

Health and Safety Policy

(ISI 11)

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YATELEY MANOR SCHOOL LTD & YATELEY MANOR SCHOOL (LEISURE) LTD

HEALTH AND SAFETY POLICY STATEMENT

The management of Yateley Manor School and Yateley Manor (Leisure) Ltd recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the school's activities.

In order to discharge its responsibilities the management of the school will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Chairman of **John Ashworth**
Governors

Headmaster: **Robert Upton**

Date: **December 2020**

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Ref.:	H&S001	Rev.: 6	Date: April 21

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Health & Safety Policy

1. Introduction

- 1.1. This policy provides the framework for the management of health and safety at Yateley Manor.
- 1.2. This policy applies to all governors, staff and pupils in the School. The Bursar is responsible for maintaining this document.

2. Background

- 2.1. The Governing Body notes the provisions of the Health and Safety at Work Act 1974, which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 2.2. The aim of the Governing Body is "to provide a safe and healthy working and learning environment for staff, pupils and visitors, so far as is reasonably practicable"
- 2.3. The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonably practicable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Responsibilities for Health and Safety

3. Duties of the Governing Body

3.1. In the discharge of its duty the Governing Body, in consultation with the Head, will:

- 3.1.1. Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999
- 3.1.2. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- 3.1.3. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- 3.1.4. Identify and evaluate all risks relating to:
 - 3.1.4.1. Accidents
 - 3.1.4.2. Health
 - 3.1.4.3. School-sponsored activities
- 3.1.5. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- 3.1.6. Create and monitor the management structure.
- 3.1.7. To designate a governor to undertake the duties of the Health and safety governor – Duties include – Meet with the Health and Safety Coordinator termly to inspect health and safety documentation to ensure to ensure health and safety is being run correctly for a safer school.

3.2. In particular the Governing Body undertakes to provide, so far as is reasonably practicable:

- A safe place for staff and pupils to work including safe means of entry and exit
- Plant, equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take account of all appropriate:
 - Statutory requirements
 - Codes of practice whether statutory or advisory
 - Guidance whether statutory or advisory

3.3 Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for

the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

- 3.4 Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- 3.5 Adequate welfare facilities.
- 3.6. So far as is reasonably practicable the Governing Body , through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
 - This policy
 - All other relevant health and safety matters
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4. Duties of the Headmaster

- 4.1. As well as the general duties which all members of staff have, the Headmaster has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- 4.2. The Headmaster will take all reasonably practicable action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 4.3. In particular, the Headmaster will so far as is reasonably practicable:
 - Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
 - Ensure the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
 - Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
 - Consult with members of staff, including the safety representatives, on health and safety issues

- Arrange systems of risk assessment to allow the prompt identification of potential hazards
- Carry out periodic reviews and safety audits on the findings of the risk assessment
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- Encourage staff, pupils and others to promote health and safety
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe as soon as practicable
- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information and, when necessary, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- Monitor first aid and welfare provision
- Monitor the management structure, along with the governors.

5. Duties of the Deputy Head

- 5.1. The Deputy Headteacher will take on the above responsibilities in the absence of the Head teacher.

6. Duties of Supervisory Staff

- 6.1. All supervisory staff (e.g. Heads of departments) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 6.2. In addition to the general duties which all members of staff have, they will be directly responsible to the Headmaster and Bursar for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 6.3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 6.4. As part of their day-to-day responsibilities they will ensure, so far as is reasonably practicable, that:

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- Safe methods of working exist and are implemented throughout their department
- Risk assessments are carried out for activities in their departments
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- Staff, pupils and others under their jurisdiction are instructed in safe working practices
- New employees working within their department are given instruction in safe working practices
- Regular safety inspections are made of their area of responsibility
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- All plant, machinery and equipment in the department in which they work is adequately guarded
- All plant, machinery and equipment in the department in which they work is in good and safe working order
- Steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- All the signs used meet the statutory requirements
- All health and safety information is communicated to the relevant persons
- They report, as appropriate, any health and safety concerns to the appropriate individual.

7. Duties of all Staff

- 7.1. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

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7.2. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- As regards any duty or requirements imposed on the school or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

7.3. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

7.4. In particular all members of staff will, so far as is reasonably practicable:

- Be familiar with the safety policy and any and all safety regulations as laid down by the Governing Body
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- Risk assessments are carried out for activities under their control and that they comply with any risk assessments provided to them
- See that all plant, machinery and equipment is adequately guarded
- See that all plant, machinery and equipment is in good and safe working order
- Not make unauthorised or improper use of plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Report any defects in the premises, plant, equipment and facilities which they observe (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

8. Duties of the Head of Maintenance

8.1. The Maintenance Manager is responsible to the Bursar. The Head of Maintenance manages the Maintenance department and they will ensure:

- 8.1.1. The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 8.1.2. That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 8.1.3. That persons they supervise only undertake work for which they are competent.
- 8.1.4. Carrying out/reviewing risk assessments and creating policies.
- 8.1.5. Carrying out minor repairs

8.1.6. Ensuring a safe and healthy environment and provide suitable welfare facilities

8.1.7. Ensuring identified hazards have been assessed and have had appropriate measures are in place to limit the likelihood of injury.

8.2. The Head of maintenance is responsible for under taking a wide range of duties relating to inspections and checks. The list below are the checks that the Maintenance department carry out -

8.2.1. Legionella flushing and descaling shower heads

8.2.2. Ladder, stepladder and steps tool inspections

8.2.3. Fire door checks - Monthly

8.2.4. Emergency lighting - Monthly

8.2.5. Assisting the Fire Coordinator with fire alarm tests - weekly

8.2.6. Asbestos disturbance checks - 6 monthly

8.2.7. Outside play equipment checks - quarterly

9. Duties of the Health and Safety Co-ordinator/Bursar

9.1. The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. The health and safety co-ordinator and the Bursar work closely on making the work place a safe place to be. Specific functions of the H&S Coordinator and the Bursar may include:

- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

10. Duties of Hirers, Contractors and Others

- 10.1. When the premises are used for purposes not under the direction of the Headmaster then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practice.
- 10.2. The Headmaster or the Bursar will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
 - 10.2.1. The Lettings/Facilities Manager is responsible for the health & safe practice of the External Hirers.
 - 10.2.2. The Maintenance Manager will be responsible for contractors working on site.
- 10.3. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body :
 - Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 10.4. All contractors who work on the school premises are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc Act 1974.
- 10.5. The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

11. Roles within the School

11.1. Accident Investigator

11.1.1. The Accident investigator for Yateley Manor is the Bursar who has been trained in order to carry out this duty. The Accident investigator will take the lead on all accidents or incidents within Yateley Manor Premises. The Bursar is to attend training every 3 years and training records will be kept and filed.

11.2. PEEP Manager

11.2.1. The PEEP Manager for Yateley Manor School is the Matron

11.3. Fire Safety Coordinator

11.3.1. The Fire Safety Coordinator for Yateley Manor is our Deputy Head. They shall attend fire safety coordinator training and refresher course every 5 years in order to carry out their duty. The Fire safety coordinator is responsible for the local management of fire safety within the school premises and the upkeep/annual review of the fire safety manual. Most of the day to day inspections is given to the Head of Maintenance to carry out.

11.3.2. The fire safety coordinator is to work within their level of competence and seek appropriate guidance and direction from the Health and Safety Advisor and the local fire authority as required.

11.4. Legionella Competent Person

11.4.1. The Legionella Competent Person for Yateley Manor School is the Bursar, The second nominated person is the Head of Maintenance. They act on behalf of the Head teacher to provide the necessary competence to enable Legionella to be managed safely. They are to complete training course every three years and all training records are to be filed.

11.4.2. The legionella competent people will ensure that all periodic and exceptional recording, flushing, cleaning and general legionella management tasks are correctly and completed and recording in accordance with the Legionella ACOP (L8) School and legislative requirements. They will advise the Head teacher of any condition or situation relating to legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the Head teacher and the School Health and Safety Advisor as required.

11.5. Asbestos Competent Person

11.5.1. The Asbestos Competent Person for Yateley Manor School is the Bursar, The second nominated person is the Head of Maintenance. They act on behalf of the Governing Body to provide the necessary competence to enable asbestos to be managed safely. The competent staff will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with "The Control of Asbestos Regulations of 2012". They will advise the Head teacher of any conditions or situations relating to asbestos which may affect the safety of any premises user.

11.5.2. The Competent staff members are to attend training every three years and all training records are to be retained. They are to work within their level of competence and seek appropriate guidance and direction from the Health and safety Advisor.

11.6. Health and Safety Advisor

11.6.1. The Health and Safety Advisor for Yateley Manor School is RAY West of RW Solutions. As a chartered Health and Safety consultant he is able to provide advice on all aspects of health and safety related to schools. The Health and Safety Coordinator is to arrange for Ray West to provide annual refresher training as required.

11.7. Head of Housekeeping/Cleaning

11.7.1. The Head of Housekeeping manages the in house cleaners at Yateley Manor School and the cleaning router. The Head of Cleaning also organises the cleaning of all areas within Yateley Manor School and ensure all areas are cleaned to the high standard possible. They are organise staff cover if a member of the cleaning staff are not able to attend work.

11.7.2. They will ensuring that all equipment/cleaning objects/chemicals are being used in the appropriate way and stored correctly.

11.8. Kitchen and Catering

11.8.1. The catering provision at Yateley Manor is managed through a third party, Palmer and Howells (P&H).

11.8.2. P&H are responsible for all day to day H&S matters within the kitchen that affects their employees.

11.8.3. Yateley manor remains responsible for the management and maintenance of the kitchen facilities and machinery.

12. Arrangements and Procedures for Health, Safety and Welfare

12.1. Access and Control/Security

- 12.2. All visitors are to report to the main office at arrival. Visitors are given a badge and are escorted around the site. The School site is enclosed and only has certain access points with coded locked electrical gates which are only open for approved visitors. The school has an intruder alarm which is activated when the school is empty. A monitoring company investigate any activation when the alarm is activated out of hours.

12.3. Administration of Medicines and Supporting Children with Medical Conditions

- All medication is stored with Matron in the First Aid room for pupils in Reception to Year 8.
- All medication for nursery is stored in the nursery in the medicine cupboard.
- Both locations are out of reach of children and locked when not in use.
- Only pupils who have consent from parents are administered medicine.
- Any medication brought into school is clearly labelled
- All medication is checked termly to ensure it is within use by dates.

13. Asbestos Management

- 13.1. The Asbestos Competent person that manages the Bursar and the second competent person is the Maintenance Manager
- 13.2. The school holds a type 2 Asbestos Survey Report which is located within the Maintenance Managers office. It is made available to contractors if they require seeing it to complete a work. They sign to say that they have seen it before any work starts. The Asbestos sign in folder is kept within the reception office. Staff are not to drill or fix anything to the walls with in Manor Court without first talking to the Maintenance Manager. All staff should report any issues or damaged to Asbestos material. View the Emergency Plan for information on Asbestos Realises for further information on the school website.
- 13.3. WYG are the Schools Asbestos advisors who will be contacted for resurvey, testing/retesting, air testing and advice if needed. Contacting WYG is to be carried out by the Component Asbestos personal on site.
- 13.4. These steps below are to be followed by all -
- Do not drill or affix anything into any walls and ceilings. Only the maintenance team are to drill in to any walls/ceilings within the Premises. But this is only undertaken once the asbestos survey has been checked.
 - Contractors are not to undertake any building work until they have seen the Asbestos Survey and have signed to say they have read and understood it.
 - If staff are unsure about the containers in materials within the school there are to seek out advice from the Bursar and the Head of Maintenance

before. The materials are to be undisturbed and left safe locking the area until clarification can be given.

- Any damage to the school building that contains or may contain asbestos is to be reported immediately to the Bursar and the Maintenance Manager. Any and all people are to be evacuated out of the affected area. The affected area is to be locked if able to, but the area must be corded off with warning signs so people do not stumble into the affected area. The sites asbestos advisors are to be called ASAP for guidance.
- The Competent personal are to attend asbestos awareness training every three years.

13.5. Refer to the Asbestos Management Plan on the School website for further information.

14. Child Protection

14.1. The Designated Safeguard Lead for the school is the Deputy Headmaster.

14.2. All details regarding safeguarding can be found in a separate policy.

15. Contractor Management

15.1. The School has approved contractors that are used. Any new contractors will be approved by the Bursar and Maintenance Manager before use. Contractors are to provide the school with RAM's (Risk Assessments and Method Statements) and Liability Insurance before work starts.

15.2. All Contractors that arrive on site are to report to the reception. Once there they will sign in and also sign the contractor folder. Within the contractors folder they will sign to say they have a number for a member of the Maintenance Department and have understood the Health and Safety contractor leaflet. That they have read and understood the Site Contractor Risk Assessment, that they know the Fire evacuation information of the site and that they have seen and understood the information and the locations of Asbestos on the site in the Asbestos Survey (if they are carrying out refurbishment/building works)

15.3. The site manager/site team are responsible for monitoring the work areas and the appropriate supervision especial if the work takes place within the term time.

15.4. If contractors are to carry out work with or in areas that asbestos in contained then the contractors are to provide method statements and risk assessments for this. The work is to be carried out by asbestos trained personal who will be wearing the appropriate Personal Protective Equipment and using the correct equipment for the work they are carrying out.

15.5. For further information refer to the "Contractor Management Policy" on the school website.

16. Curriculum Safety

- 16.1. All curriculum areas are to have carried out risk assessment that are specific to their curriculum teaching and activates. Heads of department will have risk assessment training so they will be able to review any risk assessments made and make changes if needed. They will also sign off the risk assessment to say that it will be used within the curriculum areas
- 16.2. All curriculum areas review their curriculum risk assessments annually to ensure all control measures are applicable. Staff teaching specialist hazardous subjects that's involve equipment of chemicals such as DT, Art, Science are all trained and/or experienced in their particular areas. Subjects using hazardous substances keep up to data safety data sheet in COSHH folders within the curriculum which are reviewed annually.

17. Emergency Procedures

- 17.1. The following information is written in accordance with Yateley Manor "Emergency Plan". The Emergency Plan details procedures that are in place during certain emergency incidents. Such as -
- 17.2. Fire threat, Shelter in Building/Lockdown, Asbestos fibre release and bomb warning.
- 17.3. **Information**
- 17.4. Staff are to receive a brief on the Emergency Plan and the emergency procedures in place. The information is to be the most up to date that the school has, if amendments are made to the Emergency Plan so all staff should know the roles they play during an emergency incident.
- 17.5. **Evacuation**
- 17.6. If there is cause for the building to be evacuated then the fire alarm is to be sounded by either a manual activation from a call point or automatically. School wide evacuations are to take place on a termly basis. The Assembly point for the whole school is on the top end of the Headmasters lawn by the Pavilion. There are marks on the path showing staff and students where to line up and get counted.
- 17.7. **SERT**
- 17.8. The school has appointed staff personal to take on the roles of the schools SERT (School Emergency Response Team). Each staff member has their own roles and responsibilities to carry out in an emergency situation SERT (School Emergency Response Team) come together annually to practice a table top scenario on different emergency's situations in order to know what their role and responsibilities are during the emergency.
- 17.9. **Emergency Grab Bags**
- 17.10. Emergency grab bags are kept within certain locations and are to be taken to the assembly point if an alarm is activated. The staff that have grab bags are Headmaster, Deputy Head, Bursar, Head of Maintenance and Head of Drama.

There is also another grab bag that is kept within the main reception that is taken out with the admin staff.

17.11. School under threat

17.12. If the school becomes under threat then the school will come under lockdown or shelter in building. The lockdown or shelter in building procedure will be followed by all staff and students will be told what to do. All external doors will be locked in the event of a shelter in building and staff/student movement around the buildings will be limited until the threat has passed/ In the event of a Lockdown staff are to lock their rooms/offices and stay where they are when the alarm is sounded. Staff and students are to stay out of sight and follow the procedure in place.

17.13. PEEPs (Personal Emergency Evacuation Plan)

17.14. PEEP's are to be completed by the Matron for students with mobility issues. PEEP forms are to be completed and updated if anything has changed or if a review. Class teachers are to be informed of the students PEEP and the measures that have been put in place in the event of an emergency evacuation.

17.15. Emergency off site

17.16. For Further information refer to the "Emergency Plan" on the school website.

18. Electrical Equipment

18.1. All electrical equipment within Yateley Manor are to be maintained in accordance with Electricity at Work Regulations 1989.

18.2. All portable equipment are to be checked by the user for damage. Ensuring to check plugs, cables/wires, lose or worn control and missing parts/covers. If any damage is found staff are not to use the equipment.

18.3. Defective equipment must be reported to the Maintenance Team. If the equipment cannot be removed straight away then it is to be removed from sight and a sign placed on it saying do not use.

18.4. PAT Testing

- All portable electrical equipment is to undergo PAT testing which means they are inspected to ensure they are in good working order. This is completed by an external company.
- Static electrical equipment will be tested every 2 years.
- All PAT testing records are kept for a period of 6 years.
- Yateley Manor School uses a staggered PAT testing programme which is completed bi-annually. Half of the school gets tested then the other half does.
- Private electrical equipment may not be brought on site without being given specific permission from the Head teacher or Bursar. If the private electrical equipment is still within the warranty period then no PAT testing is required

but if it is not covered by warranty then the equipment is not to be used until it has been PAT tested.

- Staff are to inform the Bursar about any and all new electrical equipment received into the school so that it can be added to the PAT testing roster. New equipment that is still under warranty will not be PAT tested.

19. First Aid and Medication

- 19.1. For further information refer to the “First Aid and Medical Policy” on the school website.

20. Fire Safety

- 20.1. The Fire Safety co-ordinator is the Deputy Head.

Fire Evacuation Procedures

- 20.2. Fire emergency evacuations are practiced by the whole school termly. The whole of the school evacuate out of the school once the fire alarm is sounded and go straight to the designated assembly point at the top of the Headmasters lawn by the Pavilion. There are areas marked on the floor of the path so students and staff know where to stand.

- 20.3. Report sheets are filled out after the drill has taken place which shows -

- The time of the drill
- How long it took to evacuate the building, register and when the all clear is given
- Things that went well and areas for improvement

20.4. Fire Risk Assessment

- 20.5. The site holds a fire risk assessment that was completed by an external company called Southern Fire Association (SFA). The fire risk assessment is reviewed annually by the Bursar and the Head of Maintenance.

20.6. Inspections and Testing

- 20.7. Yateley Manor has a duty to ensure the fire equipment is in good working order. The following inspections and checks are carried out by the Maintenance apartment -

- Firefighting extinguishers/fire blankets are inspected once a month
- Fire alarms are tested once a week
- The whole of the schools Emergency Lights are tested every two months
- Fire doors are checked daily but a recorded check is completed every month.

- The SFA complete the statutory inspections on behalf of the school they are
- Fire Alarm servicing bi-annually and servicing records are kept within the Maintenance Office.
- Emergency lighting is completed annually and servicing records are kept within the Maintenance Office
- Fire equipment are serviced by GMS Fire Protection on behalf of the school. This is carried out annually and servicing records are kept within the Maintenance Office.

20.8. Training

20.9. Staff are given Fire induction training when they first join Yateley Manor School. As part of the fire induction training staff are made aware of the schools fire safety policy of which they are to read through the policy. All staff are to complete annual fire safety refresher training. The fire co-ordinator is to record any fire training that is undertaken and dates are recorded in the H&S Management spread sheet.

20.10. Fire Safety Notices

20.11. All classrooms, rooms and offices on site are to have fire action notices hung up on the wall (preferably next to the exit door). On the Fire action notice is all the information of what to do if the fire alarm is sounded. If staff do not have these within the room/areas they are to notify the Head of Maintenance and they will provide them with a new one.

20.12. Staff Responsibilities

20.13. Staff have a responsibility to know the location of the fire point and the fire exits. They should also know the location of the Assembly point and how to get there in the event of a fire evacuation. Staff should also be aware of the flammable potential of materials that they use and take appropriate precautions and check cables and plugs of any all portable electrical equipment within their area. After use all electrical equipment are to be turned off from the plug.

20.14. Housekeeping

20.15. Staff have a duty in order to keep their rooms clutter free and ensure ignition sources are not covered by over (such as paper put over heaters). Corridors and doorways are to be kept clear at all times and never should be blocked. The cleaning team empty the paper bins daily.

20.16. Refer to the “Fire Evacuation Procedure” for further information on fire evacuation.

21. Hazardous Substances

21.1. Where possible hazardous substances, materials, chemicals and cleaning substances will not be brought if there is a non-hazardous equivalent replacement. Where this is not possible such as the case of the swimming pool

chemicals then a Control of Substance Hazardous to Health assessment are to be carried out by the schools trained COSHH risk assessor.

- 21.2. The COSHH risk assessor have different departments that they look after such as Cleaning, Maintenance and curriculum areas. The Assessors will list all hazardous substances used within that department by staff and students and obtain each hazardous substance safety data sheet. Once the safety data sheet is obtained then the COSHH risk assessment can be carried out by the COSHH assessor. If they are any impacts on working practices then all staff are to be notified.
- 21.3. Staff have a duty to ask for safety data sheets when buying hazardous substances. This can be obtained by the website that the substances is being brought from.
- 21.4. No new substance that have warning signs on them are to be used until the safety data sheets are obtained and COSHH risk assessment have been completed. Then once the substance has been approved for by the Health and safety coordinator for use at Yateley Manor are staff allowed to use it.
- 21.5. All staff are to follow all safe working practices when using hazardous substances a take the proper precautions such as wearing the PPE (Personal Protective Equipment). What PPE to wear will be identified within the COSHH risk assessment. If staff are unclear about the precautions that are to be in place then they are to contact the COSHH risk assessor before using the substance.
- 21.6. All hazardous substance on site are secured and stored within designated areas when not in use that are signed storage area. When in use staff are never to leave the substance out unattended and always take the substance with them when moving to another location.
- 21.7. All COSHH storage area are locked when not in use at all times.
- 21.8. Hazardous substances are stored and kept within the basement before handed out for us to different departments.
- 21.9. All COSHH risk assessor are to attended courses every 3 years which certificates are to be kept and copied on the schools data base.

22. Health and Safety Advisor

- 22.1. The Health and Safety Advisor for Yateley Manor School is RAY West of RW Solutions. As a chartered Health and Safety consultant he is able to provide advice on all aspects of health and safety related to schools. The Health and Safety Coordinator is to arrange for Ray West to provide annual refresher training as required.

22.2. Health and safety management System

- 22.3. Yateley Manor School has a health and safety management system that diaries aspects of the health and safety. This ensures that we are maintaining a high level of health and safety provisions across the school. The health and safety

management system has detailed within it the following health and safety aspects -

- Health and Safety Training
- DSE (Display Screen Equipment)
- Workstation assessments
- Classroom checklists
- Premises Checks
- Risk assessment
- School Policies
- COSHH risk assessments
- Step ladder inspections
- External inspections
- Outdoor play equipment inspections
- School wide inspections

22.4. Hot Drinks

22.5. Any and all hot drinks taken between the staff room and another areas of the school must have a lid on when transporting them. This includes all drink containers. If lids cannot be found then the drinks are to stay in the areas they have been made until lids are found.

22.6. Hot Food

22.7. Any hot food being transported between the staff room and other areas of the school must have a lid on the container to avoid spilling and scalding. If lids cannot be found must stay within the area that they have been warmed up in until lids are found.

22.8. House Keeping and waste disposal

22.9. The school has an in-house cleaning team which undertake all the cleaning tasks for the school. The Cleaning Manager manages all of the cleaners and there schedule. See the Cleaning Manager/bursar/Maintenance Manager for a cleaning related issue.

22.10. The Cleaning team are responsible for emptying all waste bins within the buildings. The Maintenance Team are responsible for emptying the external bins.

22.11. Hazardous cleaning such as mopping takes place out of school hours but also signs are placed out to warn people of the danger (wet floor signs).

22.12. Emergency cleaning tasks are undertaken by the Maintenance department when the cleaning team are not onsite which involves cleaning up human waste. This is to be undertaken following the guidance (PPE to be worn) of the risk assessment that is in place.

22.13. The Maintenance Department are responsible for ensuring that the pathways and access routes are gritted to the school site are gritted during cold weather (ice/snow). The industrial bins at the back of the site are emptied by contractors once a week.

22.14. Staff are to ensure to follow the steps below -

22.15. All corridors and access routes are to be kept unobstructed at all times.

22.16. Items place on shelves and in cupboards are to be stacked neatly and not overloaded.

22.17. Floors are to be kept clean, tidy and dry which removes slip and trip hazards

- 22.18. Emergency exits, fire doors and evacuation routes are to remain free of obstruction at all times.
- 22.19. Items for storage are only to be stored in the correct storage areas.
- 22.20. All internal waste bins, rubbish and litter are removed after every working day.
- 22.21. If poor housekeeping or hygiene is seen it is to be reported straight away to the Bursar.
- 22.22. Refer to Cleaning Policy on the School Website for further information.

23. Incident reporting, Recording and investigation

- 23.1. Refer to "Accident Reporting Policy" for further information.

24. Legionella Management

- 24.1. Legionella is a generic term of bacteria (Legionellae) which can be common in material and artificial water supplies. Legionellae thrives in temperatures between 20C - 45C. The following information is the steps that Yateley Manor is taking to manage Legionellae
- 24.2. Managing the risk
- 24.3. The Head teacher has nominated competent staff members to oversee and manage Legionella within Yateley manor school.
- 24.4. The nominated staff members are to receive suitable and sufficient training in order to effectively manage their responsibility.
- 24.5. Legionella management is to be documented and signed by the staff member undertaking the task (such as flushing, descaling).
- 24.6. Risk Assessment
- 24.7. By law the site must hold a Legionella risk assessment which has been completed by an external contractor who are Kingfisher. Legionella risk assessment identify sources of risk to do with the schools hot and cold water systems. Weather can affect the water system as extreme hot weather can raise the temperature of the cold water system within the legionella thriving conditions. Legionella can only be introduced within the human body by breathing the bacteria in when water mists/aerosols.
- 24.8. The risk assessment is reviewed annually by the nominated staff members unless anything changes such as room changes and or building works/refurbishment.
- 24.9. Control and Monitoring
- 24.10. The Maintenance team undertake some of the tasks that have to be carried out to control legionella, they are -

- 24.11. Weekly flushes of unused taps for 2 minutes (used taps mean - taps that are likely not to be used on a weekly basis)
- 24.12. Whole system flush for periods of the site being unused such as summer holiday. All taps on the site will be flushed on a weekly basis during these times.
- 24.13. Descaling all shower heads termly. Descaling spray is used in accordance with the manufactures instructions. Descaling cleaning is to take place while the shower is not being used. Showers are to be flushed after cleaning to ensure all chemicals are out of the shower head.
- 24.14. This is all recorded and signed to say that it has been completed.
- 24.15. Kingfisher have a contract with the school to complete the following monitoring on behalf of the school
 - Monthly temperature checks
 - Annual TMV service A
 - Annual clarifier inspection.
 - All reports are kept within the Legionella management folder.

25. Lettings/shared use areas on the Premises

- 25.1. Refer to “Letting Policy” on the school website for further information.

26. Lone Working

- 26.1. All lone working is to be approved by either the Head Teacher or the Bursar. This to be carried out in accordance with the schools lone working risk assessment and with the school lone working policy.
- 26.2. If lone working cannot done then other arrangements are to be made such as a second person. Lone working is only to take place if it is the last option. Also looking at whether the lone work is needed or can it wait to a time when the school is opened normally.
- 26.3. If non key holders are the lone workers, arrangements are to be made through the bursar in order to have the Maintenance department or another staff key holder to provide access into the site by unlocking and turning off alarms. Arrangements are also to be made for the school to be locked after the lone worker has finished.
- 26.4. Lone workers are to checked whether they have arrived on site and if they have returned home. Times of work are to be exchanged between the lone worker and there line manager. Communication is to take place to ensure the lone worker is safe. Communication should take place every hour between the lone worker and an adult.
- 26.5. All equipment is to be turned off after use if lone working by the plug
- 26.6. Staff are not to work at height during lone working unless in specific circumstances such is in the case of the Maintenance department.

26.7. Refer to Yateley Manors “Lone Working Policy” for further information.

27. Manual Handling

- 27.1. All staff that are required to perform manual handling tasks (Maintenance, Cleaning, IT Technician, and Kitchen) must complete a manual handling refresher course every 2 years. All staff must attend Ray West training every year on Manual Handling.
- 27.2. Any significant moving and handling tasks are to specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out as safe as possible.
- 27.3. A site manual handling risk assessment has been completed and is given to all staff. Staff are advised not to lift any heavy objects but seek assistance from the maintenance department. The students are not under any circumstance to lift any heavy objects and are monitored if moving any objects.
- 27.4. Refer to Manual Handling Safety Procedure for further information

28. Maintenance/Inspections of equipment

- 28.1. All equipment within the Premises of Yateley Manor that require statutory servicing/inspection (boilers, PE equipment and climbing wall....etc.) will be carried out by competent, trained and approved contractors.
- 28.2. If the service/inspection uncovers any issues with the equipment then the equipment is to be turned off and not used until the correct repairs/replacement have been carried out by a competent and qualified contractor.
- 28.3. The Head of Maintenance is to keep all certificates and recorded the inspection date within the Health and Safety management system.
- 28.4. Refer to Maintenance Management Policy on the school website for further information.

29. Monitoring School Policies

- 29.1. All school Policies that relate to Health and Safety are reviewed every two years or if anything changes. The two areas that Health and Safety policies fall under is General Policies and Standard Operating Policies.
- 29.2. A Policy schedule has been created for General and Standard Operating Policies that are linked with Outlook calendar with review dates put in to notify when a review is needed for the certain policy.
- 29.3. The Bursar will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

30. Personal Protective Equipment (PPE)

- 30.1. PPE is provided free of charge where risk assessment determines their use to be necessary. All PPE are to be inspected by staff before use to ensure they will provide the full level of protection that they are meant too. Any damaged or defected PPE are to be removed and replaced as soon as possible. Only until replacements are found can the task be completed.

31. Reporting of Defects

- 31.1. The premises has a maintenance log that staff put on jobs/tasks they would like completed. The Maintenance department are responsible for checking the log and completing the work. Health and safety issues are reported differently as they are called across/emailed to the Maintenance Department for a quicker solution.
- 31.2. If work cannot be carried out by the maintenance department then contractors will be sort out in order to complete the work.

32. Risk Assessment

- 32.1. The general risk assessment management is under the management of the Health and Safety coordinator. Risk assessments must be undertaken for all areas within the school environment where there is a significant risk identified or a possibility of such risk exists.
- 32.2. All Department heads have been given risk assessor training to ensure they are able to carry out or approve risk assessments that have been made to assess risk within their departments. Risk assessments will be carried out for all classrooms, curriculum, site and off site activities. Staff that have appropriate knowledge and understanding in each area of work will oversee the content.
- 32.3. All risk assessments and associated control measures are to be approved by the Head teacher or delegated member (Health and Safety Coordinator) of staff prior to implementation
- 32.4. Yateley Manor has a risk assessments schedule aids with risk assessment management. On the risk assessment schedule is the name of the risk assessment, what category it is in, when it was created and when it is up for review. The risk assessments schedule is also within the Health and Safety Management System which has the same information which is on the schedule.
- 32.5. The Headmaster is responsible for any and all risk assessments within the premises. This work is delegated out to competent and trained members of staff (Bursar and the Maintenance Manager).

33. Security

- 33.1. Arrangements regarding security are based on the premises security risk assessment and set out in the onsite security policy and procedures.

- 33.2. All visitors including contractors are to report to the reception on arrival. They are to sign in and read all relevant safety and security information situated at reception. Visitors are to use the touch screen entry system that also asks the visitor to read and accept the visitor code of conduct.
- 33.3. Only approved visitors will be allowed on site and only ones what have a DBS that has been checked by the school will be allowed to go unattended through the school. Visitors without a DBS must be accompanied by a member of staff at all times

34. School Trips/off site activates

- 34.1. For further information please refer to Educational Visits policy on the school website.

35. School Fleet Management

- 35.1. The School Fleet Manger is the Head of Maintenance.
- 35.2. The School Fleet Manager is responsible for the operation and maintenance of the minibus in accordance with the School Minibus policy. All minibus drivers will be required to attend MIDAS training at intervals not exceeding four years and all training records must be retained. No persons will be permitted to drive the minibus without certification.
- 35.3. The School Fleet Manager is responsible for undertaking safety checks on a monthly basis. In addition all drivers are required to undertake a pre-use visual check prior to each time they use the minibus as detailed in the Minibus Policy. The School Fleet Manager is responsible for ensuring the Minibus undertakes a full safety check by a competent person at intervals not exceeding 13 weeks (as per section 19 permit requirements) and any defects reported will be rectified prior to the minibus being used again. The minibus will also undergo an annual service and MOT safety check by a competent person. Please refer to the Minibus Policy for further details.

36. Site Inspections and monitoring

- 36.1. Daily monitoring of the premises through working routines and staff awareness, are expected to identify general safety concerns and issues. If any issues arise or safety concerns then depending on the severity of the issues it should be communicated to the Maintenance team by the maintenance log or direct communication.
- 36.2. Monitoring and inspections of individual's classrooms will be carried out by teachers who the room belongs too. The inspection is completed using the HSE classroom checklist.
- 36.3. Routine documentation inspections of the Premises will be carried out every half term using The Termly Premises Inspection Safety Checklist. Any defects that get identified during the Termly Premises inspection are to be recorded within the checklist. Defects from the Termly inspection will be put on the action plan

and carried out when appropriate. High level safety defects or issues must be either made safe or the area is to be cordoned off and the Bursar is to be contacted.

- 36.4. Annual detailed inspections of the premises safety management system will be carried out annually by members of Yateley Manors Governing Body. These documented inspections will examine all of the areas of the safety management system and will be carried out using the annual Health and Safety Inspection Checklist.

37. Smoking

- 37.1. The whole school operates a non-smoking policy which is in line with the Government legislation.
- 37.2. No Smoking, e-cigarettes and vaping within the grounds of Yateley Manor school by anyone. Smoking is to take place outside of the school grounds.

38. Staff Consultative Arrangements

- 38.1. The Governing Body, through the Headmaster, will make arrangements for the establishment of a safety committee. Representation on this committee will cover all appropriate areas of work or special hazards. The committee will meet termly to review.
- 38.2. Health & Safety incidents and to provide a forum for staff to raise Health & safety Concerns.

39. Staff health and Safety Training and Devolvment

- 39.1. The head teacher is responsible for the training and development of staff working within the school. This is delegated out to competent members of staff. Site specific Health and safety induction training and fire evacuation training are given to all new staff on appointment.

40. Stress and welfare

- 40.1. Refer to "Stress Policy" on the school website for further information.

41. Supervision

- 41.1. Refer to the Academic and General Operating polices of the school website for further information.

42. Swimming Pool Management

- 42.1. Yateley Manor School has two documents for the operation of the Swimming Pool, they are
- 42.2. Normal Operating Procedure and Emergency Action Plan
- 42.3. In order for staff and students to use the swimming pool they must adhere to the rules in place -
 - The swimming Pool building is to remain locked at all times unless in use. Only Teachers with the correct qualifications are allowed to unlock the swimming pool building for lessons with students.
 - The Maintenance department are able to gain access within the swimming pool building but must lock the door after them to prevent unauthorised access into the pool.
 - No swimming is to take place unless the bottom of the pool can be clearly seen.
 - A minimum of two adults within the swimming pool building with students at any one time. One must have be a qualified lifeguard.
 - Swimming teachers are to have clear knowledge of all swimmers ability and limitations.
 - No running around the poolside, 'bombing', jumping in or uncontrolled behaviour i.e. boisterous behaviour that may lead to an accident
 - No pupil is allowed into the pool area unless accompanied by a member of staff. Each session must be supervised by a qualified lifesaver and an additional pair of eyes (adult) who can assist the lifesaver in the event of an emergency.
 - No eating, chewing gum or sweets on poolside. Drinking water for staff is actively encouraged (to avoid dehydration in high temperatures) but should be in a non-breakable container.
 - No outdoor shoes permitted on poolside (shoe covers are available).
 - Lone swimming is strictly forbidden.
 - Regular head count is to be undertaken by the lead swimming teacher.
 - The maximum bathing load is to be adhered to of 58 persons at any one time.
 - Pupils should shower before entry to the swimming pool to reduce the likelihood of fluctuations in water quality.
 - The poolside should be kept clear of debris including floats and other items. Storage areas are provided for safe and clean storage.
 - Staff are to wear appropriate clothing; t-shirt over costume, no jewellery and long hair tied back.
 - Swimmers/Students should wear the correct swimming attire for their activity and must not wear anything that could present a danger to themselves or others
 - Strict enforcement of the pool rules and clear signs on poolside

- 42.4. For further information please see the swimming pool documentation Normal Operating Procedure and Emergency Action Plan

43. Visual Display Equipment (Display Screen Equipment)

- 43.1. DSE is managed in accordance with the Health and safety regulation 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The identified staff that are DSE users are not only staff that work within the school grounds but also staff members that are working from home.
- 43.2. All identified staff that are DSE user will complete a self-assessment called a workstation checklist annually to assess their work environment. Staff are also given with the workstation assessments The HSE brief guide to Display Screen equipment so they know what they are entitled too.
- 43.3. Self-assessment workstation checklist are to be completed annually and given to the Health and Safety coordinator once completed. The Health and Safety coordinator will review all workstation checklists and provide resources that are highlighted within the checklist.
- 43.4. DSE users will receive staff training on DSE use which is renewed at regular intervals.
- 43.5. A full list of DSE users are kept within the Schools Health and Safety Management system with dates for when checklists have been completed but also when the checklists are due to be redone.

44. Vehicles on Site

- 44.1. Yateley Manor Schools has 2 car parks on site. One car park for staff which is at the back of the site by Manor Place. The second car park is out of the front of Manor Court which this is only to be used for visitors and parents.
- 44.2. No vehicles are to be brought on to site during school times within term times (08.00 - 17.30)
- 44.3. Parents are only allowed to park within the visitor car park unless permission has been given to park on site (such as events)
- 44.4. The Maintenance Department will marshal any and all cars parking on site due to events going on. This is only to happen when the students are not walking around the site such as classroom time (NOT to happen at break or lunch time)
- 44.5. All catering deliveries are to be managed by the catering staff and are to be told to come early in the morning before students arrive on site. Any deliveries arriving after 07.30 must not drive into the school they are to walk the deliveries up to the kitchens.
- 44.6. The school waste bins are at the back of the site within the staff car park of which students are banned from going unless monitored by staff members. This is to ensure that waste collection agencies are able to empty the waste safely.
- 44.7. Refer to "Traffic Management Plan" on the school website for further information.

45. Violence towards Staff

- 45.1. Yateley Manor School will not tolerate violent, aggressive, threatening or intimidating behaviour towards our staff. This can come in many forms such as written, verbal, electronic or physical but all will not be tolerated under any circumstance.
- 45.2. If any staff receive any of the behaviours listed above then they must report the incident so there is awareness of potential threats to members of staff and students. These such incidents will be formally investigated so that reasonable actions will be put in place to support staff and reduce the likelihood of the same incident from happening again.
- 45.3. Violent incident recording is completely confidential and information will not be shared publicly. All violent and aggressive incidents are recorded and kept by the Health and safety coordinator.

46. Vulnerable persons

- 46.1. Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

47. Welfare Facilities

- 47.1. Yateley Manor School ensures compliance with the relevant legislation in regards to welfare provisions for all students and staff. Yateley Manor takes reasonable steps to ensure that agreements are made reasonably practicable to others who may also be affected by our activities.

48. Toilets and Washing Facilities

- 48.1. Toilet Facilities and washrooms for staff are separate from student's toilets and washrooms. Staff are never to use student's toilets and washrooms and students are never to use staff's toilets and washrooms.
- 48.2. Separate toilets and washrooms are provided for male and female students. Yateley Manor has 4 disabled toilets on site. The ratio of toilets and washbasins to students will be at least as required by Statutory Instruments NO.2 "The Education (School Premises) Regulations 1999" and "School Premises (England) Regulations 2012". There are 3 on the ground floor and one on the second floor which can be used from aid of the school lift situated within Manor Court.
- 48.3. There are sufficient toilets and washing facilities for staff which are located throughout the site this is in accordance with the Approved Code of Practice.
- 48.4. Toilet and washrooms facilities are kept well lit, well ventilated and well maintained. Washing facilities have cold and hot taps, soap, and paper towels/air dryers. All washrooms and toilets are cleaned every day, flashed if

not used on a weekly basis and maintained in accordance with Legionella Approved Codes of Practice (L8 compliance).

48.5. Drinking water

48.5.1. Adequate supply of drinking water is provided on site in various locations around the school which are known to students and staff. Drinking water can be collected from water fountains and drinking taps that have a drinking water sign above them.

48.5.2. Accommodation for clothing and facilities for changing

48.6. Yateley Manor School have had a new changing facility building built on site which is used to change for different PE activities besides swimming as the swimming pool has its own changing area inside the pool building. Students and staff have different changing rooms as do male and female. Staff are only to get changed within the staff changing room and for their own gender. The same rules apply to students where they are to get changed within the student changing room for their own gender. Only same age student year groups are to use the changing rooms at any one time.

48.7. Student/Staff Meals facilities

48.8. Students are given snacks at different parts of the day which they collect from Manor Court. Staff are on hand to direct and to monitor students during snack times to ensure they are acting appropriately.

48.9. Student meals are provided by the Catering team. All school meals from students and for staff are to be eaten within the Fyson Blum Hall. Staff that are not eating will also be present to monitor the students during meal times.

48.10. During certain times and under approval of the head teacher students will be told to eat in a different location which could include classrooms or out on the playground or field. These are once again monitored by staff members.

48.11. Staff are able to eat within the staffroom of which there are hot beverages making facilities, sink, microwave and refrigerator. Hot drink and hot food rules apply.

49. Work Equipment

49.1. **Definition** - Work equipment is any machine, appliance, apparatus or tool used at work by a member of staff in order to carry out their assigned task. The equipment includes any new, second hand, leased or hired equipment. The use of the equipment includes any activity such as starting and stopping equipment, repair, modification, maintenance, servicing and cleaning.

- 49.2. **Management** - The Bursar and the Head of Maintenance will -
- 49.3. Ensure that all relevant risk assessments are carried out and relevant staff members are shown them.
- 49.4. Approve acquisition of all work equipment and ensure that it meets any required specifications
- 49.5. Ensure that the relevant staff have had the appropriate training.
- 49.6. **Information, Instruction and Training** - The Head teacher will make arrangements for suitable induction training for staff that include the use of any work equipment involving their job before use of any such equipment
- 49.7. Any staff issues with new work equipment, or a change of task that involves different work equipment, must be given the appropriate training and instruction for the use of that equipment. Staff must have a full understanding of the new work equipment and also how to adjust and how to maintain the equipment.
- 49.8. The Health and Safety Coordinator is to keep information that relates to training that has been given.
- 49.9. **Supervision** - The Head teacher will provide appropriate supervision where any workplace activity or task involves work equipment that has been identified as being in need of some specific on-the-job instruction and training. The personnel supervising must be competent in all aspects of supervision.
- 49.10. Supervision is provided for all young person's using work equipment and for anyone else who is unfamiliar with working and using work equipment. Supervision will be given to personal with disabilities when working with work equipment to ensure that their health and safety is not at risk.
- 49.11. **Staff Responsibility** - Staff have a responsibility when working with work equipment they are -
- 49.12. To attend all relevant training in regards to work equipment
- 49.13. To only use work equipment in the manner that it was intended for (see manufacturer's information and instructions for details)
- 49.14. Any defective equipment is to be reported and not used until it is either fixed by a competent person or replaced.
- 49.15. Report any lost work equipment immediately to their line manager.
- 49.16. Staff are not to tamper with or alter any work equipment in any way which will inhibit its effectiveness.
- 49.17. Not to bring on to the premises or use any unauthorised equipment or any spare parts within Yateley manor school.
- 49.18. Help maintain work place equipment by cleaning and ensure the equipment is in good working order before use. All equipment must be treated with respect.
- 49.19. All incidents and near misses must be reported to the Health and Safety Coordinator.
- 49.20. **Selecting Supplies** - Whenever possible work equipment is to be purchased through Yateley Manor approved Suppliers.

49.21. The Head teacher will ensure that any and all equipment purchased from an external supplier for use at Yateley Manor is fit for the intended purpose and complies with the appropriate standard.

49.22. **Maintenance of Work Equipment** - A key aspect of providing safe work environment for all staff and students is proper maintain work equipment -

- Electrical Equipment - PAT testing
- Working at Height Equipment - Termly Inspections
- PE Equipment - Annual inspections
- Other equipment - User carries out pre use checks

49.23. Staff are not to carry out maintenance on work equipment unless they have been given the appropriate training.

49.24. Any work equipment that are damage or have defects are not to be used under any circumstance. They are to be thrown away but if this is not possible they are to be locked away with a sign on saying "do not use".

50. Working at Height

50.1. Any and all working at height tasks are completed in accordance with Yateley Manors Working at Height Procedure and Working at Height risk assessments. Staff are to read through and understand relent working at height documentation before working at height is started. Yateley Manor working at height risk assessment identifies general requirements and safe working practices that have to be adhered too. Specific or higher risk tasks will be carried out with accordance to specific risk assessment that will be carried out for that individual task.

50.2. The competent people on site that are approved to work from height are the Maintenance team. The Maintenance team attend working at height training course every 3 years. The Maintenance Team are authorised to use the following working at height equipment - step stools, step ladders and leaning ladders.

50.3. The Maintenance department will carry out termly checks on all of the working at height equipment. Once completed this is added on to the health and safety management system.

50.4. If any working at height equipment have defects then they are removed from use and a replacement is to be found. No defected equipment are to be used under any circumstance.

50.5. Only staff that have been given the appropriate training are allowed to work from height. Staff are to seek the Maintenance department for assistance if tasks at height need to be completed.

50.6. Working at height is only to take place within Yateley Manor school under the next conditions -

50.7. Working at height risk assessments are to be completed for the tasks and shown to staff members working at height before the task is started.

50.8. The working at height equipment selected for must be in accordance with the specific risk assessment for that task.

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- 50.9. Any staff working at height must be trained and should not be climbing a ladder if not.
- 50.10. Any and all concerns with the Working at height task are to be raised before the task begins. The concerns are to be raised to the Health and Safety Coordinator.
- 50.11. Only approved working at height equipment (e.g. step stools) are to be climbed when working at height. Under no circumstances are furniture or another objects be climbed to gain height for completing tasks
- 50.12. Yateley Manors working at height equipment are only for Yateley Manors personal only. They are not to be used or borrowed by third parties such as contractors.
- 50.13. Contractors that are working at height within the premises are to be appropriately supervised and they are only to use their own equipment.
- 50.14. Refer to Working at Height Safety Procedure on the School Website for further information.