



LOCHINVER HOUSE

Health and Safety Policy

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This policy applies to the School Community which includes its governors, staff, pupils and parents (parents, carers or persons with legal responsibility) as well as volunteers and other contractors who come into contact with the School including those in EYFS.



SECTION 1 - ORGANISATION

Responsibility for oversight of Health and Safety within the School rests with the Governing Body. The School will have due regard for the guidance published by DfE as: Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies - February 2014.

THE DUTIES OF THE GOVERNING BODY

The Governing Body will seek to ensure that the Headmaster and the Bursar are competent to undertake their Health & Safety responsibilities. The Governing Body, in consultation with the Headmaster and Bursar, will seek to ensure the adequate provision of resources to:

- create and keep in place an effective and enforceable policy for the provision of health and safety throughout the School
- assess annually the effectiveness of this policy and ensure that any necessary changes are made
- create and monitor an appropriate management structure

THE DUTIES OF THE HEADMASTER

The Headmaster and the Bursar have day-to-day oversight of all aspects of Health & Safety management at the School, in order to seek to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Headmaster, with support from the Deputy Head, Head of EYFS and Pre Prep, Head of Early Seniors and the Health & Safety Committee, will focus on academic, pastoral and co-curricular elements of Health & Safety management.

- Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and codes of practices relevant to the work of the School
- Seek to ensure that the School policies and systems actively support the Health & Safety policy of the School.
- Seek to ensure sufficient resources are allocated for the School to meet its Health & Safety responsibilities
- Be available for consultation with all members of staff on Health and Safety issues
- Seek to ensure that emergency plans are prepared to cover foreseeable major incidents which could put at risk the occupants or users of the School
- Monitor the standard of Health and Safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

THE DUTIES OF THE BURSAR

The Bursar and the Headmaster have day-to-day oversight of all aspects of Health & Safety management at the School, in order to seek to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Bursar, with support from the Health & Safety Committee, the Health and Safety Consultant and staff, will focus on premises, plant, equipment and facilities aspects of Health & Safety Management at the School, in order to seek to ensure the implementation and management of safe working practices and conditions for all members of the School Community using the premises or engaged in activities sponsored by the School. The Bursar's Health & Safety responsibilities include the following:

- Liaising with the Health and Safety Committee Chair, facilitating and attending committee meetings. Ensuring publication, distribution and escalation to the Headmaster and Governors of minutes of the meetings as appropriate.
- Arranging systems of risk assessment to allow the prompt identification of potential hazards.
- Carrying out periodic reviews of the risk assessments, organising annual safety audits and preparing reports for consideration by the Health & Safety Committee.
- Seeking to ensure that the Health & Safety training needs of both staff and pupils are identified and that adequate and appropriate training is provided.
- Encouraging all members of the School Community to promote Health and Safety.
- Seeking to ensure the effective communication of relevant Health & Safety information.
- Seeking to ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of members of the School Community are made as safe as reasonably practicable without undue delay.
- Monitoring the management structure, along with the Headmaster and Governors.
- Liaising with the HSE, the School's insurers and other external bodies.
- Identifying, with support from the Health & Safety Consultant, the implications of changes in legislation or HSE guidance.

In conjunction with Matron:

- Collating accident and incident information and, when necessary, carrying out or arranging accident and incident investigations.
- Monitoring first aid and welfare provision.
- Submitting reports as required by RIDDOR, (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013).

HEALTH AND SAFETY COMMITTEE

To assist the Headmaster and Bursar in their task there is a Health and Safety Committee which comprises:

Deputy Head	Chair
Headmaster	Deputy Chair
Bursar	
Administration Representative	Secretary
Site Manager	
Educational Visits Co-ordinator	
Director of Studies	
Head of EYFS and Pre Prep	
Head of Year Early Seniors	
Matron	

A Governor attends the Committee as observer on behalf of the Governing Body.

Other members of the School Community may be co-opted to the Committee, including (but not limited to):

Head of Sport
External Grounds Maintenance Company
Catering Manager
Head of Science
Head of Art & DT
Head of outdoor pursuits
Health & Safety Consultant

Each member of the Health & Safety Committee is responsible for the enhancement of Health & Safety within the School. This includes being responsible for the risk assessment process within their department in the School and liaising with other members of staff as appropriate.

The Committee shall meet at least termly and more often as may be deemed appropriate by the Chair. The quorum for a meeting shall be at least 6 of the committee members listed above, which will include the Chair or Deputy Chair plus 5 others. In the event of a meeting not having a quorum of members then the meeting shall be rescheduled for as soon afterwards as possible.

There is a rolling agenda for each termly meeting which includes:

- a report from Head of Science, Head of Art and DT, Head of Games
- a report from EVC
- a report from Head of Pre-prep
- feedback on risks identified by staff
- feedback on risks identified by pupils
- feedback on Health and Safety report by External adviser
- feedback on Fire Safety report
- a review of the Health and Safety Policy
- a review of the Fire Evacuation Policy
- report from Catering Manager
- report from the Site Manager
- review of the Security access Control and Workplace Safety Policy and Procedure

THE DUTIES OF HEADS OF DEPARTMENT

In addition to the general duties which all members of staff have they will be responsible to the Headmaster and the Bursar for the implementation and operation of the School's Health and Safety Policy within their relevant Departments and areas of responsibility.



They will be responsible for identifying potential hazards within their Departments and writing appropriate risk assessments.

They will be aware of the School's Health and Safety Policy and ensure its promotion and application within their department.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- staff, pupils and others under their supervision receive such information, instruction, training and supervision as required for the implementation of the School Health & Safety policy. This includes the induction training of new members of staff
- regular safety inspections are made of their area of responsibility as required by the School's policy
- positive, corrective action is taken where necessary to ensure the Health and Safety of all staff, pupils and others
- all plant, machinery and equipment in the Department in which they work is adequately guarded, is properly maintained and is only used by authorised and suitably trained personnel
- appropriate protective clothing, equipment and first aid provision are readily available in the Department in which they work
- toxic, hazardous and highly flammable substances in the Department in which they work are correctly used, stored and labelled

THE DUTIES OF ALL MEMBERS OF STAFF

All members of staff should:

- take reasonable care of their own Health and Safety and any other persons who may be affected by their acts or omissions at work
- co-operate so far as necessary to enable that duty or requirement to be performed or complied as regards any duty or requirements imposed on the School by or under any of the relevant statutory provisions

In particular all members of staff will:

- be familiar with the School's safety policy
- not make or allow the unauthorised or improper use of plant, machinery and equipment
- use the correct equipment and tools for the job and utilise any protective equipment or safety devices which may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any Health & Safety concerns in the premises, plant, equipment and facilities which they observe to the appropriate person
- report accidents, incidents or near misses as appropriate
- take an active interest in promoting Health and Safety and suggest ways of reducing risks
- ensure all Health and Safety training (both online and classroom based) required by the School is completed in a timely and professional manner

AREAS OF RESPONSIBILITY

The following members of staff have particular responsibilities for Health and Safety in the areas indicated below:

Professional H and S Advisers	Team Safety Services Ltd (Provide the school with competent advice on health and safety matters upon request. They will conduct annual health and safety inspections and fire risk assessments)
General Hazards	Site Manager, Maintenance, Grounds Company
Hazards (Machinery and Electrical)	Site Manager, Maintenance, Grounds Company
Hazards (Classrooms and Playgrounds)	Deputy Head
Hazards (Sports Facilities)	Head of Sport, Grounds Company
Hazards (Pre Prep)	Head of EYFS and Pre Prep
Fire	Bursar, Catering Manager, Site Manager
Substances Hazardous to Health	Head of Science, Head of Art and DT, Site Manager, Maintenance, Grounds Company
Kitchen/ Dining Room	Catering Manager, Catering Assistants, Site Manager
Major Incident Planning	Headmaster, Bursar, SLT
Manual Handling	Site Manager, Maintenance, Grounds Company, Catering Manager
Display Screen Equipment	IT technicians, Head of Computing and Digital Learning

First Aid	Matron, Pre Prep appointed person, Head of Sport (in respect of PE activities)
Injury reporting	Matron, Head of Sport, Deputy Head, Bursar
School outings	Organisers of School trips to follow School Policy, with Educational Visits Co-ordinator
Controlling contractor activity	Site Manager, Maintenance, Grounds Company, Bursar
Induction training procedures	Deputy Head, Bursar
Vehicles/Minibuses	Site Manager, Bursar
Working at height	Site Manager, Maintenance, Grounds Company
Legionella Hazards	Site Manager, Maintenance, Bursar
Asbestos	Site Manager, Maintenance, Bursar
Statutory Notices	Bursar
Playground Safety (including Sports facilities)	Deputy Head, Head of Sport, Head of Pre Prep, Head of Early Seniors
Grounds Maintenance	Grounds Company
Machinery	Site Manager, Maintenance, Grounds Company
Cleaning	Site Manager
Disposal of Hazardous Waste	Head of Science, Catering Manager, Maintenance, Grounds Company
Plant	Site Manager, Maintenance, Grounds Company
Monitoring and Review	Deputy Head, Headmaster, Bursar, H & S Committee

SECTION 2 - ARRANGEMENTS

ASBESTOS

Asbestos was widely used in the construction industry before the adverse effects of exposure to asbestos were fully understood. However, it is not inherently dangerous when left in situ in building materials that have not deteriorated.

A potential hazard arises when asbestos is disturbed and particles are created that could be inhaled. To prevent this happening, the School has undertaken a management survey of the presence of asbestos in all buildings. The results of this survey form a register that indicates the location of any material containing asbestos and determine the need for precautions to be taken that must be communicated to all workers and contractors.

The School wide risk assessment will be reviewed regularly and a copy will be held in the Bursar's office.

CODES OF PRACTICE AND SAFETY RULES

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement, the Health and Safety committee will approve (where necessary) codes of practice for the observation of safety requirements in the School.

From time to time the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headmaster, Bursar and others who are in control of educational premises, who will normally incorporate such codes of practice into their Health and Safety policy and procedures. If the Headmaster or Bursar considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has introduced codes of practice and methods of working which achieve a similar or higher standard of Health and Safety.

CONSULTATION & COMMUNICATION

The Governing Body, through the Headmaster and Bursar, will make arrangements for the establishment of a Health and Safety committee by incorporating agenda items on Health and Safety matters into existing consultative groups. Representation of this committee will cover all appropriate areas of work or special hazards.

The composition of the Health and Safety Committee is included in Section 1.



The School views consultation between staff and management as an important part of developing a proactive H&S culture. Consultation will be provided by various means including:

- Health & Safety Committee
- Health & Safety Policy
- Health & Safety notices and signage
- Staff handbooks
- Induction programmes for new staff
- Annual Staff review of risks
- Accident reporting forms

The School will seek to ensure effective communication and consultation takes place by:

- seeking to ensure all staff are provided with details of where to find the staff handbook and that all new staff are properly inducted
- seeking to ensure staff receive safety information appropriate to their areas or levels of responsibility
- Committee meetings are held no less than termly and that all agendas and minutes are distributed
- seeking to ensure that staff are able to voice any concerns to the appropriate authority, including the Headmaster and Bursar
- Health & Safety is placed on the agenda for all relevant Governors' meetings
- one School council meeting each year consults the pupils on any Health and Safety concern

CONTRACTORS & HIRERS

The Bursar and Site Manager will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with Sections 3-4 of the Health and Safety at Work, etc. Act 1974.

All contractors who work on the School premises will be advised of the School's contractors' guidance notes and will be expected to abide by all conditions contained therein.

In instances where it has become apparent that the contractor has created hazardous conditions and refuses to eliminate them or to take action to make them safe the Bursar or Site Manager will seek to take such actions as are necessary to prevent persons in his or her care from risk or injury.

When the School premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the School, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the School and that they will not without the prior consent of the Headmaster or Bursar:

- introduce equipment for use on the School premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the School

The School draws the attention of all users of the School premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Please also refer to the School's Policy for Contractors.

Comprehensible information and instruction on the nature and likelihood of exposure to substances hazardous to health will be readily available.

The implementation of this policy requires the total cooperation of all members of management and staff.



The School will, in consultation with staff, maintain an inventory of all substances hazardous to health kept on site and limit the exposure of staff, pupils and visitors to those substances so far as is reasonably practicable. Where specialist training or equipment is required this will be provided by the School.

The School will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The School acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees and others to substances hazardous to health is prevented or at least controlled to within statutory limits.

The use of hazardous substances in the School is largely confined to the Science Department, maintenance, caretaking, grounds and cleaning departments, but all staff must be careful when handling any container marked with a hazard pictogram. Written COSHH risk assessments must be available to inform all staff required to use bulk chemicals such as drain cleaners, and all hazardous substances must be appropriately stored.

DISPLAY SCREEN EQUIPMENT

All reasonably practicable steps will be taken by the School to secure the health and safety of employees who work with display screen equipment (DSE).

The School acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the School to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The School will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total cooperation of all members of management and staff.

The School will, in consultation with staff carry out an assessment of each employee workstation, taking into account the DSE, the furniture, the working environment and the worker and take all reasonably practicable measures to remedy any risks found as a result of the assessment.

The School will advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

ELECTRICAL SYSTEMS & ITEMS

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The School acknowledges that work on electrical equipment can be hazardous and it is therefore the School's intention to reduce the risks as far as is reasonably practicable.

The implementation of this policy requires the total cooperation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the School will then take the necessary measures to investigate and remedy the situation.

The School will, in consultation with competent contractors ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and maintain the fixed installation in a safe condition by carrying out routine safety testing. In addition all portable and transportable electrical items will be inspected and tested as frequently as required, in line with current guidance. The frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled. A copy of the testing schedule and results will be held in the Bursar's office

Live working is forbidden unless absolutely necessary, in which case, it will only be conducted by competent persons following a safe system of work. All employees or contractors who carry out electrical work must be competent to do so, trained and equipped for this work. Records of all electrical work and testing must be maintained.



EMERGENCY PLANS

The Bursar will ensure that emergency plans are prepared to cover reasonably foreseeable major incidents which could put at risk the occupants or users of the School. These plans will indicate the actions to be taken in the event of a major incident so that everything reasonably practicable is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency fire drills. The plans will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

FIRE

As far as reasonably practicable, all steps shall be taken by the School to prevent, or minimise the probability of, all causes of fire.

The School acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly. A formal Risk Assessment is carried out by external contractors and is updated annually.

To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Employees should report any concerns they have about fire hazards, etc. to the Bursar, Headmaster or Deputy Head, so that the School can take the appropriate measures to eliminate the problem.

Periodic inspections and assessments shall be carried out to identify fire risks and seek to ensure that appropriate precautions are in place. The School will seek to ensure that housekeeping standards are such as to minimise the risk and development of fire. Effective security precautions shall be taken to minimise so far as reasonably practicable the risk of arson both within buildings and on the grounds of every site.

The School will also seek to exercise suitable control over contractors' operations and the fire risks associated with such operations. All contractors working on School premises shall be bound, under the terms of their contract, to comply with the School's conditions for contractors.

Suitable and sufficient assessments of the risks of fire due to electrical failure, smoking or arson have been made and will be updated at regular intervals.

The School will regularly practice evacuations and keep records of these and any testing of fire detection and warning equipment.

Please also refer to the School's Fire Safety and Evacuation Policy and Procedures.

FIRST AID & ACCIDENT INVESTIGATION

The arrangements for first aid provision will be adequate to cope with reasonably foreseeable incidents.

In addition to the School Matron, there will be an appointed person with paediatric first aid training within the staff at the Pre prep Department.

At the discretion of the Headmaster and Bursar other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The Headmaster and Bursar will agree this level in consultation with Matron and will seek appropriate additional advice if required. The number of such trained but uncertificated first-aiders will be determined by the Governing Body as that being sufficient to meet the needs of all reasonably foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the School. Matron will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.



Adequate and appropriate first aid provision will form part of the arrangements for all out-of-School activities.

A record will be made of each occasion any member of staff, any pupil or any other person receives first aid treatment either on the School premises or as part of a School-related activity. The health and safety committee will receive information about all accidents.

The Bursar, with support from Matron, will arrange for all accidents and 'near misses' to be investigated (a) to determine the need for any remedial action and (b) in appropriate cases where litigation is anticipated to arise, the dominant purpose may be to act upon legal advice and investigate in order to prepare for the conduct of such litigation. For serious incidents, the Bursar should obtain specialist health & safety legal advice before commencing any investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.

Matron in discussion with the Headmaster and/or Bursar will be responsible for submitting reports as required by RIDDOR.

Please refer to the First Aid Policy and Procedure.

FOOD SAFETY

Food safety and quality is of paramount importance to the School. The Catering manager and catering staff, are committed to achieving excellent standards of food hygiene. To achieve this, the kitchen strictly adheres to procedures set out in the Catering and Food Hygiene Policy.

It is the specific responsibility of all catering staff to contribute to the safe production and service of food. To ensure that the department is best placed to achieve this objective, the catering operation will be regularly reviewed by the Bursar.

LEGIONELLA

A full survey of all water storage facilities and outlets is carried out on a regular basis, with a full risk assessment carried out by a specialist company every two years. Recommended actions arising from the risk assessment are carried out by the School's maintenance staff, for example, regular monitoring of water temperatures at outlets throughout the School and de-scaling and disinfecting of shower heads and their component parts. All records of these assessments, inspections and monitoring will be held in the Barn or Bursar's office.

LONE WORKING

On occasions when it is necessary for staff to work alone in areas of the School that have been vacated after normal working hours, they must take particular care to avoid undertaking hazardous work tasks and to remain alert in the unlikely event of confronting an intruder. All staff working alone must make themselves aware of how to summon help if necessary and are strongly advised to carry a mobile phone with them at all times.

MAINTENANCE OF PREMISES, GROUNDS & EQUIPMENT including MANAGEMENT OF ASBESTOS & LEGIONELLA PREVENTION

The School will take all reasonably practicable steps to ensure the safety of all employees maintaining the premises, grounds and machinery as well as the safety of those affected by the maintenance work. The School will liaise with the suppliers of all new machinery to establish how that machinery should be maintained and operated safely.

The School has been surveyed for the presence of asbestos on a non-intrusive basis and the report and subsequent action & management log is held in the Bursar's office. Intrusive sampling is conducted as required prior to any maintenance or building works in potentially affected areas. All contractors are made aware of the findings and are briefed on the potential for the presence of asbestos prior to starting work.

In conjunction with water treatment consultants, the School has established a routine for the prevention of legionella and this, together with all actions undertaken, are logged and held by the maintenance department.

The School will seek to inform and train personnel to implement this policy. The implementation of the policy needs the cooperation of all management and staff.



The School will, in consultation with the maintenance staff and their representatives:

- Carry out an assessment of any remedial or repair work required for the premises and grounds and task specific staff, whether internal or external, to carry out this work.
- Avoid work at heights or with live electrical equipment wherever reasonably practicable.
- Avoid manual handling wherever reasonably practicable.
- Cordon off work areas to restrict unauthorised entry wherever reasonably practicable.
- Carry out an assessment of how the machinery should be isolated to enable maintenance work to be carried out safely including when guards have been removed.
- Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety.
- Provide any training and personal protective equipment that might be necessary for staff in all areas of the School to operate equipment safely.
- Ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise.

MANUAL HANDLING

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The School will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys.

An assessment of manual handling activities will be carried out during normal risk assessment activities and reviews. Significant risks which are identified will be reduced to the lowest level reasonably practicable. Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

When possible, employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution.

Duties of Managers and Supervisors

Managers or supervisors must ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are regularly monitored and reviewed
- employees undertaking manual handling activities are suitably trained
- special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations

Duties of Employees

Employees must ensure that:

- they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- they comply with instruction and training which is provided in safe manual handling activities
- their own health and safety is not put at risk when carrying out manual handling activities
- they use equipment which has been provided to minimise manual handling activities
- any problems relating to the activity are reported to a responsible person

NEW AND EXPECTANT MOTHERS

The School is aware of the susceptibility of women to certain risks that may arise as a consequence of their employment and will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any women employed, so far as is reasonably practicable.



The School will take all reasonably practicable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn child. Whilst a new or expectant mother does not have to inform the School of her condition, it is important (for their own and the child's health and safety) to do so in writing as early as possible. Until the School is notified in writing, it is not required to take any further action. Once informed the School will then assess the risks to the new or expectant mother arising from her work activities and to take appropriate preventive or control measures so that she may work safely and without risk. Any problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled and safe systems of work established.

The School will also make arrangements for reasonable and appropriate health programmes for pregnant women and determine whether it will be necessary to impose limitations or special arrangements on medical grounds.

NOISE AND VIBRATION

The School will take all reasonably practicable steps to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The School also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take reasonable steps to reduce noise levels.

For some categories of employee, vibration may also pose potential health risks, such as Hand Arm Vibration Syndrome (HAVS). HAVS is a collective term for the adverse health effects that vibratory equipment may have on the hands and arms if control is not adequately managed. It can be caused by operating hand-held power tools, such as sanders or drills as well as hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders. Hammer action tools produce some of the highest levels of vibration. Frequent and long-term exposure to vibration can lead to damage to the structure and tissue of the hands and arms.

The School will consider noise and vibration hazards during risk assessments and these will be used as the basis for formulating action plans for remedial measures when necessary.

Any subsequent assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise or vibration exposure levels of employees.

Where necessary suitable awareness training will be provided along with appropriate PPE.

OCCUPATIONAL HEALTH SERVICES & MANAGING WORK RELATED STRESS

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and school management standards.

Individuals with concerns may speak to any member of the Senior Leadership Team for further advice.

PROVISION OF PERSONAL PROTECTIVE EQUIPMENT ("PPE")

The School will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonably practicable steps will be taken by the School to secure the health and safety of employees who work with PPE.

The School acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the School to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The School will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The School will, in consultation with staff carry out an assessment of all work activities to determine whether PPE is required and what types may be suitable for both the task and the member of staff. The School will implement steps for the maintenance, cleaning and maintenance of the PPE, train staff in the safe use of PPE for all risks within the organisation and replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.

SCHOOL TRIPS

The School values the role of educational visits and regards them as an important part of the School experience. The School seeks to ensure that appropriate steps will be taken to meet statutory requirements, recognise codes of practice and guidance notes in establishing a safe and healthy environment on School visits and these are covered in a separate policy.

Please refer to the School's Educational Visits Policy.

SECURITY

Please refer to the School's Security, Access Control and Workplace Safety Policy and Procedures.

VEHICLE MOVEMENTS ON SITE

The School aims to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner. Vehicles and traffic routes are separated wherever reasonably practicable and traffic routes are suitably signed and controlled. Pedestrian routes have been identified and separated wherever reasonably practicable from vehicles by physical measures such as bollards. Lighting is provided as appropriate.

The School has a fleet of minibuses, see separate minibus policy. Parents, visitors and hired buses do not drive onto the school grounds but park in the surrounding area, except in specific agreed circumstances. Staff and contractors are able to drive and park on the school grounds. The Bursar is responsible for liaison where necessary with the police, highways authority, insurers / security advisers etc. with regard to vehicle movements on site.

Deliveries should be arranged in advance wherever possible with the responsible staff member.

Please also refer to the Minibus Policy and Contractors Policy.

VISITORS

The School accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this organisation or the consequences of our activities. The School has devised the following arrangements to enable this responsibility to be effectively discharged.

Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances on to site, or providing facilities for disabled persons or those with language difficulties.

Upon arrival the visitor(s) must complete required details in the register/visitors' book. Visitors must be informed of the risks to which they may be exposed whilst on site and of the emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and School property must be returned.

Any problems encountered by visitors, or by employees with regard to visitors, should be reported to a responsible person so that corrective action can be taken.

Adequate supervision must be maintained while the visitor is on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision must also be adequate to prevent the visitor from straying into hazardous areas and exposing him or herself to danger. Details regarding arrangements for these, where applicable, must be ascertained and approved before entry is permitted.

Full details of emergency procedures must be clearly indicated to visitors before entering the premises. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with School procedures. Visitors must be accounted for during emergencies and evacuation drills.



VIOLENCE TO STAFF

Any incident of violence to staff will be dealt with in accordance with the School's Behaviour Management, Rewards and Sanctions and Exclusion Policy.

The Governing Body will review this policy annually and update, modify or amend it as it considers necessary to seek to ensure the health, safety and welfare of all members of the School Community.

Policy Reviewed: 07.01.2019

Policy Review Date: 06.01.2020

Policy linked to: Behaviour Management, Rewards and Sanctions and Exclusions Policy, Catering and Food Hygiene Policy, Contractor's Policy, Data Protection Policy, Educational Visits Policy, Family Friendly Leave Policy, Fire Safety and Evacuation Policy and Procedures, First Aid Policy and Procedure, Major Incidents Policy, Manual Handling Policy, Minibus Policy, Privacy Notice, Risk Assessment Policy, Safeguarding and Staff Behaviour and Code of Conduct Policy, Security Access Control and Workplace Safety Policy and Procedure, Visitors and Visiting Speaker Policy and Procedure, Whistleblowing Policy, Working at Heights Policy.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

