



STONAR

## Health & Safety Policy and Procedures

<b>Policy agreed by the Advisory Board:</b>	May 2024
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<b>Policy owner:</b>	Health & Safety Officer

## TABLE OF CONTENTS

1. Introduction.....	5
2. Statement of Intent.....	5
3. Statement of Organisation – People and Responsibilities.....	6
3.1 The Advisory Board of Stonar School .....	6
3.2 Lead Director for Health & Safety.....	6
3.3 Health & Safety Committee.....	6
3.4 Head.....	7
3.5 Senior Deputy Head.....	7
3.6 Deputy Head Pastoral and Designated Safeguarding Lead .....	8
3.7 HR Manager .....	8
3.7 Leadership Team.....	8
3.9 Lead Nurse Practitioner, Health and Wellbeing Centre .....	9
3.10 Bursar .....	9
3.11 Head of Creative Arts and Design Faculty.....	10
3.12 Domestic Manager.....	10
3.13 Domestic Manager – Acting as Fire Safety Officer .....	11
3.14 Caretaker.....	11
3.15 Heads of Departments/Departmental Managers/Supervisors .....	12
3.16 House Staff .....	12
3.17 Day Matron .....	13
3.18 Head Chef.....	13
3.19 Travel Co-ordinator.....	13
3.20 Head of Adventure Training.....	14
3.21 Head of Grounds .....	14
3.22 Employees.....	14
4. Statement of Arrangements.....	15
4.1 Accidents, Incidents and Emergencies.....	15
4.2 Animals and Pests .....	16
4.3 Asbestos.....	16
4.4 Building Maintenance.....	16
4.5 Safeguarding and Child Protection.....	16
5. Consultation & Communication .....	16
6. Control of Hazardous Substances.....	17
7. Design & Technology .....	17
8. Drugs and Alcohol .....	18
8.1 Alcohol .....	18

8.2	Drugs and Medication.....	18
9.	Electrical Safety.....	18
10.	Emergency Plans.....	19
10.1	EYFS and Equestrian Centre Health and Safety Policies.....	19
10.2	Fire.....	19
10.3	Testing of Fire Equipment.....	19
10.4	First Aid.....	20
10.5	Food Safety.....	20
10.6	Gas.....	21
10.7	Hazard Reporting.....	21
10.8	Hazardous Waste.....	21
10.9	Health and Wellbeing Centre.....	21
10.10	Housekeeping.....	21
10.11	Induction.....	22
10.12	Legionella.....	22
10.13	Lone Working.....	22
10.14	Manual Handling.....	22
10.15	Minibuses.....	22
10.16	Monitoring of Health & Safety.....	22
10.17	New and Expectant Mothers.....	23
10.18	Noise.....	23
10.19	Occupational Health.....	23
10.20	Off Site Visits Including School Led Adventure Activities.....	23
10.21	Permits to Work.....	23
10.22	Personal Protective Equipment (PPE).....	23
10.23	Project and Construction Work.....	24
10.24	Radiation Protection.....	24
10.25	Recruitment.....	24
10.26	Training Arrangements.....	24
10.27	Disclosure and Barring Services (DBS) and other checks.....	25
10.28	Record Keeping.....	25
10.29	Training.....	25
10.30	Risk Assessment.....	25
10.31	Road Traffic.....	25
10.32	Safe Systems of Work.....	26
10.33	Science.....	26
10.34	Security.....	26
10.35	Selecting and Controlling Contractors.....	26
10.36	Slips and Trips.....	27

10.37	Smoking.....	27
10.38	Sport.....	27
10.39	Away Fixtures.....	28
10.40	Stress .....	28
10.41	Swimming Pool .....	28
10.42	School Hall .....	28
10.43	Use of Premises Outside School Hours.....	29
10.44	Vehicles and Transport .....	29
10.45	Violence .....	29
10.46	Visitors .....	29
10.47	Windows and Glazing Safety.....	29
10.48	Work at Height – including Ladders and Step Ladders .....	30
10.49	Work Equipment and Machinery .....	30
10.50	Work Placements .....	31
11.	Health & Safety Committee Members .....	31

## **I. Introduction**

Every Stonar employee (including the Advisory Board) has a role to play in the management of health and safety within the School. This policy statement makes clear the commitment of Stonar to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals.

The policy explains how the School implements the management of health and safety and, when reading this document, employees should take particular note of the sections that apply to their specific environment. With regard to pupil health and safety this policy should be read in conjunction with the Safeguarding Policy and Security and Supervision Policy.

### **Nominated Advisory Board Director for Health & Safety:**

James Polansky

### **Day-to-Day Management of Health & Safety:**

Matthew Way (Head)

Neil Mapletoft (Bursar)

Tina Tilley (Deputy Head Pastoral & Designated Safeguarding Lead)

Rob Cunningham (Head of Prep)

Jo Worrall (Senior Deputy Head)

Jacques Abi Saad (Domestic Manager and H&S Officer)

Gregg Carter (Caretaker)

## **2. Statement of Intent**

The Advisory Board of Stonar School acknowledge their responsibility for taking all reasonable measures to protect and promote the health, safety and welfare of pupils, staff and others whilst using the School site.

The School will, so far as is reasonably practicable:

- i. Comply with all legal obligations and follow best working practices.
- ii. Provide adequate resources for the management of health, safety and welfare.
- iii. Provide information, instruction and supervision to all employees and pupils with regard to safe working practices.
- iv. Ensure workers are competent in their area of work and provide appropriate training.
- v. Consult and work with employees, pupils and their representatives on health, safety and welfare matters.
- vi. Actively manage and supervise health and safety at work.
- vii. Identify health and safety hazards and manage subsequent risks through risk assessment and safe systems of work.
- viii. Provide and maintain safe plant and equipment.
- ix. Ensure the safe storage, handling and use of substances.
- x. Prevent accidents and work related illnesses and investigate when these occur.
- xi. Establish and maintain suitable emergency procedures.
- xii. Have access to competent advice.

- xiii. Strive to continuously improve health and safety standards through audits and workplace checks.
- xiv. Manage and cooperate with other employers, including contractors, and their workforce when they are on our site.
- xv. Regularly review and update this policy - at least annually.

Health and Safety is everyone's responsibility and all employees and pupils must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions. A copy of the Health and Safety Policy is held on the School Network 'Staff Handbook'. The original signed Statement of Intent is held by the Head. All employees are informed of the contents of the Health and Safety Policy during their induction and any subsequent revisions are notified to all staff through line management.

### **3. Statement of Organisation – People and Responsibilities**

This section details the principal responsibilities for managing health and safety at Stonar.

#### **3.1 The Advisory Board of Stonar School**

The Advisory Board will ensure compliance with legislation and follow best practice by overseeing the implementation of the Health & Safety Policy and associated procedures across the School.

The Directors will monitor and review the effectiveness of the Health & Safety Policy either through direct observation or via discussions during the Advisory Board meetings.

The Directors' Advisor, Peter Taylor, will regularly meet with the Domestic Manager and also attend the H&S committee meetings to provide strategic guidance and ensure effective governance within the organisation.

#### **3.2 Lead Director for Health & Safety**

He/she will ensure that:

- i. Health and safety matters are regularly and appropriately reported and considered by the Advisory Board.
- ii. The Head, Head of Prep, Senior Deputy Head and Senior staff are effectively developing and implementing the School's Health & Safety Policy in such ways as the Advisory Board may require.
- iii. Directors and Advisory Board are apprised of their responsibilities and obtaining or authorising such professional assistance as may be required.

#### **3.3 Health & Safety Committee**

The Health & Safety Committee forms an integral part of the management of health and safety for Stonar School. The membership of the Health & Safety Committee includes the Head, Head of Prep, Senior Deputy Head, Deputy Head Pastoral and Designated Safeguarding Lead, Bursar, Domestic Manager (Chair of the Health & Safety Committee), Pastoral Administrative Assistant (minutes) and representatives from departments across the School, both academic and support as well as the Directors' Advisor.

The Health & Safety Committee will:

- i. Meet at least once a term to discuss and review the effectiveness of the School's arrangements.
- ii. Assist and encourage the taking forward of good practice in health and safety.
- iii. Assist in the implementation and monitoring of action points arising from matters raised and agreed by the Health & Safety Committee, external safety audits and internal monitoring.
- iv. Act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate.
- v. Raise and discuss health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure.
- vi. Inform and consult with all staff on health and safety matters and ensure that its minutes are distributed to all staff.
- vii. Ensure up to date copies of the minutes of the Committee are on display and accessible for staff to read and to remind staff to do so.
- viii. Promote good health and safety practice in their areas and provide advice and assistance to colleagues.

The Head presents a Health & Safety report to the Directors at each Advisory Board meeting. The Domestic Manager prepares an audit report for the Directors annually.

### **3.4 Head**

The Head is responsible for the day-to-day management of health and safety of the School on behalf of the Advisory Board.

The Head will:

- i. Promote a positive health and safety culture throughout the School.
- ii. Be responsible for the formulation and implementation of School health and safety policies.
- iii. Intervene as necessary where School health and safety policies are being compromised.

The Head delegates the day-to-day management of operations for health and safety to the Senior Deputy Head, Caretaker and Domestic Manager.

### **3.5 Senior Deputy Head**

- i. Acting as Fire Warden in the event of the fire alarm sounding.
- ii. Communication of safety matters to staff, pupils and parents.
- iii. Production and management of Educational visit proforma to be completed by all staff taking pupils offsite.
- iv. Management of staff in the planning, preparation and approval of educational and pastoral visits off the School site, including the risk assessments.
- v. Approving School visits and expeditions in conjunction with the Head.
- vi. Monitoring personnel matters for academic staff including illness, working arrangements and deployment in relation to their health and safety.
- vii. Maintaining an oversight and organisation of all health and safety training for academic and support staff in conjunction with the Domestic Manager and Caretaker.

- viii. Ensuring all teaching staff have adequate training for the tasks, they are required to perform.
- ix. Ensuring all teachers have completed risk assessments for all significant risks associated with their teaching and activities.

### **3.6 Deputy Head Pastoral and Designated Safeguarding Lead**

The Deputy Head (Pastoral) and Safeguarding Lead will take primary responsibility for the pastoral provision of the School and will:

- i. Support the Head and Senior Deputy Head in the daily running of the School, deputising for the Head as required.
- ii. Ensure that the highest possible standards of achievement and personal development are expected and met by developing, monitoring and overseeing our pastoral provision, working closely with the Senior Deputy Head and Deputy Head (Academic) and Head of Prep.
- iii. Support the broad and deep programme of activities and events.
- iv. Place the safety and security of all pupils at the heart of the School's day to day practices ensuring that the highest possible level of care for the mental and physical health and wellbeing of all pupils is provided.
- v. Ensure that high standards of behaviour are maintained and that community expectations are met.
- vi. Demonstrate a strong commitment to the ethos, aims and values of the School.
- vii. Foster among the staff community a strong commitment to the ethos, aims and values of the School, promoting a culture of excellence across all areas of School life.
- viii. Monitoring the House Staff health and safety compliance within the Houses.
- ix. Ensuring that House staff have received appropriate training for the preparation and cooking of food within the Houses, and that it is repeated as necessary.

### **3.7 HR Manager**

- i. Monitoring personnel matters for support staff including illness, working arrangements and
- ii. deployment in relation to their health and safety.
- iii. Assessment of first aid needs and management of trained first aiders supported by the Domestic Manager and updating the School's First Aid Policy.
- iv. Undertaking departmental health and safety reviews in conjunction with the Domestic Manager
- v. Developing expertise in the field and being aware of current legislation and regulation.
- vi. To ensure the completion of the health and safety induction checklist for all new employees at the commencement of their employment.

### **3.7 Leadership Team**

The Leadership team at Stonar School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head.

- i. Identifying hazards, initiating risk assessments, recording the significant findings and implement any necessary control measures.



- ii. Checking and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- iii. Informing, instructing, training, supervising and communicating with employees and providing them with equipment, materials and clothing as is necessary to enable them to work safely.
- iv. Reporting all accidents, incidents and near miss events, undertaking an investigation into the cause and taking appropriate remedial action to prevent recurrence.

### **3.9 Lead Nurse Practitioner, Health and Wellbeing Centre**

- i. Provision of onsite medical support, assessment and treatment or referral of illness and injury during term time.
- ii. Maintaining a strategic oversight of the School's health care policies.
- iii. Receiving and holding medical record forms about pupils and identifying medical information requiring action.
- iv. Informing and advising those staff that are entitled and need to know about risks to be avoided by particular pupils.
- v. Assisting Houseparents to complete specific risk assessments for pupils where medical condition or injuries require specific arrangements to be in place.
- vi. Complete the treatment section of accident reports on SchoolBase and liaise with the Head / Senior Deputy Head, as necessary.
- vii. Providing, regularly checking, and restocking first aid boxes.
- viii. Regularly checking the automated external defibrillators (AED).

### **3.10 Bursar**

- i. The Bursar must be aware of all contractors and/or third parties entering the school premises to undertake maintenance, service or contract works. All contractors will complete a 'Contractors Questionnaire' which details qualifications, levels of competence, references and health and safety records.
- ii. The Bursar will be responsible for coordinating all contractual work and maintenance carried out on School premises. To liaise with Heads of Department and ensure safety procedures and policy arrangements are adhered to.
- iii. The Bursar will ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovation or re modelling schemes.
- iv. The Bursar will ensure good communications exist within the school especially between outside contractors and the School.
- v. The Bursar will be responsible for compiling a 'Buildings Register' identifying known hazardous substances and materials e.g. asbestos, lead, flammables etc.
- vi. The Bursar will be responsible for repairs and general maintenance of the school swimming pool. To ensure that procedures are adhered to by users of the pool in accordance with 'Safety in Swimming Pools'.
- vii. The Bursar will be responsible for ensuring competent person(s) or specialists are consulted as necessary, to advise on Health and Safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

- viii. The Bursar will be responsible for ensuring that a property survey of the buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.
- ix. The Bursar will seek advice, when necessary, from outside agencies who are able to offer expert opinions.
- x. The Bursar will have the right to stop what is considered to be unsafe practices, or the use of plant, tools and equipment which are considered to be unsafe.
- xi. The Bursar will make arrangements for improvement to the premises and, with the appropriate member of staff, using plant, tools and equipment which are the School's responsibility.
- xii. The Bursar will carry out risk assessments for employees with particular needs e.g. pregnancy or disability.
- xiii. The Bursar will be responsible for ensuring that hazardous chemicals are securely stored in their original containers in locked cupboards.

### **3.11 Head of Creative Arts and Design Faculty**

The Head of Faculty works closely with the Deputy Head (Academic) to monitor and support teaching and learning in the subjects that sit within the Faculty which incorporates Art, Photography, Fashion Design and Textiles, Drama, Music and Design Technology.

Leads the Faculty through effective planning, teaching, communication, management of resources and organisation of the curriculum and ensuring all health and safety guidelines are implemented and relevant risk assessments are carried out.

### **3.12 Domestic Manager**

The Domestic Manager has a day-to-day role in managing health and safety across the School, in particular within the academic area.

- i. Chairing the Health & Safety Committee.
- ii. Undertaking an annual audit of the health and safety management throughout the School.
- iii. Overseeing the health and safety induction of new staff.
- iv. Approving risk assessments for School visits and expeditions.
- v. Management of the domestic staff, including laundry staff.
- vi. Creating, maintaining and regularly reviewing risk assessments for all tasks undertaken in departments, ensuring domestic staff are provided with appropriate guidance and instruction/training, and liaising with the Head.
- vii. Monitoring work throughout the day to ensure the highest standards are maintained and health and safety requirements are met.
- viii. Procurement of cleaning materials, chemicals connected with domestic services, laundry and kitchen.
- ix. Identifying potential risks and hazards, ensuring these are reported to the Head and Caretaker.
- x. Reviewing service contracts regularly and ensuring equipment/arrangements under his remit meet the needs of the School.
- xi. Managing the staff that undertake security and evening caretaking and ensuring adequate supervision of the lets.
- xii. Liaising with relevant staff to ensure security of the buildings and general site at all times.

- xiii. Liaising with the Director of Short Courses and Lettings to ensure that management of the external letting of School facilities, meet their contractual obligations.
- xiv. Acting as the central liaison point for all health and safety matters, including the recording of health & safety incidents and ensuring appropriate action.
- xv. Appraisal of all new Regulations and how they affect the School, reviewing all literature and keeping abreast of new developments using such sources as DfE, Wiltshire County Council, HSE, health and safety magazines.
- xvi. Informing the Head of any new regulations and controls that will apply to the School.
- xvii. Informing relevant staff of any new regulations and controls applicable to their areas of responsibility, in a brief and readable format.
- xviii. Updating safety information boards in all buildings.
- xix. Organisation of the Health & Safety Committee, including information bulletins, agenda.
- xx. Producing and updating Health & Safety policies and Operating Procedures in conjunction with the Head and/or Senior Deputy Head as relevant.
- xxi. Reviewing and advising on all risk assessments with Departmental Heads, both teaching and non-teaching.
- xxii. Ensuring all relevant staff have completed the necessary health and safety training including the booking of first aid training, lifeguard training and other similar courses.
- xxiii. Keeping complete and accurate records of all health and safety matters to enable inspection at any time, including equipment services.

### **3.13 Domestic Manager – Acting as Fire Safety Officer**

- i. Coordinating fire safety information and procedures.
- ii. Monitoring fire safety at all times.
- iii. Ensuring that fire precautions are in place for the safety of staff, pupils and any other person using the premises.
- iv. Informing Staff and Head about the risks identified in the fire risk assessment, provide support, safety practice and advice as required.
- v. Ensuring means of escapes are kept clear at all times.
- vi. Ensuring that all equipment and devices provided are subject to a system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- vii. Assist in the development of relevant actions in the Fire Risk Assessment with senior managers.
- viii. Ensuring the provision of the necessary fire prevention, detection and control equipment including items such as fire extinguishers, emergency lighting, safety signage, fire doors etc., both procurement, location and servicing.
- ix. Ensuring that all fire drills have been carried out and appropriately recorded.

### **3.14 Caretaker**

- i. Maintaining safe working practices and adherence to all Health and Safety arrangements for the Caretaking function including completion of risk assessments.
- ii. Overseeing the management of contractors working at the School under his remit.
- iii. Ensuring safe practice by contractors working at the School.
- iv. Coordination and completion of all statutory checks including those pertaining to legionella and fire safety.
- v. Management of the maintenance and safety of the swimming pool.

- vi. Management of maintenance requests via the online computer system 'Collegiate', allocating jobs to his team and monitoring outstanding requests.
- vii. Day-to-day management of asbestos, including the use and revision of the asbestos register for visiting contractors.
- viii. Ensuring the School buildings and services are maintained.
- ix. Ensuring adequate Personal Protective Equipment is provided for the Caretaking team and where necessary, it is worn.
- x. Ensuring that any machinery, equipment, tools or vehicles used within the department are maintained, correctly guarded and meet agreed health and safety standards; copies of records of all maintenance, statutory and insurance inspections must be kept by the Caretaker.
- xi. Communicating effectively with the Head including House staff, Domestic Manager, teachers and visitors to site.

### **3.15 Heads of Departments/Departmental Managers/Supervisors**

- i. Promoting high standards of health and safety awareness and practice in their areas of responsibility.
- ii. Identifying and controlling hazards within their areas of responsibility.
- iii. Preparing and reviewing as necessary risk assessments and any other assessments and procedures necessary for the areas under their control.
- iv. Ensuring that all classrooms, work areas, equipment and machinery are checked before they are used.
- v. Ensuring that all hazardous substances are safely locked away in well signed and labelled storage areas.  
 School may store and use petrol on the premises for fuelling ground-keeping equipment, such as lawn mowers. The maximum total quantity permitted in school is 50 litres (this excludes fuel in equipment) which are stored in suitable portable containers (10 litres in plastic and 20 litres made of metal). The containers are kept in a suitable cabinet at the vicinity of groundsman.  
 School may also need to store diesel on the premises for fuelling heating systems, tractors or other ground-keeping equipment; the diesel is stored in an external tank adjacent to groundsman office.
- vi. The risks associated with the storage of petrol and diesel mean that is controlled by a number of regulations including: Health and Safety, Fire Safety and Environmental legislation
- vii. Ensuring all staff have adequate training for the tasks they are required to perform, including
- viii. statutory and mandatory training.
- ix. Overseeing the maintenance of machinery and equipment within their area of responsibility.
- x. Ensuring adequate Personal Protective Equipment is provided for staff and where necessary pupils, and that it is worn.
- xi. Ensuring that all staff for whom they are responsible have read and understood the School's Health & Safety Policy. A record of confirmation of this should be kept in departments' Health & Safety files.

### **3.16 House Staff**

Duties include:

- i. NMS for boarding and ISSR are met in the boarding house.

- ii. Responsibility for the safety and welfare of boarders and House staff and ensure that evacuation in the event of emergency is carried out effectively.
- iii. Ensuring that they are aware of any pupils' medical conditions and the procedures to deal with any emergency that may arise from their condition.
- iv. Reporting any faults, hazards and maintenance issues promptly via a specialist computer system 'Collegiate Maintenance request' and directly to Caretakers if urgent.
- v. Maintaining the health and safety file in the House, completing and reviewing risk assessments as required (at least annually).

### **3.17 Day Matron**

A Day Matron's main duty involves cleaning in the boarding house, alongside assisting with the wellbeing and pastoral care of the students within the house and overseeing the daily operations of the boarding house. These include boarding house administration tasks, laundry organisation, and routine task such as organisation of supplies and deliveries.

### **3.18 Head Chef**

- i. Maintaining the overview for health and safety and ensure that risk assessments are completed as required.
- ii. Ensuring that Catering staff are familiar with the Food Safety Act 1990 and the implications as far as Stonar School is concerned.
- iii. Ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.
- iv. Reporting any hazards promptly via the on line computer system 'Collegiate' or, if the matter is urgent, immediately to the Head, Caretaker and the Domestic Manager.
- v. Taking responsibility for informing and training any part-time or new employee of the implications of Health and Safety practices and procedures in the kitchen.
- vi. Ensuring that any equipment or machine used within the catering department is maintained correctly guarded and meet agreed health and safety standards; the Executive Chef must keep copies of records of all maintenance, statutory and insurance inspections.
- vii. Liaise with Lead Nurse, Senior Deputy Head and Bursar regarding safe and effective food practice for pupils with food allergies and intolerances and ensure adherence to the School Food Policy.

### **3.19 Travel Co-ordinator**

The School Travel Co-ordinator is responsible for:

- i. The use of minibus safety including maintenance and eligibility of staff to drive.
- ii. Maintenance of records for vehicle maintenance and weekly checks.
- iii. Collection of information from staff including copies of signed driving licences and insurance where necessary.
- iv. Signage and onsite traffic management including risk assessments.
- v. Completion and management of risk assessments for use of School vehicles.

### **3.20 Head of Adventure Training**

The Head of Adventure Training will organise and manage the School's Duke of Edinburgh's Award Scheme, run the Adventure Scouts group and organise a programme of adventure training and will be responsible for:

- i. Maintaining safety of all adventure trips as the number one priority.
- ii. Ensuring good care and maintenance of all Adventure Camps program equipment and gear.
- iii. Completing and following risk management plans/emergency procedures for all outdoor activities.
- iv. Attending to any emotional or medical needs of trip participants as the first responder and responsible for their own personal health and hygiene needs, including taking prescribed medications.
- v. Ensuring that accidents/incidents are reported on Accident Form on SchoolBase.
- vi. Taking GPS trackers, first aid kits and specialist equipment where appropriate.
- vii. Providing environmental awareness for all participants.
- viii. Ensuring trip staff have appropriate qualifications and/or experience.

### **3.21 Head of Grounds**

- i. The Groundsman will ensure that all grounds related activities undertaken on the site are compliant with School procedures. He will maintain the overview for health and safety and ensure that risk assessments are completed as required.
- ii. Tree/arbor reports kept up-to-date.
- iii. All equipment is free from defects and in safe working order.

### **3.22 Employees**

All employees have responsibility for their own safety and that of others who they may affect during their work. Along with these general duties employees should also:

- i. Report any hazards promptly via the on line computer system 'Collegiate' or, if the matter is urgent, immediately to the Caretaker and the Domestic Manager.
- ii. Comply with the requirements of any risk assessments when undertaking any tasks or activities, including School events.
- iii. Using everything provided for their use in accordance with training or instructions given. Each employee whilst at work shall make full and proper use of any safe system of work provided for use in compliance with these regulations.
- iv. Consider the safety of others, including pupils, when undertaking work activities.
- v. Report all accidents/incidents promptly completing the Accident Form on Schoolbase.
- vi. Cooperate with all fire evacuation procedures and other specific emergency procedures relevant to the department.
- vii. Make proper use of protective clothing and safety equipment provided, in accordance with any training or instruction provided by the School and reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- viii. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

## 4. Statement of Arrangements

### 4.1 Accidents, Incidents and Emergencies

This policy outlines the procedures that are to be adopted when any pupil, employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the School's premises.

It is the policy of Stonar School to identify and investigate accidents, incidents and near-misses, their source and hence their underlying causes. To enable this objective to be achieved it is imperative that all accidents, incidents and emergencies, irrespective of the resulting injury or damage be reported according to the laid down procedures.

In order to avoid misunderstanding, Stonar School deems an accident/incident and near-miss to be defined thus:

Accident/Incident: Any unplanned event that results in personal injury or damage to property, plant or equipment.

Near Miss: An unplanned event which does not cause injury or damage but could have done so. Examples include items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Staff should report the following:

- i. Any accident/incident on School premises.
- ii. Any accident/incident away from School or outside School hours if it involves an employee or pupil engaged in a School related activity.
- iii. Any serious near-miss, even if no injury is caused.
- iv. Any potentially serious incident, such as a fire (however small) or threatened violence.

Any accident or near miss must be reported via SchoolBase using the tool called 'report accident.' This online process provides more robust record keeping and allows investigation rigour. It is the responsibility of the staff member who witnessed the incident, who is in charge at the time, or who is first on the scene to report details of work-related injuries and incidents on SchoolBase as soon possible after the accident/incident and within 24 hours.

Where a serious accident/incident has occurred, this should be communicated by telephone or in person to a member of the Leadership Team on duty without delay even if at an unsocial hour; this is especially important at times when the School is closed.

The responsibility for reporting accidents/incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) with the Lead Nurse or in their absence with the Head or member of the Leadership Team on duty. Certain major injuries and incidents must be reported to the Health & Safety Executive (HSE) within a given timescale, so it is imperative that all accidents/incidents are reported promptly to allow the School to comply with its legal duties. All reports of accidents and near misses are investigated by the Domestic Manager and the Line Manager of the area and where necessary, recommendations are made. For an incident with serious outcomes or potential for serious outcomes, a more in-depth and thorough investigation involves a team of investigators that might include the Head, senior managers, a technical specialist and perhaps

employee representatives. The Head issues an annual report on accidents/incidents statistics and trends to the Health & Safety Committee and the Advisory Board for discussion.

#### **4.2 Animals and Pests**

Dogs are allowed onsite as long as the conditions laid down in the Dog Policy are observed. This policy can be found on the School Network 'Staff Handbook'. Pest control of the site is the responsibility of the Domestic Manager who engages contractors as necessary.

#### **4.3 Asbestos**

The Directors of Stonar School recognise that asbestos and asbestos containing materials (ACM) have been used in the construction and equipment likely to be found in the school. The Directors recognise that asbestos is a hazardous material and that where present need to be treated in a safe and appropriate manner.

A site survey has been carried out by a qualified outside contractor for all buildings constructed before 2000. The survey is kept by the Caretaker and shown to any outside contractor that carries out work on the School premises. An Asbestos Register is kept by the Caretaker noting any works undertaken to items identified on the asbestos survey. An annual condition check of surveyed areas known to contain asbestos is undertaken by the Caretaker. All maintenance staff are trained in Asbestos Awareness. Any works to areas containing asbestos are carried out by appropriately qualified contractors.

#### **4.4 Building Maintenance**

General maintenance is undertaken by the Caretakers / Estates Team. All requests for maintenance, both emergency and planned, should be requested via the on line computer system 'Collegiate'. The planning of maintenance is done to reduce the risk to staff and pupils and where possible major project work is carried out during holidays.

#### **4.5 Safeguarding and Child Protection**

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all pupils. This duty extends to promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm.

Stonar School will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The School has a Safeguarding and Child Protection Policy document which is reviewed annually and is available on the School Network in the Staff Handbook.

### **5. Consultation & Communication**

Stonar School will maintain effective lines of communication with their employees. All members of staff will be kept informed of all health and safety issues relevant to their work activities. This will include the findings of risk assessments. The School will use whatever arrangements are most



appropriate including the School Network. It is the responsibility of line managers to inform staff who do not access computers as part of their routine work activities of relevant health and safety issues.

The Health & Safety Committee is the main vehicle for communication with representatives from all significant departments. The Teaching and Non-Teaching Staff are to have a nominated representative who will address their concerns to management. The Senior Deputy Head will nominate staff representatives who will raise concerns with the Committee for discussion and resolution.

Stonar School has a legal responsibility to consult on the following:

- i. The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work.
- ii. Arrangements for appointing competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law).
- iii. The information that must be given to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- iv. The planning and organisation of health and safety training; and the health and safety consequences of introducing new technology.

The Domestic Manager will keep members of staff updated on information from enforcing authorities relevant to their work area.

## **6. Control of Hazardous Substances**

The Directors recognise that all substances hazardous to health must be controlled under the Control of Substances Hazardous to Health Regulations 2002. A full assessment must be made of any work that is liable to expose through inhalation, ingestion or consumption, any member of staff or pupil to hazardous liquids, dust, fumes or gases. The assessment must be completed in order to determine the health risks and to decide on actions to eliminate or reduce these risks.

Employees will be provided with all the necessary information and training to ensure that they understand fully the use of hazardous substances in their work, the risks involved and the control measures to be used at all times.

## **7. Design & Technology**

The Design & Technology Department undertakes activities including the use of wood and metal working machinery and equipment. As a consequence, the Manager/Teacher of Design & Technology is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and the use of machinery, equipment and exposure to substances. Where appreciable risks are identified, specific written procedures will be developed and implemented so as to minimise the risks to pupils and staff.

The Teacher of Design & Technology will ensure that effective supervision of all pupil practical work is undertaken to ensure the risks are minimised. All machinery will be correctly maintained, and

statutory inspections of local exhaust ventilation carried out. Records of training and authorisation to use machinery will be kept within the department.

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments.

## **8. Drugs and Alcohol**

### **8.1 Alcohol**

Staff must not drink alcohol on School premises, (outside of their 'own home') without express permission from a Senior Manager or Director. Any member of staff who is found consuming alcohol on school premises without permission or to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the School's disciplinary procedure.

### **8.2 Drugs and Medication**

The possession, use or distribution of drugs for non-medical purposes on School premises is strictly forbidden and a gross misconduct offence. If you are prescribed drugs by your doctor which may affect your ability to perform your work, you should discuss the problem with your line manager.

If the School suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the School reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Any medication brought onsite must be securely stored in a locked drawer or cupboard. Further instructions on medication can be found in School Medicine Management Policy in the Staff Handbook.

## **9. Electrical Safety**

Portable appliance testing is organised by the Estates department and carried out by external contractors. Any member of staff requiring an appliance to be tested should request this on the on line computer System 'Collegiate'. All records are held by the Caretaker, Domestic Manager and Head. Any unsafe equipment should be removed from use as soon as it is discovered. The item should be labelled 'do not use' and taken to the Estates/Caretakers Office or reported on the on line computer system 'Collegiate'.

Staff bringing personal electrical equipment to be used at work should be aware that the safety of that equipment becomes the responsibility of the School and will need to be included in the inspection and testing regime.

Fixed electrical systems are tested, and Certificates of Periodic Installation Inspections are held in the Estates department 'Caretakers'. General use areas will be inspected every five years and workshops every three years. 110 volt equipment will be used for external work where battery operated equipment is not suitable. Where 240 or 440 volt equipment is used circuit breakers will be required.

Houseparents will be responsible for ensuring pupils use only approved adaptors in their rooms and remove any electrical items that are not on the approved list.

## **10. Emergency Plans**

The Head and Senior Deputy Head will ensure that the Critical Incident Plan will cover all foreseeable major incidents which could put at risk the occupants or users of the School. The plan will indicate actions to be taken in the event of a major incident by individual members of staff to ensure that everything possible is done to:

- a) Save life.
- b) Prevent injury.
- c) Minimise loss.

In addition to the Critical Incident Plan, the School will maintain an internal lockdown plan. This plan will cover procedures for responding to security threats, active shooters, or other situations that require immediate proactive actions.

### **10.1 EYFS and Equestrian Centre Health and Safety Policies**

The EYFS and Equestrian Centre Health and Safety Policies must be read in conjunction with Stonar School Health and Safety Policy.

### **10.2 Fire**

All staff must familiarise themselves with the fire procedures. In the event of the fire alarm sounding, staff and pupils will assemble in their designated assembly point as described in the 'Fire Evacuation Procedures'. All staff must familiarise themselves with this document which can be found on the School Network 'Staff Handbook'. Visitors and contractors will be instructed to assemble at the front of the main building to be checked against the visitors' and contractors' signing in books. Fire drills are carried out at least termly.

Stonar School is committed to maintaining adequate fire safety measures throughout the School. This includes the provision of adequate fire protection and warning systems. No staff or pupil must interfere with any measure provided for the management of fire safety. This includes misuse of fire extinguishers and the propping open of fire doors that are not fitted with automatic closures.

Further information on the management of Fire Safety can be found in the Fire & Fire Prevention Policy and Procedure on the School Network 'Staff Handbook'.

### **10.3 Testing of Fire Equipment**

The testing of fire alarms will take place once a week and recorded by the Caretakers and it will be tested three times a year under contract. The emergency lighting systems will be tested monthly and recorded by the Caretakers and it will be tested every six months under contract. Fire-fighting equipment will be checked every six months under contract. Regular fire drills will be carried out by House staff involving boarding houses and whole school fire drills concerning all personnel on site, these will be recorded. Means of escape and fire doors will be checked every month, these will be recorded.

## **10.4 First Aid**

The law places a duty on employers to provide adequate first aid provision for their employees. At Stonar School we also include pupils and visitors in our arrangements. The coordinator of all first aid provision at Stonar School is the Domestic Manager. A First Aid Policy has been produced and is updated annually.

All staff are instructed that if there is any doubt as to the severity or extent of any injury, and the School Nurse is not immediately available, the first response must be to dial (9)999. Where you urgently need medical advice and it is not a life threatening situation, dial the NHS (9)111 service. Further information can be found on the out of hours medical arrangements protocol located on key notice boards and Staff Handbook.

All necessary equipment and facilities will be provided in every department of the School. Members of staff will be trained with various degrees of qualification, areas that are assessed to be high risk areas will have first aiders who have qualified on a First Aid at Work course.

The School Nurse is responsible for stocking and checking boxes on a regular basis. All sporting events and School trips require the member of staff in charge to take a First Aid Kit.

Any pupil with specific medical needs, that for the health and welfare of the pupil requires shared information with School staff, will be assessed by the School Nurse on admission. An Independent Health Care Plan (IHCP) will be produced for their care on the School site and on School trips. This is updated annually by the School Nurse. Copies of the IHCP are kept in the Staff Work Room and in boarding houses in green labelled files. A Medical Alert is posted on the pupil's SchoolBase file. The pupil's peer group must be briefed about anaphylaxis symptoms and actions to be taken.

All Teaching staff and House staff will make themselves aware of pupils' medical conditions, including relief staff, the responsibility for this information lies with the Heads of Department. There will be first aid cover whenever pupils are on the School site.

The School has two Automated External Defibrillators (AED) mounted on the wall and located in the Main School Reception area and in the Sports Hall entrance. Clearly labelled to identify location.

## **10.5 Food Safety**

The Head Chef is responsible for the implementation of Hazard Analysis of Critical Control Points (HACCP) in the main School Kitchen. Full information on the system is kept in the Food Safety Policy in the Catering Office.

All food handlers must be trained in food safety commensurate with their work activities. The following is required:

- i. Staff involved in the management of food - Level 3.
- ii. Chefs and Supervisors - Level 2.
- iii. Other food handling and kitchen staff – Level 1.
- iv. House staff involved in food preparation in houses including House barbeques – In-house training.

Food safety within the Food and Nutrition department will be managed by the Head of Department. They will be responsible for the completion of HACCP documentation. Hospitality teachers and technicians will be trained to Level 3.

Where outside contractors are used to provide food during events held on School grounds, the "Food Safety Checklist" must be sent to the company and the completed form received and checked by the Domestic Manager before the event. CLEAPSS Food Technology <http://www.cleapss.org.uk/>

## **10.6 Gas**

There is no mains gas supply to Stonar School. The School uses Liquid Petroleum Gas (LPG) tanks fitted above ground which are maintained and serviced by Gas Safe Registered engineers 'CALOR'. Records of all tests are kept in the Caretakers Office.

## **10.7 Hazard Reporting**

Where any hazard is identified by, or reported to, a member of staff, then the hazard must be drawn to the attention of the Caretaker, Senior Deputy Head or Domestic Manager. If the hazard is severe, this should be done in person or by telephone and followed up by an email. Hazards that fall under the remit of maintenance should also be reported on the on line computer system 'Collegiate'. Where a hazardous act is being undertaken and the member of staff feels that injury is imminent, they should stop the activity and seek further advice from the Caretaker, Senior Deputy Head, Bursar or Domestic Manager.

## **10.8 Hazardous Waste**

The disposal of hazardous waste is managed by each department. All hazardous waste will be disposed of through authorised hazardous waste carriers with waste transfer certificates and copies of carriers' licences held on file.

## **10.9 Health and Wellbeing Centre**

The Health and Wellbeing Centre is responsible for the management of injuries and sickness amongst pupils during term time. They also provide information to staff with regard to specific pupils when organising offsite trips. No member of staff should dispense any treatment, tablets or medicines to pupils unless they have been directed to by the School Nurses and received administration of medicines training.

## **10.10 Housekeeping**

All areas of the School are cleaned on a day-to-day basis. If any Head of Department or Houseparent has a problem with the cleaning of their area or a spillage that cannot be dealt with in the department, the Domestic Supervisor or Domestic Manager should be informed as soon as possible. It is the responsibility of the Heads of Department and Houseparents to keep work areas clear and free from debris to assist in the prevention of accidents. Outside contractors will be called in from time to time for specialist cleaning of certain areas e.g. catering.

### **10.11 Induction**

As part of the induction process, all staff will be given health and safety information by their line manager or the Domestic Manager.

### **10.12 Legionella**

The School implements a rigorous monitoring of the water system to reduce the risk from Legionella. This includes regular risk assessments and water testing by a competent contractor, monitoring temperatures of stored and supplied water and flushing of outlets. More information can be found in the Legionella Policy.

### **10.13 Lone Working**

Where possible, staff should not work alone. Staff working on their own across the School site, such as caretaking or housekeeping staff, should be carrying mobiles or radios. Staff undertaking visits offsite should ensure that procedures are in place to confirm they have returned to the office or home. Line managers will include the risk from lone working in risk assessments and suitable control measures implemented. Academic staff who return to School during holiday periods should sign in at Reception so that in the event of an emergency they can be properly accounted for.

### **10.14 Manual Handling**

It is a requirement that Stonar School takes appropriate measures to protect staff, pupils and others from injury created by manual handling activities. Manual handling includes lifting, carrying, pushing and pulling loads. Where possible, equipment such as trolleys should be used to move loads. All manual handling activities should be assessed by Heads of Department as part of the risk assessment process, taking into account the individuals who will be undertaking the task and their own individual capabilities. If the load is too heavy or awkward for one person, then either mechanical assistance or additional manpower should be used. No one should undertake any manual handling task they feel unable to do. They should contact their line manager for assistance or request that the 'Caretakers' undertake the task; this should be requested on the on line computer system 'Collegiate'.

Staff who regularly undertake manual handling tasks will be offered manual handling training.

### **10.15 Minibuses**

The School is responsible for ensuring that the minibus fleet is managed in line with all legal transport and health and safety responsibilities. Full details on the management of minibuses can be found in the 'Statement of Responsibilities and Requirements on Operating a School Minibus' to be found on the School Network.

### **10.16 Monitoring of Health & Safety**

On a periodic basis Stonar School will undertake an audit or review of health and safety performance across all departments. The audit will provide a comprehensive overview of organisational structures and arrangements and will also examine operational practices. This report will be presented to the Advisory Board for consideration.

### **10.17 New and Expectant Mothers**

The School has a duty to ensure that all new and expectant mothers are not put at risk from their work activities. Line managers should carry out the risk assessment and the monitoring of the member of staff throughout their pregnancy and subsequent return to work. This should be done as soon as the employee has notified the School in writing that they are pregnant. It is the responsibility of the employee to notify the School as soon as possible to ensure the appropriate measures can be put in place.

### **10.18 Noise**

Staff and pupils must be protected from exposure to excessive noise that can lead to damage to hearing. Heads of Department should take into account the noise levels of plant, machinery and equipment before purchasing new items. Advice should be sought from the Domestic Manager where necessary.

Exposure to noise should be assessed as part of the risk assessment process and where possible the noise should be reduced. Where noise levels are still too high, hearing protection must be provided. The protection must be the correct attenuation level to ensure adequate but not excessive protection. Purchasing of noise reduction protection should be made through the Domestic Manager who will consult our nominated supplier for advice on the correct personal protective equipment to purchase.

The Domestic Manager will undertake a measurement of noise to assist in the assessment of exposure to noise and the controls required. Where a formal noise survey or specialist advice on noise reduction is required, an external company will be appointed to complete this.

### **10.19 Occupational Health**

Line managers should identify, through the risk assessment, any occupational health screening necessary for their team. This will include lung function, hearing and hand-arm vibration screening. Employees should report any concerns to their line manager.

### **10.20 Off Site Visits Including School Led Adventure Activities**

Off site visits are subject to the approval of the Head on completion of relevant documentation and following procedures laid out in the School Trips Policy, which is reviewed annually.

### **10.21 Permits to Work**

Permits to work are issued for hazardous activities including work on roofs, hot works, work in loft spaces and confined spaces. This system is for School employees only. Contractors are expected to control their own operations using their own systems. However, there is still a responsibility for Stonar School to ensure that contractors' systems are appropriate and that they are followed.

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

Personal protective equipment, e.g. hard hat, gloves, masks, eye protection will be supplied to all employees where the risk assessment has identified it as necessary to reduce the risk to a member of

staff. All PPE will be supplied at the School's expense. Wearing of PPE is compulsory where a risk assessment has identified its use.

### **10.23 Project and Construction Work**

The School recognises and accepts its duties under the Construction, Design and Management Regulations (CDM). Where notifiable projects are undertaken, a Principal Designer and Principal Contractor will be appointed. The School will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently. No such appointments will be made until the School is satisfied that the requirements and checks have been undertaken.

The School will ensure that the Principal Designer is provided as soon as reasonably practicable with all information about the condition of any premises under its control or on which construction work is to be or intended to be carried out.

### **10.24 Radiation Protection**

The Science Department undertakes activities using low-level radio-active materials as part of pupils' coursework. The School undertakes to ensure that the management of this material is in accordance with the Ionising Radiation Regulations by appointing a Radiation Protection Supervisor, usually the Head of Science, to oversee the procurement, storage, use and disposal of radioactive materials. The Head of Science will ensure that suitable risk assessments are undertaken for all activities involving low level radioactive materials. Furthermore, the School uses an external company and the Radiation Protection Adviser (RPA) performs audits periodically. You can find more information in the Science Department Safety Policy.

### **10.25 Recruitment**

The law places requirements on all employers to ensure that all staff engaged to work with children are suitable to do so. We will take all reasonable steps in the employment process. Please refer to the Safer Recruitment Policy in the Staff Handbook.

### **10.26 Training Arrangements**

New technology, legislation, regulations and standards are all factors, which determine a fresh approach to training or retraining requirements.

- i. Induction training: This will apply to all new employees or transfer of employees to another department. They will be shown the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements information/awareness training: in house training will show staff what they can and cannot do. Supervision should be provided until they gain an understanding of what is required. Written procedures and arrangements must be provided.
- ii. Specific training: this is a hands on approach which is recognised by the Directors that employees will require an accepted level of competence for example: First Aid and minibuss driving. All staff dealing with dangerous machinery or equipment must have the relevant qualification to do so.
- iii.



### **10.27 Disclosure and Barring Services (DBS) and other checks**

A DBS check will be made for all staff members who will be required to engage in regulated activities prior to employment and the School will carry them out in line with current legislation. Please refer to the Safer Recruitment Policy in the Staff Handbook. proper DBS checks are complete.

### **10.28 Record Keeping**

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act 1998.

### **10.29 Training**

All staff can access a Health and Safety Course and Fire Safety Course through Educare for Education, an online training provider. The HR Manager will register staff when they commence employment.

### **10.30 Risk Assessment**

It is the responsibility of Heads of Department to ensure risk assessments are undertaken for their specific areas. A standard format for the completion of risk assessments is available on the School Network, along with some sample generic risk assessments.

Training for the completion of risk assessments will be offered to staff on a regular basis. Any Head of Department who requires further help should contact the Domestic Manager for additional assistance.

The Head of Department must ensure that risk assessments are adhered to at all times. All control measures identified on the risk assessment must be implemented. Where the Head of Department is unable to implement all controls required, they should contact their line manager for further assistance and advice.

Risk assessments should be reviewed routinely, at least annually, and following an accident, incident, near miss or change in equipment, procedure or system. The Head of Department should sign off the review and document any changes made.

Further information is provided in the Risk Assessment Policy available on the School Network. Instructions to staff on the completion of risk assessments are also available.

### **10.31 Road Traffic**

The Directors recognise that a large number of vehicles will drive on the Stonar School site at various times throughout the School day. Signage in the drive restricts speed along with speed ramps. Pupils are not permitted to play in the vicinity of the drive or car parks. Staff explain the dangers of traffic to pupils.

Specific safe routes around the School site are known to staff and pupils. Buses pick up and drop off at the Sports Hall car park, with a member of staff supervising the pick-up point in the evening. Risk assessments are in place for vehicle movement, traffic and pedestrians on site.

### **10.32 Safe Systems of Work**

Where specific risks are identified, following risk assessment, which would be effectively addressed by means of procedural measures, the School will develop and implement appropriate written safety procedures or 'safe systems of work'. These are particularly helpful for maintenance and construction work. Advice on the writing of safe systems of work should be sought from the Domestic Manager.

### **10.33 Science**

The Physics, Chemistry and Biology sectors undertake projects and experiments which may give rise to particular risks. As a consequence, the Head of Science is expected to have undertaken a comprehensive set of risk assessments in respect of its activities and of the physical, chemical and biological agents that they may use. Where appreciable risks are identified, specific written procedures will be developed and implemented so as to minimise the risks to pupils and staff. The Head of Science will ensure that effective supervision of all pupil practical work and experiments is undertaken to ensure the risks are minimised.

Fume cabinets will be maintained in efficient working order and will be used on all occasions when required.

Hazardous substances will be stored in secure places when not in use. Storage will be designed to minimise the likelihood of incompatible substances coming into contact. CLEAPSS  
<http://www.cleapss.org.uk/>

### **10.34 Security**

Both Caretakers live onsite and provide 24 hours emergency cover. Locking down/unlocking of buildings is completed in accordance with 'School Locking Procedures' held by the Domestic Manager. Locking down and site supervision in the night is done by the Evening Caretaker on weekdays and weekends.

The Boarding Houses are locked by the Houseparents overnight and unlocked to enable pupils to go to the Equestrian Centre. All School buildings have electronic keypad locks that are activated throughout the day; at night they are deactivated. The buildings are kept locked as far as possible throughout the School holidays.

Security cameras are in operation in several locations on the School site and can be viewed retrospectively. Access to the footage requires authorisation is highly restricted in line with CCTV policy and requires authorisation from a member of Leadership Team.

### **10.35 Selecting and Controlling Contractors**

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 the Health and Safety at Work etc. Act 1974. All contractors must complete the contractor's questionnaire document before commencing work on the School site. Two references are to be checked.

All contractors are to be supervised during term time or when Stonar short courses are running, unless the contractor has been checked in accordance with the below.

Regular contractors who are expected to need unsupervised contact with pupils will require the following checks: Enhanced DBS check, Barred list check and Prohibition from Teaching check. Such contractors will be entered onto the School's Single Central Record. The Head and Senior Deputy Head have the right to stop any work carried out by contractors that creates hazardous conditions, which cause risk of injury to persons in the School's care.

### **10.36 Slips and Trips**

Slipping or tripping is one of the most frequent causes of injury in the work place, and probably one of the most avoidable. The most common reasons why these accidents occur are: wet walkways, floor surfaces that are in disrepair, weather hazards and inappropriate footwear. Slips and trips can be easily avoided through good housekeeping (cleaning spills immediately, clearing debris, covering cables etc.), having appropriate flooring (recoating or replacing floors, installing mats, pressure-sensitive abrasive strips or abrasive-filled paint-on coating) and through staff education. All internal corridors are cleaned regularly and checked for obstructions as part of the weekly fire checks.

During bad weather the 'Snow & Ice Clearance Policy & Procedure' is implemented. Cleaning staff are instructed to place signs in corridors during cleaning activities. Where identified through the risk assessment process, work shoes are provided. Staff undertaking physical work such as cleaning should wear a full supportive shoe. Non supportive shoes can be worn by office staff provided they are not undertaking any physical work such as lifting and carrying.

Staff should remain vigilant to possible slip and trip hazards both inside and outside throughout the School site and report these immediately via the on-line computer system and by telephone if urgent. All accidents caused by slips and trips will be investigated by the Domestic Manager and the School Nurse. Remedial work will be carried out immediately on the specific area, which will be cordoned off if necessary. The Caretaker will be informed of any changes to the surface to prevent further accidents.

### **10.37 Smoking**

It is the policy of the School that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire School with no exceptions, including School vehicles. This policy applies to all employees, pupils and visitors.

### **10.38 Sport**

All School sports' provision will be maintained in a good and safe condition. A programme of regular condition surveys will be undertaken and where defects are detected, or anticipated measures will be taken to make repairs or replace items. Staff identifying any shortfall in the equipment should report this to their line manager or the Director of Sport. Damage to sports facilities should be reported on the on line computer system 'Collegiate'. All sports and activities should be undertaken within the rules or codes of practice of the governing sports Board.

All lessons, matches and competitions should be managed in a manner as to minimise risks of injury so far as is reasonable and within the power of the member of staff officiating.

### **10.39 Away Fixtures**

Such risks could be significant in the case of an injury to pupil(s) during a lesson both on-site and offsite. Effective procedures are complicated by when and where the emergency happens. The School will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation.

### **10.40 Stress**

The School will take appropriate measures to protect staff and others from damage to health arising from work induced stress. An Occupational Stress Policy is available in the Staff Handbook; this document lays out procedures to follow for staff and management. Occupational health services are available after consultation with the school doctors.

Employee Assistance Programme (EAP) is accessible to all staff members. It provides confidential support and assistance for various personal and work-related challenges. Whether they need guidance on stress management, mental health concerns, or work-life balance.

### **10.41 Swimming Pool**

Stonar School will manage the Swimming Pool in line with the requirements detailed in HSG179 Managing health and safety in swimming pools. The Estates Department (Caretakers) is responsible for the overall running and maintenance of the Swimming Pool and managing the day-to-day upkeep and maintenance through designated operatives. All staff undertaking maintenance tasks will be trained and hold relevant qualifications.

The Pool Safety Operating Procedure which consists of the Normal Operating Plan and the Emergency Action Plan is documented and held on the School Network. All staff operating within the pool will be trained to work in accordance with these documents.

The emergency instructions are displayed within the Swimming Pool building and must be followed in the event of an incident.

Visiting Schools and clubs who use the pool will be made aware of the contents of these documents.

Staff who do not obey these rules will be subject to disciplinary action.

### **10.42 School Hall**

Suitable specific evacuation procedures are maintained in respect of the Buckle Theatre. All productions are required to produce a risk assessment to identify where additional risks may be created to the audience or performers. This is in addition to the risk assessments undertaken in respect of lessons delivered within the hall.

### **10.43 Use of Premises Outside School Hours**

The Head and the Senior Deputy Head must be informed if the School is to be used by an outside organisation. The Domestic Manager must inform the Caretaker by email. An outside organisation that uses the School premises must have completed the appropriate paperwork, issued by the Domestic Manager and Director of Short Courses and Lettings.

There are Operating Procedures for the following areas: Buckle Theatre, Prep School Hall, Fitness Suite, Swimming Pool, Sports Hall and Astro turf. A Safety Information Board is located in each building that lets use. There are rules for the Equestrian Centre which outside organisations must adhere to. A member of the Equestrian Centre staff is on duty whenever the area is used.

### **10.44 Vehicles and Transport**

The School Transport Co-ordinator oversees the management of School vehicles, including minibuses, cars and vans. On employment, staff will be asked to present their driving licence to the School Transport Co-ordinator for a copy to be held on file. Staff must bring any subsequent driving convictions, endorsements or penalties to the attention of the School Transport Co-ordinator immediately. Staff are only authorised to drive School vehicles if they have completed the relevant training.

Transport booking and operating arrangements can be found on the School Network.

The School Transport Co-ordinator is responsible for writing and reviewing the generic 'Use of minibus' risk assessment. Staff driving and/or responsible for an offsite trip using a minibus must adjust the generic risk assessment for their own trip.

The School Transport Co-ordinator oversees all liaison and communication with transport contractors, i.e. minibus providers and coach and taxi companies.

### **10.45 Violence**

The Pupil Behaviour Policy and the Pupil Handbook set out the standards of behaviour expected from all pupils and any contravention will be dealt with in line with the School Behaviour Policy.

The Staff Code of Conduct sets out the expected behaviour for staff and any act of violence is considered gross misconduct.

### **10.46 Visitors**

All visitors to the site, including contractors, must sign in at Reception, where they will be issued with a visitor's lanyard. There is also a signing in book located at the Equestrian Centre.

### **10.47 Windows and Glazing Safety**

Stonar School aims to ensure that windows or glazed panels in walls, partitions and doors should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage.

#### **10.48 Work at Height – including Ladders and Step Ladders**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- i. Are working on a ladder or a flat roof.
- ii. Could fall through a fragile surface.
- iii. Could fall into an opening in a floor or a hole in the ground.

Where work at height cannot be avoided it must be planned to prevent the risk of falling or minimise the distance and consequences of a fall.

No work should be undertaken at height until a risk assessment has been completed. Work on roofs will require a written authorisation from the Caretaker, or Domestic Manager. Any contractors engaged to undertake work at height will be required to submit their risk assessments, and where appropriate method statements, before work can commence.

Where scaffolding is required, a competent scaffolding contractor will be used to erect, maintain and take down the scaffolding. The tower scaffold can only be erected and dismantled by staff who have been trained and hold a current valid certificate with a copy held in the department's health and safety file.

All ladders and step ladders used throughout the School must be recorded on the School Register of Ladders, undergo regular inspection and maintenance under the supervision of the Health & Safety Technician. Ladders will only be used for short duration work lasting no longer than 30 minutes, or as access to a working platform. No ladder should be used unless it is safely secured to the building to prevent it slipping or falling. Step ladders should be sufficiently high enough to prevent users stepping above the third from the top step. Users should maintain three points of contact at all times when using steps and ladders.

Mobile Elevating Work Platforms (MEWPs) are the preferred method for working at height. These can only be used by staff who are trained operatives and hold a current valid certificate with a copy held by the HR Manager and Domestic Manager.

#### **10.49 Work Equipment and Machinery**

The School will ensure that all work equipment purchased, leased or hired is suitable for the intended use and is maintained in safe working order. Heads of Department must ensure that all staff are trained in the use of equipment and machinery before using it; this may be a formal training course or in-house training from a competent person. All training on equipment and machinery must be documented and recorded in the departmental health and safety file, as well as sending the information to the HR Manager for individuals' personal files.

All equipment and machinery will be maintained in good working order and maintenance records completed and held in the departmental health and safety file. Where equipment and machinery require statutory independent examinations and inspections, such as lifting equipment, equipment working under pressure and hazardous substance extraction systems, this will be carried out by an external company appointed by the School. This is normally managed by the School Caretakers.

## **10.50 Work Placements**

Some pupils may be required to undertake work placements. This can be as a mandatory part of their course such as that required in vocational subjects or as part of their development and preparation for leaving School. Stonar recognises its responsibility for ensuring that all reasonable checks are made on prospective employers who offer work placements. This includes ensuring that they are adequately assessing the risks to the safety and health of pupils whilst under their supervision.

## **11. Health & Safety Committee Members**

Head  
Head of Prep School  
Senior Deputy Head  
Bursar  
Director of Riding  
Director of Sports and PE  
Head of Creative and Performing Arts Head of Science  
Deputy Head Pastoral & Designated Safeguarding Lead  
Head of Learning Support  
Nursery Manager  
Domestic Manager and H&S Officer  
Lead School Nurse  
Head Chef  
Pastoral Administrative Assistant  
Senior Caretaker  
Subject Leader Product Design  
Head of Food and Nutrition  
Director of Short Courses and Lettings