



# Health and Safety Policy

This policy applies to the whole school including Boarding and the Early Years. The current version of any policy, procedure, protocol or guideline is the version held on the TASIS England website. It is the responsibility of all staff to ensure that they are following the current version.

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## 1. Introduction

This Health and Safety Policy Manual was prepared in conjunction with WorkNest, our former Health & Safety consultants, and reviewed by Flint Safety, our newly appointed Health & Safety consultants. It contains our Health and Safety Policy, as required by the Health and Safety at Work Act 1974, and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

TASIS England is committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we not only have a moral and legal duty to do so but also that our employees and our students are our greatest asset. To assist in the implementation of a suitable Health and Safety management system, TASIS England engages the competent health and safety resource required under current regulations. Guidance entitled [Successful Health and Safety Management HSG6](#) and resources under [Leading Health and Safety at Work](#) published by the Health and Safety Executive and the Institute of Directors is used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's approach to health and safety and measure its performance along with other business activities.

The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk. In turn, it will minimise business interruption and the number and severity of incidents, whilst safeguarding the health, safety and wellbeing of employees, students and others who may be affected by our activities.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior persons in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety is pragmatic and proportionate and will be prioritised according to risk, with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety does not happen by chance and that planning to manage, using a systematic approach through risk assessment, is a necessary first step and an ongoing process. In moving forwards, we will, wherever possible, eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our assessment will be recorded and presented to the Board via our scheduled reporting to the Health & Safety Committee.

## 2. Monitoring and Review

This manual and incorporated policy is subject to continuous monitoring, refinement and audit by the Executive Director of Finance and Operations/Bursar, who will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these. The Board of Directors will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will have access to the updated/reviewed policy which will be made available to them in either a hard copy or electronically.

This document will next be reviewed no later than 14 November 2025 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements, or best practice guidelines so require. The policy is issued on behalf of the Board of Directors of TASIS The American School in England, forthwith referred to as 'TASIS England' or 'the school', whose registered place of business is Coldharbour Lane, Thorpe, Surrey, TW20 8TE.

All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school.

### **3. Health and Safety Policy Statement**

TASIS England aims to provide a safe and healthy working and learning environment for staff, students, contractors and visitors, believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students. We recognise that the term 'health' also includes mental health. We have a dedicated policy on mental health, which takes into consideration [guidance](#) issued by the Department for Education (DfE). In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Board of Directors to ensure, as far as is reasonably practicable, the health, safety and welfare of employees, students, parents, visitors and volunteers in any school activity, whether it be on or off the school campus. This policy also applies to any persons, including contractors, employed by or on behalf of the Board of Directors, who visit or work at sites in the control of the Board of Directors. The Board of Directors has the power to ensure that the Health and Safety Policy is carried out in-school and during all school activities. The Executive Director Finance and Operations /Bursar manages the implementation and monitoring of the policy for the Board of Directors.

The arrangements outlined in this policy statement and the various other safety provisions made by the Board of Directors cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Board of Directors will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The School recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities. In order to discharge its responsibilities, the Board and senior management of the school will:

- bring this Policy Statement to the attention of all employees;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with our employees on matters affecting their health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards, so that we can all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- maintain our premises and provide and maintain safe plant and equipment;

- only engage contractors who are able to demonstrate due regard to health & safety matters;
- provide adequate resources to control the health and safety risks arising from our work activities;
- provide adequate training and ensure that all employees are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for health and safety;
- provide information, instruction and supervision for employees; and
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

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

#### 4. Legal Status

For the purposes of this document, the term 'Board of Directors' is deemed to have the same meaning as 'Proprietor' in accordance with the Independent School Standards Regulations (ISSR) and is used interchangeably. This policy is inclusive of activities outside normal school hours. It applies to all staff (teaching and support staff), the Board of Directors and volunteers working in the school. The policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the school Business Office.

This policy references the following legislation, regulations and guidance:

- Part 3 - Welfare, Health and Safety of Pupils and Part 5 - Premises of and Accommodation at Schools of [The Education \(Independent School Standards Regulations\)](#) currently in force.
- [Keeping Children Safe in Education](#) (DfE: September 2024).
- [Health and Safety at Work Act 1974](#), associated regulations: [The Management of Health and Safety at Work Regulations 1999](#), [The Management of Health and Safety at Work \(Amendment\) Regulations 2006](#) and the [Fire Safety Act 2021](#), which amends the [Regulatory Reform \(Fire Safety\) Order 2005, plus the Fire Safety \(England\) regulations 2022](#).
- [Equality Act 2010](#), [Special Educational Needs and Disability Code of Practice: 0 to 25 years](#) (DfE: currently in force).
- Government guidance and advice from the [Outdoor Education Advisers' Panel \(OEAP\)](#).
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). A telephone service exists for fatal or specified injuries: 0845 300 9923 Monday to Friday 08:30-17:00.
- Health and Safety: Advice on legal duties and powers (DfE: 2014) [Health and Safety Advice on Legal Duties and Powers \(2014\)](#).
- [Sensible Health and Safety Management in Schools](#) [Health and safety: responsibilities and duties for schools](#) (last updated April 2022).

#### 5. Organisation and Responsibilities

##### 5.1 Organisation

DfE Guidance - [Health and Safety Advice on Legal Duties and Powers \(2014\)](#) - requires the Board of Directors to:

- have a general statement of policy (see section 3) and a statement of who is responsible for what (delegation of tasks) – see below; and
- make arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards – detailed in the below.

In order to effectively discharge its duties, the TASIS England Board of Directors has:

- established a Health and Safety Committee, whose Chair is a member of the Board of Directors; and
- appointed and delegated the day-to-day responsibility for ensuring this and other health and safety policies are put into practice, via the Head of School, to the Responsible Officer (the Executive Director of Finance and Operations/Bursar) and the Health and Safety Manager (the Estates Manager).

[The Health and Safety at Work Act 1974](#) places responsibilities on all our staff. The organisation chart below shows how health and safety is managed at the school. The responsibilities of each named post or body are expanded on below. This organisation chart will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster displayed at points around the campus that summarises our responsibilities as an employer and the responsibilities of our staff, as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for other issues and concerns - an example of which are the safeguarding and child protection procedures.

## Organisation of Health & Safety

### 5.2 Responsibilities

The overall responsibility for health and safety rests with the Board of Directors. However, it is the responsibility of every member of faculty and staff to co-operate in providing and maintaining a safe place of work. The Directors, Head of School, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others' personal safety in any of the school's activities, both on and off campus.

### 5.2.1 Board of Directors

The Board of Directors, as the employer and acting via the Responsible Officer, has a duty to:

- ensure the implementation of this policy throughout the school;
- provide a lead in developing and maintaining a positive health and safety culture throughout the school;
- be familiar with and ensure the school adheres at all times to the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular, the Management of Health and Safety at Work Regulations 1999 and the Management of Health and Safety at Work (Amendment) Regulations 2006;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care, including compliance with the Surrey Safeguarding Children Partnership, locally agreed inter-agency procedures, Safer Recruitment in Education guidance and HM Government Guidance 'Working Together to Safeguard Children' currently in force;
- seek support from and consult with employees on matters concerning their health and safety;
- ensure that arrangements are in place for any defect in the fabric of the building to be attended to immediately or, as appropriate, referred to the Board in committee, whilst ensuring in the interim that arrangements are made to limit the risk identified, and ensure that statutory, regulatory and best practice inspections and servicing of premises, plant and equipment are carried out;
- ensure an effective risk management system is in place;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding of actions to take in the event of any emergencies and ensure an emergency evacuation procedure is in place and that periodic practice of evacuation drills takes place at least once a term and that the outcome is recorded to facilitate improvement;
- ensure training and guidance for all our staff in the particular health and safety issues that affect students is in place, that the attention of employees and families is drawn to the risks and the measures put in place to manage them, and ensure that activities undertaken by the school both on and away from the school site are risk assessed and safely managed;
- monitor and review this policy and the effectiveness of the various systems and procedures, in accordance with statutory requirements and in light of the results of internal and external audits, and amend it on a regular basis;
- review the health and safety performance of the school, make arrangements for the implementation of accident reporting procedures, ensuring these are drawn to the attention of all staff at the school as necessary and comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*;
- monitor through the Responsible Officer and the Health and Safety Manager (the Estates Manager) the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (3 – 19 years old); and
- ensure specific controls and procedures are in place for the safety of the students in our care from the point of arrival to the point at which they depart.

TASIS England ensures arrangements are made to safeguard and promote the welfare of students at the school and that such arrangements have regard to any guidance issued by the Secretary of State for

Education. The Board of Directors takes into consideration the following, which are covered by separate policies, as indicated:

- Safeguarding arrangements, including safer recruitment and recording procedures, effective arrangements for safeguarding and child protection and the training and development of staff so that students can be safe in school: Safeguarding Children – Child Protection Policy; Safer Recruitment Policy.
- Procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to age, special educational needs and disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation: Anti-Bullying (Counter Bullying) Policy.
- The systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour: Behaviour Management, Discipline and Sanctions Policy.
- The provision of a safe and secure school environment, including the elimination of potential risks to students' welfare and health and safety both on and off-site, including particular attention, where relevant, to the health and safety of students with priority or additional needs: Risk Assessment Policy; Educational Visits and Off-site Activities Policy; Visitors Policy; Cyber Security Policy.
- The systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations: Fire Safety Policy & Emergency Evacuation Procedures.
- How effectively the arrangements for students' care in the event of sickness, accident or injury are implemented: Health Center Policies and Procedures; First Aid Policy; Administration of Medication and Medical Needs Policy.
- How day and boarding students are supervised in and out of school hours, including during activities away from school: Supervision of Students Policy; Boarding Students Host Stay Policy; Guardianship Policy.
- How students' mental health and wellbeing are looked after: Mental Health and Wellbeing Policy; Independent Listener Policy.
- The effectiveness of the school's monitoring and recording systems for students' attendance and punctuality: Attendance Policy; Students Missing Education and Missing Students Policy.
- How well the school reviews admission arrangements and makes reasonable adjustments to ensure the accessibility of the school's premises and curriculum for all students: Admissions Policy; Accessibility Plan 2021-2024; Language and English as an Additional Language (EAL) Policy.
- The way students are taught how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways: Online Safety Policy; Personal, Social, Health and Economic Education (PHSEE) Policy; Relationships and Sex Education Policy; Spiritual, Moral, Social and Cultural Development (SMSC) Policy.
- The views expressed by students, and different groups of students, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia, transphobia and different types of bullying: Sexual Violence and Sexual Harassment Policy; Single Equalities Policy; Preventing Extremism and Radicalisation Policy.
- The views of students, parents and carers, faculty and staff, Board Directors and others: Confidentiality and Information Sharing Policy; Faculty and Staff Behaviour Policy (Code of Conduct); Whistleblowing Policy.

### 5.2.2 Employees (Faculty and Staff)

The Executive Director Finance and Operations / Bursar undertakes to ensure this policy is available to all employees and contractors and to ensure that it is readily available in the workplace. The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the employer is responsible for health and safety in the workplace and on work activities, the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

The Health and Safety at Work Act 1974 states: It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of themselves and of any persons who may be affected by their acts or omissions at work; and
- as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to cooperate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The Act also states that: No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- observe the health and safety arrangements as set out in the appendices;
- be familiar with this Health and Safety Policy and all safety arrangements, including those for fire, first aid and other emergencies, as laid down by the Board of Directors;
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g., illness, incapacity, etc), and only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons, including students, colleagues and visitors;
- observe standards of dress consistent with safety and/or hygiene and use personal protective equipment (PPE) as instructed to do so, including ensuring others are instructed in its use, where appropriate;
- exercise good standards of housekeeping and cleanliness, as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with the school on health and safety matters, including following safe systems of work and teaching and ensure that all tools, machinery and equipment are adequately guarded and are in good and safe working order;
- ensure that the storage and use of toxic, hazardous and highly flammable substances is minimised or, where this is not practical, are correctly used, stored and labelled;
- risk assess (or ensure there is a risk assessment already carried out for) areas in which they work, areas in which other staff or students in their charge work, study, exercise or sleep, and activities they or staff or students in their charge engage in (on or off campus);

- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk, and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not, using the online Incident, Accident and Near Miss Report form;
- promote and achieve high standards of health and safety, suggesting improvements and ways of reducing risks, and co-operate with other employees in promoting improved safety measures; and
- act as a prudent parent when in charge of students, as is their duty under common law.

If employees feel that a procedure is inappropriate (e.g., it is too bureaucratic or does not address a risk) they should discuss this with their line manager and request that it is reviewed. The Executive Director Finance and Operations / Bursar will work with the Head of School and the Board of Directors to ensure that the procedures at the school are proportionate, effective and appropriate. Staff and faculty are encouraged to discuss health and safety matters at staff meetings and to bring issues to the attention of the Health & Safety Group.

### 5.2.3 Chair of the Health and Safety Committee

The Board of Directors has established a Health and Safety Committee, whose Chair is a member of the Board of Directors. The Chair has a particular responsibility for health and safety matters at TASIS England, including ensuring adequate representation of staff at the Health and Safety Group that reports to the Committee. The Chair of the Health and Safety Committee will:

- consider and support the school's policies for health and safety and assist in monitoring and reviewing their effectiveness;
- consider forthcoming legislation, assess its implications and, where necessary, recommend the establishment of rules or the review of existing arrangements of any school activity or space;
- promote health and safety training and communication in the school;
- receive reports into incidents, accidents and near misses, including any relating to accidents, dangerous occurrences and cases of reportable diseases, to consider the effectiveness of any action taken, in order to prevent future similar incidents or to recommend action in the event of any emerging trends;
- consider any matters raised by the Health & Safety Group, by Committee members, by any other employee or student or by inspectors of the enforcing authority under the Health and Safety at Work Act or any other relevant enforcing authority; and
- consider health and safety audit reports, internal or external.

### 5.2.4 The Head of School

The Head of School has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school but delegates the responsibility for implementation to the Executive Director of Finance and Operations/Bursar.

The Head of School will ensure that:

- this Health and Safety Policy is implemented, monitored, developed, communicated effectively and amended as required;
- suitable and sufficient resources – funds, people, materials and equipment – are provided to meet health and safety requirements;

- support is provided to the School's Responsible Officer (RO) for Health and Safety to enable objectives to be met;
- a positive health and safety culture is promoted;
- a system of communication with faculty and staff is maintained;
- effective training programmes are in place;
- reports on the safety performance of the School are presented to the Board;
- adequate arrangements for fire and first aid are maintained; and
- contact with external organisations, including the emergency services, is co-ordinated.

### 5.2.5 Responsible Officer for Health and Safety (RO)

The day-to-day responsibility for ensuring this and other health and safety related policies are put into practice is designated to the Executive Director of Finance and Operations / Bursar, who is also responsible for ensuring that the Health and Safety Organisation chart is kept up to date and available to staff. The authorisation and date of this document signify that this policy and all other policies and procedures relating to health and safety have been reviewed or are being considered for review.

The Executive Director Finance and Operations / Bursar is the Responsible Officer, charged with overseeing health and safety within the school, and is accountable to the Head of School and Board of Directors. The managers with day-to-day health and safety responsibilities report to the RO: the Health and Safety Manager is the Estates Manager, and the Operations Manager has specific duties in respect of crisis management and evacuation.

The Executive Director Finance and Operations / Bursar, as the Responsible Officer for Health and Safety and as a department head will:

- ensure the Board of Directors, the Head of School and the Health and Safety Committee are advised of relevant changes to health and safety legislation, codes of practice and Department of Education standards and of what the School needs to do to remain compliant;
- monitor the Health and Safety Policy, ensuring that the Board of Directors, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- actively lead the implementation of the Health and Safety Policy;
- ensure the risk assessment framework is up-to-date, action in respect of any risks identified is implemented and that changes are brought to the attention of any faculty or staff who may be affected;
- schedule regular Health and Safety Group meetings, where health and safety issues can be raised, and mitigation measures put forward for implementation;
- provide advice on health and safety training requirements and ensure all faculty and staff receive training in health and safety on induction and on an annual basis thereafter;
- ensure accidents, incidents and near misses are reported and analysed; with action taken as appropriate;
- report details of accidents, dangerous occurrences or reportable diseases that are notifiable to the enforcing authorities;
- ensure statutory and regulatory inspections and servicing is carried out;
- maintain premises, plant, equipment and vehicles in a safe condition;
- ensure safe working practices are established and adhered to and that relevant training is provided;

- ensure personal protective equipment (PPE) is used as appropriate and staff instructed in its use;
- safeguard that hazardous substances are stored, transported, handled and used in a safe manner and in accordance with the manufacturer's instructions;
- maintain in place arrangements to ensure the security of the school, faculty, staff, students, visitors and contractors;
- ensure contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of school health and safety rules and procedures;
- display health and safety notices;
- ensure adequate arrangements are in place for fire and first aid;
- maintain welfare facilities in a satisfactory state; and
- ensure agreed safety standards are adhered to.

### **5.2.6 The Health and Safety Group**

In order to ensure that all areas of the school recognise their responsibility in respect of health and safety and are appropriately represented, the Executive Director Finance and Operations / Bursar has set up and chairs a Health and Safety Group that meets at least 3 times a year.

Members of the group are drawn from each section of the school and from boarding as well as from those areas of the curriculum and school life that are inherently more 'risky', including science, sports and activities, the visual and performing arts, trips, catering, busing and the Health Center. The Estates Manager, Operations Manager, IT Manager, Director of HR, Director of Boarding, Director of Inclusion, Wellbeing and Compliance and the Designated Safeguarding Lead (DSL) are also members. Members are required to ensure that risk assessments are in place covering all relevant activities and spaces; to review risks in their areas and bring new risks to the group's attention; to discuss risk mitigation measures; to ensure that actions relating to risks previously identified have been carried out; and to review accidents, incidents and near misses to be able to identify and implement learnings. This group reports to the Health and Safety Committee of the Board.

### **5.2.7 Health and Safety Manager**

The Estates Manager and the Operations Manager are responsible for on-site health and safety at the school. The Estates Manager acts as the focal point for day-to-day references on safety and gives advice, obtaining, where necessary, external advice. They also have responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school.

The Estates Manager will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role, whilst not being limited to the following, includes:

- ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail;
- advising staff and faculty on health and safety issues and with risk assessments;
- ensuring that all tools, machinery, plant and equipment are fit for purpose, adequately installed, guarded and appropriately used, and that they receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensuring that defective equipment that constitutes a safety hazard is removed from service immediately and clearly labelled as defective;

- maintaining school premises and grounds in accordance with health and safety legislation, including ensuring welfare facilities are maintained in a satisfactory state;
- keeping up to date with current legislation and informing other employees and volunteers as appropriate;
- making annual (or other regulatory interval) statutory health and safety inspections, ensuring these are made by competent advisors and that records of servicing and inspection are kept;
- ensuring that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant school health and safety rules; also, that contractors dress appropriately for the job and for the school environment and conduct themselves in an orderly manner at all times;
- ensuring that all fire safety policies and procedures are implemented in respect of the physical environment and plant, including the external and internal fire safety audits and inspections;
- producing, implementing and monitoring health and safety procedures, including works and inspections carried out, risk assessments, and the effectiveness of the implementation of this policy and reporting to the Board of Directors on health and safety matters, via the Executive Director Finance and Operations / Bursar;
- ensuring that statutory health and safety notices are displayed in appropriate locations within the establishment;
- investigating any specific health and safety problem identified within TASIS England and taking or recommending remedial action as appropriate, such as a method of work ceasing on health and safety grounds on a temporary basis subject to further consideration by the Board of Directors; and
- ensuring agreed safety standards are maintained and that the procedures and practices identified in the internal appendices of this policy are in place.

### **5.2.8 The Operations Manager**

The Operations Manager will:

- maintain physical, human and digital security systems to keep the campus and all those who live, work and study on campus safe;
- collate accident and incident information and produce informative reports; when necessary, ensure accident and incident investigations are carried out;
- ensure that all fire safety policies and procedures are implemented in respect of weekly checking of the fire alarm system and its regular servicing;
- ensure that emergency plans and procedures, including those for fire, are in place, known, tested regularly and that any necessary revisions are made and disseminated;
- ensure that the fire drill instructions are in all dorm rooms, offices and communal spaces;
- maintain and update the Crisis Management Plan;
- ensure that visitors observe the school's safety and security rules; and
- conduct Display Screen Equipment assessments as requested by HR and recommend reasonable adjustments.

### **5.2.9 Faculty and Staff Holding Posts/Positions of Special Responsibility (including Heads of Department)**

Employees in managerial and leadership roles:

- have a general responsibility for the application of the Board of Directors' Health and Safety Policy to their own area of work and are directly responsible to the Executive Director Finance and Operations / Bursar

for the application of existing health and safety measures and procedures within that area of work and to follow the advice or instructions given by them, including complying with the relevant parts of this policy;

- will, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage, maintenance and transport of articles and substances (e.g., piles of books, chemicals, boiling water, photocopier fluid, guillotines, vacuum cleaners etc.);
- will resolve any health and safety problem any member of staff may refer to them and refer to the Executive Director Finance and Operations / Bursar any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- will carry out a regular safety inspection of the spaces and activities for which they are responsible via a risk assessment and file these in the school Risk Assessment Repository;
- will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- will, where appropriate, seek the advice and guidance of the Executive Director Finance and Operations / Bursar, the Estates Manager (Health and Safety Manager), the Operations Manager or any relevant adviser appointed by the Board of Directors and propose to the Executive Director Finance and Operations / Bursar requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so; and
- will ensure that accidents, incidents and near misses are reported and, where necessary, appropriately acted upon and lessons learned.

#### **5.2.10 Competent Source of Advice**

The School has contracted with Flint Safety to provide independent health and safety audit and advisory services. This arrangement satisfies the requirement of Regulation 7 (1) of the Management of Health and Safety at Work Regulations 1999 that: “Every employer shall, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions”. The School’s Estates Manager is NEBOSH trained and, therefore, is the school’s competent person on a day-to-day basis, supported by Flint Safety as required.

### **5.3 Consultation Arrangements with Employees**

It is a legal requirement for the School to establish arrangements to communicate and consult with faculty and staff on issues affecting their health and safety and to take account of their views.

There is a Health and Safety Committee of the Board, with terms of reference, and a Health and Safety Group that reports to it. Membership is made up of faculty and staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of health and safety standards. Employees are informed of updates with regard to health and safety through our staff meetings and via our weekly TASIS Telegram. In the case of immediate changes, staff are consulted individually by the Health and Safety Manager (the Estates Manager).

## **6. Standard Working Arrangements**

The standard working arrangements for the attention of all employees are set out as below. More detailed arrangements are set out in the appendices to this document.

- We have a Health and Safety Manager, who is the Estates Manager, and an Operations Manager. Heads of Sections and of Departments are members of the Health and Safety Group.
- We operate a 24/7 Security presence on campus, have a secure perimeter and monitor our extensive CCTV coverage 24/7.
- We have an electronic registration system (Envoy) to record the arrival and departure via the Security Lodge of all parents, visitors and contractors who enter our school.
- We require all employees and volunteers to undertake health and safety training as they commence their employment or voluntary support for the school and to undertake annual refresher training.
- We ensure that students do not have access to any medicines, foods or drinks to which they are allergic. Details of those students who have specific food intolerances or allergies is provided to the Catering team and all allergens clearly labelled for each dish, side dish or condiment.
- Any substance hazardous to health is used only in line with the manufacturer's data sheet and stored safely in suitable locked storage;
- Only those employees and contractors who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service and have been through each step of our safer recruitment process are allowed unsupervised access to the students in our care.
- Faculty and staff are trained in emergency first aid and at least one school nurse is present at all times whilst students are on our premises.
- All students in our care are regularly reminded of what is safe and not safe to do when on our premises or off campus on a school trip.
- We have installed smoke detectors in all fire risk areas. The fire alarm system is checked on a weekly basis. We ensure that everyone can hear the fire alarm when it is sounded.
- We regularly practice what to do in the event of a fire and make sure all the students in our care know what to do if they hear our fire alarm.
- All incidents, accidents and near misses are recorded. Head injuries will always be reported to parents and carefully monitored.
- In our Early Years Program, we only use safety-approved substances for use by students, such as non-toxic glues and paints. We only use water-based products, not solvent-based ones.

## **6.1 Arrangements for the Comfort and Safety of Students and Staff**

These include:

- safe, adjustable heating systems to keep the premises warm;
- safe, lockable windows that allow sufficient light through;
- doors that prevent fingers from being trapped by sudden closures, as far as possible, and have safe vision panels fitted where possible so that younger children can be seen before opening;
- floors that are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged;
- our hot water supply maintained at a temperature to prevent accidental scalding;
- separate lockable room and/or lockable cabinets for the storage of any potentially harmful substances or items;
- sufficient ventilation and air circulation systems; where this cannot be achieved through natural ventilation, we employ disinfecting filter system (DFS) units to clean the air;
- fresh drinking water available at all times; and
- clear labelling of any water supplies that are not advised for drinking.

## 6.2 Arrangements for Hygiene

These include:

- the provision of protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate;
- food and drink kept on the premises being stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. These are checked daily;
- only safety-approved cleaning materials are used;
- a daily cleaning schedule to cover all areas accessible by students;
- teaching our students about the importance of hygiene and keeping their hands clean;
- any animals on site being checked to ensure they do not pose a threat to students' health. Pets belonging to resident House Parents are allowed by agreement but must be kept within the residence at all times, except when exercised, when they must be kept under full control by means of a suitable lead or restraint and must be exercised in specific areas only or off campus.

## 6.3 First Aid and Medication

Please refer to the school's separate Health Centre Policy, First Aid Policy and Administration of Medication and Medical Needs Policy available on the [school website](#).

TASIS England has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- at least one qualified nurse on campus when students are present;
- protocols for how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for students with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with the spillage of body fluids; and
- guidance on when to call an ambulance.

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents. The number of designated first aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, including how to contact the school nurses at the Health and Wellbeing Center, who the first aiders are and their contact and location details. All first aid signs and containers must be identified by a white cross on a green background. A written record will be kept of all first aid administered either on the school premises or as a part of a school related activity. If a student requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school Administration of Medication and Medical Needs Policy. A number of faculty and staff are also trained in mental health first aid.

## 6.4 Occupational Health Services and Managing Work-Related Stress

We take our duties and responsibilities with regard to the welfare of both staff and students very seriously. The school has access to occupational health services, including specialist medical and counselling facilities if so required, and has the appropriate policies and procedures and working practices in place. In line with the HSE Stress Management Standards, the school takes a risk assessment approach.

## **6.5 Behaviour of any Person (including a Parent) on the School Premises**

Our school has a written Behaviour Policy, which includes setting out the behaviour expected of all people (including parents, contractors and visitors) on the premises and the procedures that will happen when the school wishes to restrict a person's (including parents') access to school premises because they are causing a nuisance or disturbance. A person who has been banned from entering school premises is trespassing if they do so without permission. Any violent behaviour will be reported to the police.

## **6.6 Theft or Other Criminal Acts**

The Executive Director Finance and Operations / Bursar and other senior colleagues will investigate any incidents of theft involving employees or students. If there are serious incidents of theft from the school site, the Executive Director Finance and Operations / Bursar will inform the police and record the incident in the incident book.

## **6.7 Violence towards Faculty or Staff**

If there are any concerns about the behaviours of visitors, they will be required to leave the premises. With reference to students, there is a well-established behaviour management policy and procedures, including the use of reasonable force and positive handling. All adults, including faculty, staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

## **6.8 Arrangements for the Safety and Security of Equipment**

The following arrangements are in place to look after all equipment on the premises, as well as any hired or purchased equipment:

- Electrical equipment and installations are checked by competent persons or organisations;
- Gas heating boilers and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled;
- Playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access;
- External play areas of our premises where students might fall from a height are constructed of impact-resistant materials that conform to the relevant standards;
- Internal play equipment is assessed for safety and suitability prior to use. Only UKCA (and legacy CE) marked equipment (UK Conformity Assessment and Conformité Européenne, respectively) is used;
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired;
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation - the school uses RoSPA; and
- Classroom or other equipment that could potentially cause harm, e.g., the art room kilns and grounds equipment, are subject to risk assessments and may only be operated by identified individuals following, as relevant, standard operating procedure or manufacturer's instructions and with appropriate training.

## **6.9 Staff Training in Health and Safety, Including Risk Assessment**

Staff training is a key concern for the Health and Safety Committee. Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities, mental health first aid and COSHH. Newly appointed employees could be vulnerable to any risk and, therefore, their line manager will ensure that all relevant health and safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces,

employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and, wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of all employees.

## **7. Safeguarding and Child Protection**

If an employee or volunteer suspects that a student may be the victim of abuse, they should immediately inform the school's DSL. The school complies with both the Surrey Safeguarding Children Partnership, locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance.

**We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures. The school has a separate Safeguarding Children Child Protection policy, which is reviewed annually. Working Together to Safeguard Children (DfE: in force July ), helps to outline individuals' responsibility in promoting the safety and welfare of all students. We also comply with Keeping Children Safe in Education, statutory guidance for schools and colleges (KCSIE) (DfE: in force September 2024). Our school is vigilant and alert to triggers and situations that may put students at risk, and we must be proactive in taking action. Communicating with students effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.**

### **7.1 Supervision of Students**

In addition to this being built into the day to day working practices at TASIS England, we also have a separate policy that clearly states the school's approach on the supervision of students. We make professional judgements taking into consideration the age of the students and activities in which they are engaged. No student is to be allowed unattended into areas of the school that could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

### **7.2 Online Safety**

Please refer to our Online Safety Policy and Preventing Extremism and Radicalisation Policy available on the [school website](#). We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOPs) teaching materials. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of students or their work on the school's website, or in newsletters and other publications.

## **8. Risk Assessment**

The Board of Directors ensures that (a) the welfare of students at the school is safeguarded and promoted by the drawing up and effective implementation of a written Risk Assessment Policy in compliance with the Management of Health and Safety at Work Regulations 1999 and (b) appropriate action is taken to reduce risks that are identified. Our Risk Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy when read in conjunction with this Health and Safety Policy demonstrates that our risk assessment is systematic with a view to promoting student's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. The policy content includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma) and training for staff. Our Risk Assessment Policy is available on the [school website](#).

## 8.1 What is a Risk Assessment?

A risk assessment is a careful examination by someone of what could cause harm to them or others. This then helps us determine whether the Head of School has taken enough precautions or should do more to prevent harm. The Board of Directors is legally required to assess the risks in the workplace. The regulations require that risk assessments are **'suitable and sufficient'** in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is **'reasonably practicable'** - a balance between risk and costs: the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Our policy is to complete a systematic inspection and risk assessment of all potential hazardous substances, premises and work activities. This is done by, or more generally under the authority of, the Estates Manager (the Health and Safety Officer) and will take into account all the relevant regulations and codes of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded, and appropriate preventative, protective or remedial measures taken as necessary.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

## 8.2 The Risk Assessment Process

### 8.2.1 Identifying the Risks or Hazards

The first step is to identify the hazards. This is done by:

- consultation and conducting inspections of the workplace;
- analysing jobs and activities undertaken by staff and students;
- considering all Acts and Regulations as they apply to the workplace; and
- using manufacturers' instructions, accident records and ill health records, which can all help to identify hazards.

Faculty and staff will look for hazards that could reasonably be expected to result in significant harm under the conditions in the school and grounds that constitute their workplace, off campus in terms of trips and educational visits or in the work they are doing. The following examples are used as a guide:

- slipping / tripping hazards (e.g., poorly maintained floors or stairs or trailing leads);
- fire (e.g., from flammable materials, overloaded electrical sockets, or a build-up of combustible materials in fire escape routes or exits or near sources of heat, such as toasters);
- chemicals and substances (e.g., floor cleaner or 3D printing materials);
- working at height, (e.g., from ladders);
- pressure systems, (e.g., gas systems and bottles);
- electricity (e.g., poor wiring);
- dust fumes (e.g., working with ceramic clay, woodworking or welding);
- manual handling;
- noise;

- poorly secured large or wall mounted furniture (e.g., bookcases or lockers);
- poor lighting; and
- low or high temperature.

### 8.2.2 Identifying who might be Harmed

The risk assessment must identify all those people who may be affected by the hazard. Individuals are not listed by name but as groups of employees conducting similar work **or who may be** affected in some way, e.g., teaching and office staff, maintenance staff, contractors, parents, visitors and students. Particular attention is given to young people and children, staff, students or parents with disabilities, visitors, female staff who are expecting a baby, inexperienced staff (including those returning after having a baby or a lengthy illness) and lone workers.

### 8.2.3 Controlling the Risk

The next step is to identify the precautions (or control measures or mitigations) that need to be put in place or are already in place to reduce the risk of harm and who is responsible for ensuring these precautions are in place. The following will be referred to: procedures, manuals and school rules regarding how to impart this information to relevant stakeholders. If the mitigation cannot be effected immediately, there needs to be a timeline by which it will have been effected, and the individual responsible for effecting it should be identified.

Faculty and staff completing a risk assessment must then consider whether precautions have already been taken against the risks from the hazards identified, and whether they are sufficient. For example:

- Has the school already provided adequate information, instruction or training?
- Are there adequate systems or procedures?
- Do the precautions meet the standards set by a legal requirement?
- Do the precautions comply with a recognised industry standard?
- Do the precautions represent good practice?
- Do the precautions reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled. If the risk is not adequately controlled, an 'action list' will be written, giving further action necessary to control the risk. The 'action list' details what more the school can reasonably do to reduce the risks identified, which were not adequately controlled at that point. Priority is given to those risks which affect large numbers of people and / or could result in serious harm. Further action will be taken in the following order, wherever possible:

- remove the risk completely;
- try a less risky option;
- prevent access to the hazard, e.g., by guarding or fencing;
- re-organise work to reduce exposure to the hazard – e.g., increased staff supervision; or
- issue personnel protective equipment or provide welfare facilities (e.g., washing facilities for removal of contamination and first aid), depending on the nature of the risk.

### 8.2.4 Recording the Findings

Risk assessments will be recorded in one or more of the following ways:

- using a school Risk Assessment form – this is a generic template directly available electronically on the LMS (Veracross);
- specific health and safety risk assessment records, e.g., COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment;
- part of an instruction manual or procedure document, e.g., staff manual or standard operating procedure; or
- any other appropriate and approved record.

The risk assessment will be signed and dated by the person completing the form and by their Line Manager or, for larger events or riskier areas/activities by the Executive Director of Finance and Operations or by the Head of School. The findings of the risk assessment will be made known to all staff and students affected by the activity assessed. A copy of all completed risk assessments, to the extent practicable, will be kept in the school's online Risk Assessment Repository. Where any concerns are identified, this must be brought to the attention of the Estates Manager, the Executive Director of Finance and Operations or the Head of School.

### **8.2.5 Review and Revision**

It is important that the control measures are monitored and that records are kept. A regular review of risk assessments should be made to take into account any changes to physical spaces, plant and equipment or systems of work. There should also be a review of the risk assessment:

- following an incident or accident;
- where there has been a significant change in working practice (such as new machinery, a new workspace or a new employee);
- if new information comes to light; or
- if there is any other reason to believe that it may no longer be valid.

Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

The legislation does not dictate periodicity of review, but the school reviews the majority of its risk assessments annually (or specifies when) or after a change or at each instance of a particular riskier (e.g., theatre) or extracurricular activity.

### **8.2.6 Faculty and Staff Training in Health and Safety, including Risk Assessment**

Staff training in child protection, the Prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is of key importance to the Health and Safety Committee. TASIS England provides information, instruction and training in health and safety matters, including this Health and Safety Policy, appropriate to the needs of the individual or group of faculty and staff members. In doing so, consideration is given to the nature of the duties held by faculty and staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk; therefore, all relevant health and safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards.

The Fire Response Team is trained to perform their duties and will receive refresher training every two to three years.

### 8.2.7 Expectations of Students

Students are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow students;
- observe standards of dress consistent with safety and/or hygiene, which precludes unsuitable footwear, clothing and articles considered dangerous;
- observe all the safety rules of TASIS England and, in particular, the instructions of teaching staff in the event of an emergency; and
- use and not wilfully misuse, neglect or interfere with materials and equipment provided.

## 9. Recording and Reporting Accidents to Staff, Students and Visitors

### 9.1 Incident, Accident and Near Miss Reporting

All injuries, accidents, and dangerous occurrences are recorded. An accident is an unplanned event that causes injury to persons, damage to property or both. An incident is an unplanned or undesired event, but no harm arises. A near miss is an incident in which no-one and nothing was harmed but had the potential to cause harm.

The most relevant witness or supervising member of faculty fills in an online (Google) Incident, Accident or Near Miss Report form for every accident or near miss that occurs on or off the school site if in connection with the school. This form is available via the school LMS or via the AIR (Accident Incident Reporting) button on phones and iPads. This process is curated by the Executive Director of Finance & Operations / Bursar and the Operations Manager. Records are stored for at least three years. If the person injured is a minor then records must be kept for a period of 25+ years from the date of birth of the child.

The Executive Director of Finance and Operations is alerted by the system to any new accident, incident or near miss and alerts the Estates Manager or other relevant manager if the nature of what has happened requires an immediate maintenance (or other) response. The data from all accidents, incidents and near misses is analysed for trends and opportunities to prevent recurrence and is discussed with the Health and Safety Group and the Health and Safety Committee.

Any injury related accident notified to the HSE or of a serious nature will be investigated. All injuries which might foreseeably lead to a civil claim for damages, should be referred to the Executive Director Finance and Operations / Bursar, who will ensure that the relevant insurer is informed. Where the school receives a claim for damages, then that claim must, without delay, be referred to the school's Business Office and the school's insurance company.

### 9.2 RIDDOR

The Executive Director Finance and Operations/Bursar ensures that TASIS England complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which TASIS England is required to report to the Health and Safety Executive (telephone: 0845 300 99 23 – Mon-Fri – 08:30 –17:00):

- deaths, major injuries, more than seven-day injuries (excluding the day of the incident but including weekends and bank holidays, whether the employee would normally work them or not);
- an accident that causes injury to students, members of the public or other people not at work where they are taken to hospital and is out of or in connection with a work activity (e.g., due to the condition of the premises);
- a dangerous occurrence;
- an employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the regulations; and
- an employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

### 9.3 Notifiable Incidents

This is an incident involving the care of a student which meets any of the following criteria:

- a student has died (including cases of suspected suicide) and abuse or neglect is known or suspected;
- a looked after child has died (including cases where abuse is **not** known or suspected);
- a student has been seriously harmed and abuse or neglect is known or suspected; or
- a student in a regulated setting or service has died (including cases where abuse is **not** known or suspected).

Any such incident should be reported to Surrey Council Child Death Overview Panel (CDOP) coordinator whose contact details are by telephone 07818 046 748 and by Email: [syheartlandscg.surreycdop@nhs.net](mailto:syheartlandscg.surreycdop@nhs.net), Ofsted and the DfE along with the *Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)* in accordance with the regulations.

## 10. The Curriculum

We teach students about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach students respect for their bodies and how to look after themselves. We discuss these issues with the students in Personal, Social, Health and Economic Education (PSHEE) along with Citizenship, including reinforcing these points in lessons where students learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the Spiritual, Moral, Social and Cultural (SMSC) development of students.

**The Early Years Program (EY) Safeguarding and Welfare Requirements:** The safeguarding and welfare requirements, specified in the TASIS England Early Years Program, are contained in whole school policies inclusive of any appendix specific to Early Years.

## Appendix 1 – Summary of Responsibilities

The management procedures listed in the policy require certain individuals to implement them. The details and named individuals are shown in the following table. This list will be updated as appropriate to reflect changes in roles and responsibilities.

Details	Responsibility
Safety management: <ul style="list-style-type: none"> <li>● Maintain and update the Health and Safety Policy and any action plans.</li> <li>● Maintain health and safety files.</li> <li>● Monitor progress with the inspection programme.</li> </ul>	Executive Director Finance and Operations / Bursar, Estates (Health and Safety) Manager, Operations Manager
Risk assessments: <ul style="list-style-type: none"> <li>● Oversee the maintenance of assessments.</li> <li>● Amend and update general assessments.</li> <li>● Carry out and maintain display screen assessments.</li> <li>● Carry out and maintain manual handling assessments.</li> <li>● Carry out and maintain COSHH assessments.</li> <li>● Water safety.</li> </ul>	Responsibility for ensuring risk assessments are completed and acted upon falls to: the Estates (Health and Safety) Manager and Operations Manager, along with Section and Departmental Heads (where risks apply to individual classrooms and student activity)
Fire and emergencies: <ul style="list-style-type: none"> <li>● Oversee fire precautions and carry out alarm tests.</li> <li>● Maintain the fire log.</li> </ul>	Head of School, Executive Director Finance and Operations / Bursar, Estates (Health and Safety) Manager and Operations Manager
Accidents, diseases and dangerous occurrences: <ul style="list-style-type: none"> <li>● Make statutory accident and dangerous occurrence reports.</li> <li>● Maintain records of accidents, dangerous occurrences and diseases; scrutinise these and implement lessons learned.</li> <li>● Scrutinise sick notes and make statutory disease reports.</li> </ul>	Executive Director Finance and Operations / Bursar, in conjunction with the Director of Inclusion, Wellbeing and Compliance and Operations Manager; with respect to sick notes, the Director of Human Resources
Occupational Health and First Aid: <ul style="list-style-type: none"> <li>● Oversee the first aid provision.</li> <li>● Keep first aid boxes stocked.</li> </ul>	Director Inclusion, Wellbeing and Compliance, delegated to the Lead Nurses
Information, Instruction and Training: <ul style="list-style-type: none"> <li>● Maintain training records.</li> <li>● Ensure that induction training is carried out.</li> <li>● Ensure that further training is provided where appropriate.</li> </ul>	Executive Director Finance and Operations / Bursar in conjunction with the Estates (Health and Safety) Manager, Operations Manager and Director of HR
Workplace, buildings and contractors: <ul style="list-style-type: none"> <li>● Arrange regular and statutory inspection and servicing of plant and equipment.</li> <li>● Arrange necessary maintenance for the workplaces, including the control of contractors.</li> <li>● Prepare and keep up to date a cleaning schedule.</li> </ul>	Executive Director Finance and Operations / Bursar, in conjunction with the Estates (Health and Safety) Manager and Operations Manager
Student and Staff Safety and Security: <ul style="list-style-type: none"> <li>● Draft and maintain departmental safety rules.</li> <li>● Maintenance of departmental equipment.</li> <li>● Planning of events.</li> <li>● Sports rules and equipment maintenance.</li> </ul>	Executive Director Finance and Operations / Bursar, in conjunction with the Estates (Health and Safety) Manager, Operations Manager, Events Manager, Educational Visits Coordinators, and relevant Section or

<ul style="list-style-type: none"><li>• Upkeep of rules for off-site activities.</li><li>• Compliance with off-site activity rules.</li><li>• Upkeep of security policy.</li><li>• Routine implementation of site security.</li></ul>	Department Heads or the Director of Boarding or Director of Pastoral Care (Designated Safeguarding Lead)
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## Appendix 2 – Basic Health and Safety Rules

This set of basic health and safety rules has been prepared in accordance with legal requirements and acknowledged safe working practices. All employees of the school are required to observe them and to ensure that visitors to campus also observe them, so that students are kept safe through their application.

- It is the duty of all faculty and staff (employees) to cooperate with the Board of Directors in fulfilling our legal obligations in relation to health and safety.
- Employees must make proper use of all equipment and facilities provided and not intentionally or recklessly interfere with anything provided to them by the school.
- Everyone is required to notify their line manager, Head of Section, the Executive Director of Finance and Operations or the Head of School of any unsafe activity, item or situation.
- No-one must operate any item of plant or equipment unless they've been trained and authorised.
- Full and proper use of all equipment guarding must be made and employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- All potentially hazardous substances, chemicals, liquids etc. must only be used in accordance with the manufacturer's written instructions (data sheet) and must be stored securely.
- Smoking is not permitted on campus.
- Employees must comply with all hazard warning signs and notices displayed on campus.
- Employees must keep escape routes, fire doors, stairways, corridors, classrooms and work areas clear and in a tidy condition, with no build-up of poorly stored materials or of anything that needs to be removed as scrap.
- Employees must dispose of all rubbish and waste materials using the facilities provided.
- Any spillage of liquids or other matter must be cleared up in the prescribed manner, alerting housekeeping.
- Personal protective equipment (PPE) must be used as provided and instructed.
- PPE must be stored, maintained and disposed of in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of PPE to their line manager.
- All faculty and staff must comply with the school's emergency procedures and drills.
- Firefighting equipment/extinguishers must not be misused.
- Any use of firefighting equipment/extinguishers must be reported to the Estates Manager.
- Any accident, incident or near miss must be reported through the online system.
- Employees should seek medical treatment for any illness or work-related injury received from first aiders or from the Health and Wellbeing Center.
- Any damage caused or discovered to property or equipment (including to the school's minibuses) must be reported to the Estates Manager, the Operations Manager or the Busing Supervisor, as appropriate.
- Employees are expected to report to their line manager or to HR any medical condition or medication which could affect their safety or the safety of others and cooperate with the school on the implementation of the medical and occupational health provisions.
- Drivers of school vehicles must carry out the prescribed safety checks prior to use.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit or training.

- Employees must not use their own vehicle for school business or carry unauthorised passengers or unauthorised loads.
- Employees must not use school vehicles for unauthorised purposes.

### Appendix 3 – Summary of Health and Safety Arrangements at the School

<u>ASPECT</u>	<u>RESPONSIBILITY</u>
Accident, Incident and Near Miss reporting	<ul style="list-style-type: none"> <li>• Overall responsibility for maintenance of the incident, accident and near miss process and ensuring these are reported – Executive Director of Finance and Operations</li> <li>• The school has an online Google reporting system for incidents, accidents and near misses available via the LMS or the AIR icon on mobile phones and iPads</li> </ul>
Asbestos management	<ul style="list-style-type: none"> <li>• Estates Manager – the Asbestos Register is located in the Estates Manager’s Office</li> </ul>
Building, plant and equipment maintenance	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Cleaning and hygiene <ul style="list-style-type: none"> <li>• Maintain a cleaning schedule</li> <li>• Daily cleaning</li> <li>• Ad hoc response</li> </ul>	<ul style="list-style-type: none"> <li>• Operations Manager</li> </ul>
Competency for tasks	<ul style="list-style-type: none"> <li>• HR for induction training</li> <li>• Head of Section, Department or team for job specific training</li> </ul>
Consultation with faculty and staff	<ul style="list-style-type: none"> <li>• Via the Health &amp; Safety Group – minutes of the meetings are available on request</li> <li>• Via the Estates Manager or Operations Manager</li> <li>• Via the school in-house communication mechanism – TASIS Telegram</li> <li>• Via surveys</li> </ul>
Construction work	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Control of substances hazardous to health (COSHH)	<ul style="list-style-type: none"> <li>• Estates Manager (Maintenance and Grounds teams)</li> <li>• Catering Manager</li> <li>• Operations Manager</li> <li>• Head of Science</li> <li>• Head of Visual Arts</li> <li>• Anyone who needs to use such substances in the course of their teaching or work</li> </ul>
Display Screen Equipment (DSE) assessments	<ul style="list-style-type: none"> <li>• HR requests the Operations Manager to carry out a DSE assessment</li> <li>• An external assessor may be used in the event of an identified medical issue</li> </ul>
Educational Trips and Visits	<ul style="list-style-type: none"> <li>• Organised by the Educational Visits Coordinators (domestic and overseas)</li> <li>• School trips/excursions/work experience are the responsibility of the Head of Section</li> </ul>
Electrical systems and safety	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Faculty and staff training in H&S	<ul style="list-style-type: none"> <li>• General training – Executive Director of Finance and Operations/Bursar</li> </ul>

	<ul style="list-style-type: none"> <li>• Nurses – Director of Compliance, Wellbeing and Inclusion</li> <li>• Maintenance and ground staff and contractors – Estates Manager</li> <li>• Security team – Operations Manager</li> </ul>
Fire alarms and fire logs	<ul style="list-style-type: none"> <li>• Tested weekly by Security and serviced twice per year</li> </ul>
Fire and evacuation drills and lockdown	<ul style="list-style-type: none"> <li>• Head of School delegated to the Operations Manager</li> </ul>
Fire escape routes	<ul style="list-style-type: none"> <li>• Checked by housekeepers, maintenance and security through their daily operations</li> </ul>
Fire Risk Assessment and remedial action	<ul style="list-style-type: none"> <li>• Executive Director of Finance and Operations delegated to the Estates Manager</li> </ul>
First aid and medication	<ul style="list-style-type: none"> <li>• Overall responsibility for the provision of health care and first aid – Director of Inclusion, Wellbeing and Compliance</li> <li>• See First Aid Policy for list of first aiders and location of first aid boxes, defibrillators and EpiPens</li> <li>• See Health and Center Policy and Administration of Medicine and Medical Needs Policy</li> </ul>
Gas Installations and appliances	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Hygiene and spillage kits	<ul style="list-style-type: none"> <li>• Operations Manager</li> </ul>
Legionella	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Lettings and Hirings	<ul style="list-style-type: none"> <li>• Executive Director of Finance and Operations</li> </ul>
Lifts and Lifting Equipment	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Local Exhaust Ventilation	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Lone working	<ul style="list-style-type: none"> <li>• Section or Department head of relevant member of faculty or staff</li> </ul>
Manual handling	<ul style="list-style-type: none"> <li>• General awareness is delivered as part of the annual health and safety refresher training by the Executive Director of Finance and Operations</li> <li>• Nurses - Director of Compliance, Wellbeing and Inclusion</li> <li>• Maintenance and Grounds – Estates Manager</li> </ul>
Noise	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Occupational health and workplace stress	<ul style="list-style-type: none"> <li>• Director of HR</li> </ul>
Outdoor Play Equipment	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• Section or Department head of relevant member of faculty or staff</li> </ul>
Pressure Vessels	<ul style="list-style-type: none"> <li>• Estates Manager</li> </ul>
Restraint	<ul style="list-style-type: none"> <li>• Director of Pastoral Care and DSL</li> </ul>
RIDDOR notifications	<ul style="list-style-type: none"> <li>• Executive Director of Finance and Operations</li> <li>• Scrutiny of sick notes for reportable diseases – Director of HR</li> </ul>
Risk Assessments	<ul style="list-style-type: none"> <li>• Overall responsibility for ensuring risk assessments is completed and acted upon – Executive Director of Finance and Operations, delegated to the Estates and Operations Managers</li> <li>• To be carried out by any member of faculty and staff that works in a space also occupied by students</li> </ul>

	<ul style="list-style-type: none"> <li>To be carried out by any member of faculty or staff that undertakes a practical activity or trip on or off campus with students</li> <li>Educational Visits Coordinators</li> <li>Estates Manager</li> <li>Operations Manager</li> <li>Catering Manager</li> </ul>
Room safety (rooms for practical's, maintenance workshop etc)	Section or Department head of relevant member of faculty or staff
Safeguarding and Child Protection	Head of School, Heads of Section, Director of Boarding and Director of Pastoral Care and Designated Safeguarding Lead
<p>Safety management:</p> <ul style="list-style-type: none"> <li>Maintain and update the Health and Safety Policy and any action plans.</li> <li>Maintain health and safety files.</li> <li>Monitor progress with the inspection programme.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director Finance and Operations / Bursar</li> <li>Estates (Health and Safety) Manager</li> <li>Operations Manager</li> </ul>
School security	Operations Manager
Smoking and vaping	Director of Pastoral Care and Designated Safeguarding Lead
Spillages and bodily fluids	Head of Housekeeping
Storage	Estates Manager
Transport	<ul style="list-style-type: none"> <li>Estates Manager</li> <li>Operations Manager</li> <li>Busing Supervisor</li> <li>Catering Manager</li> </ul>
Vehicles on campus	<ul style="list-style-type: none"> <li>Estates Manage</li> <li>Operations Manager</li> </ul>
Visitors	Operations Manager
Window restrictors	Estates Manager
Work equipment	<ul style="list-style-type: none"> <li>Estates Manager</li> <li>Department of Section Head for curriculum specific equipment</li> </ul>
Working at height	Estates Manager

## Appendix 4 – Detail of Health and Safety Arrangements

### Asbestos

The school will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are employed. This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by the following arrangements:

- An asbestos survey has been undertaken with recommendations implemented - the school has in place an Asbestos Register. This survey is repeated at intervals and the register updated. The school complies with the regulatory requirements for the management of asbestos.
- The condition of all asbestos-containing material or materials suspected of containing asbestos will be inspected at intervals through the survey to ascertain that there has been no deterioration or damage. Where damage or deterioration is found the material will either be encapsulated or removed as appropriate, subject to expert advice.
- Employees who may come into contact with asbestos containing materials through their work receive adequate training and information such that they can recognise this material and know what precautions to take.
- Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.
- Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### Construction Work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015, we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant;
- ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely;
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly;
- notify the HSE in writing for projects that require it;
- ensure that relevant pre-construction information is passed to all designers and contractors;
- ensure that the Principal Designer and Principal Contractor carry out their duties;
- ensure that adequate welfare facilities are provided for the contractors;
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared;
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building; and
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

## Contractors

The Board of Directors or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding. All scaffolding must comply with European Standard BS EN 12811-1:2003.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with this Act. Contractors may not commence work until they have reported to the school and ensured that any permit to work documentation, risk assessments and method statements are completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board of Directors will take such actions as are necessary to protect persons in their care from a risk or injury. The Board of Directors will draw the attention of all users of the premises (including contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The selection, appointment and monitoring of contractors working within the school premises is the responsibility of the Estates Manager or Operations Manager, subject to their remit. This takes into account: the Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and Safety. The Estates Manager will require sight of the contractor's Health and Safety Policy and their Employer's and Public Liability insurance and conduct a campus specific health and safety induction.

For health and safety purposes the school must be notified by and agree with the person arranging the works, the following, as appropriate to the complexity and duration of the works:

- the delineated area of the works – including the associated adjacent area which, for health and safety reasons, forms the operating area of the contractor;
- the scope of the works, the name of the individual contractor(s) undertaking the works, and the dates and times of operations at the school;
- responsibility for first aid and fire extinguishing equipment;
- details of any articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury; and
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

For the duration of the works the cleanliness of the site and the health and safety of all persons affected by the operations on the site are the responsibility of the contractor undertaking the works who must ensure that the school is indemnified against the works. Access to and from the site is the responsibility of the contractor undertaking the works.

## Control of Substances Hazardous to Health (COSHH)

The regulations cover substances classified as toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases under pressure. These can be identified by their warning label and carry the pictograms detailed below:



Other substances hazardous to health are:

- biological agents, including micro-organisms (such as dust mites) and bird droppings;
- dust of any kind when present in substantial concentrations in air;
- substances which have a workplace exposure limit (WEL) applied to them by the Health and Safety Executive document: EH40/2005 Workplace Exposure Limits; and
- any other substance not specified in the above that could create a comparable hazard to a person's health.

All reasonable steps will be taken to ensure all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within statutory limits. Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks. Where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose.

If a substance is hazardous by inhalation, it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

The school will:

- keep an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets;
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible;
- assessments will be reviewed periodically or if there are changes to the operation or any hazardous substances used;
- hazardous substances used in school, such as bleach and disinfectants, garden chemicals and those used in science and art, must be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002, Regulations and the manufacturer's instructions);
- Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes;
- All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public;
- Appropriate protective clothing (e.g., gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided;
- qualified professionals will carry out health surveillance, in the event that this should become necessary;
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years;
- all staff and (where necessary) students will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Staff will be informed about any monitoring and health surveillance results; and
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the school without prior assessment.

When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed.

Contractors will be reminded of their responsibility to notify TASIS England should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the school feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

### **Display Screen Equipment (DSE)**

TASIS England will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. To achieve this objective the school will:

- identify those employees who are users as defined by the regulations (i.e., using DSE for periods of more than one hour per day and for more than 2.5 hours per day)
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- encourage users to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity

- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, of any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

Where members of faculty and staff regularly work at home at a computer for long periods, the school will ensure that they are provided with an appropriate desk, chair and work station.

### **Drugs and Alcohol**

The misuse of drugs or alcohol is dealt with for students in the Substance Misuse Policy and for Adults within the Code of Conduct.

### **Educational Trips and Visits**

Arrangements are as follows:

- Adults accompanying residential trips have a DBS enhanced certificate and where appropriate, a personal risk assessment is made, along with the generic or specific risk assessment for the activity
- We inform parents of plans for events on our premises
- We always ensure adequate staffing ratios at all times
- We also have generic and specific parents' consent for activities as required
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist
- We ensure we have means of communication during outings and a list of appropriate telephone numbers

For further details please refer to Educational Visits, Off-Site Activities and Visitors Policy, available on the school website.

The school has an Educational Visits Coordinator (EVC) for each of domestic and overseas trips, along with policies and procedures for Educational Visits and Off-Site Activities. These include Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and action to be taken by the Trip Leader in the event of a serious accident. The school also has access to professional advice and detailed documentation in this area of the curriculum.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence, as required by the Adventure Activities Licensing Authority Regulations, now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All non-standard or adventure activities must be subject to a risk assessment before being undertaken. All assessments must be supported by a backup plan, which details measures to be taken in the event of the activity going wrong and participants put at risk of harm.

Non-standard activities must be supervised by a member or members of faculty or staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the school, who have relevant expertise and appropriate recognised qualifications. The school does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

### **Electrical Systems**

All reasonable steps will be taken to secure the health and safety of employees, students and others who use, operate or maintain electrical equipment at the school. To ensure this objective the school will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET);
- maintain the fixed wiring installation in a safe condition by carrying out the routine five yearly Electrical Installation Condition Report (EICR), including remedial work arising from it;
- inspect and test portable and transportable equipment as often as required to ensure safety;
- inspect and test second-hand electrical equipment lent to, or borrowed by, the school;
- promote and implement a safe system of work for maintenance, inspection and testing;
- forbid live working unless absolutely necessary, in which case a permit to work system must be used;
- ensure employees and contractors who carry out electrical work are competent to do so;
- maintain detailed records;
- Ensure users of electrical equipment visually check it for damage before use and report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person;
- not use defective electrical equipment;
- switch off non-essential equipment from the mains when left unattended for long periods;
- not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record;
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage;
- never run extension leads under carpets or through doorways;
- not daisy-chain extension leads to make a longer one; and
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

### **Fire Safety and Emergencies: Procedures and Contacts**

The procedures for fire and emergency evacuation are displayed in every classroom and in prominent positions around the school. These procedures are updated on a regular basis and dated to indicate the latest update. The logbook for recording and evaluation of practice and evacuation drills will be held securely by the Operations Manager. The Head of School has overall responsibility for implementing the evacuation procedure, delegated to the Operations Manager, if an emergency were to occur. Arrangements are in place in the event of the absence of the Head of School or the Operations Manager, which are specified in the Crisis Management Plan.

TASIS England has in place a Crisis Management Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a Health and Safety emergency. For specific details, please see our 'Crisis Management Plan' which is available to all staff electronically on the LMS.

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. In order to prevent fire and to minimise the likelihood of injury in the event of a fire the school will:

- in compliance with the 'the Regulatory Reform (Fire Safety) Order 2005, undertake a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date); and put in place a Fire Safety Policy, which includes the elimination or reduction of risks from dangerous substances;
- ensure fire and emergency evacuation procedures are in place and staff training is provided to those appointed to the Fire Response Team (repeated periodically where appropriate) and fire and evacuation awareness training is provided to new employees and refreshed annually;
- prioritize the safety of students, staff or anyone else on the premises;
- carry out fire and evacuation drills each term and ensure emergency services are contacted when necessary;
- the Estates Manager and the Operations Manager are the school's competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including maintaining fire prevention and equipment, ensuring the fire safety of the built premises, maintaining relationships with reputable suppliers and the emergency services, firefighting and evacuation);
- provide and maintain appropriate firefighting equipment, including fire suppression systems and extinguishers;
- ensure good housekeeping standards with emergency routes and exits (with doors opening in the direction of escape) kept clear; display fire action notices and maintain clear exit signs;
- maintain and test emergency lighting in line with the regulations;
- inspect fire doors in line with the regulations;
- ensure fire detectors, alarms and extinguishers are tested regularly and that servicing is performed by a 'competent person', such as ISO 9001 certified or BAFE approved); and
- ensure a personal evacuation plan (PEEP) is in place for anyone that needs one.

Additionally, the school must provide staff and any others working on the school site with fire safety information and requires staff to take 'reasonable' care at all times. Fire awareness training is provided to all new employees and refresher training provide at the start of each new academic year.

The role of the 'responsible person' for fire at TASIS England is undertaken by the Estates (Health and Safety) Manager and the Operations Manager, on behalf of the Executive Director Finance and Operations / Bursar and they keep records of the following: (i) the fire risk assessment and its review; (ii) the Fire Safety Policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; and (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

### **First Aid and Mental Health First Aiders**

See First Aid Policy and Mental Health and Wellbeing Policy.

## **Food Safety**

Catering at the school is contracted in and the team provides an exemplary service, as evidenced by the multiple commendations that they receive and rare complaints. The team has also achieved and retained a Food Hygiene Rating of 5, the highest possible level.

Our Catering contractor operates under a Quality Policy Statement which stipulates the commitment to provide excellent standards of service by offering products and menus that are safe and nutritious for all diners and not only meet but exceed expectations for interest and enjoyment. The Catering Manager will ensure that all processes are monitored and, where appropriate, the results are measured and analyzed in order to ensure continual improvement.

They will ensure that food is stored in optimum conditions and storage, cooking and serving temperatures are checked and recorded daily, twice a day. They will also ensure that disposal is fully controlled via food production and wastage logs and is executed by fully respecting environmental requirements.

The school ensures that its catering contractor is subject to stringent health and safety requirements and is audited. The environmental aspect is carefully monitored, and the company ensures that it is fully compliant with its legislative obligations. The Catering Manager will ensure that the kitchens and their respective dining room areas are cleaned daily, and spot checked through the use of cleaning schedules. In addition, that they are also closed and deep cleaned twice a year.

They will also ensure that all ingredients and allergens are labelled as mandatory, and options provided for students and staff who have specific dietary requirements. The school provides the catering team with the name and photograph of all students that have such requirements, and the team supports each student to make the right choices, whilst making sure each diet is as interesting and varied as for everyone else.

## **Gas Installations and Appliances**

The school will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations. All work on gas appliances will be carried out by a Gas Safe Registered engineer (domestic or commercial as appropriate to the appliance in question). Records of all servicing, maintenance and repairs are kept.

An emergency procedure in the event of a gas leak has been set out and is included in the Crisis Management Plan and in health and safety training for all new employees and refresher training for all faculty and staff annually.

If the general public in the neighbourhood are at risk contact the police on 999.

No person must interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include the hot and cold-water storage and distribution systems. The school will:

- as far as practicable, operate water systems at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water;
- take any system out of use that persistently fails testing, even after intense remedial action;
- control corrosion, scale deposition and build-up of bio films and sediments, and tanks will be lidded;
- on a periodic basis disinfect shower heads to remove any scale and bacteria, replacing any that are badly scaled up;
- carry out a Legionellosis risk assessment;
- test for the presence of the legionellosis bacterium on a regular basis;
- keep records for a minimum of 5 years;
- take immediate action in the event that the bacterium is found, including shutting down the system in which the bacterium has been discovered and informing the Executive Director of Finance and Operations.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Estates Manager.

## Lettings and Hirers

When the premises are used for purposes not under the direction of the Executive Director Finance and Operations / Bursar, then, subject to the explicit agreement of the Board of Directors, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the responsibilities/duties of the Executive Director Finance and Operations / Bursar. The Board of Directors notes their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Executive Director Finance and Operations / Bursar, in conjunction with the Estates Manager is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Executive Director Finance and Operations / Bursar is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement (e.g., in relation to smoking, substance abuse, alcohol, and so on), and adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Board of Directors, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and pay attention to Section 8 of the Health and Safety at Work Act 1974, which states that no

person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions. In addition, they must not, without the prior consent of the Board of Directors:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment; and
- take any action that may create hazards for any persons using the premises.

### **Lifts and Lifting Equipment**

All reasonable steps will be taken to maintain the lifts and lifting equipment on campus, in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The school will ensure that:

- an examination scheme is drawn up by a competent person for each lift and piece of lifting equipment;
- all lifts and lifting equipment are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing;
- suitable equipment and mechanisms are installed to prevent the lift from:
  - leaving its landing when the doors are unlocked and/or open
  - falling (including its maximum working load) in the event of a failure in the lifting mechanism
  - overrunning its furthest intended point of travel
  - being operated from more than one position at any one time
  - being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people);
- the scissor lift is inspected 6 monthly;
- the safe working load (SWL) is clearly displayed inside each lift;
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire;
- arrangements are made for the emergency evacuation of persons in the event of lift failure;
- lift motor rooms are kept locked, and entry only allowed to authorised persons.

### **Local Exhaust Ventilation**

The school requires the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Estates Manager has the responsibility of seeing that this happens. The records of the tests are available for staff reference and for inspection by an HSE Inspector on file.

### **Lone Working**

The Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident. Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the

consequences of any injury. The school operates a 24/7 security presence and monitoring of CCTV, which supports any employee working on their own out of hours.

People falling into this category may include:

- anyone working outside normal hours on their own;
- housekeepers who normally work outside school hours;
- teachers in classrooms away from the main building or in the sports centre;
- teachers working in workshops or laboratories;
- nurses in the Health and Wellbeing Center;
- security or maintenance staff; and
- security staff who open up or close the building on their own.

It is acceptable for people to work alone so long as the school has completed a risk assessment and any measures deemed necessary have been put into place. Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.

Some activities should not be carried out by people working alone. Typically, this may include:

- working at height on ladders or tower scaffolds;
- use of high-risk chemicals;
- use of high-risk machinery;
- electrical work; and
- entry to areas of restricted or limited access or exit.

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies that may impose additional or specific risks. Lone workers must be suitably experienced, have suitable instructions and, if necessary, training on the risks they are exposed to and the precautions to be used.

The school will ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- a) periodic checks on lone workers, i.e., visual;
- b) periodic contact with lone worker, i.e., telephone;
- c) general or specific alarms for emergencies; and
- d) checks on lone workers to ensure they have returned to the school on completion of extracurricular activities.

Rules for Lone Workers are as follows:

- Anyone working alone must have access to a telephone and ensure that a colleague is aware (for regular lone workers, this will already be known);

- Security must be informed of anyone unusually intending to work late and a satisfactory arrangement made for locking up the building;
- In extreme circumstances (as Security will normally be on the front line and deal with such issues), employees must not place themselves in danger by challenging intruders or vandals but should call the police for assistance;
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment;
- If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times;
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

### **Manual Handling**

The school has in place comprehensive procedures for manual handling. Manual handling means the transporting or supporting of a load by hand or by bodily force, including lifting, putting down, carrying, pushing or pulling.

Typical manual handling tasks in school are:

- moving tables and chairs;
- carrying piles of books or stationery;
- putting out PE equipment;
- maintenance activities; and
- receiving and putting away food deliveries.

Training is provided to make sure that loads are managed safely and appropriately. Specific manual handling training is provided to relevant staff groups including nurses, housekeepers and grounds and maintenance staff. A short refresher of the basics is provided annually to all staff and faculty and to new staff on induction.

To prevent injuries and long-term ill-health from manual handling the school will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the school will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the school will ensure that:

- there is no lifting wherever possible and in relation to the handling of students with special needs; this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight;
- wherever possible, the school will conduct the risk assessments of students with special needs before they attend, and the school will seek to receive information on students in advance.
- manual handling assessments are carried out of activities that:
  - a) pose a foreseeable risk of injury

- b) cannot be avoided
  - c) cannot be mechanised and consider the risks to students and employees.
- 
- adequate information and training are provided to persons carrying out manual handling activities on a regular basis, including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate;
  - any injuries or incidents relating to manual handling are investigated, with remedial action taken;
  - employees are properly supervised; and
  - where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work.

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance (vehicles and trolleys of varying kinds available);
- redesigning the task (breaking it into smaller loads);
- reducing risk factors arising from the load;
- improvements in the work environment; and
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

### **New and Expectant Mothers**

The school will take all appropriate measures to protect the safety of new and expectant mothers. This includes:

- Carrying out an individual specific risk assessment;
- Carrying out a Display Screen Equipment (DSE) assessment if not already in place and ensuring adequate adjustment is possible for an increase in abdominal size;
- Providing advice on posture to prevent musculoskeletal problems and adjusting working practices to avoid continuous sitting at a workstation to mitigate against the risk of deep vein thrombosis (DVT);
- Maintaining high standard of housekeeping to avoid the danger of slips, trips and falls and making adjustments if the individual is required to navigate stairs or longer distances (especially during the later stage of pregnancy). This might include offering parking closer to the place of work or making an adjustment to the individual's normal location for dining;
- Reducing the amount of physical work associated with the individual's job and ensuring there is no need to carry heavy loads or work at height;
- Making sure the individual has easy access to toilet facilities and more frequent breaks from work, with access to a quiet area to take a rest if necessary;
- Modifying the job to avoid long periods of standing and providing seating;
- Monitoring the individual's response to the demands of the job and to their colleague and manager relationships and taking action as necessary;
- Avoiding exposure to any biological or chemical agent, where applicable.

## Noise

The school will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by school or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes, insofar as this is practicable. Where this cannot be achieved then suitable hearing protection will be provided to those who may be exposed. The school will designate and mark out areas of noise risk as hearing protection zones. These areas will be secured against unauthorised access and students will not be allowed to enter these zones.

The school will carry out noise exposure risk assessments of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels for employees or students.

The school will, as far as is reasonably practicable, take all steps to reduce noise exposure levels by means other than the use of personal protection. The school accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

The school will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of staff, including enclosures, silencers and machine covers.

The school will provide adequate training to staff as part of its hearing conservation and noise control policy. All staff who are exposed to high levels of noise or expected to enter hearing protection zones will be provided with:

- information, instruction and training about the harmful effects of noise; and
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the school's policy.

Where a problem arises as a result of noise, faculty and staff must inform the Estates Manager immediately. In the event of staff being regularly exposed to risk from high noise levels, the school will adopt a programme to monitor the hearing of staff subject to high levels of noise. This programme will be used to ensure the school's noise control policy is effective and that staff members' hearing is not being adversely affected. This will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests where appropriate for new staff.

## Outdoor Play Equipment

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location. Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use;
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate;
- Staff/supervisors have a responsibility to ensure students display appropriate behaviour;

- Consideration needs to be given to weather conditions; outdoor play equipment should not be used during wet, icy or extremely windy conditions;
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and to be used after school only under their supervision;
- Suitable clothing should be worn; hazards can arise from unfastened coats, woollen gloves, scarves, ties, etc.;
- Appropriate footwear must be worn; hazards can arise from slippery soles, open toed and sling back sandals, heels and untied laces, etc.;
- Ball games/chasing games to be sited away from the climbing area; and
- Wheeled toys in particular are to be used away from the climbing area.

All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177. These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The Grounds team regularly inspect the condition of the outdoor play equipment. An independent competent person (ideally RoSPA trained) will carry out an annual inspection and will advise whether any alterations need to be made or maintenance is required. The school uses RoSPA (the Royal Society for the Prevention of Accidents).

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation. Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres. Height should not be the dominant feature on any item of equipment. Interest, challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another. They must also be clear of walls, fences etc. The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside (fall height is the distance from the clearly intended body support to the impact area). Although impact absorbing surfaces cannot prevent accidents, they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation, including rubber mats and tiles, bark etc. When considering so called safety surfaces, their likely effectiveness, durability, practicality and management will be taken into account.

Materials such as topsoil and turf do have limited impact absorbing properties. Where bark is used, this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min. Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

For new equipment, a post installation inspection will be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance are at 3 levels.

- a) Level 1 checks – daily / pre use checks by faculty supervising students (these do not require formal training or recording), concentrating on the following points:
- no evidence of obvious wear / damage;
  - area safe from health hazards, e.g., needles, glass, faeces etc;
  - impact absorbing surfaces no cuts, tears, wear or unstuck areas;
  - all fastenings tightly secured;
  - no broken chains, stretched links or loose or twisted shackles; and
  - uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

- b) Level 2 checks – termly inspection in house

A more thorough check of the equipment to be conducted termly and these records kept on site.

- c) Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177. These checks are formally recorded, and records kept on site. The school uses RoSPA. Such checks ensure safety and identify any improvements required in terms of the European standards. The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

### **Personal Protective Equipment (PPE)**

TASIS England recognises that the use of PPE as a risk control measure is a last resort, as it protects only the user and is at risk of not being worn correctly. The school accepts its duty to supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in lessons or for specific roles (e.g., eye protection, gloves, face masks, aprons, work boots). Eye protection must be worn by all staff and students when using any machine that could give off dust/particles/liquid/vapour at eye level or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. The condition of the eye protection is checked at the start of each term.

Protective clothing such as aprons must be used in lessons where students could get dirty during practical work, or where hazardous materials are being used.

Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

### **Pressure Vessels**

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file. Pressure vessels used in the school science departments include autoclaves and domestic pressure cookers (used as autoclaves).

Due to the high pressures at which they operate and the steam that is generated, they are subject to the requirements of the Pressure Systems Safety Regulations. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- establish the safe operating limits of the equipment;
- provide adequate instructions to ensure the equipment is operated safely and instructions for procedures to be followed in case of emergency;
- ensure that the equipment is properly maintained;
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment;
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme; and
- keep adequate records of the most recent examination.

The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the insurance company.

### **Radiation**

There are no sources of radiation at the school.

### **Radon**

The school is aware of its obligations to its students, faculty and staff in respect of radon and carried out an independent radon survey during 2023-24. It is satisfied that the levels of radon throughout the school are well below levels of concern. The school will repeat the exercise in 2033-34.

### **Physical Restraint**

Teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger posed to any other person or to the property of, a person' (including the child). This position is stated within [DfE Guidance: Behaviour in Schools](#).

Under no circumstances should faculty or staff hit, push, or slap students. Faculty/staff may only intervene using the minimum force required to physically restrain a student to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Head of School and recorded in the student's personal file. The student's parents are informed on the same day. Records are kept of when force is used, and parents are informed. The Head of School monitors the use of restraint, takes appropriate action to prevent the inappropriate use of restraint, and takes effective action when inappropriate restraint has been used.

Training and guidance are given to all relevant members of faculty/staff on the circumstances in which physical intervention is allowable and the techniques to use. Any use of reasonable force on boarders or day students should be raised and discussed at the next Senior Leadership Team meeting in order for a full discussion to take place between senior managers and the Head of School.

### **Room Safety (used for Practical's, Maintenance Workshop etc)**

- All practical rooms must be locked when not in use;
- Unsupervised students are not allowed in hazardous rooms and never in the Maintenance Workshop;
- When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exists are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken;
- Fire doors must be unlocked and clear;
- Only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch these on – not even under supervision;
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly and must only do so under supervision;
- Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson;
- Only one person may operate a machine or piece of equipment at a time;
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them having accidents;
- Supply or cover teachers must be given information on the room hazards, explaining the location and operation of mains services such as electrical isolators, any local hazards and where help can be obtained;
- Students and staff are not to eat or drink in a science or art room/workshop - this includes break and lunch times;
- Gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area;
- Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day;
- Excessive dust from machining operations and 'walked in' dirt contributes to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping;
- At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked, and all electrical equipment turned off. It is the responsibility of the teacher in

charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building;

- All practical areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed;
- Each workroom must have a set of safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed where appropriate.

## **School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. The campus has a secure perimeter and the Security team at the school maintain a 24/7 presence and continuously monitor the CCTV coverage of the campus. They also conduct patrols during the course of the day. All pedestrian and vehicular access points are monitored and/or controlled.

The school requires all its employees to swipe in and swipe out of the electronic access control system when they come onto or leave campus.

We require all adult visitors to the school to sign into our electronic Envoy system at the Security Lodge and to wear an identification lanyard at all times whilst on the school premises. We provide all adult visitors to the school with a health and safety leaflet. Staff must report to Security immediately any visitor who is not identified with a school lanyard. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Operations Manager (or, in his absence, a member of the Security Team) immediately who will inform the Head of School. The Operations Manager (or Security Team member) will direct any intruder that they must leave the school site straight away. If this does not occur the Head of School will contact the police immediately. In the event of the Head of School's absence, the Operations Manager (or Security Team member) will ensure the Executive Director of Finance and Operations or Designated Safeguarding Lead, as available, contacts the police.

## **Smoking and Vaping**

Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking or vaping on the school premises, as we do not want to present smoking or vaping as acceptable. Should we find any member of staff smoking or vaping at school, we would consider this a serious breach of the terms and conditions of their employment.

We aim to help students know and understand the dangers of smoking and vaping and the harmful effects that these can have on their physical and mental health. We provide students with the knowledge and information necessary for them to resist the pressure to smoke or vape, either from their peers or from society in general.

## **Spillages of Blood and Bodily Fluids**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately, as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus. The area should be ventilated as far as possible. Anyone not involved with the cleaning of the spillage should be kept away from the area.

Spillage kits are available in the school to deal with blood and body fluid spillages: these are located in the Health Centre and Housekeeping Office (in Cloisters). The person responsible for checking and replenishing the kit regularly is the Housekeeping Supervisor or Team Leader.

In the event of a spillage:

- Cordon off the area where the spillage has occurred;
- Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing;
- Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn;
- Small spills or splashes of blood on a hard surface can be cleaned with neutral detergent and hot water;
- For larger spills, as much of the matter should be removed as possible using absorbent paper towels, which should be disposed of carefully in a waste bag;
- The remaining spill should be covered with granules from the spillage kit for two minutes;
- The spillage and granules should be carefully removed with paper towels and disposed of carefully into a waste bag;
- The area should then be cleaned with neutral detergent and hot water;
- On upholstery or carpets, as much of the spillage as possible should be mopped up using absorbent paper towels, then the area should be cleaned with a fresh solution of neutral detergent and water;
- Carpets and upholstery can then be cleaned using a cleaning product of choice or steam cleaning;
- Contaminated gloves, aprons, paper towels, etc., should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external school waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority;
- Hands must be washed after the procedure.

### Storage

- Storage must be kept well organised and tidy. Large items should not be stored high up and proper stepladders or similar must be available for reaching high shelves safely;
- All chemicals must be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use;
- Standing on benches, chairs or tables to watch a demonstration/get equipment etc. is not permitted;
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely, and they must be securely locked when not in use;
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s);
- Keep all working quantities of these materials to a minimum;
- Access to hazardous materials must be restricted to authorised staff only (technicians);
- All hazardous materials must be stored away from direct access by students;
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom;
- All sharp knives/blades (for whatever purpose) should be stored in locked store cupboards and no sharp knives/blades should be left unattended in the classroom;
- Shelves must not be overloaded, and heavy materials must not be stored high up; and
- Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

## Transport

The school uses a single supplier for its home to school busing service. Each driver has been DBS checked and undergone the same safer recruitment, onboarding and annual refresher processes as employed staff, in order that they can work alone with traveling students. All vehicles are subject to 8-week safety checks, by a competent person, i.e., a mechanic, as required by the transport company's operator licence requirements. All vehicles are fitted with seatbelts, GPS tracking and telematics to monitor driving style and driver behaviour. Parents of younger students who require a car seat are asked to supply one and this can remain on the bus. First aid kits must be carried on board, as per the operator's licence.

In cases of long journeys, students will be given the opportunity to exercise after reasonable intervals. First aid provisions must be carried and be readily available throughout the visit. Any minibus or other vehicle designed to carry nine or more passengers operated by the school is in accordance with the restricted *Passenger Carrying Vehicle (PCV) Operators licence* and any driver must hold a *PCV Driving Licence*.

In advance of the trip, students will be given clear safety instructions based on the risks associated with the particular type of travel. Students must sit only two to a double seat. Seat belts must be worn and, where appropriate, booster car seats should be used.

Where transport is booked by the school and drivers have not been DBS checked and passed the TASIS England safer recruitment process, a chaperone will accompany the travelling student(s), whether this is in a taxi or bus/coach.

For private hire trips (e.g., for school trips or sporting fixtures), external providers are required to supply a risk assessment for their private hire operations before being engaged and a TASIS England cleared member of staff or contractor will chaperone the students whilst on the vehicle and during the event. For trips where a TASIS England cleared driver is requested, our home to school transport supplier will be used.

For school owned 14 seat minibuses, the law requires that a minibus must:

- be correctly licensed
- be adequately insured
- be well maintained
- have a valid MOT certificate (if more than one year old).

It is essential that the school is satisfied that all persons authorised to drive are competent to drive a school vehicle containing students safely. The school will keep a list of drivers who have been authorised to drive the minibuses. Authorisation may be withdrawn at any time by the Head of School. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the school immediately.

The absolute minimum requirements to comply with our insurance are that the drivers:

- are over the age of 21
- have category D1 on their licence
- have at least two years' experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving.

All drivers must also complete MIDAS (Minibus Driver Awareness Scheme) training before undertaking any driving duties.

To comply with the above, the school has gone further in its quest to ensure that students are driven in safety. Prior to transporting students for the first time, all drivers will be given the opportunity of a vehicle familiarisation session to include:

- daily vehicle checks
- pre-journey checks
- general driving safety
- road testing
- emergency stop
- use of mirrors and indicators
- reversing using mirrors only
- passenger safety
- passenger comfort.

All new drivers will be added to the list of authorised minibus drivers.

Staff that passed the test to drive a car after 1<sup>st</sup> January 1998 are required to successfully complete a PSV test to drive the school minibuses.

It is the school's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am.

The school is committed to reducing the risks to its staff, students and others from driving or being driven in a school vehicle and will:

- ensure risk assessments are completed as relevant and that journeys are planned;
- not put unreasonable time constraints on travel or duties requiring a vehicle to be driven;
- ensure drivers are competent and fit to drive;
- provide any additional training that may be deemed necessary to reduce driving related occupational risks, including MIDAS training;
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving;
- require drivers annually to submit copies of their current driving licence;
- provide adequate insurance for the vehicle, the driver, occupants and third parties;
- maintain school vehicles to the required legal standard and ensure they suitable for their purpose;
- provide and maintain additional tools and equipment necessary for the purposes of the journey;
- provide access to breakdown support and recovery;
- provide no smoking signs for inside the vehicle; and
- ensure the vehicle carries a suitably equipped first aid box.

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act. It is the responsibility of drivers to inform the Busing Coordinator or Estates Manager (depending on vehicle involved) of:

- anything that could affect their driving e.g., health conditions or injuries, use of prescribed medication;
- changes to licence such as limitations, offences recorded and period bans;
- vehicle defects that affect ability / safety to drive; and
- any accidents / incidents that occurred whilst driving on behalf of the school.

Before driving, drivers must:

- review the need to travel;
- have a valid licence for the vehicle they are driving;
- carry out a pre-use vehicle check;
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks;
- ensure sufficient rest;
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive; and
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users;
- take regular rest breaks every 2-3 hours or at first signs of tiredness;
- remain in control of the vehicle at all times;
- not smoke;
- not use a mobile phone or other electronic device;
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway; and
- advise the Busing Supervisor of any incidents that arose during the journey and of any damage to or issues with the vehicle.

Whilst the school will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through;
- check brakes to see that they are functioning correctly;
- ensure that mirrors and seat are in the correct driving position;
- check that all lights are functioning correctly;

- ensure that all seat belts are being worn. This includes all passengers, as they must wear a seat belt;
- ensure that the windscreen washer system works and that wipers are functioning correctly;
- ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried;
- emergency exits must not be blocked;
- ensure that all doors are correctly closed;
- check that there is enough fuel for the journey;
- as soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts;
- at intervals throughout the journey, all instruments and warning lights should be checked, and necessary action taken if a fault is indicated;
- ensure that food and drink are not consumed on the vehicle;
- make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle;

Drivers are required to complete a vehicle safety check before taking out the minibus, using the new Geotab APP, the results of which are fed directly to the Busing Supervisor. A first aid kit remains on the school owned minibuses at all times. Annual licence checks are carried out on any driver volunteering to drive TASIS England minibuses. These are also retained by the Busing Supervisor.

At the end of the journey the driver must lock and make the vehicle secure. In the event that any incident occurred on the journey likely to affect the future safety of the vehicle, the driver is required to use the post trip area of the Geotab APP to inform the Busing Supervisor. Keys should only be taken just prior to making use of the minibuses. The keys should be returned immediately after use.

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give their name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the school and attend the Business Office to complete the appropriate forms for onward transmission to our insurers.

For more minor incidents, any damage or mishap requiring cleaning to the interior or exterior of the vehicle must be reported immediately to the Busing Supervisor. Any use of the first aid kit must also be reported.

The minibuses are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are in the minibus.

The minibuses are inspected every ten weeks and serviced in line with the manufacturer's recommendations.

The speed limit for minibuses is as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways

- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways.

### **Vehicles on Campus**

The school will take all reasonable steps to control the risks associated with vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers. The school will:

- assess, implement and maintain appropriate risk control measures to reduce the risks associated with workplace transport on campus;
- segregate pedestrians from moving vehicles by providing designated safe walkways where it is reasonably practical;
- where pedestrians have to cross traffic routes, provide designated crossing points and ensure that priority is given to pedestrians;
- reduce reversing manoeuvres wherever possible and ensure adequate arrangements are in place to control the risks associated with any that are necessary, i.e., the provision of mirrors, CCTV and trained persons to assist the driver;
- manage and enforce a safe speed limit on site and employ speed calming measures if necessary;
- plan the workplace, including designated parking areas, to ensure the layout of routes is appropriate for the vehicle and pedestrian activities;
- prohibit vehicles parking in no parking areas and where they will obstruct any entrance, exit door and emergency escape route;
- ensure the traffic infrastructure is maintained in a safe and suitable condition, including roadways, pavements, car parks, signage and lighting;
- use 'highway code' signs and road markings to indicate vehicle and pedestrian routes, speed limits and pedestrian crossings;
- avoid traffic routes passing closely to vulnerable items such as fuel or chemical tanks, pipelines or other surfaces;
- ensure vehicles are suitable for the purpose for which they are used and are properly maintained and are provided with mirrors or other such devices to facilitate safe travel;
- ensure the management of safety, maintenance and the safe operation of the school's vehicles;
- carry out school vehicle checks and ensure the timely reporting of vehicle defect and damage;
- ensure drivers are authorised to drive that class of vehicle and have received the necessary training and, where appropriate, ensure drivers have passed medical fitness tests;
- any vehicle being driven must be covered by current insurance certificate, MOT and is appropriately taxed where applicable; and
- ensure loading and unloading of vehicles take place in a safe area and carried in a safe manner with regards to all foreseeable risks, including work at height, and that the driver ensures loads are secure and stable.

### **Vibration**

The school provided its grounds and maintenance team with hand-arm vibration awareness training in 2022. The school also ensures that the equipment used by its staff is low risk, with most equipment being battery operated with low vibration impact. The school does not use high impact drilling, hammering or concrete breaking machines.

Only those staff who have received training are authorised to use the equipment. Staff who use leaf blowers, hedge cutters and mowers are advised not to do so every day of the week or all day but to space out their activity across the week to limit the concentration of usage.

The Estates Manager will ensure that all hand-arm and whole-body vibration equipment is being operated in accordance with the policy and in a way that reduces the exposure level to “as low as reasonably practicable”, and that records are maintained of vibration magnitude and maintenance. They will also ensure that risk assessments are in place for staff at risk and liaise with the school’s occupational health service to arrange health surveillance if it is suspected that staff are exceeding the exposure action value (EAV).

### **Visitors**

The school’s Visitor Policy is encompassed within the school’s Security Policy.

In the interest of health and safety, the school will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises and, if they are not a parent or a recent alumnus/alumna or a fully cleared contractor, are accompanied at all times;
- they adhere to applicable health and safety instructions and rules during their visit;
- adequate information is provided to ensure their safety, including emergency information;
- any protective clothing required is provided and worn;
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

### **Window Restrictors**

The fitting and use of window restrictors within school premises is used to ensure the safety and security of members of staff, students and visitors. The school is particularly concerned with preventing persons from falling from height and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is, therefore, essential that all window restrictors are maintained in good working order and that staff report defects to the Estates Manager as a matter of urgency.

The school will:

- risk assess the danger of falling from any window and the effects of installing a window restrictor, including the possible loss of ventilation;
- identify all vulnerable parties who may be particularly at risk from falling out of windows;
- ensure that all window restrictors are secured with tamper-proof fittings;
- ensure that the window frames are sufficiently robust where the window requires a window restrictor;
- ensure that all window restrictors can withstand a minimum static pushing force of 850N;
- ensure that all window restrictors are properly maintained and kept in working order; and
- provide adequate training and supervision to all staff who use or maintain window restrictors.

The Estates Manager is responsible for ensuring the window restrictors are effective and in place. House Parents and Housekeeping staff should check window restrictors as part of their daily rounds. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but the window must be kept locked shut until repairs are carried out. If the repair will not take place for more than a day, temporary signage will also be put in place to indicate that the window should not be used.

### **Work Equipment**

The school will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the school will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations;
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant;
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees;
- inspect all equipment at installation and prior to first use;
- regularly inspect work equipment in accordance with the manufacturer's recommendations;
- maintain work equipment in accordance with the manufacturer's recommendations;
- keep records of all inspections and maintenance;
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely; and
- provide refresher training as appropriate and as determined necessary by workplace inspections.

### **Working at Height**

Any situations where work may need to be carried out at height are in consultation with our Estates (Health and Safety) Manager. If any work on fragile roofs is required, then this will be subcontracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection.

The school will ensure that:

- all work activities that involve work at height are identified and assessed;
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- all work at height is properly planned and organised;
- all employees required to use stepladders or ladders are competent;
- regular inspections of all stepladders and ladders are undertaken;
- any contractors on school property comply with this policy; and
- ladders and stepladders are secured to prevent unauthorised use.

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc; if it is not practicable to do the work safely in some other way then
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall will be implemented.

Ladders should not be used simply because they are readily available. A risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. For example, whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes, then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

- Only those persons who have been trained to use ladders safely may use them.
- All ladders should be secured against unauthorised use.
- Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times;
- the work can be completed without stretching; and
- the ladder can be secured to prevent slipping.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.