

HEALTH AND SAFETY POLICY

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

We fulfil our responsibility as governors of Leweston School by appointing a governor with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Director of Business Strategy and Operations however the Governing Board receives a report from the Health and Safety Committee covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by competent professionals.

These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the school caterers arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Operations Manager reports on all these aspects to the Health and Safety Committee.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended. An external health and safety consultant advises on the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training' where required. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

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 Director of Business Strategy and Operations and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Director of Business Strategy and Operations.

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

Signed (.....)

Chair of Governors, for and on behalf of the Board

Date (.....)

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Fire safety order 2005 including Fire Safety Act 2021 and the Building Safety Act 2022
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- This policy has due regard to national guidance including, but not limited to, the following:
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- Critical Incident Plan
- Visitor Policy
- Contractors Policy
- Allergy and Anaphylaxis Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Data Protection Policy
- Transport Policy
- Educational Visits and School Trips Policy
- Fire Safety Policy

Roles and responsibilities

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.

Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. 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 Director of Business Strategy and Operations (DBSO) to account in respect of the requirements set out in this policy.

Director of Business Strategy and Operations (DBSO)

The DBSO will have responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The DBSO will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The DBSO will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The DBSO will be responsible for the implementation of a Critical Incident Plan. The DBSO will chair the School Health and Safety Committee.

Operations Manager

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

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- Investigating accidents and incidents and recording the same.

Heads of Department

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

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE

- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Director of Studies
- Trips and visits – Educational Visits Officer
- Catering and cleaning functions – Head of Home Economics / Food Technology

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

Estate Manager

Estate Manager will assist with the implementation of the following:

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

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Operations Manager on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Operations Manager
- compliance with the Construction (Design and Management) Regulations;

External Advisors

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

- Structural surveyors are retained to give advice on the external fabric of the school
Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.

- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. The school's caterers Lodestone House conduct a quarterly hygiene and safety audits of food storage, meal preparation and food serving areas. In addition, they take professional advice from a dietician on healthier food, menu planning and special diets as needed. A professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas is completed once a year.
- The whole school pest control programme is delivered using a licenced external contractor.

The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.

The school has a suitable and sufficient risk assessment for legionella which is carried out by an external provider. The contract includes bi- annual assessment reviews and water tank cleaning together with a monthly water sampling and testing regime in place.

The school maintains an asbestos register and the Estate Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

The school's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor of Dorset Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations.

All work on gas boilers and appliances is carried out by registered Gas Safe engineers.

All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.

All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

The Health and Safety Committee

The Committee will meet once a term, and will be chaired by the DBSO. The other members of the Committee will be:

- The Operations Manager
- Head of Science
- Head of PE
- the Estate Manager
- the school nurse
- A representative from the school caterers
- The Head of Art and Design
- the IT Manager

The role of the Committee is to:

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

The School Nurse

The School Nurse will be responsible for:

- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

Staff

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

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

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.
- Where relevant to their role, staff will receive specific training in:
 - Using industrial machinery.
 - Managing asbestos.
 - Having responsibility for the storage and accountability for potentially hazardous materials.

Pupils

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The headteacher will ensure that there is an appropriate number of first aid trained staff members.

Contacting the emergency services

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible using the standard Accident Report Form. Accident books are available in the Bursary, Wellbeing Hub, Prep School and Café. Lodestone House maintain their own accident log, with anything significant being shared with the Operations Manager. Summary reports and statistics are reviewed by the Health and Safety Committee.

The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy. The school will always record and report work-related injuries to staff members or pupils.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- Additional reportable occurrences include the following:
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipe work
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
 - Any accidental release of a biological agent likely to cause severe human illness
 - Any collapse or partial collapse of scaffolding over five metres in height
 - When a dangerous substance being conveyed by road is involved in a fire or is released
 - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours
 - Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
 - Accidental release of any substances which may damage health
 - Serious gas incidents
 - Poisonings
 - Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
 - Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
 - Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
 - Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website:

<http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally or via email to the estate manager as soon as possible, who will then inform the headteacher as appropriate.

Accident investigation

All accidents, however minor, will be investigated in the first instance by relevant Department and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Operations Manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Termly reports and updates to the Health and Safety Committee.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health, ISI and Ofsted.

Risk assessment

The DBSO has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Operations Manager will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the Deputy Head will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

The following areas/activities present identified and potentially significant risks in Leweston School.

- **PE:** the Director of Sport keeps risk assessments for: all indoor and outdoor games, athletics, gymnastics and dance. Records of training and qualifications in subject specific areas are kept.
- **Swimming:** the Swimming Pool Manager keeps risk assessments for swimming and records of training and qualifications in life-guarding.
- **Science:** Risk assessments for experiments are normally provided with the schemes of work. Where this is not the case, risk assessments are undertaken by the teachers involved. Commonly used experiments have risk assessments written and a file containing these is

kept in the Prep Room. CLEAPSS Hazards are kept in chemical laboratories and the Prep Room, on the use and safe storage of all chemicals. Chemical Data sheets for all bought chemicals and COSHH assessments for other hazardous substances are kept in the Prep Room. The Science Department keeps records of all subject-specific training by teachers and technicians. The Science Department Health and Safety Policy can be found in the Departmental Office and an electronic copy is logged in the science folder of the Staff Drive.

- **Art and Design:** the Head of Art keeps risk and COSHH assessments for the ceramic studio, the kiln, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- **Drama:** the Head of Drama keeps a risk assessment for the theatre which includes the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. When required, the lighting tower is assembled (and subsequently dismantled) by the maintenance staff and is checked by them for safety before use. Records of staff training are kept.
- **The Catering Department:** the contracted Head Chef ensures that all HACCAP procedures are in place and adhered to, ready for inspection by the EHO. The Head Chef keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- **The Maintenance and Grounds Departments:** the Estate Manager keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear

- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The DBSO is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly and records will be maintained and held by the Estate Manager. Emergency lighting will undergo an annual full discharge test and monthly operating tests and records will be maintained and held by the Estate Manager.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

Critical Incidents

The school will follow the procedure outlined in the Critical Incident Plan in the event of a crisis. All staff fully understand and effectively implement the school's Critical Incident Plan.

In the event of an emergency, the procedures outlined in the Critical Incident Plan will be followed. All staff are trained and have easy access to instructions of the procedure, which can be found in the online.

Visitors and contractors

The procedures outlined in the Visitor Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The DBSO will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The DBSO will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The DBSO will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to the DBSO, kept up to date by the Estate Manager, and is made available to anyone who needs to alter or maintain the building.

The DBSO/Operations Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a

handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

Working at heights

Policy and procedures concerning employees working at heights will be addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Members of staff who work regularly for a significant part of their normal working day with Display Screen Equipment (DSE) are entitled to have their work station assessed. The school will arrange for them to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests
- Window blinds

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

Trailing Cables: Trailing cables are an obvious trip hazard. The IT Network Manager is trained to install/oversee the installation of work stations, interactive screens and projectors safely, and to ensure that rubber cable covers are used where there is no alternative.

Maintaining equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It will be the responsibility of the Estate Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Staff are to maintain a list of all electrical equipment located in the rooms for which they are responsible and routinely inspect plugs and cables for loose connections and faults and to report any issues to the Maintenance Team for repair or replacement.

All staff should exercise care when using electrical equipment. Maintenance staff working on electrical equipment should follow specific risk assessments available in the Maintenance Shed e.g for changing a plug.

All school portable electrical equipment will be PAT at intervals suitable for the type of equipment and its frequency of use. Any pupil-owned portable electrical equipment brought into School is to be PAT tested before it is used. All electrical equipment brought in to the boarding areas by students is tested automatically. The testing of electrical equipment brought in to classrooms by students should be requested by the teaching staff in those areas.

A complete check of the electrical installation is to be carried out every five years by a suitably qualified contractor. All new electrical installations are certificated with records of records of checks available for inspection from the Estate Manager.

Any portable electrical equipment will undergo PAT at intervals suitable for the type of equipment and its frequency of use.

Plant and Machinery

Machinery may only be used by authorised members of staff who are trained in its specific use or under the supervision of an authorised member or staff. Equipment is serviced or checked as follows:

- Staff with responsibility for specific areas of work and machinery are responsible for setting and enforcing safety rules and are to ensure that personal protective equipment (PPE) and safety guards are available for all users, that maintenance schedules are strictly followed and that risk assessments are up to date.
- Risk assessments should consider and include the following:
 - How the machines sits within its environment, identification of safe & dangerous zones for mechanical, noise and temperature considerations.
 - The machine's controls, the visibility and exposure of any moving parts and accessibility for
 - any parts that form a part of the routine maintenance process.
 - The condition and suitability of any guards and interlocks.
 - The chemicals which may be involved in the machine's operation or cleaning (compliance with COSHH).
 - Position, condition & accessibility of safety switches & isolators.
 - Skills levels required of any operators

All machine users must:

- Use the machine safely in accordance with the risk assessment, manufacturer's instructions
- and training.
- Ensure that all guards, interlocks & PPE are used.
- Control the area of the machine and ensure safe access around it for others. See also; <http://www.hse.gov.uk/work-equipment-machinery>

Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The Operations Manager, or relevant Department Head will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The Estate Manager, in liaison with the Operations Manager, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Estate Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The Operations Manager will relevant staff will be suitably trained in the handling of hazardous chemicals and materials. Science and Art staff will have the relevant training for hazardous materials used in their environments. Pool/ estates staff will have the relevant training for the handling of pool chemicals.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department heads. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The Estate Manager together with relevant Department Head will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Ionising Radiations

Radiation Protection Supervisor is Mrs. A Valentine.

The Radiation Protection Adviser is Dr Bowker at Oxford Radiation Protection Consultants, who can be contacted on 01235 538238.

The name of staff authorised to use the source are: Mrs A Valentine and Dr J Philpott.

The normal location of the sources together with names of key holders are: In locked passageway by Prep Room in Longford Science building

Key holders: The Senior Technician and the Operations Manager

Sources should only be used in Longford Physics or the Longford Project Room.

Persons using the source should record the date of removal and return of each source from and to the store in the record book provided. All sources should be handled with tweezers/tongs and the area where the sources are to be used should be delineated using signs and warning tape. Wherever possible, only one source should be used at any one time in any one experiment. Sources not in use should remain in their containers.

The RPS is responsible for keeping suitable records.

All sources must be inspected on return by the person in charge, and it should be made sure that they are all there.

Any loss or theft of a source must be reported to the Radiation Protection Supervisor who in turn must inform the Radiation Protection Adviser (RPA) immediately. (24 hours are allowed to find the source). The RPS, in consultation with the RPA will be responsible for necessary notification to the Health and Safety Executive and the Department for Education and Skills, the Environment Agency and the Police.

Leakage testing will be carried out by the school at twenty-four month intervals. A record of these tests will be kept for five years from date of test.

Pupils under the age of sixteen years of age are not permitted to handle the sources, i.e. demonstration practical classes only are permitted.

Any trainee teachers or temporary staff must be supervised.

All teachers and technical staff handling sources must be fully aware of the appropriate risk assessments. Any female employee handling the sources is requested to notify the RPS if she becomes pregnant. Risks to that member of the staff will then be reviewed by the RPS. (There is usually no reason to stop using the sources, but may feel happier to do so).

Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 18 December 2020 by PA Safety Services, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

Cleaning

The domestic team will be monitored by the Operations Manager. The standard required will be clear. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Estate Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The DBSO is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999.

Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

Allergens and anaphylaxis

The school's Allergy Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAI's from a pharmaceutical supplier, such as the local pharmacy.

The school caterers will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Allergy and Anaphylaxis Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergy Policy.

Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

Security and theft

Steps taken to reduce security risks will be addressed in the School Security Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the Bursary, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

The Headmaster will make a decision on school closure due to severe weather on the grounds of health and safety.

Safe use of minibuses

The Transport Manager will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the Bursary and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.

Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and School Trips Policy.

Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments will be made immediately.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Compliance Checklist

- ✓ Annual review of Health and Safety Policy signed by Chair of Governors
- ✓ Fire risk assessments updated every 3 years or after changes
- ✓ Legionella testing conducted quarterly
- ✓ Asbestos register maintained and reviewed before works
- ✓ Risk assessments completed for all departments and activities
- ✓ First aid needs assessment conducted annually
- ✓ Accident and near-miss reporting procedures in place
- ✓ Staff receive induction and role-specific training
- ✓ PPE provided and maintained
- ✓ COSHH assessments completed and reviewed
- ✓ Equipment PAT tested and maintained
- ✓ Health and Safety Committee meets termly
- ✓ External audits conducted annually
- ✓ Emergency procedures and evacuation drills tested termly