Mayfield	Policy Name: Health and Safety Policy **Part 1 - Purpose** **General Statement of Health and Safety** Owner: Bursar Date Last Reviewed: Jan 2026 Date of Next Review: Sept 2026 Policy revised as regulations or review demands

PART 1: PURPOSE
GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1 The Governors fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all 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 and safe manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place. It is considered by the Governors that Health and Safety is a responsibility at least equal in importance to that of any other function of the School.

2 We fulfil our responsibility as Governors by ensuring that the Chairman of the Finance and General Purposes Committee appoints John McConnell (Governor) to oversee Health and Safety as part of his general general responsibilities for the upkeep and maintenance of the fabric of the School. This will include the creation of an organisational structure that enables a positive Health and Safety Culture and which supports risk control at all levels within the School, particularly at Senior Management level.

3 Day-to-day responsibility for the operation of Health and Safety in School is vested with the Headmistress. Full details of the organisation of Health and Safety are in Part II of this Policy which also identifies those individuals within the School who have specific responsibilities under the Policy.

4 The Governors consider that this Health and Safety Policy is an integral element of the overall School Business Plan. Governors will ensure that sufficient resources are available so that Health and Safety objectives are met.

5 Mayfield School uses external expertise, to ensure that it remains compliant with regards to health and safety and other regulatory requirements (e.g. fire, asbestos, water). The appointed consultancy firms will:

- Conduct reviews / audits on a cyclical basis and provide written reports;
- Provide ad-hoc assistance where required.

In addition, Mayfield School's Competent Person is the Facilities Manager who has undergone suitable training to ensure that they can fulfil the requirements of this role.

6 The School has a Fire Safety Policy and fire risk assessments carried out by a Competent Person. These are updated with any change to a building. Currently this responsibility is carried out by Besure Ltd.

7 The School has a Competent Person to undertake a risk assessment for Legionella and has a weekly, monthly and annual water inspection regime in place. Currently this responsibility is carried out by Urban Environment.

8 The School has a Competent Person to undertake a risk assessment for Asbestos and has a regular inspection regime in place. Currently this is carried out by PA Allison.

9 The School has a Competent Person to undertake a risk assessment for the Swimming Pool and regular compliance reviews are completed. Currently this is carried out by Tri Water.

10 Boiler servicing and certification is carried out by HPI and Forth Facilities.

11 The School will ensure all staff are suitably trained in Health and Safety issues as part of their induction and thereafter. Additional, specific training is provided as required for more specialised areas (e.g. First Aid, science technicians, mini-bus drivers, equestrian) as well as more general training such as Manual Handling, Working at heights.

12 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 co-operating with the Head, the Bursar, members of SMT and the Facilities Manager in order for the Governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting any significant risk or issues to any Competent Person.

13 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary

Signed

Chair of Governors, for the Governors

Mrs Anne Slater

Date __3.1.26__

Mayfield	Policy Name: Health and Safety Policy **Part II - Organisation** Owner: Bursar Date Last Reviewed: Sept 2025 Date of next review: Sept 2026 Policy revised as regulations or review demands

PART II: 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.

1 Governors

The Board of Governors has overall and collective responsibility for Health and Safety in the School. Governors have 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmistress to account in respect of the requirements set out in this policy.

2 Headmistress

The Headmistress has delegated responsibility, from the Governors, for Health and Safety. She will ensure that the Health and Safety Policy document is implemented in School. The Headmistress delegates day-to-day responsibility to the Bursar however, she remains responsible as follows:

2.1 to ensure that the Health and Safety Policy is reviewed at least annually and updated as necessary to ensure compliance with current legislation
2.2 to ensure that all members of staff fully discharge their responsibilities for health, safety and welfare
2.3 to ensure that adequate resource is made for Health and Safety requirements
2.4 to ensure that resources are available to allow staff to undertake any training necessary under this policy
2.5 to monitor the effectiveness of the SLT and SMT in their Health and Safety responsibilities
2.6 to monitor the effectiveness of the Health and Safety Policy document

3 Bursar

The Headmistress devolves day-to-day responsibility for Health and Safety to the Bursar who has responsibility for ensuring, so far as is reasonably practicable, that arrangements are in place:

3.1 to ensure that the School complies with its Health and Safety responsibilities
3.2 to ensure that the School complies with Fire Safety responsibilities
3.3 to report to Governors with on Health and Safety

3.4 to ensure a suitably qualified Competent Person advises on Health and Safety within an established framework

3.5 to ensure that the Health and Safety Policy is reviewed and updated to ensure compliance with current legislation and good working practice.

3.6 to ensure that all staff are adequately trained in Health and Safety and, where appropriate, have received role-specific training that will protect them and those around them

3.7 to ensure that all monitoring, checks and reviews are carried out across the School in line with Health and Safety legislation

3.8 to develop in conjunction with the SLT, the Critical Incident Plan and ensure annual updates

3.9 to ensure that the School has a robust system of risk assessment covering all risks and activities in School

3.10 to ensure that where risk is identified that appropriate control mechanisms (e.g. personal protective clothing) are put in place and monitored

3.11 to ensure that all accidents and near misses are recorded and appropriately recorded, investigated, and reported on a termly basis to the Health and Safety Committee and to other bodies if appropriate (e.g. Charities Commission, RIDDOR)

3.12 to chair the School's termly Health and Safety Committee

The Bursar delegates operational responsibilities for Health and Safety, Fire Safety and regulatory compliance to the Facilities Manager.

4 Facilities Manager

The Facilities Manager coordinates and manages all operational aspects of Health and Safety, Fire Safety and regulatory compliance as follows:

4.1 to ensure School compliance with Health and Safety legislation in both School infrastructure and work practices

4.2 to ensure School compliance with Fire Safety in both School infrastructure and work practices

4.3 to ensure School compliance with all relevant regulatory requirements both in School infrastructure and work practices

4.4 to ensure School compliance with electrical safety requirements

4.5 to ensure School compliance with gas safety requirements

4.6 to ensure School compliance with water safety requirements

4.7 to ensure School compliance with asbestos regulations

4.8 with the HR Manager, to ensure appropriate staff induction and training to comply with the above

4.9 to ensure compliance with the Construction (Design and Management) regulations

4.10 to act as School Safety Co-ordinator including the following duties

- 4.10.1 advising the Bursar on maintenance requirements
- 4.10.2 directing regular site inspections e.g. fire compliance, water safety, etc
- 4.10.3 co-ordinating advice from specialist safety advisors and producing and implementing associated action plans
- 4.10.4 monitoring Health and Safety in School and raising concerns with the Bursar
- 4.10.5 investigating and recording accidents with appropriate reports to the Bursar, Health and Safety Committee

4.11 to ensure that the School has a robust system of risk assessments in place which adequately cover all locations and activities in School

5 Employees

All employees must be fully aware of, and fully comply with, the contents of this policy. They must also:

5.1 undertake all necessary training to discharge their responsibilities under the Health and Safety Policy

5.2 maintain safe working practices for their own activities and for those who may be affected by these activities

5.3 ensure that all work items provided by the School are used correctly, safely and in accordance with instructions and training

5.4 to notify any shortcomings in Health and Safety arrangements, even when no immediate danger exists

5.5 support the School in any improvements to Health and Safety practice

6 Department Heads

Department Heads in School must ensure that all employees under their control are fully aware of the Health and Safety Policy and that all employees comply with this policy. They must ensure that effective lines of communication are maintained for matters of Health and Safety.

Housemistresses will ensure that every member of the House Staff is competent to take responsibility for their group of pupils in the event of a fire or other emergency and to lead them to safety and the nearest assembly point.

In addition, Heads of Department have the following responsibilities:

6.1 to establish safe working practices in their department

6.2 to regularly inspect areas of responsibility and operations in these areas

6.3 to update and monitor these practices in line with current Health and Safety legislation

6.4 to update and monitor these practices in line with any risk assessment

6.5 to provide time for staff to undertake the training necessary to meet their Health and Safety responsibilities

6.6 to ensure that technicians in their department:

- 6.6.1 are aware of their additional responsibilities with regards to Health and Safety
- 6.6.2 are trained with respect to their responsibilities and activities
- 6.6.3 provide risk assessments for their area and activities
- 6.6.4 comply with all additional legislation covering their area (e.g. radiation)
- 6.6.5 establish safe working practices for their activities
- 6.6.6 record and report any incidents as required by legislation

7 Visitors

All those not employed but visiting the School have a duty to comply with this policy and any instructions given on Health and Safety. They have a responsibility to take reasonable care of themselves and others whilst in School.

Mayfield	Policy Name: Health and Safety Policy **Part III** - Arrangements Owner: Bursar Date Last Reviewed: Sept 2025 Date of next review: Sept 2026 Policy revised as regulations or review demands

PART III: ARRANGEMENTS

This part of the Health and Safety Policy covers specific arrangements to cover specific risks covered in the following sections:

1 Co-ordination of Health and Safety
2 Training for Health and Safety
3 General Health and Safety Rules
4 Fire Safety and Fire Officer
5 Critical Incident Procedure
6 Emergency Procedures in the Evening or at Night
7 Electricity at Work
8 Hazardous Substances
9 Slips, Trips and Falls
10 St Raphael's - The Health and Wellbeing Centre
11 First Aid
12 Accident and Incident Reporting and Recording
13 Contractors
14 Visitors
15 Risk Assessments
16 Off-Site Visits/School Trips
17 Display Screens
18 Staff Wellbeing and Managing Stress
19 Maternity
20 COSHH (Control of Substances Hazardous to Health)
21 Asbestos
22 Manual Handling and Working at Height
23 Security
24 Lone Working
25 Vehicle Movements on Site
26 Violence Towards Staff
27 Regular Inspections

1 Co-ordination of Health and Safety

Every employee of the School is responsible for their own health and safety and is also responsible to highlight concerns either to their line manager, to a member of the Health and Safety committee or directly with the Facilities Manager or Bursar.
The organisation of Health and Safety is coordinated by the Bursar through the Health and Safety Committee with significant devolved responsibilities to the Facilities Manager as the Competent Person. The School is supported by an external consultants working to recognised external standards of frameworks.

2 Training for Health and Safety

All staff receive training on Health and Safety on starting work at School. This is provided as part of the New Starter Induction Pack and re-enforced by E-Learning modules. Additional Health and Safety training that may be required during an individual's career with the School will be provided where appropriate (e.g during INSET days).

Role and equipment-specific training is provided as is required by safe performance of the role in question. If an individual identifies that they have a particular training requirement in relation to Health and Safety then they should speak, in the first instance, to their line manager.

3 General Health and Safety Rules

All members of the school community should observe the following essential points:

3.1 Only use designated doors for entry and exit.
3.2 Always read and follow safety information and signs.
3.3 Inform your line manager immediately of any Health and Safety concern.
3.4 Raise the alarm immediately if you become aware of an emergency.
3.5 Please keep to pavements and paths when walking in the School site.
3.6 Do not enter areas of the School for which you do not have authority (e.g. boiler rooms). These are clearly identifiable through signage.
3.7 Do not leave articles or personal possessions where they might cause a hazard.
3.8 Do not use any material or substance without fully understanding the associated information and instructions. If in doubt, ask your line manager.
3.9 Do not use machinery or equipment for which you are not trained.
3.10 Do not use machinery which is broken, unguarded or otherwise incomplete.
3.11 Do not bring any unauthorised equipment or machinery into School.
3.12 Do not enter any area designated as a Contractor's Site. This will be clearly identifiable through signage.
3.13 Take exceptional care when driving on the School site.
3.14 Please park in designated parking spaces and do not cause any obstruction with a parked vehicle.

4 Fire Safety and Fire Officer

All staff are given access to Fire Safety Awareness Training on joining School by E-Learning. All staff have a responsibility to be aware of the Fire Safety Policy and the Fire Evacuation Notices located round School. (See Fire Safety Policy).

The Facilities Manager (operating with the authority of the Bursar) is the designated Fire Officer. They are responsible for the operation of the alarms and evacuation of buildings.

5 Critical Incident Procedure

Please see the separate Critical Incident Policy.

6 Out of Hours Fire and Emergency Procedures

Out of Hours refers to any time outside of the normal School day i.e. 08:00 to 18:00, or 16.30 on Fridays. In the event of a Fire Alarm going off outside normal school hours the Housemistresses, Out of Hours' Fire Warden and senior staff on duty should evacuate all girls and staff under their care. See Fire Safety Policy for more information.

In the event of an actual fire the Out of Hours' Fire Warden on duty must contact the emergency services immediately. In the event that they are not on-site the Head of Boarding or member of SLT on duty will contact the emergency services. Evacuated staff and pupils should stay at the assembly points until they have been given instruction by the emergency services.

7 Electricity at Work

Mayfield takes all necessary steps to comply with the Electricity at Work Regulations. There is a formalised system of testing and maintenance for all electrics and the School carries out 5-yearly electrical testing of all electrics by a qualified external supplier, as well as PAT testing of all electrical items in School.

The School recognises that pupils must not be exposed to voltages higher than 25V. Project work will be individually assessed for potential hazards and written instructions provided to control the risks. The School will ensure that appropriately trained teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise, coming into contact with live conductors at voltages above 25V or where large short-circuit currents could flow.

8 Hazardous Substances

Mayfield School will ensure that all hazardous substances are properly secure. The School will ensure that staff are trained, including COSHH training, to follow the correct procedures for handling hazardous substances and that unauthorised or untrained individuals are not allowed to handle hazardous substances. The School prohibits eating whilst using or handling hazardous substances and in areas where hazardous substances can be found or stored.

9 Slips, Trips and Falls

Mayfield recognises that slips, trips and falls are the most common form of injury in the workplace. Annex A of this Policy set out guidance to manage this risk.

10 St Raphael's - The Health and Wellbeing Centre

Mayfield has a Health Centre with qualified nursing staff available, or on call, 24 hours a day during term time.

11 First Aid

The arrangements for First Aid in school are set out in the First Aid Policy. Lists of School first aid trained staff are displayed on various noticeboards on site.

12 Accident and Incident Reporting and Recording

The Accident Book is maintained by the Facilities Manager and must be completed for every accident involving personal injury. Near-misses are similarly recorded.

The Accident Book and near misses will be reviewed on a termly basis by the Facilities Manager to identify any trends and to take appropriate action as necessary. Trends will be discussed at the Health and Safety Committee meeting and plans put in place to resolve issues where required. In the event of an accident where a pupil, member of staff, contractor or visitor receives a physical injury a full investigation will be undertaken to ensure that lessons learned are quickly identified and put in place.

All accidents and incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR (95)), must be fully reported on the appropriate form (F2508 or F2508A). Reporting is to be completed by the Bursar. Emergency services must be contacted if it is suspected that any injury requires this.

13 Contractors

Please see separate Contractors Policy.

14 Visitors

Mayfield School ensures, as far as is reasonably practicable, the health and safety of visitors to the School and this policy supports these aims.

All visitors must report to Reception where visitor badges will be issued. These badges must be on display at all times while the visitor is on School premises.

Where a member of staff has a visitor on site they are responsible for their health and safety whilst in School. Visitors should be accompanied at all times whilst on site. In the event of a potential overnight stay the member of staff that is responsible for the visitor must ensure that they have read and complied with the Adults Staying With Resident (on site) Staff Policy.

At reception, all visitors will be made aware of the emergency evacuation procedures. In the event of a fire or other emergency visitors should leave the building by the nearest available exit and proceed to the relevant Assembly Point accompanied by the member of staff who is responsible for them.

Before leaving, the visitor must return the visitor's badge to Reception so they can then be logged as no longer on site. (See Visitor Policy).

15 Risk Assessments

All significant risks will be documented in accordance with HSE Management Regulations. All risk assessments are reviewed annually. Department heads will instigate this annual review. The assessments may not necessarily have to be changed but reviewing them is essential to ensure that they are still applicable to the situations for which they were formulated. See Risk Assessment Policy.

16 Off-Site Visits/School Trips

Paperwork for Mayfield School Off- Site visits and trip are done using EVOLVE. When taking pupils off the School premises the School will ensure that the necessary risk assessments are completed and that staffing ratios are compatible with the number of pupils attending. Staff will take a mobile phone, first aid kit and through the EVOLVE-GO app they have access to all the necessary information about the specific needs of pupils along with parents' contact details. For more information see the Educational Visits policy.

17 Display Screens

The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) apply to all display screen equipment (DSE) - computer screens. The main provisions are as follows:

17.1 All staff will be directed to self-assess their workstations annually with the form returned to HR. Identified issues are then followed up by the School's qualified Assessor.

17.2 The School will carry out a risk assessment of workstations used by employees in School to reduce any identified risk including sitting correctly and the correct working height of equipment

17.3 Staff working from home should equally follow this policy and self assess their home workstation.

17.4 Screen users are required to take regular and adequate breaks from looking at their screens. (A five minute break away from a screen is recommended every 30 minutes).

17.5 Screen users are entitled to yearly eye tests. Where corrective lenses are needed the School will reimburse for the cost of a basic lens and frame (Corrective lenses are defined as those needed specifically for use with DSE).

17.6 Employees share responsibility to ensure that their equipment is properly adjusted and that they follow this policy

18 Staff Wellbeing and Managing Stress

The School is committed to high levels of staff health and wellbeing. We seek to provide a positive and happy working environment and take employee stress very seriously. However, if you feel that work has become stressful, please seek help through the following channels:

Your Line Manager
HR Department
St Raphael's with access to counselling and Mental First Aiders
Online Support Systems

19 Maternity

The School has a separate Maternity Policy which includes the relevant risk assessment process.

20 COSHH (Control of Substances Hazardous to Health

The School complies with the Health and Safety Executive's Approved Code of Practice on COSHH and Dangerous Substances which must be followed by any individual using hazardous materials, including cleaning products. Training is given for relevant staff.

21 Asbestos

No individual for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor). The School maintains an Asbestos Register and regularly updates its Asbestos Management Plan to ensure that this remains the case.

22 Manual Handling and Working at Height

Staff and pupils are expected to follow basic manual handling procedures and not to lift or move items if there is a risk to health, or to an existing condition. All working at height must be planned, supervised and carried out by competent people. Full details are in the attached Guide to Manual Handling in Annex B and in the separate Working at Height Guidance in Annex C.

23 Security

The School takes the security of its pupils, staff, contractors and visitors very seriously and takes appropriate measures to protect them.

Vehicle access to School premises is controlled by gates, closed outside School hours and opened by means of an access code which is known to members of staff, pupils and other approved individuals only. Doors into School are controlled by a Paxton card reader or with entry codes. There are levels of access according to roles (e.g. access to Boarding Houses.) Codes are changed on a regular basis or when a particular risk to security is identified. Codes must not be shared by anyone who is not a member of the School community and the School may consider it to be a disciplinary offence for this to shared inappropriately.

All visitors must sign into School and are issued with a Visitor's Badge. Staff are encouraged to challenge strangers who are not wearing the appropriate badge, if it is deemed safe to do so. Where they are not able to challenge an individual, they must report their concerns to the School Office who will notify a member of the SLT. Pupils should not challenge strangers but report any concerns to the School Office or their Head of Year / Head of School.

Where an individual does not have a legitimate reason to be on site they should be instructed to leave and should be observed until they have done so. Once they have left the Bursar or other member of SLT should be notified. Where an individual refuses to leave or becomes abusive or presents a threat to the safety of others the Police should be called without delay.

24 Lone Working

As a Boarding School there are limited opportunities for a member of staff to be entirely alone on the premises but the School recognises that a member of staff may from time to time being working on their own in a particular building or during the holidays. Staff working late may find themselves working alone.

Potentially dangerous activities, such as those where there is a risk of falling from height, must not be undertaken when working alone.

In any cases of lone working a colleague, friend or family member should be informed about where they are and when they are likely to return. A lone worker will ensure that they are medically fit to work alone. Specific conditions may require an individual risk assessment.

25 Vehicle Movements on Site

All drivers in School must pay extreme regard to the safety of pedestrians when driving on the School site. They must observe the speed limit of 10mph at all times and park in designated parking areas.

26 Violence Towards Staff

The Health and Safety Executive defines violence at work as “Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment.”

There are no circumstances in which violence towards any member of staff is acceptable, whichever form it takes, and no member of staff shall be expected to accept exposure to violent behaviour as part of their job.

The School will take all reasonable steps to prevent such incidents from occurring and where they do occur to minimise their adverse effects and follow-up appropriately.

27 Regular Inspections

It is attendant on Heads of Department, Heads of School and Housemistresses to carry out regular inspections of their areas of responsibility and to report any areas of concern.

Regular inspections are carried out by the Maintenance Manager, Housekeeping Supervisor, Caretakers, Facilities Manager and Bursar as part of their regular duties. Areas of concern are reported and followed up.

Annex A

Slips, Trips and Falls Guidance

Slips and trips are the single most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. The School has in place management systems to eliminate or minimise risks from slips and trips and they are evaluated regularly. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility. This policy aims to achieve this and sets out responsibilities for individual roles.

The School will:

- provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- adequately control or reduce the risk of slips and trips by a combination of a safe environment and safe behaviour.
- ensure that appropriate risk assessments and risk reduction methods are in place.
- encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- ensure that there is an appropriate response to changing conditions such as weather and the environment e.g. during construction works or adverse weather conditions such as snow (see Snow Procedure).
- ensure that School premises are maintained and new premises designed to minimise the risk of slips and trips.

Slips and Trips Procedures

Staff responsibilities

Staff will be made aware of policies and procedures relating to slips and trips in their work area, and are expected to follow them. Staff will take a proactive role in preventing slips and trips by:

- taking action to remove slip and trip hazards from their work area e.g. cleaning up spillages, re-routing trailing cables etc.
- maintaining a tidy office/work area.
- reporting any defects to their line manager

Key roles and responsibilities for Health and Safety Committee

The Health & Safety Committee will:

- Develop policies, procedures and guidance on managing slip and trip risks.
- Raise awareness through targeted communications.
- Monitor trends from accident statistics and highlight to the relevant Departments.
- Investigate major accidents involving slips and trips and make recommendations for improvement to appropriate parties.
- Monitor compliance with this policy though regular audits.
- Ensure that adequate lighting exists to reduce the risk of slips and trips.

Key roles and responsibilities for Managers

Heads of Departments will ensure that:

- Risk assessments are carried out for the management of risks from slips and trips in their Department and that this is recorded.
- The risk assessment will include suitable control measures to eliminate or minimise the risk of slips and trips. This would include:
  - checking surfaces are in good condition
  - reducing floor contamination
  - defining an appropriate footwear policy where necessary (e.g. laboratories, kitchens and where external work is carried out)
  - checking that lighting is adequate.
- Inadequate lighting and other similar concerns are reported through the Health and Safety committee so that improvements can be made. All relevant staff are made aware of the risk assessment and what is expected of them.
- Areas that they control are inspected for slip and trip hazards at least twice annually e.g. as part of workplace inspections, and that corrective action is taken where necessary.
- Any incidents involving slips or trips or near misses are reported and investigated.
- They lead by example by following policies and good practice, challenging inappropriate behaviour and dealing with issues regarding slips and trips.

Key roles and responsibilities for the Maintenance Department

The Maintenance Manager will:

- Implement an action plan for dealing with unsafe conditions arising from:
  - holes, bumps and uneven or worn out surfaces on paths and roads.
  - snow, ice and leaves on external paths and road.
  - inadequate drainage systems.
  - defective matting and flooring surfaces within common areas of buildings.
- All maintenance staff will apply good housekeeping standards and make appropriate use of barriers during works on the School site.

Facilities Manager

The Facilities Manager will in conjunction with the Maintenance Manager:

- Ensure that specifications for new or replacement floors are for a material that is suitable for limiting the risk of slips and trips.
- Ensure that the design of buildings prevents contamination of floors, as far as reasonably practicable e.g. rainwater ingress is limited by the provision of suitable protected entrances and the provision of fixed matting.
- When selecting flooring, give consideration to the following guidance:
  - Health and Safety Executive (HSE) guidance on the selection of walking surfaces.
  - CIRIA guide C652 Safer surfaces to walk on reducing the risk of slipping.
- When selecting flooring, give consideration to:
  - the flooring material
  - likely contaminants
  - use of the area
  - predicted user behaviour
  - the surrounding environment and overall design of the space
  - the footwear likely to be worn.
- Ensure that contractors apply good housekeeping standards and appropriate use of barriers when working on campus to prevent slips, trips and falls.

Housekeeping Department

The Housekeeping Supervisor will ensure that:

- Staff are trained in suitable safe systems of work, including:
  - preventing access when wet floors are drying
  - cleaning at appropriate times to minimise any risk to School users from wet floors
  - the correct cleaning methods for flooring types and use of chemicals
  - the safe use of electrical power and extension leads and other equipment that might cause a trip hazard.
- Staff are adequately supervised to ensure that safe systems of work are followed.
- Centrally booked rooms are maintained in a condition that will reduce the risk of slips and trips.

Annex B

Manual Handling

Objectives

To minimise so far as is reasonably practicable, the need for manual handling.

To ensure that only individuals who have received training in manual handling undertake such activities

Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

Guidance

Heads of Department will be responsible for the management of manual handling activities within their areas of control. Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

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

Heads of Department will:

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

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

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

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

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position

Annex C

Working at Height Guidance

Working 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 a person is working at height if they:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

All members of staff who are required to work at height must take a sensible approach when considering precautions for working at height. Before working at height staff must work through the following simple steps:

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The School will ensure that members of staff do as much work as possible from the ground but where this is not possible they will ensure that their equipment is suitable, stable and strong enough for the job, maintained and checked regularly. Ladders and other equipment will be checked regularly to ensure that the necessary maintenance is carried out. Line managers will regularly monitor staff who work at height to ensure that they can get safely to and from where they work at height. Staff are reminded to make sure they do not overload or overreach when working at height and they will take the necessary precautions when working on or near fragile surfaces.

Whilst working at height staff will ensure that they have suitable protection from falling objects and will wear the appropriate Personal Protection Equipment (PPE) at all times. When a member of staff identifies that they will need to work at height they must appropriately plan the job to include consideration for emergency evacuation and rescue procedures in the event that something goes wrong. Any job that requires an individual to work at height must be discussed with the member of staff's line manager. The Facilities Manager is available for advice and guidance.

Any work that is conducted on the School Site or any premises owned by the School will be properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

Before any work in carried out a risk assessment will be completed. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on The School acknowledges that there will also be certain low-risk situations where no particular precautions are necessary but even in these instances it is expected that the member of staff involved with carry out a dynamic risk assessment and as a minimum assess whether additional equipment is required. As a bare minimum any work at height will involve a safe area being carried with appropriate signage to let other users of the site know that there is someone working.

Any member of staff who is expected to work at heights as part of their role will be provided with the appropriate training on a regular basis and will only be assessed as competent to work at height when this has

been completed. The Maintenance Manager and the Facilities Manager will keep up to date training records for each member of their team and will carry out any required competency check. Where a member of staff is required to carry out a task on a one off basis they will work under the supervision of somebody competent to do it. In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

The School will also ensure that collective protection (measures that protect everyone) are in place before introducing measures that protection only the individual. Collective protection is equipment that does not require the person working at height to act to be effective, for example a permanent or temporary guard rail. Personal protection is equipment that requires the individual to act to be effective. An example is putting on a safety harness correctly and connecting it, via an energy-absorbing lanyard, to a suitable anchor point.

Work on the roof is always considered to be high risk and falls from roofs, through fragile roofs and fragile roof lights are one of the most common causes of workplace death and serious injury. The following are likely to be fragile:
■ roof lights;
■ liner panels on built-up sheeted roofs;
■ non-reinforced fibre cement sheets;
■ corroded metal sheets;
■ glass (including wired glass);
■ rotted chipboard;
■ slates and tiles.

Where work on a roof is considered necessary this will be planned and subject to a risk assessment which must be signed off by the Facilities Manager. Work will be completed under his supervision (or to a suitability qualified and competent person that the Facilities Manager delegates this to). Where a specialist contractor is appointed to complete this work they must provide their own risk assessment (and method statement) which will operate in conjunction with the School's own risk assessment.

Planning Work at Height

When planning to work at height the member of staff who is responsible for it will consider the following:

- The weather conditions that could compromise worker safety;
- that the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- that they need to stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- where they can store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- what the plan for emergencies and rescue will be, e.g. agree a set procedure for evacuation. The plan need to consider foreseeable situations and make sure staff know the emergency procedures. The plan should not rely entirely on the emergency services for rescue.

Selecting the right equipment to use for a job

When selecting equipment for work at height the School will:

- provide the most suitable equipment appropriate for the work

- take account of factors such as:
    - the working conditions (e.g. weather);
    - the nature, frequency and duration of the work;
    - the risks to the safety of everyone where the work equipment will be used.

Any equipment used must be in good condition. Work equipment, for example scaffolding, will be assembled or installed according to the manufacturer's instructions and in keeping with industry guidelines.

Where the safety of the work equipment depends on how it has been installed or assembled the School will ensure it is not used until it has been inspected in that position by a competent person (usually the Facilities Manager or the Maintenance Manager).

All equipment will be inspected at suitable intervals appropriate to the environment and its use as part of the regular checks. Records of inspection for types of work equipment including: guard rails, toe-boards, barriers or similar collective means of protection; working platforms (any platform used as a place of work or as a means of getting to and from work, e.g. a gangway) that are fixed (e.g. a scaffold around a building) or mobile (e.g. a mobile elevated working platform (MEWP) or scaffold tower); or a ladder are kept by the Facilities Manager.

Any working platform used for construction work and from which a person could fall more than 2 metres will be inspected:

- after assembly in any position;
- after any event liable to have affected its stability;
- at intervals not exceeding seven days.

Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the same site.

Any equipment such as a Mobile Elevated Working Platform which has come from another business or rental company must be accompanied by confirmation of when the last thorough examination has been carried out.

Individual Staff Responsibility

Individual staff members have a general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with the School to enable their health and safety duties and requirements to be complied with.

This means that by law they must:

- report any safety hazard they identify to their employer;
    - use the equipment and safety devices supplied or given to them properly, in accordance with any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing).

Any member of staff found to be working at height and not following the appropriate safe working procedures may be subject to formal action in accordance with the School's Disciplinary Procedure.