ST HUGH'S SCHOOL

Carswell Manor
Faringdon
Oxfordshire
SN7 8PT

HEALTH & SAFETY POLICY

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HEALTH and SAFETY POLICY STATEMENT

a) The Governors and Headmaster are aware of their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard the health, safety and welfare of pupils, staff, visitors, contractors and others affected by the School's activities as being of paramount importance and give it the highest priority.

b) The objective of this Health and Safety Policy is to manage risks proportionately and effectively by identifying hazards, assessing risks, implementing suitable control measures and reviewing arrangements so that pupils, staff and others affected by the School's activities are protected so far as is reasonably practicable.

c) Health and safety is considered as part of the School's wider arrangements for pupil welfare, safeguarding, recruitment, supervision, lessons, activities, boarding, educational visits, premises management and any other matters relevant to St Hugh's School and its community.

d) The Headmaster, assisted by the Health and Safety Officer, provides a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

e) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

f) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Bursar or Headmaster.

D Griffiths
Headmaster

Policy Name:	H&S Policy
Policy Number:	SHS C10
Owner:	Bursar
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ST HUGH'S
OXFORDSHIRE

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RESPONSIBILITIES

1. Governors

a) Ensure that there is an effective policy for Health and Safety within the School and that the Governors are responsible for ensuring its establishment and effectiveness.
b) Discuss the effectiveness of the policy with the Head and the Bursar, at least termly and more frequently when required, and ensure that any necessary changes are made.
c) Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act l974 and subsequent Health and Safety legislation.

2. Headmaster

a) Ensures that there is an effective policy for Health and Safety within the School and is directly responsible for the establishment and effectiveness of that programme.
b) Periodically appraise the effectiveness of the Policy and ensures that any necessary changes are made.
c) Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
d) Ensure that responsibilities are properly assigned and accepted at all levels.
e) Take direct interest in the Health and Safety Programme and support all persons carrying it out.
f) Ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
g) Review the Health and Safety Officer's reports and take action where appropriate.
h) Ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
i) Ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

3. Deputy Head / Head of Lower School

a) Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
b) Draws up safe methods and procedures, written where appropriate, for operations under their control, e.g. risk assessments.
c) Ensure that responsibilities are properly assigned and accepted at all times.
d) Assists the Headmaster in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term and when changes have been made.

e) Assist the Headmaster in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
f) Assist the Headmaster in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.

4. Bursar

a) The Bursar is responsible for the day to day implementation of the School's Health and Safety arrangements.
b) Fully familiarises himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
c) Draws up safe methods and procedures, written where appropriate, for operations under their control.
d) Ensures that Personnel working under their control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
e) Inspects all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
f) Ensures, in conjunction with the Headmaster, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
g) Is responsible for the control of Contractors within the grounds and ensures that they are familiar with the Health and Safety Policy, and that records of supporting documentation are correct and filed for reference.
h) In conjunction with the Headmaster, ensures that all areas of the School are inspected, from a Health and Safety point of view, once per term.
i) In conjunction with the Headmaster, reviews the Health and Safety Officer's reports and takes action where appropriate.

5. Estate Manager

a) The Estate Manager is responsible to the Bursar for the day-to-day checking of the buildings and estate to ensure that they comply with best practice in respect of health and safety arrangements.
b) Fully familiarises himself with the Health and Safety Policy and the Statutory Instruments Regulations as issued from time to time.
c) Draws up safe methods and procedures, written where appropriate, for operations under his control, specifically the maintenance and grounds operations.
d) Ensures risk assessments are read and understood by all affected staff and treated as live documents, updated regularly as practices and hazards change, e.g. repeat incidents or near misses.

e) Ensures that personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
f) Assists the Bursar to inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Officer, as necessary.
g) Ensures that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
h) Ensures, in conjunction with the Bursar, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
i) Ensures that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
j) Is responsible for the day-to-day control of contractors within the grounds and ensures that they are familiar with the Health and Safety Policy, have received and signed a copy of the Contractor Policy, and have met the specified requirements.
k) In conjunction with the Bursar, reviews the Health and Safety Officer's reports and takes action where appropriate.
l) Acts as the Secretary to the Health and Safety Committee.

6. Health & Safety Officer (Health & Safety Consultant)

a) Supervises the School Health and Safety Programme.
b) Inspects plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
c) Monitor the effectiveness of the implementation of the Health and Safety Policy.
d) Reports to the Head and Bursar concerning Health and Safety matters, making recommendations as necessary.
e) In conjunction with the Head and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.
f) Assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
g) Inspects all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Head and Bursar.
h) Ensures that all areas of the School are inspected from a Health and Safety point of view twice per year.
i) Supports and reviews assessments under the Control of Substances Hazardous to Health Regulations, the Management of Health and Safety at Work Regulations and other regulations as appropriate, calling in competent specialists in specific fields where necessary.

7. Heads of Department

a) Familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
b) Draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
c) Ensure risk assessments are read and understood by all affected staff and treated as live documents, updated regularly as practices and hazards change, e.g. repeat incidents or near misses.
d) Ensure that all classroom/work areas are safe before they are used by any person.
e) Ensure that all equipment is safe before it is used by any person.
f) Ensure that Protective Equipment, where appropriate, is used at all times.
g) Ensure that any hazardous or dangerous conditions or situations are reported to their line manager or Estate Team without delay.
h) At all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

8. Teaching Staff

a) Familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
b) Ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
c) Ensure risk assessments are read and understood and treated as live documents, updated regularly as practices and hazards change, e.g. repeat incidents or near misses.
d) Ensure that all classroom/work areas are safe before they are used by any person.
e) Ensure that all equipment is safe before it is used by any person.
f) Ensure that protective equipment, where appropriate, is used at all times.
g) Ensure that any hazardous or dangerous conditions or situations are reported to their Head of Department or Estate Team without delay.
h) At all times, endeavour to ensure the health, safety and welfare of all persons within their control.

9. All Other Staff

a) Make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
b) Ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
c) Ensure risk assessments are read and understood and treated as live documents, updated regularly as practices and hazards change, e.g. repeat incidents or near misses.
d) Observe Health and Safety Rules at all times.

e) Conform to all advice given by the Health and Safety Officer and instructions of others with responsibility for Health and Safety.
f) Report all accidents, damage, hazardous or dangerous conditions or situations to their Head of Department or Estate Team without delay.
f) Wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
g) Ensure that working areas are kept clean and safe.
h) Inspect all equipment and plant before use to establish that it is safe to use.
i) Familiarise themselves with First Aid and Fire Procedures.
j) Look after all Health and Safety equipment properly and report any defects immediately.

10. All Other Persons on The School Property

a) Observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
b) Do not work on the premises until the relevant rules are read, understood and accepted.
c) Do not work on the premises until covered by insurance against risk.

MANAGEMENT OF HEALTH AND SAFETY

1. Health and Safety Committee

The Safety Committee meets termly and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

a) Specific incidents give rise to the concern of the company, the staff, parents or pupils.
b) A request is received from a member of the committee.
c) An instruction is issued by the Head asking for a review of the school's policies.

The Committee's regular meetings are for the following purposes:

a) To promote Health and Safety throughout the School
b) To receive reports on the effectiveness of the implementation of the Health and Safety Policy
c) To consider and introduce additional Safety Rules that may be required from time to time
d) To ensure that current Health and Safety legislation is being complied with
e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence

f) To carry out any inspection of the School that may be required
g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
h) To investigate any special hazards and to recommend action to be taken
i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate
j) Ensure all other staff are appropriately trained/ up to date.

2. Risk Assessment

Risk Assessments are carried out on significant hazards and activities in line with the requirements of the Management of Health and Safety at Work Regulations 1999. The School adopts a proportionate approach, focusing on real risks and ensuring that control measures are suitable, communicated and reviewed.

The Assessments establish the following:

a) The Hazards associated with a particular activity.
b) The Potential Frequency and Severity of an accident.
c) The Control Measures being employed to minimise the risk of an accident occurring.
d) Any Further Action to be taken to adequately control the hazard.

The Assessments are written where required and kept updated by the lead for the associated activity. They are reviewed following significant change, an accident or near miss, concerns raised by staff or pupils, or at suitable intervals according to the level of risk. The Health and Safety Officer reviews assessments with assistance from other personnel as required.

A Risk Assessment Policy is in place.

3. Safe Systems

Heads of Department have devised Safe Systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems have taken into account the following principles as far as reasonably practicable:-

a) The layout of the work and the use of the working areas allow safe access to and egress from the areas involved.
b) Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
c) Where appropriate, details of the correct sequence of operations involved.
d) Identification of safe procedures, both routine and emergency.
e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

f) Areas where written procedures are required:
i) Technology: use of equipment and safety procedures.
ii) Science Laboratory: use of equipment and safety procedures.
iii) Estates: use of equipment, control/supervision of contractors and safety procedures.
iv) Swimming Pool: use of equipment and safety procedures.

4. Training

Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements are given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive induction training in line with the School's Induction Programme. Grounds, maintenance, catering liaison, teaching and other staff receive additional training appropriate to the tasks they are required to fulfil. Training records are maintained and refreshed where necessary, including following changes to risk assessments, procedures, equipment, legislation or staffing. In all cases, training is sufficient to enable staff to be competent for the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff are required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

5. Consultation with Employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.

b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
d) The planning of Health and Safety training.
e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

6. Monitoring Policy

The Health and Safety Policy is monitored on an ongoing basis by the Health and Safety Consultant, the Bursar and relevant senior staff. Checks are made regularly, with inspections of relevant areas of the School followed by reports, actions, responsible owners and target completion dates.

There is a full review at least every twelve months, and sooner where there are significant changes, incidents, audit findings, regulatory changes or material changes to School operations, to establish whether any major changes or additions need to be made to ensure that the document remains up to date and correctly reflects the School's activities.

7. Reporting Procedures - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and current HSE guidance for the education sector. Most incidents in schools or on school trips are not reportable to HSE; decisions are made by reference to the relevant RIDDOR criteria for employees, pupils, visitors and dangerous occurrences.

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

i) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
ii) Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
iii) Dangerous Occurrences listed in the Regulations.

b) Reporting

i) A report is to be sent to the Health and Safety Executive of any notifiable

incident covered by 4a above.

ii) A report is sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.

iii) A report is sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting accidents involving pupils, the School uses current HSE education-sector guidance to establish whether the accident is reportable, as the reporting criteria are different for pupils and employees.

iv) Insurers and Charity Commission to be informed as required.

c) Reporting Arrangements

Reporting to the HSE is carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record is be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

8. Health And Safety Emergencies

Critical Incidents

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan.

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

Disaster Recovery

Alongside the Critical Incident Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal

operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

9. Occupational Health

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

a) Laboratory Hazards
b) Workshop Hazards
c) Fieldwork and Site Work
d) Clinical Activities
e) Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

10. Stress

The School is aware of the potential for Stress with its employees.

A Stress Policy is included in the Staff Employment Handbook and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The School adopts a proactive approach to this issue.

METHODS and PROCEDURES

1. Asbestos

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to identify whether asbestos-containing materials are present, assess their condition and risk, maintain an asbestos management plan and take appropriate steps to manage, repair, encapsulate or remove asbestos-containing materials where necessary.

Survey

A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

A Refurbishment/Demolition Survey is carried out before work liable to disturb the fabric of a building. Asbestos-containing materials are only removed by appropriately licensed or competent contractors, as required, before relevant work commences.

Management

The Estate Manager is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Estate Manager carries out the following:

a) Keep and maintain an up-to-date log of the location, condition, maintenance and removal of all asbestos-containing materials on the premises.
b) Repair, seal or remove asbestos-containing materials if there is a risk of exposure owing to their condition or location.
c) Maintain asbestos-containing materials in a good state of repair.
d) Inform anyone who is likely to disturb asbestos-containing materials about the location and condition of the material.
e) Have arrangements and procedures in place so that work which may disturb asbestos-containing materials complies with the Control of Asbestos Regulations 2012.
f) Review the plan at regular intervals.

2. Catering

The School has in house catering and maintains appropriate oversight of the contractor's health and safety, food safety, allergen management and safeguarding-related site arrangements through consultation services provided by ISCC.

The Chef manager is responsible for health and safety requirements arising from its activities, while the School retains overall responsibility for ensuring that contractor arrangements are suitable for the school environment and that any concerns are escalated and addressed promptly.

3. Control Of Vehicles

Vehicles are controlled in the grounds by way of speed limits and sleeping policemen ramps.

The following rules must be observed at all times:

a) Speed must be kept to a minimum (5 mph)
b) Care to be exercised always as there are pupils crossing roadways regularly.
c) Delivery and contractor vehicles are managed appropriately
d) Parking only to be carried out in designated areas
e) Additional control measures are introduced as deemed appropriate.

4. Display Screen Equipment

The School, in line with the Health and Safety (Display Screen Equipment) Regulations 1992, carries out the following procedures where equipment is used by staff who are classified as DSE users under the Regulations.
New DSE users are assessed as part of induction and current users are reviewed periodically, including where there is a significant change to workstation arrangements, duties, equipment or health needs.

a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
c) Implement any requirements established in b).
d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
e) Provide eye and eyesight tests for the 'user' or any person about to become a user.

f) Provide appropriate eye and eyesight corrective appliances as necessary.
g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

5. Fire

The School is regularly inspected to ensure that it complies with all relevant requirements.

a) General

i) Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.
ii) Details of assembly points are included in Fire Procedure instructions.
iii) At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

b) Fire drills are carried out each term and these practices are recorded in the Fire Log.
c) A Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005, is in place for the premises and is reviewed regularly and following significant changes, incidents or works affecting fire safety arrangements.

6. First Aid and Medicine Control

First Aid and Medicines are under the direct control of Head Nurse.

First Aid Boxes are always kept topped up from Head Nurse's supply kept in the Surgery.

Head Nurse ensures that the relevant people are aware of any medical condition that a pupil has and that the Kitchen Staff are aware of any allergies etc.

The following items are also controlled by Head Nurse:

a. The recording of accidents for staff, visitors and pupil accidents.
b. Any treatment carried out however minor with details is recorded on iSAMS. For staff and visitors are saved separately.
c. A stock of home remedies, for general use, are kept in a locked cabinet.
d. Prescription medicines - only administered with written parental consent.
e. The Medicine cupboards are always kept locked when there is nobody in the room.

f. Head Nurse co-ordinates First Aid training in the School and many staff have first aid training.

7. Machinery And Plant

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

a. Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
b. Checks on Portable Electrical Equipment.
c. Annual Service of Heating Equipment.
d. Annual service of Fire Extinguishers.
e. Annual checks on Light Bars under LOLE
f. Annual checks on all lifting equipment under LOLER.
g. Annual checks on Lifting Equipment in Cannon Building.
h. Annual checks on DT Equipment and Fume Cupboard
i. Servicing of Fire Alarm System under contract.
j. Fixed wire tests every five years.

8. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All lifting equipment used at the school is subject to LOLER. This applies whether owned by the School or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) apply (including inspection and maintenance).

9. Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations l992' and where there is a possibility of injury being caused the following action is taken in line with the Regulations:

a. Manual handling activities involving risk, so far as reasonably practicable, are eliminated or moved by a mechanised process.
b. Where activities involving risk cannot be avoided they are subject to an assessment.
c. The risk of injury is reduced as far as reasonably possible:
   - assistance from other personnel
   - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

10. Off Site Activities -Field Trips, Visits Etc

Off Site Activities and Trips are coordinated by the Headmaster and a Policy is in place the main provisions of which are summarised below:

a. Careful planning of trip with prior visit made by organiser if necessary.
b. Tracking/recording of risk assessments and authorisation through EVOLVE software.
c. Adequate evaluation of all Health and Safety factors involved.
d. Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

Where activity centres are used by the School, due regard is given to the Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 2004, where applicable.

11. Playground Safety

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of
bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

The Pre Prep and Nursery have a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The Pre Prep play in an area which is virtually enclosed and for the Nursery, fully enclosed, to ensure that staff are able to supervise adequately.

In all cases the School ensures that staff, supervising activities, are competent to undertake the task.

12. Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is required as part of the control measures identified through risk assessment. Under the Personal Protective Equipment at Work Regulations 1992, as amended, the School provides suitable PPE free of charge where required and ensures that it is maintained, stored, replaced, compatible and used correctly.

a. Provide suitable PPE
b. Assess present PPE
c. Maintain PPE
d. Provide accommodation for PPE
e. Ensure PPE is compatible
f. Replace PPE where lost or damaged
g. Ensure PPE is used properly through instruction and training of staff
h. Under the same Regulations, Staff :

(1) Use the PPE correctly
(2) Always wear PPE
(3) Report any loss or defect

13. Slips And Trips

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

a. Spills are managed carefully and are signed if immediate remedial action is not possible
b. Appropriate cleaning regimes are in place
c. Effective matting systems are employed with appropriate mats in place
d. Footwear is specified and/or selected correctly for employees and pupils
e. School premises have been designed or modified to ensure Trip Hazards are controlled
f. Plant and the Premises are maintained on an on going basis
g. Flooring is specified appropriately and renewed when necessary
h. Housekeeping is maintained to a high level
i. Supervision of Staff and Pupils is in place as required

Risk Assessment is undertaken where extraordinary situations exist

14. Security Of Site

The School has taken all reasonable steps to prevent unauthorised entry to its premises. A full visitor policy is in place.

While the grounds can be entered easily at any time, gates are locked in the evening where possible and all buildings are locked at night.

In addition, buildings are fitted with key pad type locks to deter unauthorised entry. The School endeavours to provide a secure environment commensurate with the ability to operate the School on a daily basis.

Staff are resident on site and are responsible for assisting in ensuring security at all times.

15. Sport

a. General

Sport in the School is coordinated and organised by the Director of Sport who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Full Risk Assessment has been carried out for the sport activities in the School and these are linked to Schemes of Work as appropriate.

For all sports, the School requires that the relevant protective equipment be worn.

b. Injuries

There is a full procedure in place for injury in sport activities. The sport staff are First Aid trained and deal with the injury in the first instance. They handle the situation provided that it is within their sphere of competence but if the injury is more serious, a paramedic is on site for matches and/or the Medical Centre staff are summoned to take control of the situation.

16. Supervision

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points are taken into consideration:

a. Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
b. The expertise of Staff accompanying the trip.
c. Accident and Emergency procedures.
d. Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
e. Risk Assessment of any hazards that are likely to be encountered

17. Violence

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

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

The School has devised a Violence Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents are requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police is sought.

18. Work At Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following is taken into account:

a) Work at Height is properly planned and organised.
b) Those involved in Work at Height is properly trained and competent.
c) A Risk Assessment is carried out to establish the correct access equipment.
d) Equipment for Work at Height is properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces is properly controlled.

The School further complies with the Work at Height Regulations by taking account of the following:
a) Avoiding Work at Height if reasonable to do so.
b) Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
c) Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

ENVIRONMENTAL CONTROL

1. Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector and air conditioning is fitted where appropriate.

2. Technology, Art and Science Laboratory

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. The Art areas use dilution ventilation and local exhaust ventilation by way of Fume Cupboards is employed in Science areas.

3. Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

a) Listing of Substances being used to establish whether they come under COSHH Regulations.

b) Science, DT and Estates Carry out COSHH Assessment having regard to the following points:

1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
2) Control Measures to be adopted.
3) Maintenance of the Control Measures.
4) Monitor the situation to establish that the measures are effective.
5) Undertake Health Surveillance where relevant.
6) Carry out Instruction and Training to ensure the following are understood:
7) Use of the substances, their handling, storage and disposal
8) Emergency Procedures
9) Methods of Control
10) Use of Personal Protective Equipment

c) Science, DT and Estates keep register of COSHH data sheets for chemicals stored in their department

d) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

4. Kitchens

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

5. Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

d) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
e) Where it is not possible or practical to control noise by these methods, hearing protectors are used.
f) Where applicable, noise meters are used to monitor the noise situation and, should action be required in order to comply with the Control of Noise at Work Regulations 2005, steps are taken to implement this.

Noise assessments are carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists are called in to do an in-depth survey and propose remedies to counteract the problem.

6. Vibration

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005
and takes the following action to minimise the effect of vibration on employees:

a) Equipment is selected carefully to ensure that the vibration level is as low as possible.
b) Vibration levels are established by reference to manufacturers' published data or by comparison with similar machinery.
c) Exposure time by employees is established to enable an assessment to be made as to whether vibration exposure is satisfactory.
d) Exposure time by employees is established which should enable an assessment

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists are called in to carry out an appropriate survey and introduce an appropriate Management Plan which includes the consideration of Health Surveillance.

7. Waste Disposal

a. Food & General Waste - The disposal of this waste is carried out in the usual manner by a contractor.

b. Chemical Waste Disposal - Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, is taken and specialist contractors are employed.

8. Legionella Management - To comply with its legal duties, St Hugh's School will:

a) Identify and assess sources of risk.
b) Prepare a scheme for preventing or controlling the risk.
c) Ensure suitable and enough resources are available.
d) Implement, manage and monitor all precautionary control measures identified.
e) Keep records of all such measures.
f) Nominate employees and others with responsibility for implementing this policy.

CONTROL of CONTRACTORS

The School is aware of its obligations under the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015 in so far as they apply to contractors on the School premises.
In order to meet these obligations, the School exercises control over contractors in the following way:

1. **Identification of Suitable Bidders**
The following items are taken into account:

a) Adequacy of Health and Safety Policy
b) Control Structure
c) Safe Systems of Work in Operation
d) Training Standards

2. **Identification Of Hazards In The Specification**
The Contractor is required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following is also be considered:

a) Special Hazards applicable - e.g. Asbestos
b) Safe Access to/egress from the site
c) Confined Space Entry
d) Chemical Storage
e) Occupational Health Risks including Noise

3. **Appointment Of Contractor**
Based upon the best bid, taking into account all factors

4. **Acceptance by Contractor Of School Safety Rules For The Site**
Full list of Site Rules available for contractors.

5. **Control of Contractor on Site**

a) Nomination of person to co-ordinate all Health and Safety aspects
b) Pre-commencement meeting to establish Contractor Liaison Person
c) Arrangement of regular progress meetings
d) Regular inspection of Contractor's operations
e) Participation in site Safety Committee - where applicable
f) Provision by Contractor of Written Method Statements in advance -

- particularly where they apply to 2 a)

g) Notification by Contractor of all accidents etc

h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors are required to undertake their work in line with the Construction (Design and Management) Regulations 2015.

7. Construction (Design And Management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, carries out the following:

a) Select and appoint a Principal Designer who is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase

b) Select and appoint a Principal Contractor who is responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project

c) Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

d) The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

e) On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School exercises control over contractors as outlined in the section entitled Control of Contractors.

f) The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.