

Health and Safety Manual

Arrangements to Establish, Monitor and Review Measures Needed to Meet Health and Safety Standards

Policy Type	Statutory
Regulation	Health and Safety at Work etc Act 1974; The Management of Health and Safety at Work Regulations 1999
Approval Committee	EIC
Last Review	Summer 2021
Next Review	Autumn 2022



Gus Lock, *Headmaster*

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1 Related Information

1.1 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

Health and Safety at Work etc Act 1974, Part I 2:

(3) Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

The Management of Health and Safety at Work Regulations 1999, Schedule 1:

(g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;

1.2 Supporting Documents

The following related information is referred to in this policy:

Behaviour, Rewards and Sanctions Policy
Catering Companies' LMAs
Certificate of Employers' Liability Insurance
Compliance Induction Checklist
Educational Visits Policy
Emergency Evacuations (Examinations) Policy
Eyecare Policy for VDU/Computer Users
Fire Safety Policy
First Aid Policy
Health and Safety Committee Minutes
Health and Safety Committee Terms of Reference
Health and Safety Policy
Hot Work Permits folder
HSE Safety signs and signals
LMAs for each Department and Department Handbooks
Lone Working Policy
Normal Operating Procedures and Emergency Action Plan for each School
Records of RIDDOR reports
Risk Assessments
Schedule of Inspections, Testing and Services Register
Selecting and Managing of Contractors Policy
Staff Employment Manual
Standalone Asbestos Management Plan, Asbestos Register

Standard Terms and Conditions for Hirers
Visitor's pass

1.3 Terminology

Head, where not explicitly defined, means either the Head of the Girls' School or the Head of the Boys' School.

Parents includes one or both parents, a legal guardian, or education guardian.

School means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Aske's School for Girls **and/or** The Haberdashers' Aske's Boys' School, as now or in the future constituted (and any successor).

Student or **Students** means any student or students in the School at any age.

2 Local Management Arrangements

Regulations
Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
Supporting Documentation
LMAs for each department, Department Handbooks

2.1 Documentation

Managers of areas where significant practical work is undertaken such as art, technology, music, drama, sports, science, EYFS, co-curricular activities, grounds, and estates are required to commit to writing their own specific local management arrangements (LMA) for safety. These arrangements must interpret applicable whole School Policy sections, must be in plain English and must be written as statements of fact reflecting the status quo. The LMA must be as concise as possible. Any supporting information must appear as an appendix to the LMA or as links to the location of the supporting information.

All Managers must include as a minimum the following items:

- General objectives and description of duties of employees
- The duties of the Manager and all associated delegations
- Departmental health and safety induction training
- Job specific health and safety training including training on specific equipment
- Example risk assessments
- Records of planned preventative maintenance including servicing and inspections
- Register of hazardous materials within the department
- Any rules for employees or others

- Methods for colleagues to identify premises defects
- Routines for monitoring safe systems of work
- Department specific first aid and/or fire-fighting evacuation arrangements.

The Deputy Director of Operations will review Departmental Health and Safety Arrangements

2.1 Specialist Machinery

The School will ensure that employees who use specialist machinery have adequate instructions and/or training on how to use it safely. Specific PPE in departments is in accordance with their LMA.

3 Accident Recording and Reporting

Regulations The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Health Protection (Notification) Regulations 2010
Supporting Documentation Records of RIDDOR reports

The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Deputy Director of Operations is responsible for submitting these reports.

The Compliance Officer is responsible for ensuring that the School complies with its reporting and record keeping obligations.

If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority.

The Deputy Director of Operations will also consider whether a report of the accident or incident to any other regulatory body or organisation is necessary.

Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept for at least 3 years from the date of the last injury.

The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

Following an accident or incident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

4 Asbestos

Regulations The Control of Asbestos Regulations 2012
Supporting Documentation Standalone Asbestos Management Plan, Asbestos Register

The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACM on the School premises by complying with the Control of Asbestos Regulations 2012 as detailed in the School's Asbestos Management Plan. This plan details:

- Persons Responsible for Asbestos Management
- Asbestos Dangers & Risk
- Management and Monitoring of Asbestos
- Works Involving Disturbances to Asbestos Materials
- Flow chart for Accidental Discovery/disturbance of Asbestos Materials
- Asbestos Register.

The Asbestos Management Plan for both schools is held in the Estates Department.

5 Commercial Lettings

Regulations Health and Safety at Work etc Act 1974
Supporting Documentation Standard Terms and Conditions for Hirers

Lettings of School premises involves use by users who are not directly employed by the School and where minimal or nil supervision is provided. The School has responsibilities for health and safety

that cannot be completely transferred to the hirer but it can specify conditions that hirers must comply with to protect their health and safety.

Lettings of School premises involves use by users who are not directly employed by the School and where minimal or nil supervision is provided. The School has responsibilities for health and safety that cannot be completely transferred to the hirer, but it can specify conditions that hirers must comply with to protect their health and safety.

The Facilities and Commercial Manager is to provide and obtain the following documentation to/from all hirers:

- Standard terms and conditions which include information on fire exits and escape routes, location of fire alarms and fire equipment, restrictions on smoking and flammable materials, location of first aid cabinets, restrictions on use of electrical equipment, security considerations.
- An application/enquiry form should detail the hirer's intention. It must state the type of activity, numbers involved and whether those running the event have appropriate qualifications and insurance.
- Formal documents required from hirers include a copy of the organisation's safety documentation and risk assessment, copy of current insurance policies and named persons who will be responsible for health and safety.

6 Consultation with Employees

Regulations

Health and Safety (Consultation with Employees) Regulations 1996

The Safety Representatives and Safety Committees Regulations 1977

Supporting Documentation

Health and Safety Committee Terms of Reference, previous Minutes are available on the School Intranet

The School will consult with employees either directly or through their elected representative(s) and/or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety. Employees who wish to contact their safety representative should contact the Deputy Director of Operations. The School has two Health and Safety Committees that meet termly and which represent a cross section of the staff body across both Schools.

7 Contractors

Regulations The Construction (Design and Management) Regulations 2015 Employers' Liability (Compulsory Insurance) Act 1969
Supporting Documentation, Selecting and Managing of Contractors Policy

Contractors will be selected and managed in accordance with The Construction (Design and Management) Regulations 2015. The senior member of staff with direct responsibility for managing this process is the Director of Operations.

Contractors must ensure and evidence safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises.

Contractors will be required to produce evidence of their insurance cover in respect of legal liabilities to the School, third parties and their own employees where appropriate. It is a condition of contract that any main contractor assumes the legal liabilities which may be caused by the actions of sub-contractors or any other person/body employed or engaged by the Contractor up to £5 million unless otherwise specified.

8 Display Screen Equipment

Regulations Health and Safety (Display Screen Equipment) Regulations 1992
Supporting Documentation HR's Eyecare Policy for VDU/Computer Users

The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992. Staff undertake a self-assessment as part of their induction and if necessary, a full work station assessment is provided by a competent person.

9 Educational Visits

Regulations Health and Safety at Work etc Act 1974 Education (Independent School Standards) Regulations 2014
Supporting Documentation Educational Visits Policy

Educational visits are planned, risk assessed and undertaken in accordance with the Health and Safety at Work etc Act 1974 and the Education (Independent School Standards) Regulations 2014 as set out in the School's Educational Visits Policy.

10 Electrical Equipment and Systems

Regulations The Electrical Equipment (Safety) Regulations 2016 The Electricity at Work Regulations 1989
Supporting Documentation Schedule of Inspections, Testing and Services (SITS) Register

Inspection and testing of the electrical infrastructure and portable electrical appliances are carried out in accordance with the guidance and all records are stored in the SITS Register.

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess the electrical infrastructure as necessary at appropriate intervals. Details of activities and certificates are retained on the SITS Register.

11 Fire Procedures at the Girls School

Regulations The Regulatory Reform (Fire Safety) Order 2005
Supporting Documentation Fire Safety Policy, Compliance Induction Checklist

11.1 Briefing New Staff and Students

All new staff and new Students are given a briefing on the School's emergency evacuation procedures, which include action upon discovering a fire, and where the main fire assembly points are located.

The briefing is delivered by staff mentors, heads of departments or form tutors as appropriate. Fire action notices are displayed prominently in rooms and in corridors

The safe evacuation of everyone is the School's priority. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The School provides fire awareness training to its staff. In addition, key members of staff have undertaken Fire Marshal training including the use of fire extinguishers. The training records for staff are maintained by the Compliance Officer.

11.2 Evacuation Procedures and Summoning the Fire and Rescue Service

The School's fire alarms and evacuation procedures operate throughout the entire School.

The Deputy Director of Operations is responsible for ensuring that evacuation instructions and routes to assembly points are placed next to the main exit from all rooms. The relevant Head of Departments are responsible for the engagement of contractors and must ensure that all contractors are briefed on fire and evacuation drills.

In the event of the discovery of a fire it is the responsibility of the person making the discovery to raise the alarm at once. No action should be taken to contain the fire using local appliances until the alarm has been sounded.

The School day is divided into three time zones:

- Zone 1 – 0700hrs to 1715hrs
- Zone 2 – 1715hrs to End of evening function
- Zone 3 – End of evening function to 0700hrs.

11.2.1 Zone 1

- On hearing the wailing fire siren the building will be evacuated to the Emergency Assembly area
- The duty member of maintenance staff will go to the fire panel in the main office to ascertain the location of the fire
- They will then go to that location to establish the reality of the situation
- They will then report to the Head or their Deputy at the Assembly Area. If the decision is taken to call the Fire Brigade they will be called by mobile phone at this point
- If there is no fire, normal fire drill procedures will be followed.

11.2.2 Zone 2

- As for Zone 1 except when there are no people on the premises
- In the latter instance on hearing the wailing fire siren, the duty staff will go to the main fire panel to ascertain the location of the fire and then investigate the reality of the situation

- If they discover a fire they **must raise the alarm**, then if it safe to do so attempt to extinguish the fire
- If the fire is beyond control then the Fire and Emergency Service must be called
- The Head or their deputy must be informed of the situation
- In the event of a real fire, the fire panel can only be reset once the Fire and Emergency Service Officer confirms it is safe to do so. At other times it may be reset as soon as no fire is confirmed.

11.2.3 Zone 3

- As for Zone 2 when there are no people on the premises.

11.3 Responsibilities of Staff

Teaching staff are responsible for escorting their Students safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Head. Heads of Support Staff Departments should likewise ensure that their staff are accounted for after an evacuation. It is the responsibility of the Head or their Deputy to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

The executive decision to return to School buildings and resume routine activities will be given by (in order):

- Facilities and Commercial Manager, Deputy Director of Operations or Director of Operations
- Duty Porter
- Member of SLT or responsible person to whom responsibility may have been delegated (i.e. when SLT are off site).

11.4 Special Arrangements for Science Laboratories

Higher risk departments have specific emergency procedures for in the event of fire. Please refer to departmental local management arrangements.

11.5 Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times. It is the responsibility of staff hosting visitors to ensure they are aware of the School's emergency evacuation procedures, and escort them to the appropriate fire

assembly point. It is a condition of the School's Selecting and Managing of Contractors Policy that contractors are aware of the emergency evacuation alarms and procedures.

When large numbers of visitors are at the School for school events such as open days, plays, concerts, exhibitions etc a risk assessment is undertaken by the organiser of the event which will include a fire risk assessment.

11.6 Fire Practice, Alarm Equipment and Testing

It is the School's policy to hold regular termly fire practices at unspecified times. The timing is recorded and details of fire practices are kept by the Deputy Director of Operations. Following a practice, feedback is collected and issues are discussed and raised at the next health and safety committee meeting if appropriate.

Fire alarm equipment is tested and serviced at appropriate intervals.

12 Fire Procedures at the Boys' School

Regulations The Regulatory Reform (Fire Safety) Order 2005
Supporting Documentation Fire Safety Policy, Compliance Induction Checklist, Emergency Evacuations (Examinations) Policy

12.1 Briefing New Staff and Students

All new staff and new Students receive a briefing on the School's emergency evacuation procedures on their first day at School. The briefing is delivered by staff mentors, heads of departments or form tutors as appropriate. New staff and Students are shown where the main fire assembly points are located. Fire evacuation signs are displayed prominently on the walls in all main corridors and hallways. A Fire Notice giving the actions to follow on hearing an alarm is also prominently displayed throughout the School.

The safe evacuation of everyone is the School's priority. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The School provides fire awareness training to its staff. In addition, key members of staff have undertaken Fire Marshal training including the use of fire extinguishers. The training records for staff are maintained by the HR Department.

Can this all be the same for both schools

12.2 Evacuation Procedures and Summoning the Fire and Emergency Services

The School's fire alarms and evacuation

The Pre-Preparatory School has its own system which is not linked to the Main School site.

The Facilities and Commercial Manager is responsible for ensuring that evacuation instructions and routes to assembly points are placed next to the main exit from all rooms and are regularly reviewed and maintained up to date. The relevant Head of Department responsible for the engagement of contractors must ensure that all contractors are briefed on fire and evacuation drills. Basic instructions on fire evacuation can also be found on the reverse of the "Visitors" badges and in Visitors leaflets.

In the event of the discovery of a fire it is the responsibility of the person making the discovery to raise the alarm at once. No action should be taken to contain the fire using local appliances until the alarm has been sounded. All this should sound the same for both schools

As an additional measure for alarms activated in the Senior School, Preparatory School, Medburn Centre and Penne's Changing Rooms the person raising the alarm, or another person delegated by that person, is responsible for alerting the Senior School reception once evacuation is underway. They should provide brief details so far as they are known of the nature of the fire.

In the case of the Pre-Preparatory School, the Pre-Preparatory School receptionist should be alerted. They are responsible for informing the Senior School Reception if the fire alarm is triggered.

Caretaking staff in the Senior School or the Pre-Preparatory School Caretaker are to immediately identify if the alarm is a false alarm or the result of a fire. If it is uncertain whether it is a false alarm the default assumption is to assume there is a fire and act accordingly. Caretakers are to confirm the source of the fire and communicate this information over the radio, ensuring that the Security Hut and Senior Leadership are made aware. On confirmation of a fire the Fire and Emergency Service is to be summoned immediately. This may be done by (a) the person identifying the fire and raising the alarm or (b) by one of the caretakers or (c) the receptionist in Aldenham House on instructions from either (a) or (b).

The Senior School receptionist is to inform staff in zones not affected that an alarm has been raised in other areas. The Senior School receptionist is also to keep the Girls School informed of events where appropriate (e.g. joint activities where girls may be evacuated).

The Duty Caretaker or his nominated deputy during periods of absence are to inform the North Gate Security Hut that the fire alarm has been activated. North Gate Security should close the site to visitors pending the 'all clear' or instructions from Director of Operations.

If the Fire and Emergency Service have been summoned the person summoning the Fire and Emergency Service is to inform **North Gate Security (1828)** of the following details:

- Location of fire
- Emergency services that have been requested
- Location of the Incident Control Point (ICP)
- Member of staff i/c the ICP to whom the emergency services should report. The member of staff i/c the ICP should ensure wherever possible they have a "grand master" key set for use by the emergency services if required.

North Gate Security is to direct emergency services to the incident and person i/c the ICP.

The fire alarm is not to be turned off unless it is confirmed beyond doubt that there is a false alarm. In the event of a false alarm the evacuation of that zone should proceed as a drill. The Duty Caretaker is to be notified if it is confirmed there is a false alarm. The executive decision to return to School buildings and resume routine activities will be given by (in order):

- Facilities and Commercial Manager, Deputy Director of Operations or Director of Operations
- Senior Caretaker or Duty Caretaker (including Pre-Prep Caretaker)
- Member of Senior Leadership Team or responsible person to whom responsibility may have been delegated (i.e. when Senior Leadership Team are off site)
- The Pre-Prep co-ordinator is responsible for returning staff and Students back to class in the case of a false alarm in the Pre-Prep School

12.3 Senior School Reception

In addition to providing the links outlined above, the Senior School Receptionists are also responsible for:

- Passing the names of staff and Students using the language rooms above the Court Room to the Second Master or his nominated representative (registration of Students).
- Informing Assistant Tutors located in Aldenham House an alarm has been raised so that they may join their tutor groups (nb Foundation Office at the rear in particular).
- Ensuring regular updates are passed to the Aldenham House Control Room (Headmaster's Office) in the event of a major incident.

12.4 Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their Students safely out of the building in silence and in an orderly fashion. With the exception of the science laboratories (see below) all doors are to be left unlocked and where time permits and safety is not compromised windows are to be closed. Students assemble in forms on the Astroturf (at designated stations) and Form Teachers are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Senior Deputy Head present or his/her deputy who has access to a register of those who are not in School. It is the responsibility of the Senior Deputy Head on site at the time to ensure that this information is passed to the Fire and Emergency Service as soon as they arrive.

Staff with responsibility for visiting Students, including Students from the Girls' School, are responsible for escorting Students in their care to the appropriate muster point. This includes Prep and Pre-Prep Students engaged in activities on the Senior School site (e.g. swimming or music) or Senior School Students or other Students visiting the Prep and/or Pre-Prep Schools.

On no account should anyone return to cut through a burning building.

12.5 Arrangements for Public Examination Students and Staff

The arrangements for Students and staff during the public examination season (May-June) are outlined in the Emergency Evacuation Policy (Examinations). In summary, to preserve quarantine arrangements examination students will evacuate the McGowan Hall through the fire doors in the hall and then take a 'quarantine route' along the access road to gather behind the AstroTurf. Invigilators and designated staff will assist in supervision and control.

The Director of Operations is the designated fire marshal for Aldenham House. In their absence this task is to be carried out by the School Office Manager or a nominated representative.

12.6 Prep School and Pre-Prep School Students on the Senior School Site

Prep School and Pre-Prep School Students participating in activities on the Senior School site (e.g. music and swimming) are to evacuate and assemble under the direction of their teacher as per Senior School evacuation procedures.

12.7 Visitors and Contractors

All visitors (including Students from other schools) and contractors are required to sign in at the Senior School Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on School property. The visitor's badge has fire evacuation details on the reverse. It is the responsibility of staff hosting visitors to ensure they are aware of the School's emergency evacuation procedures, and escort them to the appropriate fire assembly point. It is a condition of the School's Selecting and Managing Contractors Policy that contractors are aware of the emergency evacuation alarms and procedures.

When large numbers of visitors are at the School for Open Days, plays, concerts, exhibitions etc. a modified fire evacuation procedures will apply and staff will be informed beforehand of these. For public events where there are likely to be a number of visitors, such as plays and concerts and external professional development training courses, a brief announcement must be made at the start of the event advising visitors of the location of the emergency exits that they should use and where to assemble in the event of the alarms sounding.

12.8 Fire Practice, Alarm Equipment and Testing

It is the School's policy to hold regular termly fire practices at unspecified times. The timing is recorded and details of fire practices are kept by the Deputy Director of Operations together with any lessons learned.

Where evacuation of the building is considered to be slower than is considered a reasonable time given the inherent problems of the site, a further practice is to be held until a satisfactory result is achieved. The School will take all reasonable steps to ensure that all corridors forming exit routes, fire doors and stairwells are kept clear of any obstruction.

Arrangements will be made for all appliances using gas and electricity to be switched off as far as is consistent with speedy evacuation of the building which is of paramount importance at all times. This gas and power to the boiler plant in the Aske Building is automatically cut off when the fire alarm system is initiated.

12.9 Fire Prevention Procedures

We have the following fire prevention measures in place:

12.9.1 Escape Routes and Emergency Exits

- There are at least 2 escape routes from every part of all buildings
- Fire notices and evacuation signs displayed prominently in each building
- Fire extinguishers of the appropriate type, smoke detectors, and fire hoses are located in accordance with the recommendations of our professional advisors. The alarm can be manually activated by breaking a glass panel on the fire alarm, and automatically activated when smoke/heat builds up
- Automatic door closers that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- Keeping fire routes and exits clear at all times. The Duty Caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects
- All fire alarms are tested weekly by the Caretakers
- 6 monthly professional check on fire detection and warning equipment
- Our nominated Fire Alarm company carries out a service of the alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers on an annual basis
- Arranging the annual fire risk assessment for the Senior, Prep and Pre-Prep Schools.
- Records of all tests are kept with the Deputy Director of Operation.

12.10 Hot Working (Hot Work Permits)

Hot Work Permits are required when any hot work, that is any process that generates significant heat such as soldering, grinding, use of a blowtorch, oxy-acetylene cutting, is carried out in or near a building. The intention of the Hot Work Permit is to check that certain actions and precautions are in place to reduce the risk of a fire occurring as a result of a hot process. In all cases where hot working is planned the Facilities and Commercial Manager is to be notified and will approve hot working before it commences.

Precautions that must be taken during hot work:

- Firefighting provision, usually two fire extinguishers are immediately available adjacent to the work area

- People involved in the work are aware of how to raise the alarm and of the means of escape. Staff engaging contractors should always advise visiting contractors of this
- Combustible materials have been removed from the area.

If the contractor does not have a Hot Permit to Work the contractor must **not** be allowed to undertake the hot work. All hot work contractors on the School site must be qualified and competent in the use of their equipment and be trained in the use of firefighting equipment.

12.11 Electrical Safety

The School has current electrical test certificates for all its buildings; a periodic electrical inspection is carried out every 5 years and there is an annual rolling programme to ensure all buildings are covered during the 5 year period. The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.

Regular Portable Appliance Testing (PAT) takes place under the management of the School electrician. Records of all equipment and testing are maintained in the SITS register.

12.12 Lightning Protection

The School has updated its fire protection to all buildings. It is tested annually by a specialist contractor. Records of tests are maintained in the SITS register.

12.13 Safe Storage

The School ensures that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant.

12.14 Rubbish and Combustible Materials

Flammable rubbish is stored away from buildings in the secured rubbish compound. Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

13 First Aid

Regulations Health and Safety (First Aid) Regulations 1981
Supporting Documentation First Aid Policy

The School's obligations for Students are covered in the First Aid Policy.

Medical Room/Health Centre specific procedures are detailed in documentation kept in the Medical Room/Health Centre. A list of qualified First Aiders is displayed around the School and can be found on the School's intranets. The qualifications are stored with the School Nurse.

14 Food Safety

Regulations Hygiene Regulations
Supporting Documentation Catering Companies' LMAs

Food safety and health and safety audits in the provision of catering are managed by external catering contractors at both Schools. LMAs are available from the catering companies via the Deputy Director of Operations.

15 Permits to Work

Regulations
Supporting Documentation Hot Works Permit folder

Hot working permits are covered by the Health & Safety At Work Act 1974 and are issued by Estates to contractors as required and records are retained by Estates.

16 Gas

Regulations The Gas Safety (Installation and Use) (Amendment) Regulations 2018
Supporting Documentation SITS Register

16.1 Safety

The maintenance of all commercial gas plant and equipment is carried out by suitably qualified technicians. Records of all repairs and maintenance are kept in the SITS Register.

The maintenance of all domestic gas plant and equipment is carried out by suitably qualified technicians. Annual safety checks are carried out and records are kept and issued to tenants.

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess the gas plant and equipment as necessary at appropriate intervals. Clear records of all activities/certificates are retained on the SITS Register.

16.2 Installation and Servicing

- All major work to the main gas pipework and installations within the School grounds and buildings is carried out under the supervision of a consulting engineer and where necessary after liaison with bodies such as the national grid
- Minor modifications and replacements e.g. gas taps in laboratories, will be undertaken by a Gas Safe registered gas installer
- All servicing of the School's boilers and associated plant is carried out by Gas Safe registered engineers who are competent to deal with major gas plant
- Servicing of kitchen equipment is carried out by an approved engineer under a contract with a catering supply company

16.3 Safety Controls

- The position of gas control safety valves are clearly marked in the grounds
- Gas pipework is painted yellow where it is open to access
- Solenoid valves are fitted in all laboratories and their position is known to staff and technicians. The latter have the responsibility for shutting down the gas at the end of the working day
- Heads of other departments supplied with gas are made aware of the siting of the gas valves within their departments and are responsible for ensuring other staff under their management know the positions and keep them clear of obstruction.

17 Information, Instruction, Training and Supervision

Regulations Health and Safety at Work etc Act 1974
Supporting Documentation Health and Safety Law poster, Certificate of Employers' Liability Insurance

17.1 Information

The Health and Safety Law poster is displayed in prominent areas of the School, with sufficient copies to ensure all staff have access to one. Lists of first aiders are displayed in School. The School's certificate of employers' liability insurance is displayed in Reception. Health and safety advice is available from the Deputy Director of Operations.

17.2 Training

All employees are given health and safety induction training, which covers health and safety basics such as first aid and evacuation procedures as part of whole staff inset.

The School ensures that all employees receive job specific health and safety training including in risk assessment, as appropriate. Job specific training needs will be identified, arranged and monitored by the Head of Department or line manager, as appropriate.

Training records are kept by the Head of Department.

18 Plant and Equipment

Regulations Provision and Use of Work Equipment Regulations 1998
Supporting Documentation SITS Register

18.1 Inspections and Maintenance

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess plant and equipment as necessary at appropriate intervals. Records of all activities/certificates are retained on the SITS Register.

Users of work equipment must assess the risks posed by the use of work equipment under their control and commit the assessments to writing.

18.2 Personal Protective Equipment

The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and/or training by their Line Manager on how to use it safely. Specific PPE in departments is in accordance with their LMA.

18.3 Pressurisation Systems

A list of pressure vessels and records of periodic thorough examinations is listed on the SITS Register.

19 Lifting Operations and Lifting Equipment

Regulations Lifting Operations and Lifting Equipment Regulations 1998
Supporting Documentation SITS Register

In addition to user vigilance, competent persons service, test, inspect, examine, maintain or assess the Lifting Operations and Lifting Equipment as necessary at appropriate intervals. Clear records of all activities/certificates are retained on the SITS Register.

20 Manual Handling and Lifting

Regulations Manual Handling Operations Regulations 1992
Supporting Documentation Manual Handling Risk Assessment

The School seeks to avoid the need for manual handling defined as the transporting of loads by hand or using bodily force wherever possible.

Where manual handling cannot be avoided, the Line Manager will seek to reduce the risks related to manual handling by carrying out a manual handling risk assessment and providing training in manual handling techniques.

21 Vehicle Safety

Regulations The Road Traffic Act 1988 Vehicle Excise and Registration Act 1994
Supporting Documentation Vehicle Safety Risk Assessments

21.1 School Site

The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site. Site Risk Assessments are held with the Deputy Director of Operations.

21.2 School Vehicles

The Facilities and Commercial Manager will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.

The Facilities and Commercial Manager is responsible for ensuring that that School vehicles are properly taxed and insured.

The Facilities and Commercial Manager will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so. The vehicle operator is responsible for ensuring that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

22 Premises – Workplace Safety

Regulations The Workplace (Health, Safety and Welfare) Regulations 1992
Supporting Documentation Slips Trips and Falls Risk Assessment

Staff are routinely reminded throughout the year of safe practices including:

- Methods of reporting defects
- Accident Reporting
- Workplace and Environment Review
- Risk Assessments
- Safeguarding

23 Lone Working

Regulations HSE Protecting Lone Workers Guidance
Supporting Documentation Lone Working Policy, Lone Working Risk Assessment

The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff). The School seeks to avoid the need for lone working wherever possible. To assess the risks involving lone workers the School has a Lone Working Policy.

Where lone working cannot be avoided, the Head of Department after consultation with the Head of Estates, will seek to reduce the risks related to lone working by carrying out a lone working risk assessment and providing training and guidance in working at height techniques.

24 Safety Signs

Regulations The Health and Safety (Safety Signs and Signals) Regulations 1996
Supporting Documentation HSE Safety signs and signals

Safety signs are used to identify risks, identify precautions to be taken and to clearly mark escape and exit routes to be used in emergencies. Signs are positioned where they are clearly visible.

Visible pipes and containers, containing or transporting hazardous materials, are labelled near valves and joints and at reasonable intervals.

Fire-fighting equipment is identified with an appropriate sign and a location sign is posted where such equipment is kept.

The responsible person for departmental safety signs is the Head of Department, and for sitewide safety signs it is the Facilities and Commercial Manager.

25 Statutory Notices (Health and Safety)

Regulations Health Act 2006 The Smoke-free (Signs) Regulations 2012
Supporting Documentation HSE Safety signs

At least one legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Health Act 2006.

26 Substances Hazardous to Health

Regulations Control of Substances Hazardous to Health Regulations 2002
Supporting Documentation COSHH Risk Assessments

The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and prevent, reduce or control exposure of staff and Students to these hazards by the institution of proper controls and personal protective equipment.

Heads of Department, together with the Deputy Director of Operations will be responsible for identifying all substances which need a COSHH assessment.

All staff, hirers, visitors and Students will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents/incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

Heads of Teaching Departments that use chemicals, for example Science, D&T and Art will ensure that up-to-date guidance issued by CLEAPSS is adapted for use by the department and communicated to and followed by staff and Students. Where CLEAPSS guidance does not cover a specific substance, the Head of Department will be responsible for undertaking a COSHH assessment.

Heads of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

27 Swimming

Regulations HSE Health and Safety in Swimming Pools Guidance
Supporting Documentation BS Normal Operating Procedures and Emergency Action Plan, GS Normal Operating Procedures and Emergency Action Plan

Both School's NOP and EAP for the swimming pool is part of the overall Swimming Pool Safety Code and is available on the School intranets.

28 Violence to Staff

Regulations Management of Health and Safety at Work Regulations 1999
Supporting Documentation Behaviour, Rewards and Sanctions Policy, Staff Employment Manual

"The School will not tolerate any act of violence or harassment in which an Employee or Student or any other person on a School site is abused, threatened or assaulted, or placed in fear for their own safety.

In the event of an act of violence, harassment or serious security breach, immediate steps should be taken to safeguard those affected and a member of SLT and/or the Operations Team, and if necessary, the Police should be contacted as appropriate.

Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by Students is likely to be treated as a serious disciplinary offence which may warrant suspension or expulsion in line with the School's policy on behaviour."

29 Visitors

Regulations DfE Keeping Children Safe in Education 2019 The Regulatory Reform (Fire Safety) Order 2005
Supporting Documentation Visitor's pass

All visitors of the School premises must ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School. They must also ensure that they are familiar with the School's' fire and emergency evacuation procedures.

For planned visitors, it is the responsibility of the host to ensure the safety of their visitor.

30 Water Hygiene and Safety

Regulations Health and Safety at Work etc Act 1974 HSE Approved Code of Practice
Supporting Documentation SITS Register

The maintenance of all water hygiene and safety is carried out by suitably qualified technicians. Records of all inspection and testing are available for inspection from the estates team.

31 Work at Height

Regulations The Work at Height Regulations 2005
Supporting Documentation Working at Height Risk Assessments

The School seeks to avoid the need for working at height wherever possible.

Where working at height cannot be avoided, the Line Manager will seek to reduce the risks related to working at height by carrying out a working at height risk assessment and providing training and guidance in working at height techniques.