



DANES HILL SCHOOL
STRONG & SAGACIOUS

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Health and Safety Policy (Part 3 Arrangements)

Health and Safety Policy – Part 3 Arrangements

**THIS POLICY APPLIED TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION STAGE AND THE
PRE-PREPARATORY SCHOOL**

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1. Accidents and incidents and investigation

All incidents for Pupils and staff will be recorded by the nurse and H & S Officer. For minor incidents, the first aid logbook is completed and a note put on pupils record on SIMS. For more serious incidents a formal accident report will be completed and a copy sent out to H & S officer and bursar. Examples of more serious incidents include injuries requiring ambulance or hospital treatment, or where there has been a failure in equipment or school management.

Where incidents meet the requirements of Reporting Injuries, Diseases and Dangerous Occurrences RIDDOR - The designated responsible person for reporting on behalf of the school is the Bursar, or in their absence, the Health and Safety Officer. Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

All incidents involving concussion and calling an ambulance should be reported if deemed supervision was not in place.

Reporting online

The responsible person should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents will be investigated and findings documented. Any more serious incidents will be brought up at H & S meeting. Incident trends will be identified and remedial action taken as required.

2. Administering medicines

The nurse or designated member of staff in The Medical Centre will administer all medication.

For residential off-site visits, a form will be completed by parents giving a member of staff permission to administer medicines. A member of staff will be designated to administer the medicine and make arrangements for its safekeeping.

Children are not allowed to walk around school with their own medicines (except Asthma or Epi-Pens.) They should always be kept at The Medical Centre. Children should present prescribed medication to The Medical Centre for storage and parents complete a administration of medicines form which can be downloaded from School Web site or collected from The Medical Centre. The child has to remember to come at the right time for administration and also to collect the medicine at the end of the school day. Teachers are not expected to administer medication.

A child with a head injury (See Head injury and concussion policy within Medical Policy) or possible fracture should be escorted to The Medical Centre by a member of staff not another child. If in doubt whether the child should be moved, please contact The Medical Centre for advice.

3. Adventure Playground

There is a phone in storeroom behind pavilion to phone The Medical Centre, or common room to get assistance or send a sensible child up to get another member of staff.

4. Alarm Systems

The **Estates bursar** is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

The fire alarms are tested as laid down in the Testing Procedures (**See Fire Safety Record Book**) to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Estates bursar or Bursar.

5. Allergens – Medical Centre Handbook

6. Asbestos Management

It is our policy at Danes Hill School to control the risks to the health and safety of all those who enter our premises or may be affected by activities under our control.

To achieve the effective implementation of this policy with regard to asbestos, Danes Hill School will ensure that any risks arising in our premises are assessed and controlled.

The risks will be assessed and documented. Remedial action will be implemented where adequate control is not possible. The system of control will be reviewed at least every six months.

Danes Hill School will consider removal of ACMs that present a high risk and cannot be controlled by any other means.

A specific asbestos management system for each building managed or occupied by Danes Hill School will include a management plan for the control of ACMs in the building. The management plan will take into account the risk assessment and any relevant best practice guidelines.

Danes Hill School will ensure that all employees and contractors are aware of their legal responsibilities and duties as allocated by the management plan and for the management control of asbestos.

7. Audit and review

At least once a term a member of the SMT will carry out a H & S inspection of the school. At least annually the H & S governor will carry out an inspection and review of health and safety governor will carry out an inspection and review of H & S. External audits of H & S will be arranged and carried out on a regular basis.

Regular progress monitoring and compliance with any actions identified by inspectors and audits will be carried out by H & S officer. Significant findings from inspectors and audits will be reported to governors with monitors close out of any actions.

Risk assessments and policies will be subject to regular review and monitoring.

8. Clear Passageway

All access and egress into, out of and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings.

This is the responsibility of all staff as well as of the Estate Bursar.

9. Contractors on Site

Contractors are required to comply with all Health and Safety arrangements in the School particularly in respect of Fire Safety and Emergency Procedures. These will be brought to their attention at the outset of the contract. A Code of Practice containing issues such as Noise, Asbestos, Paint Stripping will normally be addressed at the tendering stage.

Contractors will be expected to comply with a Code of Behaviour which will be established at the contract tendering stage, whilst on the School premises.

The school ensures that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school checks the identity of contractors and their staff on arrival, the contractor completes a visitor's badge before being escorted into the school by a member of the site team.

For further information see 'Contractors Policy'

10. Control of Noise at Work Regulations 2005/Control of Vibration at Work Regulations 2005

Where a risk from excessive noise and vibration has been identified a risk assessment will be completed and control measures implemented. Whilst there is some potential for noise and vibration within the DT department and premises team it is not believed that staff are near to exposure thresholds for noise and vibration. However, PPE will be provided and any new equipment purchased will be reviewed for noise and vibration. Health surveillance will be made available where an individual or group of people are identified as at risk.

11. Control of Substances Hazardous to Health (COSHH) 2002 (as amended)

We carry out COSHH assessments on substances that we use and update regularly in all areas. Maintain a register and ensure staff have appropriate training. Substances are stored safely and only used by authorised users.

12. Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the School to report to the Health and Safety Officer, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the **Site Manager/Estates Bursar**. For less urgent matters, please report to Estates bursar via safety email – safety@daneshill.surrey.sch.uk

13. Display Screen Equipment Regulations

12hrs+ per week of necessary work at the computer will be taken as a guideline. All staff that fall within this category will be assessed regularly if required.

The Health and Safety Officer and Bursar are responsible for designating users.

A “designated user” is entitled to an Eye and Eyesight test specifically for computer use before or upon starting the job and when advised by the optician, thereafter. A user may go more frequently if s/he feels their eyesight is being affected by the work (headaches, eyestrain, etc).

The employer will pay for the test. Employees can go to whatever optician they wish but can only reclaim the established cost.

In respect of the payment for glasses, the employer will establish the cost and has to pay for glasses only where they are prescribed for computer work up to a certain value. The Bursar will inform individuals of the current established costs.

Assessments are carried out internally unless the problems cannot be resolved.

Risk Factors and Guidance

It is important to establish a comfortable working position in order to minimise/ reduce the risk of discomfort or injury from repetitive strain to your hands, wrists or other joints. All DSE users are to complete a DSE risks assessment available from the Health and Safety Officer.

14. Doors on site

With new doors, principal designer of the build should ensure doors are fit for purpose. New doors should be fitted with barrel hinges.

Door guards will be fitted to all doors at Bevendean and Wrens where possible. Doors should be checked during Health and Safety audit. Staff should report any defective doors to safety@. Smaller children should be observed using doors and where necessary, staff should hold doors open for children. Children in the Middle and Upper schools should be educated in how to behave correctly in and around doors and to learn to be courteous in holding doors open for those that follow.

15. Driving Policy on and off-site including Minibuses, Coaches and Driving Permits

See the Bursar for regulations on use of school minibus

- Minibus Safety
- Seat belts for Children
- Minibus driving Licensing.

These guidelines must be followed whenever a minibus is used or coach hired.

See Driving Policy on and off site.

16. Electricity at Work Regulations 1989

These Regulations advise a safe system of work which will be adopted by the School and which will include having:

- all fixed installations tested at least every 5 years or at any interval recommended by the Estate Bursar and PAT testing carried out annually
- a certificate of the test of fixed installations
- an inventory of all electrical apparatus/appliances
- all portable appliances (i.e. those appliances which are plugged in and out of an electrical socket, including double-insulated appliances) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc) and all other appliances are tested by a "competent" person using a portable appliance tester at least once a year
- all portable appliances used by pupils has a brief visual inspection each time used. This can be done by the teacher or a pupil. (A visual inspection would involve looking at the plugs, casings and cables for damage, cracks, fraying, wire exposure, etc.)
- a sticker displayed on tested appliances indicating pass (green) or fail (red) - any failed appliance must not be used until repaired or it must be disposed of
- stage lighting and switchgear inspected and tested after each alteration to the system and tested regularly
- any personal equipment brought into school inspected and tested before use.

All portable electrical equipment within the school must be inspected and tested on a regular basis.

17. Emergency Plan/Serious Incident Policy

Published September 2008

Related documents - see individual policies

Serious incident: Code Red Scenario: Very serious, life-threatening, injury to a child on site or off-site

Amber Alert: Non-life threatening but serious incident or accident in school or off-site.

Critical Incident Checklist

Medical Incident Procedure

After school activities register

18. Fire Fighting Equipment

It is the responsibility of the **Estates Bursar** to check continually that firefighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged and for ensuring that the equipment is serviced annually and will keep records of the service checks.

From time to time the **Bursar** will undertake a review of the changing needs of firefighting provision in conjunction with the **Estates Bursar** and will instruct an audit of the equipment

19. Fire Safety

A fire risk assessment has been carried out on all school buildings and this will be reviewed regularly.

(a) Procedures and Drills

See Following Emergency Procedures and Refer to the Staff Handbook

All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and to follow the procedures laid down. **A record of all drills will be kept.**

The **Bursar** is responsible, during the school day, for ensuring that drills take place as required and that all fire-related (i) procedures are implemented and the **Estates Bursar** for ensuring that (ii) warning systems are set up and operating and (iii) equipment maintained and serviced. The **Bursar** is responsible for ensuring that the Fire Risk Assessment is reviewed annually.

The **Estates Bursar (with the Electrical Consultant)** is responsible for ensuring that (i) the Fire Alarm is test-sounded once a week and records kept (ii) Escape Routes are unobstructed (iii) Call Points (break glasses) and Fire Fighting equipment are accessible at the start of each day (iv) Fire Exit mechanisms work efficiently on a weekly basis (v) Emergency Lighting is checked on a monthly basis and records kept and (vi) Fire Escapes are in a safe condition at the start of each term and checked by a competent person on at least a three-yearly basis.

(b) Evacuation Notices and Signs

Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (break glass) and the assembly place. Emergency exit signs indicating the route out of the building and Refuge Points are displayed. The **Estates bursar** is responsible for ensuring that notices and signs are always displayed and renewed where necessary.

20. **First Aid Policy** - see policy

21. Gas Safety

The requirement for maintenance (as required) and servicing (annually) will be carried out by contractors. In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

22. Health and Safety Policy - Acknowledgement by Staff

On Staff notice board and Intranet

Under the Health and Safety at Work Act, a copy of the School's Health and Safety Policy has been made available for you to read. This can be found on the Staff Intranet under Policies. A condensed and staff friendly version of the H & S Policy can be found in the Staff Handbook. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

Please ensure that you have signed acknowledgement of the Health and Safety Handbook and returned it to the Health and Safety Office by the required date

23. Health and Safety (Consultation with Employees) Regulations 1996

Staff H & S committee meet twice termly, and this includes staff representatives and will be how we consult formally with staff in H & S matters. and New points of regulation are sent out to staff via Eschools and the staff noticeboard.

24. Health and Safety Training

Staff will be given the opportunity to attend relevant Health and Safety training which they can either apply for through either the **Health and Safety Officer or the Bursar**. Where the training is necessary for the individual to do the job safely, the employee must not carry out the task before the training has been successfully undertaken.

Teaching staff will be provided with training on Risk Assessments, fire procedure, fire marshal AND First Aid

Site staff including grounds, Maintenance and IT will need all training including manual handling and working at heights.

DT staff:

- D&T Secondary Core H&S
- D&T Secondary Food H&S
- D&T Secondary Textiles H&S
- D&T Secondary Materials H&S
- D&T Secondary Core Technician H&S

Science teachers – Fume
Cupboard/CLEAPPS
See staff matrix for training received and renewal dates

25. Information on Health and Safety

All Health and Safety information which advises safe working practices will be made available on the Intranet, staffroom noticeboard and be available from the **Bursar/Health and Safety Officer**. Advice can be sought from the Health and Safety Officer. This should be done through the Bursar. Any member of staff has the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of the School's Health and Safety handbook and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. They are required to acknowledge that they have read it.

Pupils and other users of the premises will be given basic instructions and information on health and safety.

Contractors will be expected to familiarise themselves with the School's requirements for safe working on site, especially where pupils and staff might be affected by the work processes and implement them.

All Health and Safety Audit and Inspection Reports will be made available to every member of staff through the Bursar. The Staff will be required to address any issues contained in the report for which they are responsible.

26. Intruders

In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the School, (s)he should politely and unthreateningly ask that person to leave the premises or come to the School Office where the Bursar or Estates Bursar will be called. If the intruder is not co-operative, help should be sought from the Estates bursar, Bursar, Deputy Head or senior member of staff. In the last resort the Police should be called. No effort should ever be made to touch or forcibly remove an intruder from the School. It is important that a record of these incidents is kept.

27. Lone working

Staff have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with the school in meeting their legal obligations.

Those who work by themselves without close or direct supervision, either staff who work separately from others in an establishment, or mobile workers who work away from a fixed base are classed as lone workers.

The school has a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include:

- Involving workers when considering potential risks and measures to control them
- Taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety
- Instruction, training and supervision
- Reviewing risk assessments periodically

Staff must read school risk assessment on lone working and update where necessary. All staff must email site@ when they arrive and depart the school and must ensure someone knows where they are at all times.

28. Manual Handling

It is the policy of Danes Hill School to ensure that, wherever reasonably practicable, the need for manual handling is avoided. Where manual handling cannot be avoided a risk assessment will be carried out of all such activities to reduce the risk of injury to the lowest level reasonably practicable. **All staff affected by manual handling activities should be involved in the risk assessments relating to their tasks.**

The School Administrator will ensure that Manual Handling Risk Assessments are recorded and reviewed regularly, particularly when there have been any significant changes in work activities. All employees who are involved in manual handling activities will be given appropriate training and information. Lifting equipment, such as trolleys, will be provided, as necessary, when heavy equipment and items require transporting. Mechanical lifts should be used where possible, or work outsourced to third party contractors where possible.

For activities where manual handling cannot be avoided, a Risk Assessment will be carried out. Manual handling activities will be identified and assessments conducted where necessary with results recorded.

Formal training will be provided to departments where manual handling forms part of day-to-day routine, this will include the following:

- Grounds Department
- Maintenance Department
- IT Department

Employees are required to report any health problems, which may affect their ability to lift safely and also to co-operate with the Danes Hill School Health and Safety Policy.

29. OCCUPATIONAL HEALTH AND WELLBEING OF ALL EMPLOYEES

Danes Hill School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these policy goals, the school will seek to give effect to the following:

- The school will communicate to all staff the content of these guidelines.
- The school will encourage line managers, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported to the Head.
- The school will operate reporting procedures with proper safeguard for confidentiality.

30. Other Users

Other users of the premises will have a copy of appropriate parts of this Policy and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the School. Conversely, other users will provide the School with a copy of their Policy so that the School can co-operate with them with regards to health, safety and welfare.

31. Parking

The Bursar is responsible for safe parking arrangements. Parking is not allowed in any non-designated part of the School. The Bursar is responsible for the safety arrangements for pupils and others at the start and end of each day, when they are entering and exiting the premises at the same time as vehicles.

32. Personal Protective Equipment PPE

All Staff have a general duty to take responsibility for the health and safety of themselves, of other members of staff and of pupils. They have a duty to request specific health and safety training.

Staff Practice must set a good example to both staff and pupils and be consistent with workshop rules over the wearing of PPE.

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Advice on safety and suitability is sought from CLEAPSS, the local authority [health & safety] , through publications and directly.

Danes Hill accepts the duty to provide all PPE including eye protection, gloves, protective footwear, ear protectors, face masks, overalls and aprons for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Prescription safety spectacles are to be ordered where necessary and the employer will meet the cost of the safety features. The employer expects eye protection to be available for pupils and visitors whenever the risk assessment requires them.

Face shields and Nitrite Gloves are provided by the employer to chemical-splash standard are worn whenever there is a risk using chemicals.

Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to their Head of Department and Health and Safety Officer

All staff must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

33. Prevention or Control of Legionellosis

The **Bursar** is responsible for ensuring a Water Risk Assessment is reviewed as advised and the quality control of the water supplied to the different buildings. The **Estates Bursar** will ensure that the Legionella risk assessment is reviewed on a regular basis as advised by competent contractors.

Regular flushing through of little used outlets will be carried out weekly, monthly temperature testing will take place and descaling carried out regularly. Records of these checks will be maintained, and any items found to be out of scope will be actioned.

Contractors will carry out regular maintenance visits including inspecting tanks at least annually.

34. Risk Assessment Policy

Under the Management of Health and Safety Regulations 1999, any activity identified as constituting a significant (medium/high level) risk to the health and safety of employees or other users (pupils, contractors, parents, visitors), has to be assessed and control measures devised, documented (if repeated/ on-going) and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

If the risk is **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**).

A Risk Assessment will be completed, for any potentially harmful plant, machinery, equipment, activity, substance, product, material, etc by all persons who are responsible for areas (teaching and non-teaching) where such risks are identified.

The Health and Safety Office, Bursar, Deputy Head, Head of Bevendean and Estates bursar are responsible for ensuring that the Risk Assessments are carried out and reviewed on an annual basis. For off-site activities risk assessments must be carried out before each trip and signed by each member of staff attending. See Guidelines on Off-site activities for further information.

(a) Equipment, activities, substances, etc

All equipment, machinery, activities, etc which could cause significant harm or injury to children or staff have to be systematically assessed.

(b) New and Pregnant Mothers

Risk assessment carried out for each staff member after completing a questionnaire.

35. Road safety

Whenever pupils are to be taken out they will be reminded of the need to be careful and to follow instructions when crossing roads, walking along pavements, lining up waiting for the minibus, etc.

On-site vehicle movements – care and attention from vehicle users when children are in the vicinity. School vehicles have warning alarm and flashing lights when moving around the school site.

Staff are not allowed to take a child in their car unless the child may come to some harm if they do not or with permission of Head or Deputy Head.

Contractor Vehicular Movement and Parking

- Contractors' vehicles may only park within the designated area or on direction of the Estates bursar / duty caretaker.
- The Speed Limit within the School Grounds is 5 mph.
- Contractor's vehicles must not enter the School site until they have signed in at Reception. Vehicles must be escorted to the site from the school gate.
- Drivers are to remember that the students may not be aware of the dangers of a moving vehicle.
 - Failure to observe will this code of conduct entitles the school to exclude any member of contractors' staff from the premises.

36. School Journeys and Off-site Activities (including Adventure/ Outdoor Activities)

See the School's Guidelines on School Journeys and Off-site Activities – Staff Handbook (A10)

Any information and help can be obtained from Educational Visits Co-ordinator/H & S Officer

The School Management is aware of their responsibility in organising off-site activities and the need for pupil safety with checks done on centres staff qualifications and licences before booking. The H and S officer maintains a register of these checks. The School's policy and procedures will be followed when arranging such activities. The school has noted the Department of Education advice on legal duties and powers for local authorities, Head teachers, staff and governing bodies.

37. Security

The **Estate Bursar** is responsible for ensuring that the School is securely shut up at the end of the day

Keyholders will be called out by the police in the event of the alarm being activated

It is every member of staff's responsibility to ensure that he/ she takes the necessary measures to make safe the materials and equipment in his/her care. Doors should be locked when rooms containing valuable equipment or belongings are not in use.

- Keys, bags, passes etc., should not be left unattended
- Lost keys should be notified immediately to the Bursar
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the School office
- The Deputy Head, Bursar, Estates bursar or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way

38. Smoking

The Health Act 2006 – Part 1 Smoking (Smoke-free Premises, Places and Vehicles) requires that there is no smoking in places of work which are “enclosed or substantially enclosed”, including vehicles. A breach of this on school premises is a breach of the law and will be dealt with as a disciplinary matter. “No Smoking” signs are displayed at all entrances to the premises.

39. Storage - Safe System of Work

Items will be stored appropriately and in a manner to reduce the likelihood of accident or injury.

Any hazardous substances will be stored appropriately to avoid injury.

40. Supervision Rota

This is displayed on the staffroom notice boards and is regularly reviewed

41. Swimming Pool Safety

See Risk Assessments, Emergency Procedures and General Rules

42. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Any lifting equipment will be inspected and maintained in accordance with manufacturers requirements and regulations. Staff will be provided with appropriate training to carry out any lifting operation.

43. The Management of Health and Safety at Work Regulations 1999 – New and expectant mothers

Risk assessments are carried out for all new and expectant mothers, Any adjustments to work areas, routines or roles will be made case-by-case basis. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

44. Young Persons

The principal aim of this policy is to ensure that all Danes Hill School employees are aware of the procedure to follow when young persons are employed in a permanent capacity, on apprenticeships or given work related experience whilst still at school.

It is every employer’s duty to ensure that young persons are protected at work from risks to their health and safety which could be a consequence of their lack of experience, absence of awareness of existing or potential risks or for the fact that young persons have not yet fully matured.

Please seek advice from the health and safety officer on permitted hours of work and rest breaks for young persons. Staff must notify the H & S office when a young person is due to start at the school.

The risk assessment process will ensure that risks to young persons are identified and controlled.

45. The Provision and Use of Work Equipment Regulations 1998 (PUWER '98)

The school will only purchase suitable equipment for the task from reputable suppliers. This equipment will be maintained and serviced as per manufacturers requirements.

Training and PPE will be provided for staff using the equipment.

46. Violence to staff

Most misdemeanours will be dealt with within the school and by the normal and accepted disciplinary procedures. A small number of offences may be considered by the HM to merit expulsion. These might include:

- exceptional violence
- significant and deliberate damage to property
- significant and manifest involvement with drugs
- major theft
- persistent bullying

This list is not intended to be all-inclusive.

In the event of the Head deciding that a child should be expelled

47. Work at Height

It is the Policy of Danes Hill School that employees of the School will not undertake any form of work at height unless appropriate authorisation has been provided by the Bursar or Estates Bursar.

It is the responsibility of the Estates Bursar to ensure that all equipment used for working at height is appropriately maintained.

Danes Hill School will:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment is selected to suit the task.
- Provide suitable personal protective equipment.
- Ensure all personnel are competent to undertake work at height.
- Provide any employee completing the task with training in safe working at height to include any specific conditions, which may apply to that particular task.
- Train the employee in the use of all safety equipment and personal protective equipment as necessary
- Ensure all safety equipment, e.g. harnesses, safety nets, ladders, etc., are inspected on a regular basis by a competent person
- Before using a step ladder the condition will be checked for any defects. In addition, formal ladder inspections will also be carried out on a regular basis.

Refer to the work at height policy for further information.