

Appendix 1: Statement of Practice Table

Activity	Summary of Practice	Responsible
Asbestos	Register maintained on an ongoing basis by the Estates Bursar. Any intrusive works are first cross-referenced to the register. A 'demolition survey' is carried out when works are planned for an area where there is known asbestos – each survey is kept with the register.	Estates Bursar
Building Maintenance & Alteration (incl Hot Work)	All building maintenance/alteration agreed by Estates & Premises & CPG Committees. Third party contractor work managed by Estates Bursar; Hot Work permits, where needed, are supplied to contractors by the Estates Bursar.	Estates Bursar
	All Hot Works carried out within the Design Technology department are covered by the departmental risk assessments held both in the DT department and centrally.	Head of DT
Competence and Training	A register of external contractors used by the School is kept including their competence certification. These are required by the various regulatory bodies e.g. for gas, electrical and building work.	Estates Bursar
Confined spaces	A minimum two people attend any confined space work e.g. lofts, balance tank or other isolated areas.	Estates Bursar
Control of Substances Harmful to Health (COSHH)	Estates department keep a folder of data sheets for any such substances kept or used at School. The Maintenance, Porters and Grounds teams use these sheets for reference.	Estates Bursar
	Each Science department holds a number of chemicals, each of which is recorded on a department stocklist (with amounts, location and hazard classification (CLEAPSS form E233)). Risk assessment of use, storage and disposal is fulfilled according to the CLEAPSS Chemical Hazards and Handbook Sect. 7.	Science
	The Food & Nutrition department has approximately 15 domestic cleaning chemicals which are locked in a secure COSHH cupboard with access limited to department teaching and support staff. The department has records of safety data sheets and risk assessments for all chemicals that may be used by pupils and staff.	Food & Nutrition
	Theatre. Avoidance / Elimination: Where possible, the use of any substance that falls within COSHH is avoided. Consideration is always given to seeking alternatives with no, or lower, risk factors. Management: Where use is unavoidable, substances are risk assessed under COSHH, and the assessment, and material data sheets, kept on file. COSHH applicable substances are kept in a secure storage, with restricted access. Staff are instructed in the requirements of the COSHH regulations. Protection: Appropriate PPE is available for use where required.	Theatre
	The Swimming Pool use the following chemicals: <ul style="list-style-type: none"> • Sodium Hypochlorite (Separate data sheet to follow) • Sulphuric Acid (Separate data sheet to follow) • Polyaluminum Chloride Sulphate (Separate data sheet to follow) These chemicals are closely controlled only by fully qualified Pool Plant Operators (PPO).	Sports Facilities Manager

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Control of Substances Harmful to Health (COSHH)	Art department use the following materials relate to COSHH: <ul style="list-style-type: none"> • Oil paint and white spirit • Spray paint • Ceramics area > clay, glazes • Darkroom chemicals CLEAPSS guidance is followed, SAFETY DATA Sheets are referenced and guidance followed, and it is within the department risk assessment.	Art
	Cleaning chemicals are kept to a minimum and risk assessed to identify any hazards.	Premise Manager
	The Design Technology Department stores a number of products which fall under the COSHH requirements, each of which are recorded on a flame cupboard inventory. Risk Assessments of use and storage of these products and substances comply with CLEAPSS guidelines and recorded in the department Risk Assessment documentation held both in the DT department and centrally.	Head of Design Technology
	All Sports Facilities staff must attend monthly training to validate working for the School.	Sports Facilities Manager
Hard fixed wiring	Testing is carried out every 5 years.	Estates Bursar
Induction of new staff	All new staff are inducted in H&S practice and Fire - as fixed element of their wider induction programmes	Bursar/Deputy head Personnel & Admin
Ladder register	A ladder register is held by the Estates Bursar which records every fit for purpose, tagged and graded ladder in the School. The register is checked three times throughout the year and updated as necessary.	Estates Bursar
Legionella	Risk assessment is checked weekly and renewed every two years. A Planned Preventative Maintenance (PPM) strategy means that tasks are scheduled ahead of time, to take place on a regular basis – even while an asset is still functioning normally.	Estate Bursar
Letting and Hiring	Lettings and hires of the premises and facilities are subject to a full risk assessment (including fire evacuation procedures) and a contract between the School and hirer that clearly outlines the Terms & Conditions of Use, insurance and safeguarding requirements	Head of Commercial & Community Activities
Lift Operations and Lifting Equipment Regulations (LOLER)	Lifts including platform lifts are subject to testing twice per year which is arranged by the Estates Bursar.	Estates Bursar
Lightning Protection	Tested annually by an external contractor and records retained	Estates Bursar
Manual Handling	Training is arranged, renewed and recorded every 3 years. The termly Health & Safety Committee receives updates on training.	Assistant Bursar
	All Sports Facilities staff receive specific induction on how to manually handle equipment set ups and break downs.	Sports Facilities Manager

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Medical Questionnaire	New staff are required to arrange a medical appointment with the School doctor before they start. Temporary staff complete a self-declaration.	HR for support staff / HM's office for teaching staff
Portable Appliance Testing (PAT)	Testing carried out annually and records retained.	Estates Bursar
Pressure Vessel Testing	Testing carried out annually and records retained.	Estates Bursar
PPE and clothing	In each Science department, a termly check is completed to ensure that in each Lab and Prep room, the appropriate protective clothing is available for pupils and staff. This includes lab coats, eye protection and gloves.	Director of Science
	Staff and pupils in the Food & Nutrition department must wear and are provided appropriate PPE for practical cookery and cleaning.	Head of Food & Nutrition
PPE and clothing	Grounds, maintenance and porter teams are provided with appropriate PPE; staff sign a PPE training document on receipt.	Estates Bursar
	PPE is supplied to all staff authorised to work in the Swimming Pool Plant Room.	Sports Facilities Manager
	PPE is issued to all DT departmental staff at the point of joining the department and renewed/amended as and when appropriate.	Head of Design Technology
Safety signs	Science labs require numerous signs which are checked termly. These include, but are not limited to: <ul style="list-style-type: none"> • Immediate Response Measure information (CLEAPSS Emergency-Cards-E-Cards.pdf) • Hand wash sign • Positions of stop-cocks / safety shut-offs for water, gas and electricity • Hazardous substance • Radiation • Fire exit and fire procedure • First Aid Kit • Eye wash station • Nurses telephone number • Safety rules • Fire Exit and Procedure 	Director of Science
Safety signs	Other practical departments have generally-applicable health and safety signage, warnings and instruction on display within their departments as required, and these feature within their risk assessments.	Estates Bursar, other Heads of Departments

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Slips, trips and falls	The Assistant Bursar assesses internal and external risk annually. Mitigating actions are considered and implemented.	Assistant Bursar
Sterilisation	The medical department uses Milton for sterilising some equipment. This is for use by staff only and is kept in a locked cupboard with access limited to the Nurses	Nurses
Sun protection (EYFS pupils)	The Junior School Deputy Head is the author of the Junior School Sun Protection Policy which outlines how this issue is discussed in assemblies, reflected in letters to parents about the application of cream and wearing of sun hats, with reminders ahead of trips and events. A water table is provided outside and play beneath shaded trees promoted.	Junior School Deputy Head
Sun protection (Senior School pupils)	Pupils are reminded by PE staff of the importance of being dressed appropriately for activities and differing weather conditions. This includes their personal use of sun cream. Staff should not assist pupils in the application of sun cream, nor should they lend pupils sun cream.	Director of Sport
Sun protection (Staff)	The Estates Bursar has a sun protection chart and sun protection cream is available for those who work outside.	Estates Bursar
	The School makes provision of sun cream for PE staff during the summer term and staff are reminded of the risks associated with working outside for extended periods of time particularly during warmer weather conditions. This is in the PE and Games dept handbook under health and safety.	Director of Sport
Temporary staff and contractors	Temporary staff make medical self-declarations about fitness to work and receive safeguarding induction before or on their first day. All are DBS checked. Regular contractors are DBS checked as employed staff and instructed in safeguarding. Other contractors either work when school is not in session or are chaperoned.	Bursar
Working at heights	The Assistant Bursar arranges necessary training for staff and maintains a record. Training needs redoing every 3 years. The termly Health & Safety Committee receive an update on training.	Assistant Bursar
Vehicles and on-site movement	Visitor vehicles are granted access and directed by the Security Team. Site vehicles i.e. contractors are overseen by Estates Bursar.	Security Team / Estates Bursar