



## **MOOR PARK CHARITABLE TRUST LIMITED**

### **HEALTH & SAFETY POLICY**

- 1. Health & Safety Policy Statement**
- 2. Organisation of Health & Safety**
- 3. The Health & Safety Arrangements**

Reviewed 11.23

# Moor Park Charitable Trust Limited

## 1. Health & Safety Policy Statement

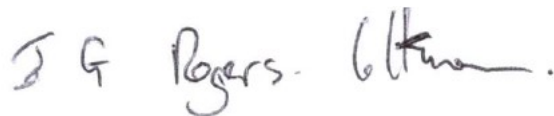
As governors of Moor Park we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Moor Park by appointing a governor with responsibility for overseeing health and safety. Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety chairs the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the Full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Property Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager, via the contract caterers, Thomas Franks, arranges for quarterly internal audits of hygiene and safety of food storage, meal preparation and food serving areas with an external audit on an annual basis. There are external deep cleaning and pest control contracts in place.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee reviews this risk assessment every time it is amended and submits a report to the Property Committee.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Property Committee.

- The school has a competent person undertake a risk assessment for legionella, every three years and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, are provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of staff who is involved with trips and visits. All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's server. They are advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.



Signed

Mr J Rogers-Coltman, Chair of Governors, for and on behalf of the Board

Date 24th November 2023

## 2. Organisation of Health & Safety

### Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

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

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person is sought to advise the School and tasks are delegated to suitable employees in order to assist the Board in carrying out its duties.

### Headmaster

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality • Asbestos
- Emergencies
- Staff induction

They will also act as the School Safety Officer, whose duties will include:

- advising the Headmaster on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans

- monitoring health and safety within the School and raising concerns with the Headmaster
- compliance with the Construction (Design and Management) Regulations
- organising and attending the School Health and Safety Committee

## **Heads of Department**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Tick Tock including specific Tick Tock arrangements and policies – Head of Early Years
- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Performing Arts
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Performing Arts
- Design & Technology - Head of Design & Technology
- Outdoor lessons/play – Deputy Head
- Trips and visits – Deputy Head/Bursar
- Catering and cleaning functions – Catering Manager/Housekeeper

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## **Estates Department**

The Estate Foreman will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

## **External Health and Safety Advisors**

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager (through Thomas Franks)/Housekeeper arranges for:
  - an external professional to take swabs of all knives, chopping boards and other kitchen equipment annually and report on those findings. This is part of the external audit annual visit.
  - The Catering Manager carries out monthly hygiene and safety audits of food storage, meal preparation and food serving areas. These audits are also carried out by Thomas Franks operational support on a quarterly basis and an external company on an annual basis.
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested at least annually by a qualified contractor.
- An external health and safety consultant reports as required on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella, every three years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

### **School Health and Safety Committee**

The Committee meets once a term, and is chaired by the Health and Safety Governor. The other members of the Committee are:

- Bursar
- Deputy Head
- Estate Foreman
- Matron
- House Parent
- Catering Manager
- Tick Tock Manager

- Housekeeper

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures; • review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and update it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

### **The Matron**

The Matron is responsible for:

- Maintaining an accident book and reporting to the Bursar any notifiable accidents to the Health & Safety Executive
- Keeping statistics and providing data to the Bursar who will compile summaries for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

### **Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

**Board of Governors**

**H&S Governor**

**Head**

**Bursar**

**H&S Committee Members**

Deputy Head, Catering Manager, Matron, Tick Tock Manager, Estates Foreman, Housekeeper

**Whole School Community**

Staff, public, visitors, contractors



### 3. The Health & Safety arrangements

#### GENERAL

The individual arrangements, i.e. procedures and codes of practice, can be found in

- The Staff Handbook issued to all staff on appointment, the contents varying for different staff categories;
- The Boarding Handbook issued to all boarding staff and parents of boarders;
- The Child Protection Pack and General Induction Pack issued to all staff and including guidance and advice notes. Parents receive the policies only;
- Departmental Safety Manuals for the higher risk areas of the school, such as science laboratories, containing relevant guidance and review/audit forms from the Health & Safety Manual and elsewhere and the risk, Control of Substances Hazardous to Health (COSHH) and manual handling assessments relevant to that area.

#### FUNCTION

The primary purposes of the organisation described at 2. above are to facilitate the identification

of hazards that may cause harm, to assess the risk associated with those hazards and to establish mechanisms to remove or minimise the risk.

#### Hazard Identification

There are six main ways in which health and safety hazards or potential hazards are identified.

These are:

1. The rolling programme of in-depth inspections of the school, area by area, conducted "in house" (Area Audits).
2. The termly inspections of the whole school conducted by the Safety Officer (Termly Inspections).
3. External audits and inspections.
4. The regular review of accident records.
5. The investigation of individual accidents.
6. The reporting to the Bursar of hazards as and when they are noticed/arise.

#### Area Audits/Regular Inspections

The key mechanism in identifying hazards is the regular audit of individual departments/activities.

The Area Audit will:

- Identify hazards
- Identify where additional risk assessments are required.
- Identify where amendments/alterations to existing risk assessments are required.
- Identify where gaps/shortfalls exist in documentation e.g. a manual handling assessment.

The Safety Officer is responsible for ensuring the regular inspections of the whole school. These will not be as in depth as the area by area audits, being a safety and maintenance check prior to the start of each term.

## **Risk Assessment**

The school recognises that procedures are necessary in order to comply with the Management of Health and Safety at Work Regulations 1999 and in particular the requirement to assess all risks to staff, pupils, visitors and contractors on the school premises (and elsewhere with respect to educational visits). See also the Moor Park School Risk Assessment Policy.

A risk assessment has three purposes:

- To identify hazards that may cause harm.
- To consider and evaluate the likelihood of that harm actually occurring, who it may affect and the consequences of it.
- To enable preventative measures to be drawn up, introduced and monitored so that the risks are adequately controlled.

All teaching staff are likely to be required to carry out risk assessments, for example, for a proposed educational trip. In drawing up such an assessment it is important to distinguish between the hazard and the risk.

A **hazard** is something that has the potential to cause harm and may be a physical object, substance, activity or work method.

The **risk** is the likelihood of that harm actually occurring.

In assessing the risk it is important to consider and record any control measures that already exist. If the level of risk remains unacceptable, or additional control measures can easily be introduced to reduce the risk further, the required measures must be recorded and followed through.

Once completed, a copy of the risk assessment should be given to the Safety Officer. The originator should retain a copy and amend/update it as circumstances change.

Risk assessment is largely common sense – we all do it continually in our normal lives. The formal process merely provides a structure to follow and a written record.

## **Safety Advisors**

As required, the Governing Body appoints external Safety Advisors to assist in the development of policy and procedures, the review and monitoring of specific areas and to provide health and safety advice.

See the **Risk Assessment Policy** for further information.

## **KEY PROCEDURES**

### **Safeguarding**

Safeguarding, and within that child protection, are central to the health, safety and welfare of pupils. The key policies and procedures for child protection at Moor Park are set out in the school's Child Protection Policy and Recruitment, Selection and Disclosures Policy. All school staff are subject to the employment checks set out in Education (Independent School Standards) (England) Regulations. Contractors and volunteers/visitors who have only brief, supervised contact with children and visit on an infrequent or irregular basis will not undergo the full range of employment/staff checks. Elements of the recruitment process are appropriate where contractors and volunteers are more frequent or regular visitors. A proportionate approach is taken. Occasional contractors and visitors are required to sign in, be issued with a visitor's badge with a red lanyard and are supervised for the entirety of their visit. This is the default procedure that will apply where the full range of employment checks are inappropriate or incomplete.

### **Anti-bullying**

Details of the school's policy against bullying is contained in the **Anti-bullying Policy** available on the school's website.

### **Emergency Plans**

The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan is agreed by the Governing Body. Copies of the Emergency Plan are available in the Headmaster's and Bursar's offices. Copies of subsidiary plans such as emergency evacuation and emergency school closure are included in the Staff Handbook.

### **Fire**

The Headmaster will ensure that suitable and sufficient fire procedures and documents are maintained and that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are met. In particular, the school will maintain an up to date Fire Risk Assessment and ensure that staff and pupils are familiar with its main findings and the procedures to be adopted in the event of a fire.

Copies of the **Fire Safety Policy** and **Fire Risk Assessment** are contained in the Fire Log kept in the Staff Common Room. They are also saved on the Staff server.

## **First Aid**

The School ensures that there is an adequate provision of appropriate first aid at all times and that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

The number of certificated first aiders will not, at any time, be less than the number required by law. At the discretion of the Governing Body other staff are given such training in first aid techniques as is required to give them a basic, minimum level of competence. A member of staff from each Early Years class holds a Paediatric First Aid certificate.

Supplies of first aid materials are held at various locations throughout the school. These locations are determined by the Head. They are prominently marked and all staff are advised of their position. The materials are checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision forms part of the arrangements for all out-of-school activities.

A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. Copies of the First Aid Policy and protocols are included in the Staff Handbook.

Please see **Medical Aid Policy** for further details.

## **RIDDOR**

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable. Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school may be reportable under RIDDOR.

Please see **Medical Aid Policy** for further details.

## **Administration of Medicines**

The School has processes in place to ensure that medicines are administered in an appropriate manner by:-

- Having authorised persons in place to administer the medication
- Having a contingency plan in place for issues which may arise from the administering of medication

Please see **Medical Aid Policy** for further details.

### **Infection Control**

The School ensures that the school prevents the spread of infection by maintaining a clean environment and practising good standards of personal hygiene. The Bursar and Matron are responsible for the implementation and review of this guidance.

Good hygiene practice is followed by all those involved with:

- General cleaning
- Cleaning of blood and body fluid spillages
- Clinical waste
- Laundry
- Use of personal protective equipment

Please see **Medical Aid Policy** for further details.

### **Fire Safety**

The School ensures that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance. The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems. The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected.

Please see **Fire Safety Policy** for further details.

### **Asbestos**

The School aims to:-

- ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the schools undertaking.

See **Control of Asbestos Procedure** for further details.

## **Competent Advice Provision**

The School ensures that there is an adequate provision of competent advice for the school activities and campus and ensures that those with management responsibility are able to obtain advice for areas within their control.

See separate **Competent Advice Document** for further details.

## **Boarding**

The school ensures the Health and Safety of Boarders by adhering to the guidance contained in the Boarding Staff Handbook. This handbook includes risk assessments associated with boarding at Moor Park.

See separate **Boarding Staff Handbook** for further details.

## **Security, Access Control, Workplace Safety and Lone Working**

Our policy for the security and workplace safety at Moor Park is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community. Nine members of staff live on the school site permanently with additional staff resident during term time.

See **Security, Access Control, Workplace Safety and Lone Working Policy** for further details.

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

This guidance is applicable to all employees of and workers / contractors for the School who undertake construction activities. Construction work includes any construction, alteration, conversion, fitting out, commissioning, renovation, repair, redecoration, cleaning (pressure washing, sand blasting, using a corrosive / toxic substance), decommissioning, demolition and dismantling.

The guidance assists the school in ensuring that it complies with the requirements of CDM and in particular to ensure that:

Construction projects deliver structures which are:

- Safely built
- Safe to use
- Safe to maintain

See **Construction (Design and Management) Regulations Guidance** for further details.

## **Contractor Management**

This guidance is applicable to all those with responsibility for selecting and appointing contractors to work for and on behalf of the school. There is separate policy guidance on construction projects where contractors are employed and compliance with the

Construction (Design and Management) Regulations is needed. The general points of this guidance are applicable to such work.

The guidance helps the school:-

- To ensure that, so far as reasonably practicable, safety standards are complied with by contractors.
- To ensure the health and safety of:
  - school employees
  - school pupils
  - contractor's employees
  - sub-contractors
  - any other persons who may be affected by the work being undertaken

See **Contractor Management Policy** for further details.

### **Control of Substances Hazardous to Health**

This guidance is applicable to all employees of, workers for, and pupils of the school when using substances hazardous to health.

Following the policy ensures that:-

- foreseeable work activities using / generating hazardous substances are identified.
- suitable and sufficient risk assessments are in place where significant risks have been identified.
- suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

See **Control of Substances Hazardous to Health Policy** for further details.

### **Display Screen Equipment**

This guidance is applicable to all those (employees and pupils) who use display screen equipment. Such equipment will include both laptops and desk mounted units.

Following the policy ensures that:-

- those who regularly use display screen equipment are identified so that a suitable assessment may be undertaken.
- so far as is reasonably practicable, the health and safety of users is not adversely affected by the use of Display Screen Equipment ("DSE")
- where required, ancillary equipment is provided.

See **Display Screen Equipment Policy** for further details.

### **Educational Visits**

At Moor Park, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and teamworking. Others will extend their knowledge of the world. The common factor is that they all

make an essential contribution to the children's development and education in the broadest sense of the word.

Moor Park recognises that trips, visits and outdoor education challenges and activities involve pupils in varying degrees of risk as well as physical challenges. The school aims to develop in pupils increased skills and confidence when faced with the physical challenges of learning outdoor activities. The school acknowledges that trips, visits and outdoor activities are not without risk, but by adhering to this policy and with careful planning, the school endeavours to sensibly manage these risks. Trips for our youngest pupils are local and most last only half a day. Children in Year 2 and below do not go on overnight or foreign visits.

See the **Educational Visits Handbooks** for further details.

## **Electrical Safety**

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with electrical systems and equipment. Following the policy ensures that the school complies with the requirements of the

Electricity at Work Regulations and in particular ensures that:- •

Action is taken on the discovering of defects;

- Systems are in place for the inspection and repair of electrical installations and equipment;
- Inspection and test certificates are held as required.

See the **Electrical Safety Policy** for further details.

## **Emergency Situations**

This guidance is applicable to all those involved in responding to and responsible for the management of emergency situations at the school.

Following the Procedure ensures that:-

- the school can respond effectively to an emergency situation
- procedures can be developed for typical foreseeable emergency situations
- the health & safety of those who may be affected by emergency events can be protected.

See the **Emergency Evacuation Plan** for further details.

## **E-Safety**

This guidance is applicable to all those involved in the provision of e-based education / resources at the school and those with access to / are users of school IT systems.

Following the policy ensures that:-

- pupils are appropriately supervised during school activities • responsible behaviour with regard to e-based activities is promoted
- legislative guidance is adhered to.



See **E-Safety Policy** for further details.

## **Gas Safety**

This policy is applicable to all employees of and workers / contractors for the School who undertake activities associated with gas systems and equipment.

Following the policy ensures that:-

To ensure that:-

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

## **General Workplace Safety**

This guidance is applicable to all those with the responsibility for the provision and maintenance of the working environment on school premises. The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

Following the policy ensures that:-

- statutory requirements are met regarding the provision of a satisfactory working environment.
- so far as reasonably practicable, the continued well-being of employees and pupils is attained.

See **General Workplace Safety Guidance** for further details.

## **Hot Works**

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with hot works.

Following the guidance ensures that:-

- the school manages risks associated with hot works and that:-
  - All work is planned and is not commenced until a permit is in place
  - All work is carried out in a safe manner
  - The area where the work has taken place is safe for reuse

See **Hot Works Guidance** for further details.

## **Human Flu Pandemic**

This guidance is applicable to all those involved in responding to a classified flu pandemic. Pandemic flu is different from ordinary flu as it occurs when a new flu virus emerges into the population and spreads rapidly from person to person worldwide. As a new virus it is unlikely that there would be immunity to it or that there would be a vaccine available. Health Protection Agency ("HPA") advice forms the basis of this guidance.

Following this guidance ensures that:-

- the health of pupils and staff is appropriately considered and action is implemented during a pandemic
- appropriate procedures are in place for managing such an incident • suitable communication is maintained during an incident

Please refer to **Medical Aid Policy** for further details.

## **Infection Control**

This guidance is applicable to all employees and / or contractors of the school who undertake activities associated with infection control. To ensure that the school prevents the spread of infection by:

- Maintaining a clean environment
- Practising good standards of personal hygiene

## **Letting and Hiring**

This policy is applicable to the letting / hiring of school buildings and premises to third parties.

Following the policy ensures that:-

- Appropriate liaison is in place between the school and the hirer
- Any licensing / regulatory requirements have been identified and associated responsibilities agreed
- Emergency and security issues have been adequately considered

See **Lettings Policy** for further details.

## **Lightning Protection**

Lightning protection is required (in accordance with BS6651) where:- • large numbers of people congregate

- essential public services are concerned
- the area is one where lightning is prevalent
- there are very tall or isolated structures
- there are structures of historic or cultural importance
- there are structures with explosive or flammable contents

Following this guidance ensures that:-

- people are protected against potential lightning strikes • any control measures put in place are adequately maintained.

There are two lightning conductors on site situated on the Main House roof. This is considered sufficient for the needs of the school and the perceived risk.

## **Manual Handling**

This guidance is applicable to all employees of and workers for the school who undertake manual handling activities.

Following the procedure ensures that:-

- the need for manual handling is minimised, as far as is reasonably practicable.
- only individuals who have received training in manual handling undertake such activities
- where manual handling is undertaken it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

See **Manual Handling Procedure** for further details.

### **Minibus Safety**

The school operates four minibuses in total; three 17 (16 + driver) seater minibuses, two of which weigh more than 3.5 tonnes plus one 9-seater bus.

Section 19 permits are held for all minibuses.

Only staff with a D1 category on their licence are allowed to drive the heavier minibuses under the DVLA rules.

This policy must be read in conjunction with the risk assessment on use of the minibus.

See **Minibus Policy** for further details.

### **New and Expectant Mothers**

This policy is applicable to all those employees who give written notification to the Bursar that they are pregnant, have given birth within the last six months or are breastfeeding.

Following this procedure ensures that:-

- those employees who are new & expectant mothers are identified.
- a risk assessment of their work activities is undertaken.
- suitable arrangements are in place to protect the health, safety and welfare of such individuals.

See **New and Expectant Mothers Procedure** for further details.

### **Noise**

This guidance is applicable to all employees and pupils of the school who may come into contact with activities which may expose them to noise levels above the 2nd action level as defined in the Noise at Work Regulations 2005.

Following this guidance ensures that:-

- foreseeable working activities where individuals have the potential to come into contact with significant noise levels are identified.
- suitable and sufficient risk assessments are in place where significant risks have been identified.
- suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

See **Noise Policy** for further details.

### **Occupational Health**

This guidance is applicable to all employees of the school. The school places great importance on the well-being of its staff.

Following this policy ensures that:-

- statutory requirements are met.
- health risks are identified and controlled as soon as possible
- so far as is reasonably practicable, the continued well-being of employees is ensured.

See **Occupational Health Guidance** for further details.

### **Provision of Use of Work Equipment Regulations 1998**

The school ensures that any work equipment or machinery purchased is suitable for the purpose it is being used for and complies with relevant regulations and standards.

### **PPE**

The school ensures that appropriate PPE for tasks is available to all staff.

### **Safety Instruction and Training**

This guidance applies to the provision of health and safety training within the school. Following this guidance ensures that:-

- all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner.
- health & safety training requirements at all levels within the school are identified and reviewed.
- any statutory training requirements for specific activities are met.

See **Safety Induction and Training Policy** for further details.

### **Special Educational Needs (SEN) and Learning Disabilities**

This guidance is applicable to all those involved in the provision of educational services to those with SEN and learning disabilities. Following this guidance ensures that the School:-

- recognises that some disabled pupils and those with SEN may require specialist consideration and arrangements
- is compliant with health and safety legislation whilst making appropriate provision for those with SEN and learning disabilities
- takes account of government guidance within the education sector in the provision of education.

See **SEND Policy** for further details.

### **Slips and trips**

Slip accidents happen for a number of reasons. Types of flooring, footwear, cleaning regimes, contamination and people can all contribute to the risk. Trips are generally caused by obstructions in walkways or uneven surfaces.

The Housekeeping and Site Management teams endeavour to ensure that such risks are kept to a minimum but everyone has a responsibility to act if they see a danger.

See **Slips and Trips Policy** for further details.

## **Smoking**

This guidance is applicable to all those persons who may be on school premises. Following this guidance ensures that:-

- statutory requirements are met.
- non-smokers are protected from the adverse health effects of environmental tobacco smoke in the workplace
- the school's commitment to promoting the health of pupils and staff is demonstrated.

The Headmaster is responsible for the implementation of this policy.

Smoking is prohibited on school premises as specified in the Smoke-free (Premises and Enforcement) Regulations. The School is a smoke free site.

The prohibition of smoking will apply during school related activities which are undertaken outside school premises. The School provides information and support for smokers to quit as required.

## **Stress Management**

This guidance is applicable to all employees of the school. Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them".

Following the guidance ensures that:-

- work is appropriately designed, organised and managed.
- the HSE management standards are considered
- there are appropriate support mechanisms in place to assist individuals where stress related issues have been identified

See **Stress Management Policy** for further details.

## **Sun Protection**

This guidance is applicable to all employees and pupils of the school.

Following this policy ensures that:-

- Employees and pupils are protected from the harmful effects of the sun;

- Schools encourage good health in line with the national healthy schools' programme

See **Medical Aid Policy** for further information.

### **Supervision of Pupils**

This guidance is applicable to all those involved in pupil supervision at the school.

Following the policy ensures that:-

- pupils are appropriately supervised during school activities.
- Consideration is given to the supervision on arrival and departure from the school
- Consideration is given to the supervision of boarders and Early Years Foundation Stage ("EYFS") pupils

See **Supervision of Pupils Policy** for further details.

### **Swimming Pool Safety**

See **Swimming Pool Safety Policy** for further details.

### **Vehicle Movements on site**

This guidance applies to all traffic movements undertaken on school premises.

Following the procedure ensures that:-

- the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- vehicles and traffic routes are separated wherever possible.
- traffic routes are suitably signed and controlled.

See **Vehicle Movement on Site Risk Assessment** for further details.

### **Vibrations**

This guidance is applicable to all employees and pupils of the school who may come into contact with activities which may expose them to vibration levels at or above the exposure values as defined in the Control of Vibration at Work Regulations 2005.

See **Vibrations Policy** for further details.

### **Visitors' Procedure**

Occasional contractors and visitors are required to sign in, be issued with a visitor's badge with a red lanyard, and are supervised for the entirety of their visit. This is the default procedure that will apply where the full range of employment checks are inappropriate or incomplete. Where visitors have had the full range of employment checks, they sign in and are issued with a visitor's badge with a yellow lanyard which indicates that they do not need to be accompanied while on site.

See **Visitor's Procedure** for further details.

## **Water Quality (including Legionella)**

This guidance is applicable to all employees of and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

Following this policy ensures that:-

- the responsibilities of individuals are clearly defined as appropriate.
- suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:-
  - (a) water systems incorporating a cooling tower;
  - (b) water systems incorporating an evaporative condenser;
  - (c) hot and cold water systems;
  - (d) other plant and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.
- systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance

See **Control of Legionella Policy Statement** for further details, as well as the Legionella Risk Assessment carried out by Assurity Consulting in August 2022.

## **Working at Height**

This guidance is applicable to all employees of and workers / contractors for the school who undertake activities associated with working at height.

Following the policy ensures that the school complies with the requirements of the Work at Height Regulations and in particular ensures that:-

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

See **Working at Height Policy** for further details.

## **Violence to Staff**

All employees have the right to be treated with consideration, dignity and respect. This policy applies to all staff working on our premises.

We define work-related violence as: any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his/her employment.

All staff have personal responsibility for their own behaviour. Staff have a responsibility to act in a way that does not incite or increase the likelihood of violence. Any staff member found to be encouraging or inciting violence may be subject to disciplinary action.

#### Actions following an incident

If a staff member is being abused, threatened or attacked, they should approach their manager or a colleague for help. Managers should respond to the situation by talking to the perpetrator, explaining that their behaviour is not acceptable. They should try to resolve the problem and, if that is not possible, call security for assistance. Security will remove the person where required.

Medical assistance should be provided immediately where required.

The police should be informed of a serious incident involving physical attack or serious cases of threatening or verbal abuse. Police should also be informed of persistent cases of violence, threats and abuse.

All incidents should be recorded in the incident book and less serious incidents reported to managers.

Staff members are encouraged to provide support to any victims or witnesses of violence, threats or abuse through appropriate training, and managers should provide support, including, where needed, allowing time off work for individuals to recover.

#### **Young persons**

The H&S Young Persons regulations came into operation in 1997 and, by definition, a young person is one under 18 years of age. In the event of a young worker being employed by Moor Park or coming to the school for work experience, the school will take account of their lack of experience, absence of awareness of potential risks and possible immaturity when assessing potential hazards in their new environment.

A risk assessment must be carried out and take into account the need to prohibit the young person doing certain work or taking on certain responsibilities.

This does not include work necessary for their training which is correctly supervised. Parents or those in loco parentis should be informed of the outcome of the risk assessment and the control measures introduced.

In the event of a gap student being under the age of 18 at the beginning of their employment, an assessment will be carried out, and their activities will be supervised as necessary.



There are separate procedures and risk assessments in place for specific areas of the school including Art, CDT, Catering, Cleaning and Housekeeping, Computer Room, PE/Games, Science and Grounds and Maintenance.

Reviewed – November 2023

Next review – November 2024