

# HEALTH AND SAFETY POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

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**Wellington School Health and Safety Policy is published as a series of documents:**

- Section 1 : Statement of Intent
- Section 2 : Organisation: Functions and Responsibilities of Wellington School
- Section 3: Appendices

## Section 1 – Health and Safety Statement of Intent 2024

1. The Governors of Wellington School recognise and accept their collective responsibility as employers for providing, so far as is reasonably practicable, a safe and healthy workplace, work practices and working environment for our employees, pupils, contractors, visitors and others who could be affected by their activities.
2. Day to day responsibility for the operation of Health and Safety is vested in the Head, Director of Operations and Head of the Prep School. However, the Governors have specified that the school should adopt the framework detailed in Part Two of this policy for managing Health and Safety.
3. The Governors will take all necessary steps to meet this responsibility paying particular attention to the provision and maintenance of proper:
  - a. plant, equipment and systems of work to ensure they are maintained properly and that none will be used knowingly when it presents any risk to the safety of the pupils, staff or the public
  - b. arrangements for the use, handling, storage and transport of articles and substances
  - c. comprehensive information, instruction, training and supervision to ensure the health and safety at work of all employees and pupils
  - d. places of work with safe access and egress
  - e. environments of safe and healthy working and adequate procedures to ensure the health, safety and welfare of all employees, pupils and members of the public, which are under continuous review by management at all levels
4. Without detracting from the primary responsibility of the Head, Director of Operations and Head of Prep School for ensuring safe conditions of work, the Governors will continue to keep under review arrangements for providing competent, technical advice on Health & Safety matters where necessary.
5. The Governors are committed to ensuring that the School operates in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.
6. The Governors recognise the need for the involvement of all staff in achieving a successful Health and Safety Policy and will co-operate with safety representatives (as indicated in the chain of responsibility) to provide them with such facilities and training as may be necessary.
7. The Governors will ensure that suitable arrangements are in place for the consideration of health and safety matters at committee meetings and/or full board meetings, as appropriate.
8. Employees are reminded of their own duties and are expected to co-operate with the Governors to enable them to carry out their Health & Safety responsibilities successfully.
9. The Governors will keep this statement up to date by regular review and ensure that it is brought to the attention of all concerned and that copies are readily available to them.

A Govey  
Chair of Governors

A Battison  
Head

J Talling  
Director of Operations

V Richardson  
Prep Head

## **Section 2 - Organisation: Functions and Responsibilities of Wellington School**

This part of the Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy.

**2.1** Wellington School has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, students, visitors and contractors and the self-employed.

**2.2** Wellington School is responsible for:

- determining the School's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of responsibility and accountability for health and safety
- periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Wellington School
- providing access to competent health and safety advice

### **2.3 Board of Governors ("The Board")**

The Board has overall collective responsibility for Health and Safety within the School. It has a responsibility to ensure that Health and Safety issues are considered and addressed, and that the Policy is implemented throughout the School. It will also make adequate resources available, so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. Governors are designated as having particular responsibility for overseeing Health and Safety within the School and at least one Governor will attend the School Health & Safety Committee meetings, which are held at least every term.

### **2.4 Head**

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of Health and Safety within the School. The Head will also report to the Board on Health and Safety performance and assist the Board in implementing changes in the Policy which the Board have approved. The Head will take appropriate action under the School's disciplinary procedures, working with the HR Director and Director of Operations against

anyone under their control found not complying with Health and Safety policies and/or procedures.

## **2.5 Director of Operations**

The Director of Operations has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality and safety
- Asbestos management
- Accidents and emergencies
- Staff induction, training and instruction.

The Director of Operations will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Head on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring Health and Safety within the School and raising concerns with the Head
- Ensuring compliance with all Regulations affecting the School
- Chairing the School Health and Safety Committee
- Submitting RIDDOR reports for applicable accidents to the Health & Safety Executive.
- In the event of any hazard or risk to health and safety of any persons under their control, taking appropriate action to control the hazard/risk
- Ensuring Wellington School has access to competent Health and Safety Advice
- Ensuring the Health and Safety Policy, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
- Undertaking monitoring and ensuring the provision of adequate resources to achieve compliance
- Ensuring that competent contractors are used and, if applicable, are fully briefed on areas of asbestos before starting work.

## **2.6 The Leadership Team**

The Leadership Team at Wellington School will take general responsibility for ensuring that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head. Any member of staff with supervisory responsibilities will be expected to:

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these on a regular basis to ensure that they remain relevant
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely.
- complete a health and safety induction, evidenced by a checklist, for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events; undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of appropriate control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents
- ensure all persons under their control are aware of the reporting procedure

## **2.7 The Health and Safety Committee**

Wellington School holds a Health and Safety Committee meeting approximately once per term, chaired by the Director of Operations. All matters are minuted. The following staff are the nominated Health & Safety representatives of the School:

- Director of Operations, Chair
- Deputy Head (Pastoral)
- Deputy Head (Co-Curricular)
- 2 Representatives from the Governing Board
- Campus Manager and Health & Safety Adviser
- Head of Science

- Head of Prep School
- Senior Nurse
- Events Manager
- Director of Sport & Wellbeing
- Head of Boarding
- Caretaker
- Head Groundsman
- Compliance Officer
- DT & Art Technician
- Estates Manager

The role of the Committee is to

- consider and advise on school policies for health, safety and welfare, both statutory and otherwise, and monitor and review their effectiveness.
- provide guidance to the governing board, and support for the leadership team on all matters relating to health & safety, including the school premises, grounds and security.
- contribute towards, and monitor, the School Improvement Plan in respect of health & safety issues, by developing annual health and safety specific objectives against agreed measurable targets.
- progress the Accessibility Plan
- monitor the implementation of health and safety legislation within the school.
- review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
- promote health and safety training in the school at all levels and to ensure that appropriate emergency procedures are in place.
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- receive a list of all other recorded accidents or occurrences and consider the effectiveness of any remedial action taken to prevent future similar incidents.
- consider reports of formal audits of school workplaces and activities and such other reports as may be submitted.
- ensure that regular health & safety inspections take place according to the School's Health & Safety Policy and receive reports on such checks.

- consider and keep under review building work which will need to conform to good health, safety and welfare practice.
- keep under review communications and publicity relating to health, safety and welfare in the School and where necessary recommend any improvements or changes.
- consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.

## **2.8 School Support Staff:**

**In addition to the responsibilities above, this group has specific duties:**

- To maintain an understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them
- To maintain an awareness of the relevant premises related health and safety legislation, issues and procedures
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented
- To ensure adequate security arrangements are maintained
- To ensure the general cleanliness of the premises and that adequate welfare facilities are maintained
- To arrange for regular inspection of the areas of the premises for which they are responsible and to ensure that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- To ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained
- To ensure that plant and equipment is adequately maintained
- To arrange for the regular testing and maintenance of electrical equipment
- To maintain suitable records of plant and equipment maintenance and tests
- To ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
- To ensure first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- To ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored

- To ensure that health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- To maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request
- To ensure that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures
- To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors
- To liaise with other staff members where premises/equipment monitoring, and maintenance responsibilities are held elsewhere within Wellington School i.e. Design and Technology and Science

## **2.9 Heads of Department (Teaching)**

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

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities -Director of Sport & Wellbeing
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology (use of plant and equipment) - Head of Design & Technology
- Outdoor activities and lessons – Deputy Head, Co-curricular
- Trips and visits – Deputy Head, Co-curricular
- Ammunition and firearms - Combined Cadet Force Commanding Officer
- The School's Radiation Protection Supervisor, the Head of Physics, is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. He is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.



Heads of Department will be responsible for identifying, organising and maintaining records of training that are relevant to their area of control and ensuring that equipment and machinery used in their department is regularly inspected and serviced in accordance with manufacturer's instructions, guidance and legal requirements.

## **2.10 Health and Safety Advisor (HSA)**

The Health and Safety Advisor is a member of the Campus Team and is directly responsible to the Director of Operations. They will act as the Schools' 'Competent Person' for the purposes of all relevant Health & Safety Regulations and legislation.

In the absence of the Health and Safety Advisor the Director of Operations will be responsible for ensuring that the health & safety functions are carried out.

The HSA will:

- Undertake a proactive H&S role on the Health & Safety Committee
- Act as the School Fire Safety Officer, managing a programme of Workplace Fire Safety risk assessments in compliance with all relevant legislation, including fire awareness training and liaison with Fire Safety Officers and the Fire and Rescue Service as necessary
- Audit and inspect H&S arrangements, practises, procedures and documentation, making recommendations for change and improvement where necessary
- Advise on, produce and deliver H&S guidance and training material
- Ensure that the School H&S Policy and procedures are suitable and regularly reviewed with the Director of Operations
- Undertake specific workplace, premises and School activity risk assessments, producing suitable risk assessment documentation that is regularly reviewed
- Undertake accident and near miss investigations as requested by the Director of Operations, producing reports and recommendations for action where necessary.
- Receive, collate, manage and report upon all accident, incident and near miss reports, ensuring that a termly report is prepared for the Health & Safety Committee.
- Advise the Director of Operations on those accidents that are required to be reported to the HSE under RIDDOR and assist in the reporting process
- Liaise with external enforcing authorities (HSE, EHO, Fire Officers), advising on inspections undertaken, reports, advice given, and any notices issued
- Manage the requirements for any independent external H&S advisor input, arranging contact and visits as deemed necessary and agreed with the Director of Operations
- Participate in the selection and induction of contractors
- Carry out the health and safety induction of all new staff.

## **2.11 Boarding**

- Wellington School has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies. “Wellbeing” means wellbeing within the meaning of section 10(2) of the Children Act 2004
- Suitable accommodation, including toilet and washing facilities, is provided to cater for the needs of boarding students who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders, and provides separate accommodation for male and female boarders where this is necessary.
- All medication is safely, and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.
- The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be “Gillick Competent” to give or withhold consent for his/her own treatment.
- Boarding risk assessments are completed and reviewed annually.

See also the Boarding Policy and Handbook for more detailed information

## **2.12 Catering**

The School's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the School's catering contractor arranges for and keeps records of:

- An independent Hygiene and Safety audit of food storage, meal preparation and food serving areas
- Professional advice from a dietician on healthier food, menu planning and special diets as needed

- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc.

### **2.13 The Senior Nurse**

The Senior Nurse will be responsible for:

- Maintaining an accident book
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Arranging for appropriate escorting of students to hospital and off-site appointments
- Ensuring that all first aid boxes and eye wash stations are replenished in a timely manner.
- Arranging for the servicing of the three defibrillators which are on Campus.

### **2.14 All Staff**

All employees, agency and peripatetic workers and contractors must comply with Wellington School's Health and Safety Policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- notify their Head of Department, Director of Operations or School Safety Advisor of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety, as the co-operation of all staff is essential to the success of the Policy and the School requires that staff support Wellington School in embedding a positive safety culture that extends to students and any visitors to the site
- make proper use of anything provided in the interests of their Health and Safety such as protective equipment

- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **2.15 Students**

All students are expected to behave in a manner that reflects the Schools' behaviour policies and in particular are expected to:

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of staff any health and safety concerns that they may have.

## **2.16 Lettings**

Wellington School from time to time will hire out facilities on Campus and has a hire agreement which covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid. Persons/organisations hiring the facilities must agree to:

- co-operate and co-ordinate with the school on health and safety matters
- agree to the terms of the hire agreement in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

Wellington School will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the hire agreement are fully explained and communicated to all individuals or groups hiring a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted on health and safety matters
- the school's health and safety arrangements are made available to shared users

### **3.0 Organisational Arrangements for Health and Safety**

The following arrangements will be adopted to ensure that Wellington School fulfil their responsibilities for securing the health and safety of employees and all users on the Campus.

**3.1** Setting health and safety objectives: The Governors, Head and the Director of Operations will specifically review progress of health and safety objectives at the termly meeting of the Operations Committee. Where necessary health and safety improvements will be identified and included within an action plan.

**3.2** Provision of effective health and safety training: The Head, the Director of Operations, the Director of HR and the Health & Safety Advisor will review and consider what Health and Safety Training is required and ensure it is undertaken by all relevant staff on an annual basis or as required.

**3.3** Provision of an effective joint consultative process: The Director of Operations will report to the Governing Board on a termly basis. The Board will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

**3.4** Establishing adequate health and safety communication channels: Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- leadership team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies
- H&S Email

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

**3.5 Financial resources:** The Head together with the Finance Director and the Operations Director will ensure that adequate resources are being deployed to ensure adequate health and safety management and control.

**3.6 Specialist advice/support:** Wellington School will ensure that access to competent technical advice on health and safety matters is procured to assist the School in complying with statutory duties and meeting health and safety objectives; Wellington School will do this by accessing the services of a competent Health and Safety Advisor: Educating Safely LLP.

## **4.0 Other Arrangements**

### **4.1 Accidents, assaults and near misses**

All accidents, assaults, incidents and near misses will be recorded online as part of the School's digital estates management software. All staff can access the digital form through Firefly using their school logins. There is also provision within departments for accident books to be used to record information which can then be placed online. All reporting will be done within 24 hours of occurrence; RIDDOR reportable incidents will be reported to the HSE within the required timescales.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, students etc.

Accident, assaults and near miss incidents across the School will be monitored at least termly by the Director of Operations and the H&S Advisor. Identification of significant trends or major incidents will be reviewed, and action points agreed and reported to the Governing Board on a termly basis.

Accident records will be retained for the following periods; Student's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years, or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### **4.2 Audit**

Wellington School's health and safety management will be externally audited by Educating Safely LLP on an annual basis. The School views this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the School.

### **4.3 Contractor management**

Wellington School complies with the H&S at Work Act 1974 and The Management of Health and Safety at Work Regs 1999 (as amended). We have a Contractors Policy and where applicable follow the HSE's approved code of practice Construction (Design and Management) Regulations 2015 relating to the management and control of contractors and will use external consultants for CDM advice and documentation:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and academy site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored, and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained and retained by the school.
- all staff/ students and other users of the site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors complete a contractor site induction sheet before work can proceed

### **4.4 Control of hazardous substances (COSHH)**

Wellington School complies with the HSE's approved code of practice Control of Substances Hazardous to Health relating to the management and control of hazardous substances on campus. Wellington School will ensure:

- an inventory of all hazardous substances on campus is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff

- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information is given to others who may be affected, such as contractors, temporary staff and visitors
- substances are stored correctly and those that are no longer used are disposed of as per the substances' safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

#### **4.5 Dealing with health and safety emergencies - procedures and contacts**

As required by law, all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will then be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, students etc.

#### **4.6 Defect reporting**

Wellington School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair. Reports should be made via the Health and Safety email address or the Campus Office.

#### **4.7 Display screen equipment (DSE)**

Wellington School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out; know how to safely use the equipment



and have a DSE assessment which is reviewed at suitable intervals. Wellington School ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually where there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

#### **4.8 Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and must maintain their vehicle in a roadworthy condition.

If driving School Minibuses, all staff must complete agreed paperwork, training and driver assessments and read and sign the Minibus Policy.

#### **4.9 Electrical systems and equipment**

Wellington School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out in line with HSE guidance 'Maintaining portable electrical equipment in low-risk environments' by a competent person with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Wellington School's defect reporting procedure is followed as required.

Please see the School's PAT Testing Policy for further details.

#### **4.10 Fire Safety**

Wellington School is committed to providing a safe environment for both staff and students.

The school manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed, giving consideration to risk and cost
- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
- a fire drill for each building is undertaken at termly intervals to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- Logs of weekly alarm checks, drills and evacuations (real or simulated) are kept and updated accordingly.

Please see the School's Fire Safety Policy for further details

#### **4.11 First aid and supporting students' medical conditions**

Adequate first aid arrangements are assessed, maintained and monitored by Wellington School and for all activities that they lead. Wellington School ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, Wellington School maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the Campus
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid

- staff are regularly informed of first aid arrangements within Wellington School through induction, teacher training days and the Staff Handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed, including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of children and the procedures to follow in case of an emergency
- Students with medical conditions will be cared for in line with the First Aid and Medical Provision Policy
- medication shall be kept securely in line with the First Aid and Medical Provision Policy and the Controlled Drugs Standard Operating Procedures.

#### **4.12 Glass & Glazing**

Wellington School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice as it relates to glass and glazing.

Wellington School will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and, where appropriate, will make remedial actions to install safety glass or film and have it suitably marked to that effect.

#### **4.13 Grounds - Safety/Security**

Wellington School will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. Wellington School will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

#### **4.14 Housekeeping – storage, cleaning & waste disposal**

Wellington School will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

Wellington School will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning

of spills/ wet floors to minimise the risk of slips. Wellington School will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering. Where applicable, and to accommodate the requirements of environmental legislation, Wellington School will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing and treating of ice/snow as part of adverse weather planning, as and when required.

#### **4.15 Lone working**

Wellington School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

Please see the Lone Working Policy for more detailed information.

#### **4.16 Management of asbestos**

Wellington School will comply with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance. The School is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The School has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. Asbestos registers are kept up to date for the Campus.

Annual inspections of all identified asbestos-containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented, where necessary more frequent checks of ACMs will be undertaken. Any concerns relating to known or suspected ACMs are addressed as per the procedures detailed in the LAMP.

Prior to any works that will or have the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Please see the Asbestos Policy for more detailed information

#### **4.17 Moving and handling**

Wellington School will comply with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations.

Within the School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The School manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training with refresher training every two years and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until it is repaired or replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions who may be affected by undertaking moving and handling tasks. This may result in some moving and handling tasks being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and additional controls will be implemented as necessary.

#### **4.18 Noise**

The School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

#### **4.19 Occupational health services and work-related stress**

Wellington School acknowledges that there are many factors both work-related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The School will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, HR and the Head or another member of the Leadership Team of any ill health issues.
- The HR Director will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that if they belong to a trade union support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the School the Head and HR Director will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

#### **4.20 Off-site visits including school-led adventure activities**

The School has a comprehensive Trip Pack process and staff training program and adopts the National Guidance for the Management of Off-site visits and activities.

#### **4.21 Risk Assessments**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within Wellington School various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically and in hard copy via departments and the campus office

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

The School Risk Assessment Policy is included as an appendix at the end of this document

Wellington School will comply with UK law on smoking and vaping in both indoor and external spaces. The School has a no smoking/vaping policy which extends to the limits of the curtilage

of the campus. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. We have signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

#### **4.22 Statutory Inspections**

Wellington School will ensure that statutory inspections are undertaken at required intervals for all relevant plant and equipment. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection is being developed and will be monitored by the Campus Office

#### **4.23 Preventing workplace harassment and violence**

The School is committed to providing a safe and secure working and educational environment for staff, students and any other persons on its sites. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible
  - withdraw from a situation or escalating situation
  - arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
  - contact emergency services, as appropriate.
  - inform the Head or the Director of HR if confrontation has taken place

The School will:

- ensure the Head, Director of HR and Director of Operations attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

#### **4.24 Water hygiene management**

Wellington School will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems.

The School will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions

- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- address any remedial actions identified by the survey including dead leg removal or drain down
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

Please see the Legionella Policy for more detailed information

#### **4.25 Working at height**

The School will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide'. Wellington School uses a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The School ensures that:

- work at height is avoided whenever possible.
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking work at height have received appropriate training and training records are maintained.
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required.
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.



#### **4.26 Workplace inspections**

Wellington School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and students. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. It is recognised that termly inspections alone will not keep a workplace safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the School's defect reporting procedure.

#### **4.27 Monitoring and review**

This Health and Safety Policy, together with the associated procedures and health and safety performance, will be reviewed by the Director of Operations and the Head on a regular basis (every year as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, Wellington School will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will receive remedial action.

The School will use different types of systems to measure health and safety performance:

#### **4.28 Active monitoring systems**

The Campus Team will undertake the following termly checks across the Campus including:

- spot checks and termly site inspections will be undertaken and records maintained.
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- appropriate statutory inspections on premises, plant and equipment will be undertaken where necessary,
- health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.
- a nominated Governor will meet with the Director of Operations on a termly basis to monitor the implementation of this policy and agree actions.

#### **4.29 Reporting and response systems**

These will include.

- ensuring that monitoring information is received, reviewed and required actions followed up by the relevant department and the Health and Safety Advisor
- the Health and Safety Committee and Leadership team receiving and considering all reports on health and safety performance.

#### **4.30 Investigation systems**

These will include.

- investigations being implemented for incidents, proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- analysing data to identify common features or trends and initiate improvements
- where accidents/incidents and assaults with the potential to cause injury, ill- health or loss are reported, appropriate recording and investigation of those accidents/incidents/assaults.

#### **4.31 Third Party Monitoring/ Inspection**

The School will be subject to third party inspection and monitoring. Actions arising from third party audit/inspection will be incorporated within the School's action plans with appropriate target dates for completion.

#### **4.32 Infectious Diseases**

The School owes a duty of care to all those who may be affected by infectious diseases. Therefore, it is important that the following steps are taken when required.

Many infectious diseases can be managed by reinforcing the measures recommended in [Preventing and controlling infections](#) and by:

- encouraging all people who are unwell not to attend the setting or remain separate from others, wherever possible – [further guidance on exclusion periods](#) is available for specific infectious diseases
- ensuring all eligible groups are supported to take up the offer of [immunisation programmes](#) including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent [cleaning](#) and [hand hygiene](#)

- requesting that parents, carers or students inform the setting of a diagnosis of any infectious disease.

During an outbreak or incident, when there are either several cases or indications of more serious disease, additional measures may be required. These could include:

- considering communications to raise awareness among parents or carers and students
- following the government guidance depending on the diseases and pandemic which arises.

## Appendix 1 – Risk Assessment Policy



# Risk Assessment Policy

*This policy refers to both Wellington Senior School and Wellington Prep School*

Head	Alex Battison
Author	J L Talling – Director of Operations
Date Reviewed	September 2024
Date of Next Review	September 2025
Website	Yes

## **Policy Overview**

At Wellington School we are committed to providing a safe environment for all members of our school community. This policy sets out the procedures the school will follow to identify and manage risks to the health and safety of staff members, pupils and visitors.

This policy and guidance is applicable to all those with responsibility for developing/implementing risk management strategy and undertaking risk assessments at Wellington School for departments, tasks, activities, trips and educational visits and trips which are under their control. This includes the requirements of the Independent Schools Standards (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundation Stage.

Instruction and training in suitable and sufficient risk assessment is provided to those with responsibility for risk assessment.

Risk assessments are regularly reviewed to evaluate and monitor their effectiveness.

### **1.0 Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- Handbook for the Inspection of Schools – The Regulatory Requirements
- Early Years Foundation Stage: Statutory Framework
- Charities and Risk Management, The Charity Commission CC26
- Keeping Children Safe in Education
- Prevent Duty Guidance
- National Minimum Standards for Boarding Schools
- Independent Schools Standards Regulations
- DfE: The Independent School Standards, Guidance for Independent Schools

## 2.0 Definitions

For the purpose of this policy:

- **“Risk assessment”** is defined as a careful examination of what could cause harm to people so that the school including the H&S Advisor, Trip Leader and Leadership Team can determine whether the necessary precautions are in place or whether more should be done to prevent harm.
- **“Hazard”** is defined as anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- **“Risk”** is defined as the chance, low to high, that someone could be harmed by a hazard, together with an indication of how serious the harm could be.
- **“Dynamic risk assessment”** is defined as an assessment that takes into account unexpected or short, temporary changes that require immediate amendments to be made to control measures.
- **“Generic risk assessment”** is defined as an individual assessment covering the common, significant hazards that staff and others face on a daily basis, such as low-risk activities or repeated activities that can be documented in another way.
- **“Suitable and sufficient risk”** is defined as an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered, takes account of existing control measures, and identifies further measures as necessary.

## 3.0 Role and responsibilities

The governing board is responsible for:

- Overseeing risk management at the school.
- Overseeing the management of health and safety.
- Delegating strategic decisions for operational management of risk and health and safety to the Head
- Ensuring that relevant incidents and injuries are recorded and reported in line with RIDDOR.

The Head is responsible for:

- Ensuring there is an effective approach to risk management in the school.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.

The Director of Operations is responsible for:

- Appointing a competent health and safety lead to ensure the school meets its health and safety duties.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the governing board.
- Developing a Health and Safety Policy with the Leadership Team, subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.

The Health and Safety Advisor is responsible for:

- Developing and implementing an effective approach to risk management in the school.
- Reporting to the Head, Director of Operations and governing board, as required.
- Recording any significant findings from risk assessments.
- Reviewing and Updating Risk Assessments with the Staff
- Providing regular staff training and updating

Staff members are responsible for:

- Heads of Departments (HODs) and Line Managers carry out or arrange general risk assessments for their departments and/or areas of responsibility, with support and advice provided as necessary by the School Health & Safety Advisor (SHASA) or by other internal or external specialists as necessary.
- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Being aware of any established risks and understanding the measures the school has put in place to manage these.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the school on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the Health and Safety Advisor in order to create new, or update, risk assessments.
- Participating in risk management training delivered by the School.

#### **4.0 Areas of Risk**

The School has identified key areas that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Student welfare
- Health and safety
- Security
- Plant, equipment and facilities.
- Transport including road safety and minibuses and traffic flow and management
- Fire safety
- Critical incidents
- Educational visits and trips
- Lessons and activities
- Hazardous chemicals, flammables and radioactive materials.
- Early Years (EYFS)
- Boarding Houses
- Staff recruitment
- Events

Specific risk assessments by industry professionals with relevant professional qualifications and knowledge are also conducted under the following categories:

- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Fire safety



## 5.0 Risk ratings

The School adopts the following risk ratings to determine the impact and severity of different hazards:

LIKELIHOOD OF HARM	SEVERITY OF HARM		
	SLIGHT HARM <i>Cuts, abrasion, first aid treatment - superficial equipment damage</i>	MODERATE HARM <i>Injuries or illness requiring medical treatment &amp;/or causing short-term disability – slight equipment damage</i>	EXTREME HARM <i>Fatality or Major Injury causing long-term disability – major equipment damage</i>
	VERY UNLIKELY <i>Remote chance of harm/exposure to hazard</i>	VERY LOW (Trivial Risk)	LOW (Tolerable Risk)
	UNLIKELY <i>Possible chance of harm/exposure to hazard</i>	LOW (Tolerable Risk)	MEDIUM (Moderate Risk)
	LIKELY <i>Probable chance of harm/exposure to hazard</i>	MEDIUM (Moderate Risk)	HIGH (Substantial Risk)
	VERY LIKELY <i>Frequent opportunities for harm/exposure to hazard</i>	MEDIUM (Moderate Risk)	VERY HIGH WITH CONTROL MEASURES IN PLACE (Intolerable Risk)

This then corresponds with the following identification of risk, with the following actions and timescales abided by:

Degree of risk	Risk treatment
Very Low	<ul style="list-style-type: none"> <li>Acceptable level of risk</li> <li>Risks should be monitored and reassessed at appropriate intervals</li> <li>No further action or additional controls should be necessary</li> </ul>
Low	<ul style="list-style-type: none"> <li>Improvement not mandatory, but records and monitoring required to ensuring suitable and sufficient controls are maintained</li> <li>Temporary or low-cost improvements where possible</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>Acceptable but further adjustments required to reduce risk</li> <li>Actions to implement additional control measures should be clearly set to an agreed timetable</li> <li>Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures</li> <li>Resources may need to be allocated to reduce the risk, but costs of prevention may be limited</li> <li>Where the risk involves work in progress, immediate action should be taken</li> </ul>

<b>High</b>	<ul style="list-style-type: none"> <li>• Currently unacceptable level of risk</li> <li>• Immediate action must be taken to manage the risk</li> <li>• Control measures must be put into place must be implemented to reduce the level of risk significantly from High to Medium before proceeding with the activity/task</li> <li>• A significant number of control measures are required to implement this downgrading of risk and additional resources will need to be allocated in order to achieve this</li> </ul>
<b>Very High</b>	<ul style="list-style-type: none"> <li>• Unacceptable level of risk</li> <li>• Activity/Task should not proceed until the risk level has reduced to an acceptable level.</li> <li>• If it is not possible to reduce risk even with unlimited resources, a decision not to proceed with the activity/task must be made.</li> </ul>

When completing risk assessments, staff members, with guidance from the Health & Safety Advisor, will grade impact and likelihood using the above scale systems and respond with appropriate and proportionate control measures.

## 6.0 Principles of effective risk management and assessment

The School follows the following key principles of risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment
- Combat risks at the source
- Consult with those affected to adapt work to the requirements of the individuals
- Consult with the health and safety lead
- Take advantage of technological and technical progress where appropriate
- Implement risk prevention measures within policies
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise risk
- Develop a positive approach to health and safety within school

The School will use a five-stage process to undertake a risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks
- Record the findings
- Review

Hazards that are already covered under other risk assessments will be ticked as 'checked' in the general risk assessment. There will then be no need to conduct a separate risk assessment unless the risk changes.

## **7.0 Hazard identification**

When identifying hazards, staff members will:

- Consider what could reasonably be expected to cause harm – this could include anything related to the school premises or the delivery of its curriculum, whether on- or off-site.
- Consider potential risks from the perspective of other staff, visitors and pupils, including consulting these groups where necessary.
- Give priority focus to significant hazards that could result in serious harm or affect several people.

To identify hazards, staff members will have regard to factors including, but not limited to, the following:

- The environment, e.g. poor lighting or low/high temperature
- Slipping and tripping hazards, e.g. poorly maintained floors or stairs
- Fire, e.g. from flammable materials
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Moving parts of machinery, e.g. within workshops
- On and off -site vehicle movements
- Asbestos on school premises
- Selection and management of contractors
- Work at height, e.g. scaffolding around buildings
- Ejection of materials, e.g. workshops and experiments
- Pressure systems, e.g. within laboratories
- Electricity, e.g. poor wiring, portable appliances, electrical experiments
- Dust, e.g. metal grinding and cement
- Fumes, e.g. welding and chemicals
- Manual handling
- Noise
- Building design and maintenance
- Biological hazards, e.g. gardening or contact with bodily fluids
- Management of work-related stress
- Behaviour management, e.g. kicking, hitting and verbal abuse

## **8.0 Individuals at risk of harm**

In addition to staff and pupils, those conducting a risk assessment will also consider individuals and groups who may not be in the workplace consistently.

Staff will have regard to the following groups of people:

- Staff members
- Operators
- Maintenance personnel
- Cleaners
- Contractors
- Parents
- Pupils
- Visitors
- Volunteers

Staff will have due regard to the following groups:

- Staff and pupils with disabilities
- Pupils with SEND
- Inexperienced staff
- Lone workers
- Pregnant workers
- Staff and pupils with mental health needs
- Pupils with safeguarding needs
- Other groups which could be particularly at risk depending on the nature of the hazard

## **9.0 Evaluating risks**

Staff will evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or more should be done in line with the 'Risk rating' section of this policy.

For each significant hazard, staff will decide whether the residual risk is high, moderate or low. Staff will consider whether industry standards are in place and whether all has been done that is reasonably practicable to keep the workplace safe.

Staff will ensure that managing additional hazards does not interfere with other control measures, such as fire safety.

Staff will ensure that the following are in place:

- Adequate information, instruction or training
- Adequate systems or procedures

When implementing control measures, staff will have due regard to whether the precautions:

- Meet the standards set by a legal requirement.
- Comply with the recognised industry standard.
- Represent good practice.
- Change existing precautions in place.

To reduce risks as far as reasonably practicable, staff will aim to eradicate the hazard completely, or control the risk significantly to ensure that harm can be deemed unlikely, or the likelihood of harm occurring is sufficiently minimised.

## **10 Recording findings**

Staff will ensure that significant hazards are recorded, as well as the control measures in place to mitigate those hazards, and the expected outcomes following the implementation of the control measures.

Up-to-date copies of risk assessments will be held by the Health and Safety Advisor and online for staff to access.

Where a risk assessment includes personal details about an individual, e.g. personal health information, the school will ensure that the risk assessment maintains that individual's confidentiality and will therefore only share the details of the assessment where necessary. Staff will not be required to show how the assessment was carried out, provided that:

- A proper check was made.
- The assessment details who might be affected.
- All the obvious, significant hazards are considered, taking into account the number of people who could be involved.
- The precautions are reasonable, and the remaining risks are low.

All findings will be reported to the Health and Safety Advisor who will review and record. Where the impact or likelihood of major risks cannot be minimised, the Head and Leadership Team will decide whether the activity will still take place.

## **11.0 Reviewing**

Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with line managers, the Health and Safety Advisor and the

Director of Operations. Further independent advice can be obtained relating to specialist areas.

Risk assessments will be reviewed in line with the school's Risk Assessment Review Tracker. The school implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to personnel involved with the department or activity, especially if the authors of risk assessments need to amend
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason

Reviews of risk assessments will be dynamic, as necessary.

A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

A review record (including dates and signatures) is provided on each individual risk assessment and logged on the Review & Update Tracker on the Risk Assessment Register. Changes will be communicated to all relevant stakeholders immediately. Hard copies are available, stored centrally in the Campus Office but also in relevant departments. Digital copies are stored on the H&S server and general standing risk assessments are also accessible via the shared drive and on Firefly, accessible to all staff.

Risk assessments will be stored for the duration of the risk assessment, plus three years.

## **12.0 Training**

All staff members will receive annual training on basic risk management procedures. Staff members with a responsibility for creating and completing risk assessments will receive in-depth training on risk management on an annual basis, in addition to the basic risk management training offered. All new staff members will receive training on risk management and will be required to familiarise themselves with this policy as part of their induction training. Staff whose work involves a greater element of risk will have extra or specific training, including:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage of, and accountability for, potentially hazardous materials in their buildings.

### **13.0 Monitoring and review**

This policy will be reviewed on an annual basis by the Director of Operations and the Health and Safety Advisor.

Any changes made to this policy will be communicated to all relevant stakeholders.

## **Appendix 2 – Guidance Information**

**The following documents are available as Guidance and Detailed Policies– both online and in the Campus Office**

1. Accident Reporting (RIDDOR)
2. Art and Design

3. Asbestos
4. Combined Cadet Force
5. Competent Advice
6. Construction work (CDM)
7. Contractor Management
8. Control of Substances Harmful to Health (COSHH)
9. Display Screen Equipment
10. Electrical Safety
11. Electromagnetic Fields (EMF)
12. Gas Safety
13. General Workplace Safety
14. Hot works
15. Lightning Protection
16. Lone Working
17. Manual Handling
18. New and Expectant Mothers
19. Noise
20. Occupational Health
21. Radon
22. Risk Assessment
23. Safety Training (including induction)
24. Stress Management
25. Sun Protection
26. Swimming Pools
27. Vehicles and on-site movements
28. Vibrations
29. Water quality (including legionella)
30. Working at Heights