misses is to:
  - o Ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions
  - o Ensure that accidents can be appropriately investigated
  - o Identify the root causes of accidents and implement the lessons learnt to prevent recurrence.
- All accidents at the School or on School led activities must be reported at the earliest opportunity on an accident form either via:
  - o The School Nurses if attended the Medical Centre
  - o SmartLog on line accident report
  - o Paper form BL510 held in Bursary.
- All Near Misses must also be reported in the same way as per above
- The School Safety Co-ordinator is responsible for investigating and maintaining an accurate record of all accidents that happen to any persons (includes for example; pupils, staff, visitors, contractors and hirers) at the School, or on School-led activities outside School.
- The records are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records are kept securely in order to comply with GDPR.
- Accident reports will be considered at every meeting of the School Health and Safety Committee.

- The School Nurse, in conjunction with the Houseparent, is responsible for arranging for someone to accompany boarding pupils to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a very minor injury.

**4. Administering medication** - Refer to SD First Aid Policy (Resp. of the Second Deputy).

**5. Anti-Bullying** - Refer to Anti-bullying Policy (Resp. of the Second Deputy).

## **6. Asbestos**

- The following guidance is applicable to all those on School premises who may come into contact with asbestos with an aim to:
  - o Ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified
  - o Ensure that suitable and sufficient risk assessments are in place where significant risks have been identified
  - o Ensure that suitable control measures are put in place to protect the Health, Safety and Welfare of those who may be affected by the School's undertaking.
- The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").
- It is the School policy that 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).
- Where asbestos exists or is suspected in any of the School site, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Head of Estate Management will arrange for this to take place with assistance with the Head of Maintenance.
- An asbestos register will be maintained for each property where the School is the duty holder showing the location, type and condition of the asbestos. The Head of Estate Management will be responsible for the upkeep of the register.
- Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).
- Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
- Where any work is likely to involve contact with asbestos containing materials, the Head of Estate Management will appoint an HSE licensed contractor to undertake the works.

- Where any refurbishment work is required in a building that contains asbestos, the School may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.
- Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.
- Where an employee/contractor/pupil believe they have discovered asbestos they should contact the Head of Estates Management immediately so that appropriate action can be taken.
- Detailed guidance is contained in the Education & Skills Funding Agency document "Managing asbestos in your School" (February 2017)

**7. Child Protection and staff behaviour** - Refer to Safeguarding and Child Protection Policy and Procedures (Responsibility of the Second Deputy).

#### **8. Competent advice Provision**

- The School will ensure that:
  - There is an adequate provision of competent advice for the School activities and site
  - Those with management responsibility are able to obtain advice for areas within their control.
- The School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision.
- An external Health and Safety consultant is retained to report annually on the arrangements for Health and Safety in:
  - Lessons
  - Support areas
  - Public spaces
  - Sports facilities.
- External consultants may also be used as follows:
  - Surveyors to give advice on the fabric of the School
  - Engineers to advise, monitor and service plant and equipment (including boilers, lifts and pressure systems)
  - Food hygiene professional to monitor, audit and take samples of catering facilities and activities

- Qualified electricians for all electrical systems work
  - Gas Safe registered engineers for work on gas boilers and appliances
  - Engineers for lightning protection checks
  - Asbestos consultants for sampling, updating registers and management action plans
  - Consultant/contractor for risk assessment and sampling of water systems
  - Consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
  - Doctor providing medical advice.
- Internal expertise will be used as appropriate and may include:
    - Teaching area risk assessments (Head of Department)
    - Estates and Domestic activities (Bursar, Head of Estate Management, Head of Maintenance, Head Groundsman, Estates Project Manager)
    - First Aid (School Nurse)
    - Leisure Centre (Leisure Centre Manager).

## **9. Construction (Design and Management) Regulations (CDM)**

- Construction work includes any construction, alteration, conversion, fitting out, commissioning, renovation, repair, redecoration, cleaning (pressure washing, sand blasting, using a corrosive/toxic substance), decommissioning, demolition and dismantling.
- The School complies with the requirements of CDM and in particular to ensure that construction projects deliver structures which are:
  - Safely built
  - Safe to use
  - Safe to maintain.
- The School on behalf of the Board of Trustees will be the 'Client' under CDM and on all construction projects and will, so far as is reasonably practicable:
  - Appoint competent persons to 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.
- In addition, where projects are notifiable (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) to the Health and Safety Executive, or 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 and Safety plan has been developed by the Principal Contractor
  - Keep up to date and make available to anyone who needs it, a Health and Safety file.
- The Bursar will have the responsibility for implementing this policy with support from the Head of Estate Management as appropriate.

**10. Contractors** - Refer to Contractor Management Policy (Resp. Head of Estates Management)

**11. Control of Access, Security, CCTV, Workplace safety and Lone working** - refer to Security and Access Policy (Resp. Bursar)

**12. Control of Substances Hazardous to Health**

- The School aims to ensure:
  - That foreseeable work activities using/generating hazardous substances are identified
  - That suitable and sufficient risk assessments are in place where significant risks have been identified
  - That suitable control measures are put in place to protect the Health, Safety and Welfare of those who may be affected by activities at the School.
- Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.
- Hazardous substances include:
  - Those classified as very toxic, toxic, harmful, irritant and corrosive
  - Biological agents connected with work with micro-organisms
  - Substantial quantities of any dust
  - Substances with a maximum workplace exposure limit assigned by the Health and Safety Executive



- Radioactive substances
- Any other comparable substance, eg pesticides.
- Areas which need to be considered are:
  - Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
  - Biological agents, such as bacteria and micro-organisms
  - Adhesives, paints, cleaning agents etc used in Art, D&T, Drama, maintenance, cleaning and catering activities
  - Fumes from soldering and welding in D&T, workshops & maintenance
  - Wood dust from D&T, workshop and maintenance
  - Pesticides in grounds maintenance, pest control
  - Exposure to radioactive substances.
- Heads of Department will ensure that:
  - Where hazardous substances are used or stored on the School premises, a risk assessment will be undertaken and any required control measures will be implemented
  - Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
  - Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed
  - Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
  - Appropriate personal protective equipment will be available
  - Hazard signs will be displayed at locations where substances are stored
  - Pupils using hazardous substances are supervised at all times
  - Any health surveillance requirements are identified and appropriate surveillance implemented
  - Appropriate information, instruction and training, together with the keeping of records takes place
  - Where any contractors are used, that suitable and sufficient risk assessments incorporate the use/generation of hazardous substances has been undertaken.
- Maintenance, examination and testing of control measures will be the responsibility of the Head of Department. Such arrangements will cover:
  - Fume cupboards
  - Other local exhaust ventilation
  - Respiratory protective equipment

- Other personal protective equipment, eg gloves, aprons, eye protection.
- Records will be kept by the Head of Department and will include:
  - Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
  - Records of inspection of respiratory protective equipment for a period of 5 years.
- Cathy Rogers (Science Technician) is the School Radiation Protection Supervisor (RPS). They will:
  - Have attended an appropriate course in radiological protection
  - Prepare risk assessments on each activity that involves the use of ionising radiation
  - Prepare rules for working with radioactive substances
  - Notify the Health and Safety Executive that the School is a "user"
  - Ensure that practical work is limited to:
    - Sealed sources
    - Specified Open source for half life demonstration
    - Geological specimens.
  - Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
  - Ensure that experiments on radiological sources are only undertaken by year 12 and 13 pupils under supervision
  - Ensure that younger pupils are limited to watching teacher demonstrations
  - Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
  - Ensure that a user log is kept for removal and return of substances
  - Ensure that any staff have received appropriate training
  - Ensure that emergency procedures include arrangements for dealing with radioactive materials.

### **13. Display Screen Equipment (DSE)**

- The following guidance is applicable to both staff and pupils using laptops and desk mounted units with an aim to ensure:
  - That those who regularly use display screen equipment are identified so that a suitable assessment may be undertaken

- So far as is reasonably practicable, that the Health and Safety of users is not adversely affected by the use of Display Screen Equipment ("DSE")
- That where required, ancillary equipment is provided.
- The Bursar is responsible for ensuring that DSE assessments are completed, remedial action implemented and the assessments reviewed as appropriate. Self assessments are completed by Staff on SmartLog annually or when there has been a significant change in their work environment.
- Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:
  - Specialist seating
  - Footrests
  - Anti-glare screens
  - Wrist support
  - Window blinds
  - Specialist desk.
- Guidance for Staff:
  - Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Bursar. Occupational health assessments may be required to be undertaken by users
  - Where eye tests are requested by DSE users (who must be regularly spending more than 4 hours per day working on a computer), these will be funded at an NHS Optician, by the School. Where a user provides evidence from the optician showing that they require spectacles for DSE work, a contribution towards spectacles suitable for that purpose will be reimbursed by the School up to a total of £75 (including the eye test).
  - Eye tests should be undertaken at intervals as recommended by the optician, but the School will only routinely fund these (and the contribution to glasses) every 2 years
  - Guidance will be provided via online induction training, on posture and on the need to take regular, short breaks from the screen
  - IT technicians will be responsible for ensuring appropriate cable management where DSE is in use.
- Guidance for Pupils:

- Although Schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the School day, leisure time and private study
- Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff
- Designated workstations for pupils will be of a similar standard to those provided for staff.

**14. Educational Visits - Refer to Off Site Visits Policy (Resp. of the Head of Co-curricular)**

**15. Electrical Safety**

- The School complies with the requirements of the Electricity at Work Regulations and in particular ensures that:-
  - Action is taken on the discovering of defects
  - Systems are in place for the inspection and repair of electrical installations and equipment
  - Inspection and test certificates are held as required.
- The Head of Estate Management will act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.
- The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training.
- All staff complete annual fire awareness training on SmartLog, which details an individual's responsibilities in regard to portable equipment.
- All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- Where simple maintenance tasks, such as lamp changing, are to be carried out by School Estates staff, those employees have received adequate training in that task.
- The fixed wiring at the School is examined on a 5 yearly basis in line with the IEE Regulations by a Competent Person with works completed on a rolling 20% basis.
- All portable electrical appliances issued for use by the School are regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by

an individual from the Estates Department who has obtained relevant training. High risk appliances will be tested annually with all other items on a two to three year cycle.

- The current test date will be displayed on each portable appliance.
- Records of any fixed system and portable appliance work will be kept by the Head of Estate Management. This will include repairs, servicing, maintenance or withdrawal from use.
- Users of electrical equipment should visually check for defects before use.
- Privately owned electrical appliances will not be permitted to be used on School premises unless confirmed as electrically safe. Parents are requested to co-operate with the School in the inspection and testing of electrical equipment which pupils bring to the School. Pupils and staff who bring personal electrical equipment to School must inform the Estates team and arrange for testing before first use.
- Contract caterers and cleaners are to provide written evidence that their portable appliances are PAT tested.

## **16. Electromagnetic Fields (EMF)**

- The School complies with the requirements of the Control of Electromagnetic Fields at Work Regulations 2016 following guidance within the HSE document "Electromagnetic fields at work", HSG 281.
- An EMF is produced whenever a piece of electrical or electronic equipment (ie TV, food mixer, computer, mobile phone etc) is used.
- EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz.
- EMFs are present in virtually all workplaces and if they are of high enough intensity, action may need to be taken to make sure employees are protected from any adverse effects.
- Special consideration will be given to the safety of employees at particular risk. This includes:
  - Employees who have informed the School of a condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy)
  - Employees who work in close proximity to electro-explosive devices, explosive materials or flammable atmospheres.

- Heads of Department are responsible for the management of sources of EMF's within their areas of responsibility.
- Heads of Department will ensure that:
  - Sources of EMF' s are identified
  - Exposure to EMF' s is assessed
  - Decide what, if anything, is needed to ensure that the risk from EMF's is below Exposure limit values
  - Provide information and training to those likely to be affected by exposure to EMF's
  - Provide health surveillance and/or medical examinations as appropriate.

**17. Emergency Situations** - Refer to Critical Incident Plan (Resp. of the Bursar).

**18. E-Safety** - Refer to E-Safety Policy (Resp. of the Bursar).

**19. First Aid** - Refer to First Aid Policy (Resp. of the Second Deputy).

**20. Fire Safety, procedures and risk assessment** - Refer to Fire Risk (Prevention) Policy (Resp. of the Head of Estate Management).

**21. Gas Safety (including LPG)**

- All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel are allowed to enter.
- Flammable gases and oxygen are not stored together.
- Only Gas Safe registered individuals work on installations on the School's premises.
- Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition.
- Records of all work undertaken on gas systems/appliances will be kept by the Head of Estate Management
- In the event of a leak or suspected leak the following will be followed:
  - Gas supply turned off
  - If the supply cannot be turned off, or a leak is suspected then evacuate the area
  - Notify the gas supplier
  - Electrical equipment not to be activated in the area
  - All activities ceased that may expose a spark or naked flame
  - Await the gas supply engineer to confirm safe re entry.

- Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the School will observe these precautions
  - Spare or empty cylinders to be stored outside, preferably in a lockable area
  - Cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
  - Warning notices should be displayed (eg Highly flammable - LPG)
  - Smoking or naked flames must not be permitted in or near storage areas
  - Cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids/materials
  - Regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
  - No valves on any cylinder should be left open and they should not be dropped or roughly handled
  - Accommodation in which gas is used must be adequately ventilated
  - Portable gas heaters should only be used for emergency purposes.

## **22. General Workplace Safety**

- The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly. The School complies with the requirements set out within the Approved Codes of Practice (ACOP) of the Workplace (Health, Safety and Welfare ) Regulations 1992.
- Suitable and sufficient welfare facilities will be available on School premises, including:
  - Toilet facilities, including those for the disabled
  - Washing facilities
  - Facilities for rest and to eat meals; and
  - Drinking water.
- 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 for the disabled.
  - Provisions will be made to prevent slips, trips and falls and falling objects.
  - Where Glazing is present ACOP 14 and 15 of the Workplace regulations will be followed in conjunction with The Building Regulations 2000 Approved Document N, B and K. These regulations aim to reduce risks and accidents, enable safe breakage, provide fire resistance and protect from falling or collision.
  - 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.
  - 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.
  - 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.

**23. Glazing** – Refer to the Glazing Safety Policy (Resp. of the Head of Estate Management)

- It must be possible to open windows in a safe manner (eg it should not be necessary to climb onto benches or desks in order to open them). Where necessary window poles etc are available or a safe means of access provided.
- Where there is a danger of falling through a window from height, the window are fitted with restrictor to prevent it opening too far (maximum 100mm). The bottom edge of opening windows must be at least 800mm above floor level unless there is a barrier fitted to prevent falls.

**24. Hot works**



- The School manages risks associated with hot works and ensures that:
  - All work is planned and is not commenced until a permit is in place
  - All work is carried out in a safe manner
  - The area where the work has taken place is safe for re-use.
  
- The School has appointed the Head of Estate Management to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.
  
- The following guidance will be followed:
  - Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material
  - Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress
  - When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks/hot particles are generated
  - Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor
  - If bitumen boilers or similar equipment are used on a roof a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable fire fighting and emergency spillage equipment provided
  - Where hot materials are taken to roof level extreme care must be taken during the transporting of them
  - The responsible person will liaise (delegated responsibility to Project Manager and Head of Maintenance) with contractors regarding the details of any hot works and permission to proceed
  - A permit will be completed for all hot works.

## **25. Human Flu Pandemic**

- The School follows national guidance produced by Public Health England. See addendum for the school's Covid-19 response

## **26. Infection Control**

- The School aims to prevent the spread of infection by:-

- Maintaining a clean environment
- Practising good standards of personal hygiene.
- Good hygiene practice will be followed by all those involved with:
  - General cleaning
  - Catering
  - Cleaning of blood and body fluid spillages
  - Clinical waste
  - Laundry
  - Use of personal protective equipment.
- Additional hand wash facilities are found within Farm Club and sanitiser gel is available at both main entrances to the dining hall.
- Immunisation status is checked at School entry and at the time of any vaccination. Any immunisations that have been missed should be addressed via the Medical Centre.
- The process to follow in the event of a D&V outbreak is detailed in the First Aid Policy.
- The following departments must be informed at the outbreak of a possible infection so as to put in place additional departmental precautions:
  - Medical Centre
  - Catering
  - Estates.

## **27. Letting and Hiring (see addendum for Covid-19 response)**

- The School manages risks associated with Letting and Hiring the School to 3rd Parties and ensures:
  - Appropriate liaison is in place between the School and the hirer
  - Any licensing/regulatory requirements have been identified and associated responsibilities agreed
  - Emergency and security issues have been adequately considered.
- A Letting and Hiring Policy is in place which clearly outlines the strategy and procedures in regards to hiring of facilities.
- A contract is signed detailing specifics to the hire and responsibilities to be met by the hirer.

- An Entertainment Licence is in place at the School held with West Oxfordshire District Council.
- The hirer is briefed on the Security and Access Policy of the School, including:
  - 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.
- The hirer is briefed on the emergency procedures, including
  - Fire Evacuation plan and associated responsibilities
  - Location of alarm call points, escape routes and assembly points
  - Access to telephones and emergency contact numbers
  - Access to first aid provision.

## **28. Lightning Protection**

- The School aims to ensure that:
  - People are protected against potential lightning strikes
  - Any control measures put in place are adequately maintained.
- Lightning protection is required (in accordance with BS6651) where:
  - Large numbers of people congregate
  - Essential public services are concerned
  - The area is one where lightning is prevalent
  - There are very tall or isolated structures
  - There are structures of historic or cultural importance
  - There are structures with explosive or flammable contents.
- The School has lightning protection on all two or more storey teaching or boarding accommodation with an annual regime of maintenance carried out by a certified contractor.
- Any new buildings which are constructed, will have the need for lightning protection assessed.

## **29. Manual Handling**

- The School aims to:
  - Minimise so far as is reasonably practicable, the need for manual handling
  - Ensure that only individuals who have received training in manual handling undertake such activities
  - Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.
  
- Heads of Department will be responsible for the management of manual handling activities within their areas of control.
  
- 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". This may include:
  - Moving furniture around classrooms
  - Moving equipment stored at height
  - 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.
  
- 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, eg 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.
  
- Training is available to all staff on SmartLog and is refreshed annually.

**30. Minibus Usage** - Refer to the Staff Driving Guide.

- The objective of the Staff Driving Guide is to ensure that:
  - Those using the vehicle are competent to do so
  - There are clear guidelines as to responsibilities and emergency procedures
  - There is a suitable vehicle in a satisfactory condition for use.

- The Head of Estate Management as School Safety Coordinator will be responsible for the co-ordination of School vehicles (delegated to Transport Supervisor).

### **31. New and Expectant Mothers**

- To ensure that suitable arrangements are in place to protect the Health, Safety and Welfare of such individuals Human Resources (HR) will ensure that:
  - A specific risk assessment is carried out for the employee taking into account any advice made by their doctor. This is to be kept and stored confidentially by HR
  - The individual assessed will be informed of any significant risks to them/their child. Any required actions or recommendations will be discussed with the Head and/or Head of Department as appropriate
  - The Risk Assessment will be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Head of Department.
- The individual assessed should:
  - Inform their doctor of the nature of their work
  - Follow any arrangements implemented for their protection at work
  - Not act in a manner that could adversely affect their own Health and Safety, or that of their child
  - Keep the Head or Head of Department informed of any concerns or difficulties they may have.
- The individual will be given a copy of the HSE leaflet "A guide for new and expectant mothers who work" ([www.hse.gov.uk/pubns/indg373.pdf](http://www.hse.gov.uk/pubns/indg373.pdf)).

### **32. Noise**

- The School aims to ensure that:
  - Foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified
  - Suitable and sufficient risk assessments are in place where significant risks have been identified

- Suitable control measures are put in place to protect the Health, Safety and Welfare of those who may be affected by School activities.
- Heads of Department will:
  - Undertake a survey of noise level as standard within department and/or activity risk assessments and review annually or due to a change to activity
  - Any noise survey that is undertaken will:
    - Identify which areas are affected
    - Who is affected
    - The frequency of the noise
    - The engineering controls that could be implemented to reduce the noise levels
    - Establish ear protection zones (EPZ).
  - Areas which will be considered for noise surveys will include:
    - Physical education
    - Design & Technology workshops
    - Computer rooms
    - Construction activities
    - Music rooms
    - Maintenance work
    - Refurbishment activities
    - Special events (eg School discos, karaoke, firework displays).
- General guidance for surveys:
  - Do your employees need to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
  - Is noise intrusive - like a busy street, a vacuum cleaner or a crowded dining room - for most of the working day?
  - Do your employees use noisy powered tools or machinery for more than half an hour each day?
  - Are there noises due to impacts (hammering, drop forging, pneumatic impact)?
- Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Heads of Department in conjunction with the Head of Estate Management.

- Where noise levels cannot be reduced below the 2nd action level, EPZ's will be defined and marked by Head of Estate Management in conjunction with Head of Department.
- All personnel entering an EPZ will be required to wear suitable ear protection.
- Details will also be supplied to employees and their representatives as appropriate.
- As part of our procurement process, the School will request information on noise emissions from suppliers of plant and machinery.
- If staff are suspected of suffering from hearing impairment due to work activities then the Bursar will arrange for an occupational health evaluation.

### **33. Occupational Health**

- The School places great importance on the well-being of its staff and has the following objectives:
  - To ensure that statutory requirements are met
  - That health risks are identified and controlled as soon as possible
  - To ensure, so far as is reasonably practicable, the continued well-being of employees.
- The Bursar, supported by the School Nurses and HR, will be responsible for the implementation of this procedure. Heads of Department will be responsible for assisting with the identification of requirements within their areas of control.
- The School will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:
  - There is a known risk to the health of employees
  - The health risk can be identified at an early stage
  - The identification of the condition will allow successful treatment.
- Areas where consideration of health surveillance is required will include exposure to:
  - Noise or vibration
  - Solvents, dusts, fumes, biological agents and other substances hazardous to health

- Asbestos, lead or work with compressed air
- Ionising radiation.
- Health surveillance may take the form of:
  - Periodic health questionnaires
  - Where pre-employment question are asked, employers can only ask them to help:
    - Establish whether any reasonable adjustments need to be made for applicants during the selection process
    - Decide whether an applicant can carry out a function essential to the job
    - Monitor diversity among job applicants
    - Take positive action to assist disabled people.
  - Pre-employment and return to work (after long-term illness/injury) medical examinations; and/or
  - Prescribed health surveillance required under specific legislation, which may include:
    - Skin inspections
    - Audiometry
    - Lung function tests.
- All reasonably practicable corrective action to ensure the Health and Safety of employees identified as suffering from work-related illness will be taken. Reference should also be made to:
  - Alcohol, drugs and substance misuse policy
  - Display Screen Equipment guidance
  - Stress Management guidance.
- The Medical Centre/School Nurse will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement eg under the Control of Substances Hazardous to Health Regulations). Information kept should include:
  - Full Name



- Gender
- Date of birth
- Permanent address including post code
- National Insurance number
- The date the check was carried out and by whom
- The outcome of the test/check
- Factual details of any decision taken by the occupational health professional in relation to the individual's work.
- The results of any health surveillance will remain confidential. Any medical records associated with health surveillance will be subject to the provisions of the Data Protection Act and General Data Protection Regulations.

**34. Pupil Supervision – refer to Attendance Policy (Resp. Second Deputy)**

**35. Radon**

- Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces.
- The School aims to:
  - Ensure that exposure to radon is considered where appropriate
  - Ensure that where radon is identified as a risk that appropriate control measures are put in place.
- Where Radon is identified advice will be sought from Public Health England and if required remedial works carried out to reduce the risk. Additional surveys will be carried out at recommended intervals.
- The risk from radon in affected areas will be reviewed when significant building/new building works are undertaken. In the case of new builds soil samples will be taken and evaluated prior to building works commencing.
- The Head of Estate Management as School Safety Coordinator will be responsible for the management of Radon.

**36. Risk Assessment - refer to Risk Assessment Policy (Resp. Bursar)**

**37. Safety Training (Including Induction)**

- The School aims to:
  - Ensure that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner
  - Ensure that Health and Safety training requirements at all levels within the School are identified and reviewed
  - Meet any statutory training requirements for specific activities.
- All new employees will be given safety induction training during inset or during their induction if starting mid School year to include:
  - Fire precautions and safety procedures
  - First aid and accident reporting arrangements
  - General information on Health and Safety
  - Known hazards in the workplace and the control measures in place
  - The School's policy and procedures
  - Specific topics relating to that person's role and their place of work, including departmental policies and risk assessments.
- Online training via SmartLog is available for all staff on general Health & Safety requirements such as Fire Awareness, DSE and Manual Handling, whilst additional training, based on a needs basis, is also available including COSHH, Asbestos, working at heights and Fire Marshall. Training is refreshed on an annual basis.
- Specialist job related training will be provided for staff based on their role and statutory requirements.
- Staff are encouraged to highlight training requirements to their line manager. Refresher training will be given as appropriate to changes within the workplace and the role of the individual.
- Records of training will be kept by the Bursar and HR Manager.

### **38. Smoking**

- The School aims to:
  - Ensure that statutory requirements are met
  - Protect non smokers from the adverse health effects of environmental tobacco smoke in the workplace
  - Demonstrate the School's commitment to promoting the health of pupils and staff.
- Smoking is prohibited on School premises as specified in the Smoke-free (Premises and Enforcement) Regulations.

- The School shall be a smoke free site unless it takes place within a designated smoking area (staff informed of location at induction).
- A designated smoking area is a location within the School site that is not enclosed or "substantially enclosed" and has been designated.
- The prohibition of smoking will apply during School related activities which are undertaken outside School premises.
- The School provides information and support for smokers to quit.

### **39. Stress Management**

- Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them". The School aims to ensure:
  - That work is appropriately designed, organised and managed
  - To ensure that the HSE management standards are considered
  - That there are appropriate support mechanisms in place to assist individuals where stress related issues have been identified.
- The Head and Heads of Department will consider the HSE management standards when looking at workplace management, these are:
  - Demands, including workload, work patterns and the work environment
  - Control, regarding how much say the individual has in the way they do their work
  - Support, including encouragement and resources provided by the organisation
  - Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
  - Role, so that people understand their place and purpose within the School
  - Change, and the way in which communication is undertaken.
- In practical terms, the Head and Heads of Department will:
  - Give constructive feedback to people
  - Consult with staff during periods of change
  - Ensure staff have trained to enable them to do their job
  - Monitor workloads and working hours.
- Where issues of stress are identified, the School will:
  - Raise awareness of support mechanisms available
  - Put an action plan in place to address any issues identified

- For return to work instances, monitor any phased return and allow the individual to provide feedback
  - Records relating to any identified stress issues will be retained by HR and treated as confidential.
- Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

#### **40. Sun Protection**

- The School aims to ensure that:
  - Employees and pupils are protected from the harmful effects of the sun
  - Schools encourage good health in line with the national healthy Schools programme.
- The School recommends staff try to follow the guidance set out by Cancer Research UK and their Sunsmart campaign, which advises:
  - Staying in the shade 11am-3pm
  - Making sure you never burn
  - Always covering up - eg wear a t-shirt, hat, wrap around glasses
  - Remembering children burn more easily
  - Using factor 15+ sunscreen.
- Sunscreen is the last line of defence, but it is useful for covering areas of exposed skin when shade and protective clothing are not practical. Heads of Department should take sun and shade into account when planning activities and lessons.

#### **41. Swimming Pools** – Refer to KHS Pool Safety Operating Procedure (PSOP) (Responsibility of the Head of Estate Management) (See addendum for Covid-19 response)

- The PSOP incorporates the Normal Operating Procedure and Emergency Action Plan with an objective to ensure that:
  - The swimming pool is maintained appropriately
  - The pool is used appropriately and that activities are supervised/managed in accordance with good practice
  - Emergencies have been considered and that suitable arrangements are in place to cater for them.
- The Leisure Centre Manager ensures a rolling programme of training and review of operational procedures.

- The Leisure Centre Manager, with support from the Head of Estate Management, is responsible for communicating the PSOP to all staff.

#### **42. Vehicles and on-site traffic movement**

- The School aims:
  - To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner
  - That vehicles and traffic routes are separated wherever possible
  - That traffic routes are suitably signed and controlled.
- Traffic is a standard item for discussion at the termly Health and Safety Committee meeting.
- Speed restriction is in place across site, displayed on signage and with speed restriction humps.
- One way systems are in place in some areas to aid flow of traffic and avoid congestion on narrow roads. Where practicable, additional pathways and lighting have been added to assist safety of pedestrians.
- Specific traffic management is risk assessed and coordinated for the following:
  - Daily, exeat and end of term drop off and collection of pupils
  - Events such as Speech day, open days and parent evenings
  - Contractors and/or building works
  - Deliveries.
- Clear signage is displayed to designate staff and visitor parking, prohibited areas and movement around site.

#### **43. Water Quality (including Legionella)**

- Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.
- The School aims to:
  - Clearly identify the responsibilities of individuals as appropriate.
  - Ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:
    - Hot and cold water systems

- Other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained.
  - Ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance.
- Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Head of Estate Management. Appropriate records of testing and certification are stored within Parago.
- The School has appointed a Competent Consultant/contractor to conduct a risk assessment and draft a manual which specifies control regimes.
- In Premises where the School is deemed to be responsible, it will:
  - Undertake a water quality risk assessment on all relevant water systems
  - The assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years
  - The details of any risks will be made available to those persons who may be affected
  - Copies of the risk assessment will be available for inspection by persons entitled to do so
  - If the risk assessment shows that there is a reasonably foreseeable risk, the Head of Estate Management will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a Competent Person and will involve contractors carrying out maintenance regimes on water systems.
- A Water Quality Log Book will be maintained for each relevant system on Parago, available for inspection and will contain:
  - The risk assessment findings
  - The written scheme detailing control measures
  - The results of monitoring, inspections, tests or checks completed and the dates
  - Details of the water system not in use and control measures taken.
- The records will be kept for the period for which they remain current and at least 5 years following that period.
- In the event of a positive water sample, the Water Contractor will notify the Head of Estate Management immediately. The notification will cover:
  - Details of the sample

- The organism
  - Location
  - Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.
- The Head will be informed at once, even if no one is ill, and remedial action will be taken at once. Any outbreak of the disease must be reported to the HSE and the Health Protection Agency (HPA).

#### **44. Working at Heights**

- The School complies with the requirements of the Work at Height Regulations and in particular aims to ensure that:-
  - All work at height is properly planned and organised
  - Those involved in work at height are competent
  - The risks from work at height are assessed and appropriate work equipment is selected and used
  - The risks from fragile surfaces are properly controlled
  - Equipment for work at height is properly inspected and maintained.
- Heads of Department will apply the following hierarchy for managing and selecting equipment for work at height, namely:
  - Avoid work at height where possible
  - Use work equipment or other measures to prevent falls where it cannot avoid work at height
  - Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- The School requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people. Basic training is provided for relevant persons via SmartLog.
- When equipment is selected for work at height it will be:
  - The most suitable equipment for the task
  - Give collective protection measures priority over personal protection measures
  - Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Inspection of equipment used for work at height will be undertaken by a competent person as appropriate.

- Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders.
- Any contractors used by the School will be expected to follow the principles of this guidance.

#### **Cross References with other Policies:**

- Science Health and Safety Policy
- D&T Health and Safety Policy
- 3 Year Accessibility Plan
- Medical Practices Policy
- Anti-bullying Policy
- Safeguarding and Child Protection Policy and Procedures
- Contractor Pack
- Glazing Safety Policy
- Security and Access Policy
- Off Site Visits Policy
- Critical Incident Plan
- E-Safety Policy
- First Aid Policy
- Fire Risk (Prevention) Policy
- Staff Driving Guide
- Attendance Policy
- Risk Assessment Policy
- Pool Safety Operating Procedure



This Policy was ratified on .....  
and will be reviewed September 2021

Signed by the Chairman of the Governors .....

(Reviewed by Lidia Pocock, Head of Estate Management, September 2019 and August 2020)

## **Addendum to Health and Safety Policy for response to Covid-19**

### **1. Aim**

- To ensure the risks of Covid-19 presented to pupils, staff and visitors are reduced to an acceptable level.

### **2. Objectives**

- To conduct all our activities safely and in accordance with legislative standards and in consideration of Government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health, safety and welfare.

### **3. Statement**

- This addendum should be read alongside the main Health and Safety Policy and main School operating during Covid-19 risk assessment.
- The Governors and Head will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

### **4. Additional responsibilities**

- **Governing Body**

- Where the designated Health and Safety Governor is unavailable to support in their usual role, the Chairman of Governors and/or Vice Chairman may take on the Health and Safety Governor responsibilities.

- **Head**

- Communicating the policy and other appropriate Health and Safety information to all relevant people, consulting with staff and ensuring regular review.
- Communicate regularly and effectively with staff and parents about the School's response to Covid-19.
- Ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision.

- Follow the guidelines set out by the Department for Education and other bodies such as Health and Safety Executive and Boarding Schools Association.
- **Second Deputy**
  - Responsible for the instigation, implementation and communication of the Covid-19 response plan.
- **School Safety Advisor**
  - Update the Covid-19 risk assessment in liaison with SMT and wider staff body. Review weekly in liaison with SMT and evolving Government guidance and raise concerns and/or conflicts of interest to the Head.
- **Heads of Department**
  - Review, implement and communicate plans for their departments in line with the Covid-19 risk assessment and in liaison with the School Safety Advisor. All plans to be stored within the specific Covid-19 folder on the school Google drive.
  - Review and communicate changes to risk assessments in their departments in conjunction with the school Covid-19 risk assessment.
- **Staff**
  - Responsible for complying with and supporting the safe implementation of the measures outlined in the Covid-19 risk assessment
  - Remaining vigilant, ensuring their own safety and that of their colleagues and pupils
  - Report all incidents and symptoms without delay to the Second Deputy, where emergency isolation procedures will be implemented.
- **Pupils**
  - Pupils will return to school in “Bubble” groups. This will be clearly communicated to pupils and parents/ guardians
  - Pupils will be expected to support the safe implementation of risk reducing measures as described in the updated Behaviour Policy.

## 5. Additions to Procedures and Guidance

- **Accident and Incident reporting**
  - In addition to the routine accident and incident reporting protocols, all confirmed cases of Covid-19 within Kingham Hill School will be recorded using standard RIDDOR procedures and reported to Public Health England
  - Parents and staff will be informed of all confirmed cases of Covid-19 in the setting
  - The Second Deputy will monitor, review and implement the Covid-19 response plan.

- **Cleaning**

- During the School Closure the School has been cleaned thoroughly by the site team.
- New cleaning procedures are included within the main School risk assessment and include:
  - Limited resources and equipment available for pupils and staff to use. Where practicable pupils and staff will maintain their own equipment. The device policy has been updated to reflect this.
  - An amended timetable has been implemented to enable teachers to disinfect between lessons and particularly between 'bubbles'.
  - Suitable cleaning consumables are available in each classroom and office to include relevant PPE. The COSHH risk assessment has been updated and staff trained on how to use and store chemicals. All Chemicals in use are deemed low risk.
  - High risk areas, such as door handles, hard surfaces and light switches will be cleaned throughout the day with particular attention taken during the daily clean.
  - Departmental staff will be responsible for cleaning resources in their departments to enable cleaners to have effective time to maintain a high level of cleanliness throughout the site.
  - Safety measures to be taken on cleaning areas following a positive Covid-19 result.
- Where the site team are unavailable due to illness or other reasons to clean premises and no alternative can be sourced, consideration will be taken to closure of the premises until a clean can be completed.

- **Dress Code**

- The dress code for both pupils and staff has been amended to enable the daily washing of clothing
- The new dress code has been communicated to parents/guardians and staff and can be found on the school website.

- **Educational Visits and Journeys (EVJ's)**

- Educational visits and journeys will be individually risk assessed and agreed by both the Deputy Head and Head of Co-curricular prior to commencement. A revised policy has been devised and promulgated.

- **Fire Evacuation and other emergency arrangements**

- All current fire routes are still applicable and allow for safe egress

- A change to current protocol is in how pupils will line up during evacuations and staff have been briefed on keeping 'bubbles' separated.
- **First Aid**
  - The First Aid policy has been updated in line with the Covid-19 response documentation
  - A First Aid Covid-19 update has been communicated to all first aiders with PPE available in all buildings. This is in line with guidance from HSE and the resus council. The training can be found in the Covid-19 Google drive folder
  - Additional PPE has been purchased in line with guidance including, gloves, visors, masks and aprons. Additional PPE is also available in all defibrillators cases.
- **Food Safety**
  - A complete review of catering provision has been made with a detailed plan of the new procedures available in the Covid-19 Google drive folder. This includes:
    - Changes to layout of the dining room, additional seating made available in the old sports hall and protective Perspex screens in place.
    - Keeping 'bubbles' separate and catering delivered directly to boarding houses.
    - Reducing equipment sharing and contact points.
    - Changes to rota and processes to minimise the possibility of the entire team becoming infected or having to isolate.
    - Review on keeping pupils with allergies safe.
- **Hazardous Substances**
  - Hand Sanitiser poses a fire risk due to the quantities in store therefore the main store for this item is now within a garage away from any buildings. The garage is locked and has a smoke detector fitted
  - The Facilities Supervisor has completed a review of all substances in use ensuring that cleaning products and processes are effective on Covid-19. Where required updates have been made to the COSHH risk assessment and training provided to all users
  - Cleaning chemicals that will be available within classrooms are deemed low risk in their usable form.
- **Lettings, Leisure Centre and Members**
  - A complete review of lettings and leisure has been carried out and will be monitored and reviewed in line with the School Covid-19 risk assessment and individual department plans. This includes:

- Closure of the fitness suite and changing room in the leisure centre to all due to lack of fresh air ventilation.
  - Closure of the pool to members and restricted use to hires based on a full risk assessment and effective and sufficient protocols in place.
  - Opening of the pool for Sport and boarding pupils use during term time.
  - Enhanced training for lifeguards to enable them to work COVID safe.
  - Letting of outdoor spaces to members where it can be done safely (in regards to safeguarding) and in line with Government guidelines for the individual sport.
  - Access to the sports centre for use of hireable spaces including the squash court.
  - Changes to staff rota to improve effectiveness of cleaning and supervision.
  - Residential lettings currently disallowed and to be reviewed in line with government guidance.
- **Personal Protective Equipment**
    - Where identified in the main School Covid-19 risk assessment, within department plans or by HR as part of the return to the workplace survey, PPE will be provided.
    - All staff and pupils must wear PPE when required by risk assessment. Staff issued with PPE for their own personal use or for the provision of others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.
    - All staff have been trained in the safe and effective use of PPE that may be used during this pandemic.
    - Once used PPE should be disposed of Safely and in accordance with relevant guidelines.
    - Posters will be displayed around site to remind staff and pupils on the safe use and disposal of PPE.
  - **Risk Assessment**
    - The School Covid-19 risk assessment is reviewed at least weekly by the Head and will be shared via iSAMs. This is the core working document throughout this pandemic.
  - **Visitor Management**
    - Visitors to site will be by appointment only. Revised Reception and Visitor protocols have been developed, which can be found in the Covid-19 Google drive folder.

- All unnecessary visits to School will be cancelled and where possible rescheduled to take place virtually, or out of normal working hours.
- Parents will need to follow the guidance and will not be able to enter buildings unless with prior agreement and by appointment.

This addendum has been created for use during the pandemic and will support the safe reopening of the School.

17 August 2020