



## Malvern St James School Health and Safety Policy

### Part 3: Health and Safety Procedures

#### Scope

This document is the responsibility of the Director of Operations and Compliance and will be reviewed annually.

#### General

Part 1 of the School's Health and Safety Policy is a statement by the Council, affirming their commitment to ensuring a safe and secure environment with the School, and that all activities conducted within the School or further afield, will similarly be in a safe manner. The policy emphasises the importance attached to health and safety in everything the School undertakes.

Part 2 of the Policy, is how the Headmistress will fulfil her Health and Safety obligations, putting in place structures and responsibilities for the delivery of the procedures associated with health and safety. She has delegated responsibility for the day-to-day management of Health and Safety to The Director of Operations and Compliance and established the Health and Safety Committee as a mechanism for bringing issues to her attention.

This document, Part 3 of the Policy, outlines the more detailed approach as to 'how' Health and Safety will be delivered, outlining specific responsibilities, procedures to be followed and reporting requirements.

Health and Safety may be an all-encompassing term, but it is commonly broken down into a number of distinct areas and is often referred to as **Safety, Health, Environmental and Fire (SHEF)**. This document will address each of these distinct areas in turn and finally summarise the reporting requirements and procedures under 'Coordinating Detail'.

A number of School policies contain details associated with 'Health and Safety'. (Given the significance of the risk of fire, there is a standalone Fire Policy which should be read in conjunction with this document.) The intention is not to reproduce these policies within this document but rather to highlight policies where appropriate. Readers must familiarise themselves with the School policies which underpin many of the following procedures.

#### Safety

'Safety' is about creating a safe and secure environment in which pupils and staff operate. It is therefore important to think beyond the traditional 'Health and Safety' themes but broaden perspectives to include behaviours and attitudes. School policies (in the Staff Handbook) and Risk Assessments (on the Staff Shared Resources Microsoft Team and Smartlog) that address aspects of safety, and which should be referred to in conjunction with this section, include:

- Accessibility Policy
- Anti-bullying Policy
- Safeguarding Policy
- E-safety ( including Acceptable Use) Policy
- School Minibus Policy and Risk Assessment
- Educational Visits Policy
- CCTV Policy
- Critical Incident Policy
- Anti-bullying Policy
- Pastoral Care Policy
- Fire Policy and Procedures
- Lockdown Policy
- Overarching Risk Assessment
- Animals on Site Policy
- Staff Mental Health and Stress Management Policy

## **Risk**

In order to generate a safe and secure environment it is necessary to identify and assess any risks that exist or which staff, pupils or members of the public on the School site may encounter. These risks can then be assessed in terms of their likeliness and impact with measures put in place to mitigate both. In short, it is about identifying what could go wrong, addressing the issue to reduce the possibility of it occurring, and having mechanisms in place to minimise any potential impact. This approach is addressed through the process of 'Risk Assessments'.

### **Allergies**

Given the risk of anaphylactic shock from reactions to nuts, **MSJ is a nut-free School**. Items containing nuts may not be bought into School however given the preponderance of labelling which suggest 'may contain nuts' due to production processes, such items are permitted.

### **Risk Assessments**

The Risk Assessment process is a formal mechanism for capturing what could go wrong during an event or activity, along with the measures put in place to reduce the likelihood and/or impact. We automatically conduct this process in our head when we undertake all activities in life, the School's process, (as articulated in the risk assessment policy) simply involves formally articulating the details within a document. Whole School and departmental risk assessments are held in the Smartlog system by Director of Operations and Compliance. Staff can access policies on the Staff Shared Resources MS Team or Smartlog. Risk Assessments are also printed out and held by the Operations and Compliance Manager and the Estates Manager for their staff to read.

### **Risk Assessment Forms**

There are many different approaches and forms that can be used for risk assessments. The School uses the Smartlog software tool to create and manage risk assessments. This enables risk assessments to be amended as required and the Director of Operations and Compliance to have oversight and sign-off.

## **Standing Risk Assessments**

The School has endeavoured to identify regular/routine activities that carry risk and developed several standing risk assessments. These are available in the Risk Assessment folder within the Staff Shared Resources Team under various groupings:

- Whole School
- Visits
- Estates
- Housekeeping
- Catering
- Hospitality
- PE
- Sports Centre
- Transport
- Boarding
- COVID-19
- FIRE
- Prep
- EYFS

## **Ownership**

While a risk assessment may be drafted and completed by a member of staff, it is important that those undertaking the activity are fully conversant with the contents and measures to be adopted. Line Managers and Heads of Subjects are responsible for ensuring that their staff are familiar with risk assessments and that a risk assessment has been undertaken before any activity commences.

## **Educational Visits/Field Trips**

The School's Educational Visits (EV) policy provides details of the School's approach to EVs. The Headmistress may provide additional guidance on such trips, when necessary. Responsibility for the day to day management of the Educational Visits is delegated to the Educational Visits Coordinator (EVC). However, the following general points should be noted:

- a. Education visits and field trips must have an appropriate level of supervision, both in transit and on site, and pupils must be properly clothed and equipped for the type of outing in question. Safety, first aid and emergency procedures must be covered. The Headmistress will set School guidelines on supervision ratios, and staff must not allow groups to become too large for the supervisory staff available.
- b. Supervisors are to plan trips with the following in mind:
  - (1) Length of journey
  - (2) Nature of outing, education, winter sports, field trips, etc.
  - (3) Age and understanding of the pupils.
  - (4) A Risk Assessment form should be completed as part of the EV planning process and signed as suitable and sufficient by the EV and the Deputy Head/Director of Operations and Compliance. The EVC coordinates this.

- (5) Staff organising overseas trips must check with the Finance Manager with regard to insurance cover.

## **Security**

Security is part of our everyday lives and MSJ is no different. Procedures to ensure the security of the site include:

### **Disclosure and Barring Service (DBS)**

The school's Safeguarding policy outlines the requirement for background checks on individuals coming into the School on a frequent basis and or having potentially unsupervised access to pupils. Staff must ensure that any such visitors introduced into the School have the necessary background checks conducted. The Safeguarding Policy and Recruitment, Selection and Disclosures Policy provide further details on this key area.

### **Access Control procedures**

The School has a Lockdown procedure in place that enables a quick response to various situations that may require access and movement to be restricted. Staff are to make themselves familiar with the procedure within the Lockdown Policy. The School has electronic door readers on the Main School building which are controlled by the IT Manager.

### **Passes**

The receptionist has responsibility for recording details of all visitors, issuing passes and ensuring they are collected from Reception by the member of staff that has arranged the visit in line with the Visitor Policy. The receptionist will brief all visitors on the fire procedures. Staff are to police the requirement for everyone to have a pass (staff and visitors) and should report any issues immediately to the Director of Operations and Compliance.

The School Secretary is responsible for issuing staff ID cards and ensuring they are activated for the door access system.

### **Accompanying Visitors**

Staff are responsible for briefing their visitors on the School's fire, lockdown and any local procedures that are in place on the day of their visit. They must escort their visitors throughout. If they hand over a visitor to another member of staff it must be made clear that the other member of staff now has responsibility for escorting the visitor back to Reception.

### **Door Codes / Access Cards**

The Estates Manager is responsible for changing all mechanical door codes at the start of each term, after a let, after staff leave employment or on compromise of a code. The IT Manager is responsible for resetting digital pin codes as required.

### **CCTV**

The School's CCTV policy outlines how the School uses its CCTV system to enhance security at MSJ.

### **Night Security Wardens**

The School employs night security wardens to secure the School buildings and report any incidents that arise. The night security warden is intended to identify potential situations (security, fire, maintenance etc) and instigate a response from the appropriate authorities. He should not confront an intruder or place himself in harm's way.

### **Bomb**

Sadly, like any establishment, the School is at risk of a bomb threat whether real or a hoax. Bomb threats tend to follow no particular pattern. The recipient of such a threat should:

- a. Attempt to note down or remember what the caller says, pay attention to any word the caller uses, which may appear to be some form of code word.
- b. Evacuate the threatened building by the most rapid method i.e. fire alarm.
- c. **RING 999** and ask for **POLICE, FIRE AND AMBULANCE** advising that Malvern St James has a bomb threat and the location of the target by building name.
- d. If time further permits, from a phone away from the alleged scene of danger, advise the **HEADMISTRESS or any member of the SENIOR LEADERSHIP TEAM.**
- e. As soon as possible after the event note down any information, which may be of use to the Police in their subsequent enquiries. e.g. the caller's accent, gender and any other points which the recipient feels are relevant.

**NO ATTEMPT IS TO BE MADE TO SEARCH FOR A BOMB. THIS MUST BE LEFT TO THE POLICE.**

### **Electrical**

The risk of electrocution or fire from electrical systems or devices, requires particular diligence. The following guidelines have been written to assist all staff in maintaining and monitoring electrical safety. If any doubts exist, switch off the suspect equipment/appliance, disconnect and if concerns remain, report them. The following general and specific guidance points should be observed:

- Any electrical defect is to be reported immediately to the Estates Manager, a member of his team, or the Director of Operations and Compliance.
- Testing of all School owned/hired, pupils and staff portable equipment will be regularly conducted. The rating of fuses, and the insulation factor are to be checked in all cases, and a record of these tests is to be maintained by the Estates Manager.
- The use of 2 pin and/or non-fused adaptors in electrical sockets are **not permitted**. The only adaptors which may be used are the UK 3 pin fused type. Parents will be reminded of this regularly by School mailings. All electrical equipment which is not required to remain permanently in operation should be disconnected from the mains when not in use. Housemistresses are to ensure that international students understand this issue and to check as part of their daily walk-arounds that no foreign plugs/adaptors are in use.

- Emergency lighting circuits will be checked monthly by the Estates team, in liaison with House Staff. These checks are registered with the Estates Manager. A Soak and a Fitness for Purpose test will be performed annually. Defects should be noted and reported for repair.
- Battery chargers: Girls may use chargers for certain appliances in their rooms. These should be checked regularly and not left in electrical sockets during half terms and holiday periods.
- Hairdryers: Girls may use their own personal hairdryers. House Staff should ensure that they know who owns a hairdryer and should arrange for them to be inspected for safety each term. Any permitted adaptor used with a hairdryer must also be power rated for at least the rating of the hairdryer.
- Trailing Electrical Leads: Not only can trailing leads cause injury to staff/pupils and visitors through trips and falls, they can also become damaged and dangerous. Every effort should be made to eliminate the hazard of trailing leads, both in girls' rooms as well as in corridors and passageways (this particularly applies to House cleaning staff). Leads must never trail up or down stairways, or fire evacuation routes. Where trailing leads are used by the domestic staff, a suitable hazard sign should be deployed. Frequent visual inspection of all leads should be carried out by boarding house staff and operations staff to establish:
  - The actual state of the fabric of the lead itself (cracks, breaks, bare wires).
  - The point of entry to the appliance, or piece of equipment.
  - The point where the lead joins the electric plug.
- Bedside Lamps in Girls' Rooms: Only lamps supplied by the School should be used in girls' rooms. These should be fitted (securely) with a shade and the correct wattage of bulbs used, i.e. 40 watt tungsten or 9 watt low energy. The use of other lamps, brought in by girls, is not permitted unless they have been checked and recorded in the Electrical Appliance register.
- Other Electrical Appliances: Bare wires on electrical appliances are one of the biggest causes of accidents. House staff should frequently check all kitchens/pantries to ensure that no unsafe appliances are present. Toasters and kettles provided by the School are placed in these rooms for use by the girls and other similar appliances should be unnecessary. It is at the discretion of House staff as to whether additional appliances are allowed in kitchens/pantries, but if permitted they should be frequently checked. The same will apply to electric/electronic musical instruments and media devices.

**School Electrical Contractor:** The School Electrical Contractor can be contacted via the Estates Manager and can advise on electrical safety. He will also inspect, on request, any electrical device, outlet or socket to check its safety.

## **Gas**

Gas is in use in various areas across the School. The Director of Operations and Compliance delegates the day to day compliance of the guidance below to the Estates Manager. Staff who work with gas should familiarise themselves with the guidance below to ensure they are comfortable with where gas sources are in their work environment and how do deal with the handling, storage, and with leaks etc.

The minimum number of mains and bottled gas appliances are used and stored on the School premises.

All industrial gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel [maintenance engineer, science technicians] are allowed to enter. Flammable gases and oxygen are not stored together.

Only Gas Safe registered individuals are to work on installations on the Schools premises. All gas installers or gas maintenance engineers must be registered on the Gas Safe Register. Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition.

Records of all work undertaken on gas systems / appliances will be kept by the Estates Manager and centrally held within Smartlog.

Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

- Spare or empty cylinders should be stored outside, preferably in a lockable area
- Cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- Warning notices should be displayed (e.g. Highly flammable - LPG)
- Smoking or naked flames must not be permitted in or near storage areas
- Cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
- Regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
- No valves on any cylinder should be left open and they should not be dropped or roughly handled
- Accommodation in which gas is used must be adequately ventilated
- Portable gas heaters should only be used for emergency purposes.

All staff are to be familiar with the following procedure if a gas leak is detected/suspected:

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

### **Road Safety**

The layout of the School's buildings in Great Malvern presents a potential hazard. A number are distant from the Main Building, and a considerable amount of 'pupil pedestrian traffic' takes place. The majority of this is beside public roads. It is therefore essential pupils are aware of the need for care and vigilance when using these public roads.

The Director of Operations and Compliance is to liaise with local Councils and the Police to minimise the hazard. Pupils are to be alerted regularly to traffic hazards in the local area.

The Traffic Education and Road Safety Centre speak to pupils in Year 7 (early in the Autumn term), with special reference to pedestrian safety and being seen at night, particularly during the darker winter months.

In addition, staff and pupils should be made aware of any additional road safety hazards in and around the School caused by such things as road works, temporary traffic lights, pavement repairs etc.

Staff and pupils should also be warned of the dangers of moving about the areas of the School where vehicles are parked. Users of these vehicles should also be aware of their responsibilities as responsible drivers in manoeuvring their vehicles with care on what is an area where there is pedestrian traffic including pupils of all ages and heights and it is PRIVATE PROPERTY. The one-way system on the Terrace is to be observed during term-time.

**There is a particular risk when crossing Imperial Road, due to bus traffic and the narrowing of Avenue Road near the School Main Entrance.**

Pupils should only cross Barnards Green Road by using the pedestrian crossing.

**Minibuses**

No member of staff may drive a minibus without the correct licences. Staff must pass a driving assessment, arranged by the Transport Manager, before driving a minibus. Any member of staff who intends to take a minibus abroad on school business, should contact the Transport Manager at least 3 months before so doing, because there are detailed insurance and licensing requirements which must be observed. If these are not met, then it is likely that the minibus will be refused entry to certain countries. Further regulations concerning minibuses are contained in the School\_Minibus\_Policy which drivers must read before taking out a vehicle. The minibus must always have a First Aid pack as part of its equipment and drivers are issued with a checklist in relation to various safety requirement checks, such as seat belts, tyre pressures, rolling brake test etc.

It is an offence to use a handheld mobile phone whilst driving or for anyone to 'cause or permit' a person to use a handheld mobile phone whilst driving. All staff must:

- a. Not knowingly telephone anyone driving a vehicle on School business.
- b. When driving a vehicle on School business, especially with pupils on board, staff must switch any handheld mobile phones to the 'off' position before starting the journey and pick up messages at the end of the journey.

**Swimming Pool**

A qualified lifeguard must always be present when the pool is in use. All use of the swimming pool must be arranged via the Sports Centre Staff who will ensure each booking runs in accordance with the Sports Centre Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

**Workplace Safety**

The School places great emphasis on workplace safety and all department heads have a responsibility to ensure a safe and secure workplace exists and that the following are delivered:

Each area of the School premises classified as a workplace will:



- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and workstation
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including where possible for the disabled. Provisions will be made to prevent slips, trips and falls and falling objects. Special care is to be exercised where heavy lifting is concerned, and the correct lifting equipment used as considered necessary for the task. Heads of Departments are to provide members of their departments with the necessary training and equipment to carry out these tasks, in accordance with current legislation. Guidance for manual handling activities is at Appendix 2 and the associated risk assessment outlines measures to reduce the risk.

Any storage racking will be inspected regularly and be fit for purpose.

Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries. See Appendix 3 for guidance on working at height. Typical areas that this guidance applies to are:

- Putting up displays
- Placing / retrieving items stored above head height
- Opening and closing windows
- Stage support work during drama activities
- Moving and erecting PE equipment
- Cleaning
- General site management / caretaking activities
- Maintenance and repairs
- Construction work / projects

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, e.g. no access
- warning signs, e.g. danger electricity
- mandatory signs, e.g. eye protection must be worn
- emergency or first aid

Around the School, noticeboards will also display:

- The School's Health and Safety Policy Statement and Organisation ([Parts 1 and 2 of this document](#))
- HSE Health and Safety Law poster
- emergency procedures
- details of first aiders and fire marshals

## **Public Safety**

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

## **Contractors On Site**

The Director of Operations and Compliance, through the Estates Manager, is to ensure that visiting contractors are aware of and observe School safety procedures and policies. They must also be fully competent to carry out the tasks assigned to them.

At all times contractors' labour must be adequately supervised and all necessary warnings/notices displayed in areas which are hazardous to staff and pupils of the School. Correct protective clothing must be worn and must be appropriate for the work in hand.

Whilst contractors are responsible for their own safety arrangements, the School staff, through the Director of Operations and Compliance must ensure that any evident shortcomings are reported to the Contractor, (and where appropriate the CDM Co-ordinator,) and that action to remedy the matter is taken by them. They should keep their employees within the areas designated for the work being undertaken.

No work designated as "HIGH RISK" (e.g. hot works) should begin without the appropriate 'PERMIT TO WORK' being issued. The Director of Operations and Compliance is to ensure that all contractors observe the CDM regulations where applicable. (see next paragraph below)

All contractors and their employees must submit to any security checks or inspections. Contractors are not relieved of any of their duties and obligations under Statute or Common Law, and any breach of the Health and Safety Rules or legal requirements may lead to the suspension, at the Contractors' own expense, or termination of the contract.

The contractor must maintain a daily log of the names of employees and subcontractors on site.

The Estates Manager is to ensure that any contractor within the School understands the detail provided in the Visitor Risk Assessment which they receive on signing into the School, and that they agree to comply. Routine spot checks are conducted by the Director of Operations and Compliance and the Estates Manager on contractors to ensure they are complying with policy.

## **Construction and Design Management (CDM)**

The HSE document "*Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015*" ([www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf)) provides details of the responsibilities associated with CDM. The School will be the Client under CDM. The Director of Operations and Compliance, supported by Estates Manager, has responsibility for ensuring CDM regulations are followed when appropriate, and will, so far as is reasonably practicable:

- Appoint competent persons to form the project team
- Allow adequate time for the design, planning and construction work to be undertaken
- Provide key information to the project team, including that regarding the site and existing structures

- Put in place arrangements for communication, co-operation and general management of the project
- Check that contractors have adequate welfare facilities in place before work starts on site
- Liaise with designers so that workplaces are correctly designed

Where projects are notifiable (i.e. work lasts longer than 30 construction days, with more than 20 workers working at the same time, or involves more than 500 person days of work), the Director of Operations and Compliance will ensure that the Health and Safety Executive are advised.

Where projects have more than one contractor the School will:

- Appoint a Principal Designer to plan, manage and co-ordinate the pre-construction phase
- Appoint a Principal Contractor to plan, manage and co-ordinate construction work
- Ensure that work does not start on-site until a suitable construction phase health and safety plan has been developed by the Principal Contractor
- Keep up to date and make available to anyone who needs it, a health and safety file.

### **Lets/External Events**

When 'lets' take place, the MSJ Business Development Manager will ensure that the hirer is briefed on the relevant Health and Safety and security policy of the school and the requirements specified in the Letting Contract. Specific areas to cover include:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school
- Emergency procedures, including:
  - o knowledge of the evacuation route
  - o location of escape routes
- access to first aid provision

The Estates Manager (in conjunction with the Night Security Wardens when on duty) will ensure that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers

### **Work Placements**

The Headmistress is responsible to Council for the safety of pupils on work placements. Pupils may undertake work placements in Year 11. If these are organised by the School, the Head of Careers must ensure that placement providers meet current legislation. Placements for Year 12 during term time must also meet current legislation and the co-ordinator of these placements must ensure compliance and risk assessments, where appropriate, be undertaken.

## Health and Wellbeing

This section on 'Health' addresses how the School supports the well-being of staff and creating a healthy environment within the School. Associated School policies (available in the Staff Handbook) that address aspects of health include:

- Sickness Policy
- Family Related Leave Policy
- 3 Year Accessibility Plan
- Medical Policy and Procedures: *including First Aid, Medical Conditions, Medical Emergencies, Good Practice Guides and Pandemic Procedure*
- Drugs and Substances Policy
- Staff Mental Health and Stress Management Policy

### Action in the Event of Accident

In the event of an accident to staff or pupils (including Day Boarders and Day Pupils) or visitors, staff must:

Take any obvious, necessary **FIRST AID** action to guarantee the casualty's safety and comfort, harnessing the support of your nearest trained first aider (these are signposted around the School – see Coordinating Details section.)

If **SERIOUS INJURY IS SUSPECTED** call:

an Ambulance Tel: 999 or 112

and then at once

School Health Centre Tel: 01684 574454

For all **OTHER INJURIES**, except very minor, contact:

School Health Centre Tel: 01684 574454

The Healthcare Professional will then decide whether to take the pupil to accident and emergency services.

All accidents are to be reported on Smartlog. The Director of Operations and Compliance will decide whether the accident is sufficiently serious to require reporting to our insurers or the Health and Safety Executive.

No Boarder or Day Pupil is to be sent home on health grounds without reference to the School Health Centre.

### First Aid

First Aid is the immediate response to a situation arising as a result of an accident or sudden onset of a medical condition.

- a. In order to provide an acceptable level of first aid cover, the School bases its approach on the assumptions that:
- (1) The overall risk assessment is Low Risk. There are, however, some Medium Risk areas: PE department, Outdoor Pursuits, Science, Food Technology, Domestic Kitchen Areas and the Estates Department;
  - (2) Cover is in place for 24 hours per day during the School term;
  - (3) Cover is in place for off-site sports fixtures and Outdoor Pursuits trips. Appropriate first aid kits should be taken to all these events;
  - (4) School vehicles, which carry pupils, have first aid kits at all times and, wherever possible, drivers should be first aid trained;
  - (5) There are first aid facilities on all sites; defibrillators are held in the Sports Centre, Health Centre and at Reception.
  - (6) Pupils are classed as employees for the purposes of calculating the number of First Aiders required.
- b. The concept for the delivery of First Aid at Work is as follows:
- (1) The Lead Health Care Professional will be the nominated person who takes responsibility for First Aid provision in the Dome and Main Building sites. The Health Centre staff are responsible for ensuring that all First Aid kits are properly equipped. The Lead Health Care Professional will also assist in the monitoring of First Aid provision in the Houses. She should have regular termly meetings with the Director of Boarding (or suitable deputy) to ensure that records and certificates are up-to-date.
  - (2) The School trains sufficient staff in the First Aid at Work (FAW) qualification as follows:
    - (a) Main Building: No fewer than 8 members of staff.
    - (b) Boarding Houses: No fewer than 4 members of staff.
    - (c) P.E./Outdoor Pursuits: No fewer than 6 members of staff.
    - (d) The School Health Centre: No fewer than 2 members of staff.
    - (e) Avenue Music Department: No fewer than 2 members of staff.
  - (3) Other teaching/House staff will be offered the Basic Emergency training course every five years.

- (4) Training Procedure: As far as possible the schedule of training will provide in-house FAW course in the summer of each year on a three-year cycle. When this is not possible, the course will be attended in Worcester.
- (5) The School holds a number of defibrillators (Sports Centre, Health Centre and at Reception) and organises training for staff. The defibrillators are designed for use by untrained personnel with audio instructions being issued. Staff should not shy away from using the defibrillator if the situation so requires it.

### **Pregnant Staff**

Those who become pregnant or have just given birth, must inform their line manager to enable a specific risk assessment to be done. This risk assessment should be continually reviewed and take into account physical and environmental factors. Further details are contained in the Family Related Leave Policy.

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

Regulations require the School to protect employees from any risks associated with DSE (i.e. computers and laptops). These Regulations only apply to employees who 'habitually use DSE as a significant part of their normal work' (daily for over 75% of the day and for continuous periods of 90 minutes or more). The Regulations do not apply to workers who use DSE infrequently or for short periods of time. Existing employees that are deemed to be a DSE User will be asked to complete a risk assessment bi-annually and new employees will conduct DSE training and a risk assessment as part of the induction process to ensure that they pose no short or long term health risk to the employee. Operations and Compliance Manager is responsible for ensuring DSE training and risk assessments are conducted as required. Users will be asked to complete online DSE training and a Risk Assessment. Users of DSE are legally entitled to eye tests at School expense every 2 years.

In periods of extended remote working (greater than 5 days) staff will be required to complete a DSE Risk Assessment on Smartlog, directed by the Operations and Compliance Manager.

## **Environmental**

There are no other policies which directly outline our approach to environmental issues.

### **Waste Management**

Legislation places a responsibility on all those who have control of waste at any time, to ensure that it is dealt with in a safe and environmentally acceptable manner. Organisations which are producing, handling, transporting and disposing of waste of any kind are subject to 'The Duty of Care' and there are certain steps which must be carried out by the School in order to comply. It is therefore important to remember:

- a. all staff and pupils must prevent contravention by any other person of the waste management regulations, by encouraging people to use the correct receptacles for disposal.
- b. Waste must be kept and stored safely in a suitable container.

Separate arrangements exist within the Estates Team for the safe disposal of the special types of waste listed below:

- (1) Fluorescent lamps/tubes
  - (2) Redundant Chemicals
  - (3) Redundant pharmaceuticals/medicines. (These should be returned to the Health Centre and not placed down toilets or drains)
  - (4) Cooking Oils
  - (5) Sanitary Towels
  - (6) Redundant D&T/Art products
  - (7) Redundant ICT equipment
  - (8) Redundant electrical equipment
  - (9) Confidential Documents
- c. General waste such as food, unrecyclable paper, and other similar items are to be put in black waste bags and placed in the commercial 'wheelie' bins situated outside the various School buildings. These are emptied on a regular basis by a registered contractor.
- d. Recyclable cardboard and plastic are placed in commercial wheelie bins which are emptied on a regular basis by a registered contractor.
- e. Recyclable paper is placed in the collection container which is emptied on a regular basis by a registered contractor.

#### **Control of Substances Hazardous To Health (COSHH)**

- a. The Director of Operations and Compliance is the COSHH Co-ordinator.
- b. The Heads of Departments of Science and Arts and Technology are to appoint substance controllers within their own areas. The Housekeeping Co-ordinator, Head Chef and Estates Manager are to appoint substance controllers within their respective departments.
- c. The following key policy points are to be observed:
  - (1) Particular attention is to be paid to the assessment of processes involving exposure of personnel to substances hazardous to health.
  - (2) Exposure to substances hazardous to health is to be prevented or controlled.
  - (3) Control measures required to prevent or minimise exposure is to be provided and properly maintained.
  - (4) Where required, there is to be regular monitoring of exposure levels and records will be maintained.
  - (5) Selected employees are to receive professional development training on the scope of the COSHH Regulations, the risks of exposure, safe methods of work and the use of control measures. Information is to be given to employees on the results of monitoring.

- (6) There is to be systematic control of contractors who work upon the School's premises and where appropriate there is to be a requirement for suitable and sufficient assessments to be undertaken prior to the contractor starting work.
- d. Staff and pupils should report any perceived hazard to their immediate supervisor or Housemistress/teacher, as appropriate who should take whatever immediate remedial action as might be necessary, and report the hazard to the Director of Operations and Compliance.

### **Asbestos**

The School will ensure that working activities where individuals have the potential to come into contact with asbestos are identified and sufficient risk assessments are in place with significant risks identified and control measures are put in place to protect the health, safety and welfare of those who may be affected. The Estates Manager will check the state of the asbestos material recorded within the School's Asbestos Register and note any changes on the risk assessment and report to the Director of Operations and Compliance.

### **Water quality (including Legionella)**

Day to day responsibility for monitoring and ensuring that the water systems are being correctly operated, lies with the Estates Manager who maintains appropriate records of testing and certification. The school has appointed a competent contractor to conduct a risk assessment and draft a manual which specifies control regimes across the School's estate.

Areas that the School employs the contractor to check are:

- Air conditioning equipment and our evaporative condensers are serviced annually;
- Boilers and heating plant are serviced annually and the system is drained;
- The calorifiers/hot water tanks are checked and descaled;
- The heating system is serviced, sludge removed; and
- Inhibitor chemicals are topped up.

Detailed guidance is at Appendix 1.

### **Trees**

There are a large number of trees across the School's estate, many of which are impacted by Tree Preservation Orders. In order to minimise the risk of falling trees or branches, the Estates Manager organises a rolling programme for surveying trees and then undertakes any remedial works in conjunction with the Malvern Hills District Council Landscape Officer. Staff should report any concerns on the state of trees to the Estates Manager.

### **Infrastructure**

The Director of Operations and Compliance and the Estates Manager will conduct regular visual examinations of the School's buildings and initiate professional assistance when concerns arise.

### **Radiological Protection**

Public Health, England has been appointed as the Radiological Protection Adviser. The Head of Physics is ex-officio Radiological Protection Supervisor. The Director of Operations and Compliance is to effect all necessary liaison with external agencies. The Director of Operations and Compliance is also responsible for record-keeping and the provision of safe storage, which complies with current legislation.



## Fire

The School's Fire Policy is the core reference on fire issues; this section is intended to simply summarise procedures.

Fire poses a significant threat to the School and effective alarm systems have been installed throughout the School's properties. Any faults or shortcomings in the alarm system must be reported to the Estates Manager who will instigate action immediately.

No smoking is permitted within or in the grounds of, any of the School's properties. With the exception of the science laboratories and food and nutrition classroom, naked flames (e.g. candles) are similarly not permitted; exceptions can be requested through the Director of Operations and Compliance and must be accompanied by a risk assessment.

### Fire Procedure

The School's fire Policy MUST be read in full. Points to note include:

- a. All staff are to be familiar with the School Fire Procedure. Individual instructions are issued for each Boarding House and other specified areas of the School by the Director of Operations and Compliance, through the Estates Manager. House Staff are responsible for ensuring that all pupils are aware of the action to be taken in the event of fire.
- b. A school-wide fire practice will take place at least once a term and the Houses, including Poulton, should have at least one practice per term and during the year at least one of these should be during sleeping hours .
- c. The Director of Operations and Compliance will maintain close liaison with the local Fire Brigade.
- d. The maintenance of the Fire Alarm System is carried out under contract. It is serviced on a regular basis during the school holiday periods. It is considered a serious disciplinary offence to interfere or tamper with the alarm system or sensors.
- e. The maintenance of fire extinguishers and other items of fire-fighting equipment is also carried by the Estates Team. Equipment is serviced on an annual basis and visually checked by the Estates team on a weekly basis.
- f. Each Boarding House/building has a Fire Safety File which should be used if the Fire Brigade attends.
- g. All staff are to ensure that fire exits and the routes to them are kept clear of obstructions at all times.

## Fire Safety Advice

The Director of Operations and Compliance is the designated School Fire Safety Manager. Any requests for advice or guidance should be directed to her in the first instance. Where necessary she will engage the local Fire Safety Officer. Staff must raise any concerns they identify.

## Coordinating Detail

### Technical Advice and support

Council has directed the Director of Operations and Compliance to arrange for the provision of competent technical advice on all health and safety matters, when necessary. This includes provision of a Radiological Protection Adviser through Public Health England

### Inspections

The following inspections are to be arranged:

<i>Inspection</i>	<i>Frequency</i>	<i>Responsibility</i>	<i>Recording</i>
Fixed Electrical Installation	Annually	Estates Manager	Estates Manager
Fire Alarm	Weekly	Estates Manager	Estates Manager
Emergency Lighting	Monthly	Estates Manager	Estates Manager
Fire Extinguishers	Annually	Estates Manager	Estates Manager
Fume Cupboards	Annually	Estates Manager	Estates Manager
Gas fired boilers and appliances (inc. small bore supplies)	Annually	Estates Manager	Estates Manager
Gymnasium Equipment	Every second year	Director of Sport Sports Centre Manager	Sports Centre Manager
Playground Equipment (Prep and Batsford)	Monthly	Prep Staff/Housemistress	Prep Staff/Housemistress
	6-monthly	Estates Manager	Estates Manager
Portable Appliance Test (PAT - includes microwave leakage tests)	Annually	Estates Manager	Estates Manager
New personal PAT	Termly	Estates Manager	Estates Manager
Pressure Equipment (e.g. Kitchens/Laboratories)	Annually	Estates Manager	Estates Manager
Lifts	6 monthly	Estates Manager	Estates Manager
Lifting equipment	Annually	Estates Manager	Estates Manager
Trees	6 monthly	Estates Manager	Estates Manager
Asbestos	Annually	Estates Manager	Estates Manager

Estate Buildings and Boundary Walls	Annually	Estates Manager	Director of Operations and Compliance
Catering Equipment	Annually	Operations and Compliance Manager	Operations and Compliance Manager
Laundry Equipment	Annually	Operations and Compliance Manager	Operations and Compliance Manager
Legionella	Monthly	Estates Manager	Estates Manager
Water Coolers	6 monthly	Operations and Compliance Manager	Operations and Compliance Manager

### Health and Safety Committee

The Health and Safety Committee is the forum within which concerns can be raised and checks made to ensure procedures are being followed. Terms of Reference are in Part 2 of the Health and Safety Policy. Heads of Departments are to ensure that they are represented at the meeting and that their representative is briefed in order to raise any ongoing concerns.

### Accident and Near Miss Reporting

All accidents and near misses are to be reported in a timely manner i.e. within 48hrs using the online Smartlog system. It is the responsibility of the member of staff involved or their line manager to report accidents or near misses.

For accidents or near misses involving pupils, the member of staff overseeing the activity has responsibility for ensuring the matter is properly reported. (At times, the Health Centre may complete the report however this does not absolve the staff member from this responsibility.)

Any accident which causes severe injury, hospitalisation or is likely to result in a seven-day absence from work must be reported to the Director of Operations and Compliance **immediately**. The Director of Operations and Compliance is responsible for investigation of the circumstances and for the completion and submission of returns to the HSE in accordance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) and decide whether additional investigations or reporting is required

Copies of all accident reports will be automatically sent to the Director of Operations and Compliance, who will maintain a record of accidents. Accident statistics will be reviewed once a term at the Health and Safety Committee meeting, in order to identify any emerging trends or action required.

### Records of Risk Assessments

As highlighted previously, Heads of Departments, Heads of Subject, Housemistresses and Heads of Operational functions are responsible for the assessment of risks in their own areas; the Director of Operations and Compliance can provide advice if required. Staff are to use Smartlog for the creation of risk assessments and maintain a proper record in the Risk Assessment Channel of the Staff Shared Area team.

### Training

All staff will be briefed on the School's Health and Safety procedures during their induction training. Further briefs will occur during INSET days. Where necessary, staff will receive training, which helps


them to address the health and safety issues relevant to their area of work. Staff who identify such training needs, should ask their line manager to submit a request for CPD.

**Advice and Information**

All questions of fact or requests for assistance and additional information should be addressed to the Director of Operations and Compliance.

Appendices

- 1 Water Quality (including Legionella)
- 2 Manual Handling
- 3 Working at Height

<b>Authorised by</b>	Resolution of the School Council
<b>Signature</b>	
<b>Date</b>	22 June 2022

<b>Effective date of the Policy</b>	22 June 2022
<b>Review date</b>	June 2023
<b>Circulation</b>	Members of School Council / teaching staff / all staff / parents / pupils [on request]

## Water (inc. Legionella) policy guidance

In support of the contractor risk assessment and control regime, the Estates Manager:-

- undertakes a water quality risk assessment on all relevant water systems;
- the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years;
- the details of any risks will be made available to those persons who may be affected;
- copies of the risk assessment will be available for inspection by persons entitled to do so;
- if the risk assessment shows that there is a reasonably foreseeable risk, the Director of Operations and Compliance will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems;

A log of water quality will be maintained for each relevant system, available for inspection and will contain:-

- the risk assessment findings;
- the written scheme detailing control measures;
- the results of monitoring, inspections, tests or checks completed and the dates;
- details of the water system not in use and control measures taken;

1.2 In the event of a positive water sample, the Water Contractor will notify the Estates Manager/Director of Operations and Compliance immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

1.3 The Headmistress will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

1.4 All Operatives in our Estates Department have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

## Internal Control Measures

### Taps

- Any cold tap that has not been used within a seven-day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for [models with thermostatic valves fitted: at least 5 minutes]/[ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C] on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

### Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven-day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled monthly.

### Toilets

- Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

### Swimming Pool

- The water in the swimming pool is sampled weekly.
- Chlorine levels are tested every day.

### Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

### Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly rotational basis across the School estate.
- The calorifiers/hot water tanks are inspected annually.

## **Fire Hose Reels**

- Fire hose reels are inspected and tested annually. Staff are instructed to operate the valve slowly to avoid creating aerosols.

## **Drains**

- Drains are disinfected monthly
- Debris is cleared from external drains weekly

## **Hot Water Systems**

- Hot water systems that are shut off for the holidays must be heated to 60 degrees C, and then kept at that temperature for at least one hour in order to kill all bacteria.
- Staff then flush the system before use.

## **Cold Water Systems**

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

## **Water Sampling**

An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

### **Monthly**

- Drinking water is sampled and tested once a month
- Plumbed water coolers and water fountains are tested
- Swimming pool water is sampled and tested
- The thermostats on taps are checked and repaired/replaced as required

### **Six-Monthly**

- Waste water and effluent are sampled and tested.

### **Annually**

- Water samples from the calorifers are tested
- Point of use water heaters are checked and serviced
- Cold water tanks and pumps are inspected
- External drains are inspected and jetted annually.



### Manual Handling Additional Guidance

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In the School environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, e.g. using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken, and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up

- Moving smoothly
- Putting the load down then adjusting as necessary

### **Working from height policy guidance**

A2.1 The Estates Manager will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- A flowchart is included below for controlling work at height.

A2.2 The school requires that work at height, including organisation, planning, supervision and supply and

maintenance of equipment is only to be undertaken by competent people. A2.3 When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

A2.4 Inspection of equipment used for work at height will be undertaken by a competent person in accordance with inspection timelines.

A2.5 Ladders will be used in accordance with HSE document LA455 Safe Use of ladders and stepladders

A2.6 Any contractors used by the school will be expected to follow the principles of this guidance.

A2.7 The flowchart below is a helpful handrail for deciding how to best deal with an activity that may require working at height:

