Cothill House Policy Documents

ISSR 11 Health & Safety Policy

NMS for Boarding: 4.1, 6.1, 6.2, 6.3, 14.4, 15.10

Date: September 2024
Next review: September 2025

HEALTH AND SAFETY POLICY

September 2024

For further information, please refer to *Health and Safety: responsibilities and duties for schools 2022*

General Statement of Intent

So far as is reasonably practicable, with the help and cooperation of its employees and with due regard to government guidance The Board of Trustees of the Prep Schools Trust recognises and will meet its responsibilities under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations 1999 (as amended) and all other subsidiary Regulations. In particular, it will:

- ensure the health and safety of staff, pupils and anyone affected by the Trust's activities, and provide and maintaining a safe and healthy environment for all employees, pupils, visitors and other non-employees who may visit Trust premises;
- adequately control foreseeable health and safety hazards and risks arising from Trust activities to prevent personal injury or ill health to employees, pupils, visitors and other non-employees who visit Trust premises; carry out their duty under common law to support the school in loco parentis of all pupils in our care;
- consult with our employees and their representatives on matters affecting their health, safety and welfare;
- consult and co-operate with partners working with the Trust in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
- provide clear information, instruction, training and supervision to ensure all employees are competent to do their work and can recognise and manage risk;
- provide and maintain safe and healthy housing/accommodation, (where provided), working conditions, systems and methods of work, plant, equipment, machinery and processes, and provide adequate facilities and arrangements for the welfare of all employees and pupils
- ensure that within the school budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the school. The Trustees will procure that general workplace risk assessments are carried out periodically in order to assess risk and identify any measures that need to be taken to control those risks; ensure safe use, handling, storage and transport of all hazardous articles and substances;

- endeavour to prevent accidents and work-related ill health ill health (physical and mental) by managing the health and safety risks in the work place and promoting safe healthy working conditions;
- have effective emergency procedures in the event of fire or other significant incidents take full advantage of the technical expertise within the Trust to monitor and regulate the working environment;
- aim to maintain and improve the standards of health and safety across the Trust by a following a 'Plan-Do-Check-Adjust' health and safety management model
- be aware of the guidance contained within HSE documentation;
- review and revise this policy as necessary at regular intervals including LAG meetings and meetings of the full board of Trustees.

Responsibilities and Organisation

The person with overall legal responsibility for health and safety is the Chairman of the Prep Schools Trust.
The school's Head and Senior Deputy Head are responsible for ensuring day-to-day implementation of this policy in liaison with the relevant Heads of Department / Senior Managers.

1. Trustees

The Prep Schools Trust is the employer under the terms of the Health and Safety at Work Act of all those who work within the School, and has a statutory duty to ensure health and safety on the premises.
The responsibilities of the Trustees include:

- To appoint a Trustee responsible for health and safety in each school (LAG member)
- To receive the report of Health and Safety Committee meetings and support recommendations where necessary.
- To monitor the effectiveness of the Health and Safety Policy and make recommendations where appropriate.
- To include health and safety on the agenda of all Trustees' Meetings.
- To ensure that regular health and safety inspections are undertaken and good standards of health and safety are maintained.

2. Head

George May
The responsibilities of the Head include:

- To ensure that good standards of health, safety and welfare are maintained within all parts of the school and during off-site activities, with particular emphasis on pupil health and safety, but encompassing all employees, contractors and visitors to the School
- To ensure that all necessary risk assessments are completed and regularly reviewed and appropriate action is taken to reduce risks to acceptable levels.
- To communicate with staff on health and safety issues and ensure that the findings of risk assessments are communicated to the appropriate staff.
- To determine that all essential health and safety actions identified by audits and inspections have been carried out effectively.

- Appointing an appropriate, competent and experienced senior member of staff to act as co-ordinator for all educational visits.
- To ensure all accidents, incidents and serious near misses are recorded and arrange for investigations to take place in the event of serious accidents or incidents.
- To act as the “Responsible Person” in terms of fire safety.
- Ensuring that any responsibilities delegated to other staff are clearly identified
- Ensuring that access to the premises by pupils, parents or other members of the general public is limited within appropriate areas (Please see the school’s Security Policy)
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders (Please see the school’s Security Policy)

3. Senior Deputy Head

Hugh Freese
The responsibilities of the Deputy Head include:

- To monitor and oversee the practical implementation of the Health and Safety Policy on a day-to-day basis.
- To ensure that all staff, pupils, contractors and visitors are appropriately and adequately instructed, trained or informed of safe procedures and working practices and the school’s emergency procedures.
- To act as Fire Warden and ensure that regular testing of the fire detection, alarm and emergency lighting system is undertaken.
- To ensure that all necessary risk assessments are completed and regularly reviewed and appropriate action is taken to reduce risks to acceptable levels.

4. Head of Operations

Claire White
The responsibilities of the Head of Operations include:

- To ensure that good standards of health and safety are maintained around the school grounds.
- To support overall site security.
- To ensure that appropriate action has been taken resulting from estates related risk assessments.
- To ensure that all estates equipment is inspected and serviced at recommended intervals.
- Ensure that good standards of health and safety are maintained within the domestic departments and ensure the safe operation of all domestic facilities and equipment;
- Ensure that all domestic equipment is inspected and serviced at recommended intervals.
- Ensure that appropriate action has been taken resulting from domestic risk assessments.

5. Head of Maintenance

Jack Smith

The responsibilities of the Head of Maintenance include:

- To ensure that good standards of health and safety are maintained around the school premises by undertaking the day to day maintenance of the school buildings to ensure that appropriate action has been taken resulting from maintenance risk assessments.
- Carrying out annual PAT review on portable electrical equipment
- Appointing and supervising competent contractors and ensuring they complete the contractors' safety checklist
- Ensuring that regular testing of fire safety equipment/alarms etc. is carried out.
- Maintaining records of checks, testing and inspections to include asbestos, legionella, fire safety equipment as well as general maintenance logs
- To ensure that all maintenance equipment is inspected and serviced at recommended intervals.
- To ensure that the asbestos management plan is drawn up and the Asbestos Register is maintained and kept up to date, and that all maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions.

6. Kitchen Manager

Robert Tynan (via Thomas Franks, an external catering company)

The responsibilities of the Kitchen Manager include:

- Ensure that good standards of health and safety are maintained within the catering department and ensure the safe operation of all catering facilities and equipment;
- Ensure that all catering equipment is inspected and serviced at recommended intervals.
- Ensure that appropriate action has been taken resulting from catering risk assessments.
- Ensure that the requirements of food safety legislation together with any statutory obligations of the school are met and maintained.
- Ensure procedures are in place:
    - To identify all pupils with allergies, food intolerances and special dietary needs,
    - To regularly communicate with the catering team and everyone responsible for food service to ensure they are fully aware and up to date with each pupil's special dietary needs
    - Policies and procedures are implemented to ensure pupils are not served / given food that they are allergic or intolerant to.

7. School Nurse

April Bailey/Lottie Moore

The responsibilities of the School Nurse include:

- Implementing the school's First Aid Policy
- Ensure the schools medical facilities are maintained in a safe and hygienic condition and first aid equipment / supplies are regularly checked and well equipped;
- maintain a safe and healthy environment;
- make sure they are up to date with children's allergies and medical conditions and communicate this to the relevant staff;

- ensure accurate records are kept of accidents/ injuries in line with the school's first aid policy and where necessary reports are made to the HSE in accordance with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

8. All Staff

The responsibilities of all staff include:

- To comply with the requirements of the school's Health and Safety Policy.
- To take care of their own health and safety and the health and safety of other people, especially pupils
- To undertake visual inspections of their areas and ensure that any hazards identified are suitably controlled as far as reasonably practicable. Let your managers know if you notice any hazards that you can't remove
- To bring to the immediate attention of the Head any defects in the structure of the School or its equipment. To use safety equipment and personal protective equipment as required by risk assessment, instruction or signage
- To take part in health and safety training as requested and work in a safe way in accordance with the training and instructions you have received
- Not interfere or misuse anything provided for health and safety purposes, e.g. use fire extinguishers as a door stops, climb on chairs and tables, or take guards off equipment to make it easier to use;
- Promptly report all accidents, incidents or significant near misses that have led, or could lead to, injury, illness or damage to property

9. Health and Safety Committee

The members of the school's Health and Safety Committee meet on a termly basis and have the following responsibilities:

- Keeping measures taken to ensure the health, safety and welfare of staff and pupils under review, and making relevant recommendations to the Head and senior managers;
- Monitoring the implementation of this policy in his or her own department/area, and bringing it to the attention of all employees
- Compliance with safety precautions that apply to his or her department/area, including the supervision of contractors and completion of risk assessments
- Ensuring that all new staff in his or her own department/area are properly inducted and are aware of the emergency procedures, e.g. fire and lockdown.
- Ensuring that no person in his or her own department/area is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed / trained in the use of such equipment / activity
- Ensuring that all staff in his or her own department/area are aware of the location of all fire-fighting equipment and alarm call-points in the department, and are conversant with its effective use (annual INSET)
- Ensuring that any legal requirements relating to the operation of the department/area are fully complied with, including (but not limited to);
    - Inspection of all fire-fighting equipment
    - Safe use of electrical equipment
    - Maintenance of all appropriate records

    - Necessary safety training and supervision of staff
    - Statutory inspections of plant and equipment
    - Provision of first-aid and equipment and supplies
    - Accident reporting and investigation
    - Risk Assessments
    - Safe storage, handling, use and disposal of chemicals and cleaning substances
- Examining incident data to identify trends, unsafe working conditions or practices and making relevant recommendations;

Fulfilling the H&S consultation role, e.g. by reviewing new/revised H&S guidance and considering how it will be implemented in the school.

The School Health and Safety Committee should be attended by:

- Head
- Head of Operations
- Senior Deputy Head
- Deputy Head Pastoral
- Head of Maintenance
- Head of Grounds
- School Nurse
- Head Matron

The Trusts H&S Adviser and Chief Operating Officer should also be invited and will attend if possible. Other members of staff can be co-opted as required / if desired.

Arrangements for Risk Assessments and the Practical Control Measures to reduce Risk

All staff have a part to play in maintaining a system that ensures all reasonably practicable steps are taken to ensure the health and safety of those on site, by ensuring:

1. High risk areas and activities in the school have been fully considered, particularly in relation to activities and supervision of children. (See Policy for Risky Areas and Supervision Policy).
2. Procedures are in place for creating a healthy environment as well as procedures for dealing with issues such as violence towards staff and the availability of services for the management of occupational health.
3. Procedures are in place for the safe conduct of all school activities, both on and off the school site, and trips (see School Trip Policy).
4. Vehicle movement is restricted around the school campus and any movements of external contractors' vehicles is appropriately risk assessed and supervised where appropriate.
5. Procedures are in place for the appropriate transportation, use, storage and disposal of hazardous substances.
6. Fire prevention and emergency procedures are appropriately carried out as per the Fire Safety Policy.
7. Procedures for reporting accidents and injury as well as the delivery of First Aid and administration of medicine are carried out as per the First Aid Policy.
8. The school has a No Smoking Policy (which includes the use of e-cigarettes and 'vapes').

Duties of Employees

Employees have a number of duties as follows:

- Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Maintain standards of good housekeeping
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended
- Any employee who intentionally or recklessly misuses anything supplied in the interest of health and safety will be subject to disciplinary procedures
- Every employee must work in accordance with any health and safety instruction or training that has been given
- Every employee is required to bring to the attention of a responsible person(s) any perceived shortcoming in our safety arrangements
- All employees are under a duty to familiarise themselves with this policy
- If an employee is injured at work, or has an accident or near miss which could have resulted in a serious injury, you must inform your line manager, who will then investigate it. All accidents and incidents must be reported because a seemingly minor injury or accident could develop into something more serious.
- Employees must inform the Head/School Nurse if they feel any work related activity is affecting their health.
- You must not bring into the workplace any substances or equipment that have not been assessed and authorised by your line manager.

Pupils

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Trustees. All staff are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School by making sure the pupils:

1. Observe all safety rules, especially following staff instructions during both hazardous work and emergencies;
2. Do not misuse, neglect or abuse items provided for safety;
3. Exercise personal responsibility for the safety of themselves and their classmates;
4. Observe all hygiene and safety standards for dress.

Boarding Houses

The Head of Boarding will ensure that:

1. a risk assessment has been carried out for each area and boarding related activity;
2. the Head/Deputy will be notified of any maintenance work which needs to be carried out in the boarding houses
3. boarding staff have an appropriate induction to health and safety matters in order to carry out their roles;
4. boarders are appropriately supervised at all times;
5. boarders are not given or have access to hazardous substances or equipment
6. boarders are regularly briefed regarding all known risks within the boarding areas, as well as being aware of the procedures for emergency evacuation by carrying out regular drills.

FURTHER RESPONSIBILITIES/ARRANGEMENTS FOR HEALTH AND SAFETY

Periodic site inspections

- Periodic site inspections are carried out by independent contractors on behalf of the Prep Schools Trust to advise on the implementation of this policy and to make any recommendations accordingly

Arrangements for consulting and involving employees

- Health and safety is everyone's responsibility. Each area of the school is risk assessed annually by those with oversight of each area. These risk assessments are regularly reviewed by the Head/Deputy to ensure control measures are in place and that any action required has been carried out (See Risk Assessment Policy)
- All staff have the opportunity to raise health and safety concerns at regular departmental and staff meetings as well as through a culture of communication within the school.

Training of staff including assessment of risk

- All staff are given H&S induction training when they first start work which includes emergency procedures in the event of a fire or lockdown.
- Staff have regular INSET in health and safety matters as well as how to carry out a risk assessment. The school has a license with the online provider Educare and staff are required to complete relevant H&S courses within a prescribed time period.
- In person H&S training is provided for relevant staff as required, e.g. first aid, swimming pool lifeguarding, minibus driving
- A log of all training is kept in the school office

Accidents and RIDDOR

- An accident is defined as an unexpected or unplanned event that occurs through a variety of causes. The results of an accident are physical injury or harm and can include acts of violence or damage or loss of property.
- All accidents occurring on the school premises or off site as part of a school activity must be reported as soon as possible in the school accident book kept in the Medical Room
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work to the HSE**.**
- Most incidents that happen in schools or on school trips do not need to be reported to the HSE. See https://www.hse.gov.uk/pubns/edis1.pdf for more detailed information on what is reportable.
- The School Nurse will usually be responsible for reporting notifiable accidents to the HSE. Failure to report such injuries, diseases or occurrences is a criminal office.
- A review and analysis of the accident records will be undertaken each term by the schools H&S Committee to identify any trends and areas for improvement. This will include:
    - The total number of accidents incurred by staff, pupils and visitors
    - Locations where accidents / incidents occur
    - Causes of accidents / incidents
    - Brief details of any unusual or notable accidents / incidents and the measures taken to prevent reoccurrence.

Policy and Procedure for Off-Site Visits, Including Residential Visits and Any School-Led Adventure Activities

- Off-site trips are a key element of the school curriculum assisting pupils in developing life and social skills and building on their capacity to manage risk themselves. Permission for an off-site trip must be given by the Head in advance of a proposed trip.
- Once the trip has been approved a comprehensive risk assessment must be undertaken during the planning stage by the Trip Leader that considers all aspects of the trip.
- The responsibility for carrying out a thorough Risk Assessment cannot be abdicated or delegated to a third party. Where a trip or event is being organised through a tour or site operator, it remains the responsibility of the Trip Leader to ensure that a thorough and meaningful Risk Assessment has been carried out in addition to any risk assessments provided by a third party organisation.

General Procedures

1. Details of all proposed outdoor and adventurous activities must be submitted to the Head and the Educational Visits Coordinator (EVC) in writing for approval.
2. The Head must be satisfied that appropriate preparations have been made for the activity before giving approval, including preparation of contingency plans (Plan B) should a significant change to the programme be necessary due to weather, traffic delays, etc, adequate numbers of supervisory staff, adequate numbers of first aiders
3. Staff planning the activity must complete a comprehensive written risk assessment that covers every aspect of the visit. A copy of the completed form will be held in the school office.
4. The teacher planning the activity will be designated 'Trip Leader' and will lead the group.
5. The Head and EVC will determine if a trip specific parental consent is required. Residential trips and trips involving higher risk activities will require a consent form to be filled in.
6. The teacher planning the activity will need to liaise with the School Nurse to check if any pupils have any allergies or medical conditions that require special consideration / treatment
7. Insurance cover is provided by Prep Schools Trust for all such ventures.
8. A check of the activity provider's licences (AALA) should form part of the risk assessment as also required by NMS Appendix B:20 (Checks on licensing of relevant adventure activity centres). Please note that the Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet the nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation to use by checking: their insurance; they meet the legal requirements; they have appropriate health and safety and emergency policies; risk assessments and control measures are acceptable; the use of vehicles, staff competence and qualifications; safeguarding arrangements; accommodation where appropriate; any sub-contracting; that there is a license where needed.
9. Teachers involved in any outdoor activity must ensure that suitable clothing is worn by/available to pupils before setting out, e.g. warm, waterproof clothing, gloves, sun hats, appropriate footwear for the activity. Before leaving the school the Trip Leader will ensure that all pupils involved are aware of the standards of behaviour expected of them. Pupils will be advised of any special conditions or situations which they are likely to encounter during the trip and how these may affect their behaviour. In particular, pupils will be informed of what to expect and how to behave if the trip involves any significant risk, e.g. meeting with animals.

10. On all trips or visits pupils will be expected to work in groups of two or more as befits the occasion.
11. The Trip Leader should reassess risks while the visit or activity takes place (dynamic risk assessment) and ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.
12. All staff on the visit should be aware of the actions to take in the event of an incident or accident on the school trip.

Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the Trip Leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Pupils should:

- Avoid unnecessary risks;
- Follow instructions of the Trip Leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazard or if they are concerned about the safety and wellbeing of any of their class mates

Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to their child's participation in the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form if required for a trip, such as for the skiing trip or white water rafting etc.

For guidelines on off-site visits and their risk assessments, please refer to the Risk Assessment Policy as well as the government advice Health and Safety on Educational Visits 2022

Dealing with Health and Safety Emergencies

All health and safety emergencies must be reported immediately to the Head or the Deputy in the first instance and then to the Prep Schools Trust. Serious health and safety emergencies, e.g. building collapse, serious road traffic incident, major injury to a pupil or member of staff member, missing pupil, may involve implementing the Crisis Management Plan or the Fire Safety Procedure, which details relevant contacts.

First Aid and Supporting Medical Needs – please refer to the First Aid/Medical Policy

- Please refer to the Medical and First Aid Policy for detailed information on:
    - Medical Provision, Accommodation and Facilities
    - First Aid Arrangements Within the School
    - Medicine Storage and Administration
    - Infection Control Procedures
    - Arrangements for Pupils with Particular Medical Conditions
        - Allergies and Anaphylaxis
        - Asthma
        - Diabetes
        - Seizures including Epilepsy
- The school has a school nurse as well as staff who are first aid trained. Staff, pupils and visitors may visit the school surgery for appropriate medical care and records are kept of any medication or first aid which is administered.
- Accidents will be recorded and if serious investigated as soon as possible. The Head may wish to appoint an Investigating Officer to assist. Initially the school nurse will be the first point of contact and all accidents are written up as well as the action taken. Where required, accidents and incidents will be reported to the HSE under the requirements of RIDDOR.

Occupational Health Services and Managing Work Related Stress

All staff and pupils have access to a school counsellor/therapist as well as online training with Educare. The school takes a preventative approach and it is intended that the Appraisal system will identify onerous demands and prevent work-related stress from occurring.

New and Expectant Mothers

In order to protect expectant or new mothers (women who gave birth within the last 6 months) and mothers who are breastfeeding, employers must:

- Assess the health and safety risks in the workplace to the mother and her unborn /new baby (if breastfeeding)
- Take appropriate measures to eliminate or reduce any significant risks
- Provide suitable rest facilities. A private, healthy and safe environment should also be provided for nursing mothers to express and store milk (NB toilets are NOT suitable for this)
- Expectant / new mothers are expected to act upon the health and safety advice offered.

Pregnant employees are advised to inform (in writing) their line manager as soon as possible that they are pregnant in order that any necessary health and safety precautions can be taken.
More detailed information can be found on the 'New and Expectant Mothers' page of the HSE website http://www.hse.gov.uk/mothers/

Risk Assessment

As soon as an employee officially announces her pregnancy, a risk assessment should be carried out by her line manager, in discussion with her. This should be regularly reviewed as the pregnancy progresses to ensure appropriate controls are in place. A copy of the risk assessment should be given to the employee. Factors to be considered by the risk assessment include:

- **Heavy physical work and manual handling** – pregnant women and new mothers should not undertake heavy physical work and significant manual handling tasks, eg lifting heavy items

such as boxes of paper for photocopiers or printers, or moving furniture. It may be appropriate to impose a weight limit as to what may be carried /lifted /moved. For at least three months before and after giving birth women are unfit for heavy physical work and are more prone to injury.

- **Hot environments** - Extreme heat is not well tolerated during pregnancy or breast feeding. If working in a hot environment is unavoidable staff should be encouraged to take regular breaks, wear comfortable loose fitting clothing made of breathable / natural fabrics like linen or cotton, drink plenty of cool fresh water, make use of fans, mist or spray their face with cool water, put a cool damp cloth on the back of their neck.
- **Work at Heights** - Pregnant and newly delivered women should not work at heights.
- **Vibration** - Exposure to vibration may increase the risk of miscarriage. Excessive vibration, eg from using power tools such as lawn mowers, and shocks or jolts to the abdomen should be avoided.
- **Stress** - When undertaking a risk assessment the woman's level of stress should be taken into account.
- **Fatigue** - Fatigue is likely to be an issue for pregnant employees and new mothers and adjustments should be made where necessary. Suitable rest facilities must be made available.
- **Sedentary Work and Prolonged Standing** - For the pregnant woman, long periods of time seated at a desk may cause or worsen circulatory problems including varicose veins. Frequent breaks from seated work will always be good practice. It is also possible that prolonged standing could cause discomfort and should also be avoided where necessary.
- **Driving –** Whilst there are no limitations on driving whilst pregnant, it should be considered on a case by case basis. Morning sickness, common in the early stages of pregnancy, can be a problem as can general fatigue throughout the pregnancy. As the pregnancy develops it may be increasingly uncomfortable to sit in a static position for extended periods of time.
- **Hazardous Substances** - Certain chemical agents can damage the unborn child and can pass in breast milk to the breast fed baby. Managers should ensure that all substances in use have been assessed and the any necessary controls implemented fully.
- **Infectious / Biological Agents** - Certain infections, eg Chicken Pox, Measles, Rubella (German measles) and Slapped Cheek Disease (Parovirus B19) can injure a foetus in the womb. The immunity of pregnant women is lowered, making them more at risk of infections to which they may be exposed. If a pregnant woman develops a rash, or is in direct contact with someone with a rash who is potentially infectious, she should consult her doctor or midwife.
- **Infectious / Biological Agents – Covid-19** - Members of staff who are pregnant are strongly advised to get vaccinated against Covid-19. Healthy pregnant members of staff should come into school / work a normal unless they have specific advise to the contrary from their medical practitioner. However, they should be diligent about hand washing and respiratory hygiene in order to protect themselves against Covid-19 particularly after the 28th week of the pregnancy (3rd trimester). Further guidance is published by the NHS
- **Travel** - Extensive travel by public transport may be tiring for a pregnant woman, and it may be difficult to ensure her comfort. If practical, starting and finishing times for pregnant women could be changed to allow them to travel to work when public transport is less crowded. Travel for business or school trips by air in late pregnancy will need a doctor's opinion.
- **Conflict situations** - Pregnant women should avoid conflict situations if possible. For example if a conversation with a parent becomes heated a pregnant woman could terminate the call and refer the parent to her line manager, or if a particular parent is known to be difficult it is advisable that another staff member deal with them.

- **Lone Work**. Women who work alone must be provided with a means of contacting others, and first aid must be readily available.

Workplace safety for staff, pupils and visitors

The most common cause of accidents in schools are slips, trips and falls, often caused by poor housekeeping; injuries associated with manual handling activities; and being accidentally struck by an object, e.g. a door or a person. Falls from heights cause the majority of the more serious accidents.

We will ensure: -

- there is safe access to all workplaces and ensure they are maintained
- there will be regular inspections to ensure that walkways, corridors and stairways are kept free from obstruction
- appropriate storage and waste disposal facilities are provided
- where damage to floors, stairs, paving etc. is reported that the area is kept safe until repairs can be affected
- appropriate Risk Assessments are carried out to enable safe working areas for staff
- staff are trained in safe manual handling techniques and aids, e.g. trolleys are available to assist with manual handling tasks
- staff are trained in safe ways to work at heights and step ladders / appropriate height access equipment are easily available to enable safe working at height.

Employees must ensure that: -

- bags, paperwork, books, equipment, boxes, crates, etc. are not left lying around on floors
- walkways and gangways are kept clear
- spillages are cleared up straight away, even if you didn't cause them
- waste is disposed of in the containers provided
- damage to floors, stairs, paving etc. is reported and the area kept safe until repairs can be made
- cables and flexes are not allowed to trail across walkways in a manner that presents a trip hazard
- filing drawers are not left open and more than one drawer is opened at any one time
- they follow safe manual handling techniques, e.g. using trolleys or 2-man lifts, and don't lift / move loads that are too large, heavy or awkward to move on their own
- they never stand of tables or chairs to reach heights, but do use step ladders or other appropriate height access equipment
- you are careful when using pins, staples, guillotines, scissors, craft knives, hot glue guns etc.
- all chemicals are used in accordance with safety instructions on the label

Staff are encouraged to complete and review the checklist for classrooms which can be found at https://www.hse.gov.uk/risk/classroom-checklist.pdf

School security

The Head has overall responsibility for the security of the school and the Access to Pupils, Contractors and Security Policy outlines the procedures in place to keep the school secure. A regular site security risk assessment also contributes to the annual review of this policy.

Violence towards staff

This will not be tolerated and will be dealt with accordingly in line with the Behaviour Policy.

Manual handling

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling. Our aim is to reduce the risk of injury to staff and pupils. Before any manual handling task, the following points should be considered:

- Plan your route – is it free from obstructions?
- Plan the lift and assess the weight of the load
- Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
- If not, do you need help moving the load? If more than one person is involved, work as a team to reduce the risks of injury
- Store heavy loads at waist height
- Use good handling technique
- Use task rotation
- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

The Manual Handling Regulations establish a clear hierarchy of measures to control the risks:-

1. Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
2. Risk assess any significant manual handling operations, and those that pose a significant risk of injury
3. Implement controls to reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

The following guidance should be considered to see if the manual handling task can be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

<u>Working Environment</u>

- Floor surfaces are flat and firm without changes in level where possible
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

Physical Capability

- Staff are physically fit with no current injuries or health problems that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant

Team Handling

Asking for help from colleagues is a useful way of reducing the load that you may need to carry but it is important that it is carried out in a safe and appropriate way. When lifting as a team ensure that you plan the lift:

- Communicate with each other ensuring that you agree on
- How you grasp the load
- When to lift
- At what level you are going to carry it
- Which route you will be taking.
- If the route is unfamiliar you may need to walk the route before the lift
- Where you may be able to take a rest on route

A useful mnemonic to remember when lifting and asking others to lift is TILE.

TASK – Look at what you are lifting
INDIVIDUAL – Think of your capabilities
LOAD – What risk does the load create?
ENVIRONMENT – Are there any constraints on the area around you?

For advice on the handling and moving of individuals, please refer to:
http://www.hse.gov.uk/services/education/management-moving-handling.htm

Staff have access to a course on Moving and Handling through the online provider Educare.

On-Site Vehicle Movements

On site traffic routes will be organised so that people and vehicles can both move around safely. Where possible pedestrian routes will be separated from / avoid vehicle routes. Where vehicles and pedestrians have to share a route, the school must implement arrangements to ensure pedestrian safety, e.g. by limiting the times of day when vehicles can use the route, having dedicated and obvious pedestrian crossing points, installing pavements and barriers, or by supervising pupils using the route.

Staff, parents and visitors are required to use the appointed car parks. The site has speed restrictions and one-way systems in place with clear signage as well as speed humps.

Particular attention must be paid to controlling vehicle movements at the start and end of the school day. Safe drop off/pick areas for both parent's cars, minibuses and coaches must be provided.

Where possible deliveries and collections should be scheduled outside peak pedestrian times and should take place in designated locations clear from passing traffic and pedestrians. Movements of larger delivery vehicles, particularly if they need to reverse, should be assisted by a banksman.

Management of Asbestos

Please refer to the Prep Schools Trust Asbestos Policy.

Many schools, built before 2000, contained some form of asbestos, although this has been safely removed in the majority of cases, and if still present is in good condition, secure locations and regularly monitored. Asbestos-containing materials (ACMs) include:

1. asbestos lagging used as thermal insulation on pipes and boilers
2. sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
3. asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
4. some ceiling and floor tiles
5. some types of cement roofing and guttering
6. textured coatings

The most likely way ACMs will create a risk in schools is when they are disturbed or damaged through maintenance, repair or construction activities. School maintenance staff undertaking work such as drilling and fixing, and contractors undertaking maintenance or installation work must take particular care to ensure they do not disturb any ACMs by careful reference to the schools Asbestos Register. If asbestos is disturbed during such work, there is a risk that fibres will be released and create risk to others in the school.

ACMs that are in good condition and unlikely to be damaged or disturbed are not a significant risk to health as long as they are properly managed. This means that teachers and pupils are unlikely to be at risk in the course of their normal activities. However, they should not undertake activities that damage ACMs, such as pinning or tacking work to insulation board or ceiling tiles.

An Asbestos Survey and Risk Assessment has been carried out at the school and the findings documented in the Asbestos Register. The maintenance staff have received training in how to manage it safely. It is also the Head of Maintenance's responsibility to alert any contractors to the possible presence of asbestos before they start work.

For further information, please refer to: http://www.hse.gov.uk/services/education/asbestos-faqs.htm

Control of Hazardous Substances, including storage and use of chemicals

The COSHH (Control of Substances Hazardous to Health Regulations 2002) regulations provide a legal framework to protect people against health risks from hazardous substances used at work.
COSHH covers substances that can cause ill-health. These substances can:

- be used directly in work e.g. paints or cleaning materials, chemicals
- arise from work e.g. dust, fumes, waste products
- occur naturally e.g. fungal spores

For the vast majority of proprietary chemicals, the presence of a warning label will indicate whether COSHH is relevant.

All chemicals and solvents must be stored in their original containers which must be clearly labelled. If it is necessary to decant fluids into smaller containers, these containers must be properly labelled

with the name of the fluid and any warnings or precautions detailed on the manufacturer's or supplier's labels. Food and drinks containers must not be used for decanted chemicals.

All chemicals, solvents and cleaning substances should be kept in a lockable unit or cupboard when not in use.

In the course of your work you may be required to work with substances that, if not handled properly, may be harmful to your health. You will be instructed or have received training on how to handle such substances and where necessary be given protective clothing and equipment such as gloves, dust masks and eye protection.

You must:

- Follow the training and instruction provided on the safe use and handling of hazardous substances
- Make sure that you understand what the risks are associated with:
    - using a hazardous substance
    - how the risks are controlled
    - the precautions you should take
- Do not use any hazardous substances that you have not received training in the use of
- Inform your manager if you feel a substance is affecting your health
- Refer to the COSHH data sheets or ask your line manager if you are unsure of how to use a particular substance
- Do not bring into the workplace any substances that have not been assessed or authorised

Personal Protective Equipment (PPE)

We will ensure that if staff are required to wear/use PPE they are trained on:

- what the PPE is designed to protect against
- when it should be used
- how to use it
- how to keep it in good repair

We will:

- ensure appropriate and well-fitting PPE is available at all times
- that PPE is purchased from a recognised supplier and it is made to the appropriate EC specification or British Standard

Employees must ensure:

- PPE is used as per instruction and training
- PPE is cleaned and stored as per training in order to ensure it remains undamaged
- Report any loss or damage to their line manager /head of department

Technical and Storage Areas

Technical and storage areas will be the responsibility of delegated persons and contain equipment and resources that are potentially hazardous. They include Science laboratories, DT workshops, Kiln rooms, Maintenance and Grounds workshops, Catering kitchens, Swimming pool plant rooms, Plant and boiler rooms. Only enter technical areas and operate tools and machinery if you have been authorised and trained to do so.

The school will ensure:

- Appropriate training and instruction relevant to the degree of risk relating to that area is provided
- Equipment / machinery is maintained in good condition, regularly serviced and fitted with appropriate guards and safety devices, e.g. emergency 'stop' buttons
- Appropriate safety and warning notices are displayed in these areas

In addition to machinery and equipment, some substances used, stored and produced in technical areas are potentially hazardous. They include:

- Wood dust in DT rooms and maintenance workshops
- Pottery clay dust containing silica
- Chemicals used in the science department
- Swimming pool chemicals
- Concentrated chemicals used in catering kitchens and laundries
- Pesticides used in grounds workshops
- Some paints, glues and solvents in maintenance workshops

Hazardous chemicals and substances must be used, stored and disposed of in accordance with the Control of Hazardous Substances regulations (see above). Where hazardous substances are produced e.g. wood or clay dust, measures must be taken to reduce risk e.g. use of dust extraction systems and wet cleaning.

Working at Height

Please refer to the Prep Schools Trust Working at Heights Policy.
There are significant risks involved with any work at height and falls often result in serious injury or even death.

- Where possible **avoid** working at height. Many tasks can be carried out from ground level e.g. using extendable / long handle equipment
- If work at height is unavoidable, a **risk assessment** must be completed to determine the correct equipment to use to gain height - never a chair, table or other item not specifically designed for this purpose. Appropriate equipment might be a step-ladder, scaffold tower or 'cherry picker' - it will depend on the task, environment, and who is planning on doing the task.
- Only **trained** people should set up, adjust, use and take down specialist height access equipment, e.g. tall ladders, scaffold towers and cherry pickers
- Teaching, admin, and housekeeping staff must be trained before they use stepladders or ladders. Seek advice from the H&S Coordinator or Head Maintenance.

- NEVER:
    - undertake work at height alone (with the exception of going just 1 or 2 steps off the ground, e.g. on an 'elephant foot' stool)
    - climb if you suffer vertigo or have a poor sense of balance (sometimes brought on by a cold or some types of medicines)
    - over-reach whilst on height access equipment
    - move height access equipment with a person on it e.g. a scaffold tower.
- Make sure:
    - the height access equipment cannot be knocked or bumped into, e.g. by someone opening a door, walking past, or a vehicle if outside.

    - everyone using height access equipment wears sensible shoes - secure, well-fitting and non-slip
- Before using any height access equipment check it is in good condition and has all the correct fittings.

Points to include in the risk assessment:

- The task itself:
    - How high is it?
    - How long will the task take?
    - How often does the task have to be repeated?
    - Will the person working at height need to use both hands, or have equipment / tools / spare parts with them?
- The environment where the task takes place:
    - Busy locations,
    - Awkward locations,
    - Condition of the ground / flooring,
    - Weather conditions / wind if outside
    - Proximity of any fragile surfaces e.g. roof lights
- The person intending to do the task
    - What training do they have?
    - Do they have any additional necessary safety equipment, e.g. harnesses and lanyards?
    - Are they fit and well (not suffering from dizzy spells or vertigo which can be brought on by the use of some medicines)?
    - Who is going to supervise the task? (They must be properly trained and competent)
- The equipment to be used
    - Is it safe?
    - Has it been inspected in accordance with the requirements?
- How is the risk of any falling objects, e.g. dropped tools, going to controlled?

Ladders

- All step ladders and ladders used in schools will be rated 'Professional' (previously known as 'Commercial' / 'Class 2' or 'Professional' / 'Class 1'). 'Non-professional' (previously known as 'Domestic' or 'Class 3') ladders must not be used.
- All school owned Step ladders, Ladders, Kick stools etc. will be inspected at least annually by the Maintenance Department. All stepladders and ladders are individually identified and logged on a Ladder Register.
- Step ladders, ladders, kick stools and any other such equipment must be checked prior to being used and any fault noted should be reported immediately to the maintenance department. Damaged equipment must not be used.
- Do not use any other ladder, including any brought from home or belonging to other companies on the school premises.

Leaning Ladders

1. Ladders should only be used for short duration light work where a worker can undertake work with one hand holding onto the stile at all times. Where this is not possible a working platform or tower scaffolding should be used. Choose the right leaning ladders for the job (length and strength)
2. Do not place the top of a ladder against a fragile surface such as plastic guttering or glazing as this might give way and cause instability

3. Don't stand on the top three rungs. Always try and make sure a "ladder" extends at least 1m (or three rungs) above where you will be working

Scaffold Towers

Scaffold towers are often used by Maintenance and Drama departments. The main risks associated with them are:

- Collapse or overturn of the tower, e.g. if parts fail, if the tower is not erected correctly, if it is overloaded, if it is positioned on uneven or soft ground, or if it is in a position where it could be knocked over, e.g. by a vehicle.
- Falls of people or objects from height,

These risks should all be considered and mitigated.

Where scaffold towers are used a competent person must have overall responsibility for their use. 'Competent person' means someone who has attained the PASMA (Prefabricated Access Suppliers & Manufacturers Association Ltd') Certificate of Competence within the last 5 years.

The scaffold tower must:

- Be in good condition and suitable for the task and the conditions where it is to be used
- Be regularly inspected by a 'competent person' and records of the inspection made
- Be erected, dismantled and adjusted by a 'competent person'
- Always have the wheel locks engaged whenever it is in use.
- Only be used by members of staff who have been trained in how to climb, descend and work safely on the tower, and under the direct supervision of a 'competent person'.
- Never be used by anyone working on their own
- Never be moved with a person on it
- Not used during windy or severe weather conditions if the site is outside

In addition:

- The position of the tower with regards to pedestrian and vehicle routes should be thought through, along with overhead power lines (if used outside).
- The floor / ground where the scaffold tower is used must be firm, level and free of defects, (the tower may tip when being moved if its wheel enters a hole), or it should be supported with foot plates or spreader boards, or tied to a solid structure to prevent it overturning.
- Outriggers must always be used on the main uprights,
- People using the tower must reach the platform by way of ladders within the tower and trapdoors, not by climbing up the outside of the frame.
- The working platform should always be fitted with guard rails and toe boards.
- Beware of sheeting, if using the tower outside, as this can act like a sail and overturn it.
- Unauthorised access should be prevented if the tower is left unattended in an area accessible by other staff, students or members of the public, e.g. by removing the ladders and adding security netting.
- Procedures should exist for dealing with an emergency situation, e.g. someone being injured whilst working on top of the platform.

More information about the safe use of scaffold towers can be found in the HSE Guidance 'Safe Use of Scaffolds'

General Roof Work

If staff or contractors need to carry out roof work all necessary safeguards must be in place, however small or quick the task may seem. Anyone involved with this type of work must be suitably trained, experienced and supervised and all equipment used or provided must be in good condition and meet with current safety standards.

Where possible repair work should be completed from a proprietary working platform, or from the underside of the building, such as with the use of scaffolding. Similarly, if working on the roof some form of fall "break", such as safety netting, should be positioned below the area of work.

A plan of the school buildings roofs should have the location of all fragile roofs (those made from materials such as fibre cement sheets, plastic, glass, corroded metal sheets and slates/tiles in poor condition) and skylights clearly marked on it. This plan should be referred to before any roof work by staff or contractors to ensure appropriate controls are put in place to prevent falls.

The following advice should always be followed, this applies to staff and contractors carrying out roof work:

- When working on sloping roofs, edge protection in the form of scaffold guard rails and toe boards will be provided and must be used, in addition to any roof ladders or crawling boards necessary for the job in hand. Edge protection should only be dispensed with for short term work such as fixing an odd slipped slate or broken tile
- When working on flat roofs all edges from which staff or contractors are liable to fall should be protected by scaffold guard-rails
- Where valley gutters on fragile roofs have to be cleaned by workers, precautions should be in place to prevent any person from falling either side of an asbestos roof. Typical precautions should include the provision of a running line parallel to the walkway onto which the worker can attach the lanyard of a safety harness. Alternatively, laying scaffold boards or similar to a height of 1m up the fragile surfaces either side of the walkway to act as a barrier should someone stumble and fall against them
- No sheeted roof can be trusted. Any of the materials commonly used may be fragile, may deteriorate through age or may not be properly supported
- If there are skylights or small areas of fragile roof, they should be made safe e.g. by the use of barriers or safety

Selecting and managing contractors

This is the responsibility of the Head of Operations in consultation with the Head. Regular contractors will have a DBS, otherwise they will be chaperoned by a member of staff. Before a contract is awarded, the school should check that the contractor:

- has adequate Employers and Public Liability insurance
- has the appropriate qualifications, competence and experience to carry out the work
- has all appropriate licenses / registrations / memberships, e.g. for work on asbestos, electrical or gas installations

- has the correct plant, equipment and tools to do the job
- has a properly constituted H & S policy;
- has an up to date Safety Record
- all employees that will be working on site have satisfactory DBS disclosures
- references from other clients, preferably schools for whom they have recently carried out similar jobs, if not already known to the school.

Before the contract starts:

Have a pre-start meeting to consider, discuss and agree issues such as:

- Who will be the main points of contact:
- Emergency contact details;
- Which of the contractor's employees will have overall responsibility for the work on site and any sub-contractors;
- If sub-contractors will be engaged, how they will be selected, when the school will be informed;
- How the contractor's and any sub-contractor's employees will be informed of the school's rules for safe working, any local hazards and necessary precautions;
- Frequency and timing of update and progress meetings;
- The health and safety issues associated with the job and the need for any permit to work systems e.g. for hot works;
- What equipment the contractor is going to bring on site, how they will ensure that it is safe and that their employees are competent to use it;
- If any dangerous, noxious or offensive substances or processes will be used or produced, the Contractor's proposals for protecting the school's staff and pupils;
- How and when the works will be monitored both by the contractor and the school;
- How the school's own operations may affect the contractor's work;
- How the contractors work will affect how the school operates and the arrangements that need to be made to keep school staff, pupils and visitors safe, both during the normal school day and, if relevant, during evenings, weekends and holidays e.g. use of barriers, times vehicles can come onto site etc;
- How the contractor's work might affect the school's neighbours and the arrangements to reduce the impact of the work on them;
- Incident reporting procedures;
- How the work areas will be separated from areas that staff, pupils and members of the public have access to;
- How the security of the working area, equipment and materials will be maintained.
- Welfare arrangements for contractors (toilets, rest areas)

During the contract:

Check regularly:

- If the contractor is working safely, as agreed and in accordance with risk assessments/ safe systems of work / method statements / the school's rules and H&S procedures. If adequate control measures are not taken, the matter should be taken up immediately
- If there are any hazards that have been caused by the workers on site, e.g. unsafe working practices, which present a risk to staff/pupils
- If there have been any incidents or accidents
- If there have been any changes of personnel – new people on site will need information
- If any special arrangements are required e.g. due to out-of-hours or weekend work.

Meet regularly to discuss:

- Progress
- Any issues that have arisen
- Any changes to the plan that have become necessary
- Any incidents

On completion of the contract:

- Conduct a full inspection of the area where work has been done to ensure that it is free from hazards
- Request to see any official inspection reports
- Ensure that the contractor completes and signs all records and gives copies of any relevant documents and certificates to either the person who planned and organised the work, or the person who monitored and checked the work at the school.

Good estate management

The school will operate a rolling, preventative maintenance schedule around the school estate to include the following:

- An annual inspection by a fully qualified arborist of the school's **trees**, updating the school's tree survey report and producing a prioritised schedule of works required, especially highlighting urgent works required that are deemed to present a health and safety risk. Further consultation may be required following high winds;
- All **electrical installations (fixed wiring)** are to be checked by an approved testing authority at least:
    - Annually - swimming pools
    - 3 yearly intervals – leisure facilities regularly used by lets or open to the public
    - 5 yearly intervals - all other parts of the premises

  A certificate of testing and details of any remedial action required is to be retained until the subsequent check;
- All **portable / moveable electrical equipment** should be tested annually. Any equipment that fails its test should be clearly marked 'Do Not use' and be taken out of service immediately. Records of the electrical equipment testing should be kept, and each item of equipment labelled.
- All electrical equipment brought on to the premises by staff, hirers / lets or contractors must have current and valid inspection certificate. Equipment that does not have a valid test certificate (PAT) is not to be used. Boarding pupils (where appropriate) are reminded to hand in any electrical equipment they have brought in from home in order that it can be Portable Appliance Tested (PAT).
- All school buildings and premises have been surveyed professionally for the presence of **Asbestos Containing Materials** (ACMs), and survey records (Asbestos Register) are amended as sources are removed and if new sources are identified. Any ACMs left in situ will be inspected at least annually by the Head of Maintenance to ensure they remain in good condition and present minimal risk. (see additional info above)
- To facilitate the early detection of hazardous bacteria traces including **Legionella**, regular testing of potential sources takes place under contract by Eton Environmental. In addition, the maintenance team undertake:
    - weekly flushing of little used taps and showers

- monthly temperature testing of flow & return in hot cylinders and all sentinel (nearest and furthest) hot and cold outlets
- termly cleaning and descaling of shower heads
- 6 monthly inspections of water tanks
- Annual cleaning and disinfection of water tanks

Bonfires (for waste disposal)
You cannot burn waste if it will cause pollution or harm people's health. You could be fined if you light a fire and allow the smoke, smell or ash to be a nuisance to your neighbours, or smoke to drift across the road and become a danger to traffic. If you are considering having a bonfire, take into account the following:

- Position your bonfire as far away from buildings as possible.
- Do not light a fire if the wind will carry the smoke over roads or into your neighbours' gardens or property.
- Burn only dry wood and plant waste. Do not burn material that will create toxic fumes, for example, plastic, rubber or aerosols.
- Never leave a fire to smoulder, put it out with water or soil.
- Smoke hangs in the air on damp, windless days and in the evening, so avoid this.

Radon
Radon is a naturally occurring colourless, odourless radioactive gas. It is formed by the decay of small amounts of uranium that occur naturally in rocks and soils. When it filters through the ground into open air it quickly dilutes to low concentrations, however if it rises into a building, it can become trapped and build to dangerous concentrations. The amount of radon in the air can be measured. The measurement is expressed as becquerels per cubic metre of air (Bq m^{-3}).

The UK Radon Map highlights areas where it is estimated that more than 1% of properties contain high levels of radon. These are classed as Radon Affected Areas (RAA). The darker the colour on the Radon Map the greater the chance of a high radon level in a building. Buildings with cellars or basements, regardless of whether they are located in a RAA, are more susceptible to high levels of radon accumulation.

- All schools need to complete a Radon Risk Assessment.
- All premises with occupied basements, or premises that are located in RAA greater than 1%, must undertake radon monitoring every 10 years, or immediately after significant changes are made to the building, for example demolition; construction or extension to the building; alterations to heating; ventilation; windows or extension, or if there is a change in use (for example converted into living accommodation).
- If any premises had measurements close to the action levels need to re-monitor every 2 years.

Radon Monitoring

- Identify locations within the buildings that require monitoring. Undertake monitoring in accordance with the UKHSA radon assessment methodology.
- Ensure a validated laboratory is used to analyse the radon monitors once testing period is complete.
- Record details of measurements, results and any controls subsequently introduced.
    - Review radon measurements and implement advice from testing provider - take action to reduce exposure where unacceptably high levels of radon are measured.

- Repeat radon testing at the required intervals or earlier if there are significant changes to the premises such as alteration to heating, ventilation, windows or new construction.

Where action to reduce radon exposure is required:

- Take appropriate action to reduce exposure.
- Inform, instruct and train staff about the hazard of radon, the risks, exposure levels in the workplace and any control measures introduced. Record the details.
- Ensure that those responsible for operating and maintaining control systems are competent and trained.
- Maintain control measures in good working order.
- From time-to-time check that the control measures are still working and that radon levels are being controlled below the exposure reference level.

Further Guidance:

- UKHSA Radon Guidance for Schools
- UKHSA Radon Map; Guidance and Radon Monitoring Service
- HSE Radon Guidance
- Radon Council
- UK Radon Association
- UK Health Security Association

School building design and maintenance

- All areas of the workplace, together with the school equipment and devices used therein, are to be maintained in a safe and healthy manner according to the manufacturer specifications.
- To ensure adequate levels of maintenance, the school has an effective system of reporting faults or damage to the maintenance department, effective premises cleaning, and both scheduled (statutory/mandatory) and preventative maintenance programmes. It is the duty of all staff to report potential safety hazards as soon as possible after such hazards become apparent

Pressure Systems and Gas Appliances

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.

Workshop Dust Removal Equipment

- Annual checks and servicing are carried out on LEV systems by a qualified external contractor, as well as interim cleaning and checks carried out by the maintenance department.

Workshop, Grounds and Laboratory Equipment and Machinery

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.

Catering and Laundry Equipment

- Annual checks and servicing are carried out by a qualified external contractor, as well as interim checks carried out by the maintenance department.

Gymnasium, PE and Sports Equipment

Schools will implement three types of checks and inspections to ensure PE and Sports equipment is safe to use:

- **Pre-use visual check** - each time before it is used by pupils to detect any obvious hazards.
- **Termly operational inspection** - a more thorough inspection of all **high use** and / or **high risk** PE and sports equipment to detect any obvious hazards that might have arisen as a result of use, misuse, weathering, and general wear and tear.
- **Annual** inspection and servicing by a qualified external contractor

Playground Equipment

Schools will implement three types of checks and inspections to ensure playground equipment and areas are safe to use:

- **Daily routine visual check** before it is used by pupils to detect any obvious hazards
- **Weekly operational inspection -** to detect any obvious hazards that might have arisen as a result of use, misuse, weathering, and general wear and tear
- **Annual inspection** by a specialist playground equipment inspector. Inspection reports must be obtained and any recommended actions acted on in the appropriate timescales

Swimming Pools

- The school has a detailed Normal Operating Procedure (NOP) and an Emergency Action Plan.
- High standards of **water quality** are maintained at all times by regular cleaning and through the use of disinfection chemicals, filters and dilution. In addition, the water is regularly tested to ensure that chemical and bacteriological levels are within the guideline levels.
- Regular maintenance checks and inspections of the swimming pool facilities and equipment include:
  - **Daily pre-use visual check** to detect any obvious hazards.
  - **Termly operational inspection** – a more thorough inspection to detect any obvious hazards that might have arisen as a result of use, misuse, corrosion, and general wear and tear.
  - **Annual Inspection** by a specialist PE, sports and fitness equipment inspector. Inspection reports must be obtained and any recommended actions acted on in the appropriate timescales.

Fire Safety

Fire is a serious hazard that can strike anywhere and at any time given suitable conditions. Injury can be caused by a lack of attention to the procedures, a lack of reasonable care and a lack of forethought.

Fire procedures and fire extinguishers are displayed in prominent positions around the school. All staff read the fire notices and receive regular training on fire safety. Regular formal and informal fire

drills are completed throughout the term with at least one 'night time' drill for boarders and residential staff each term. Logs are kept of the drills by the Head of Operations.

The following checks are carried out:

- Principal fire escape routes are visually checked on a daily basis in all buildings to check for obvious fire safety issues and defective fire safety equipment
- The alarm system – the panel is checked daily for any indications of faults; call points are tested weekly and the alarm system is tested and serviced by a qualified contractor every 6 months;
- Fire fighting equipment (extinguishers / blankets) are inspected monthly and tested annually by a qualified contractor;
- Emergency lighting is checked monthly and then tested every six months by a qualified contractor;
- Fire doors are checked every 6 months to ensure they are not damaged, fit/close correctly and open easily
- External fire escapes are inspected every 3 years by a specialist engineer

Records of all checks and inspections are made

The school has an up to date Fire Risk Assessment, carried out by an independent specialist, and any remedial actions are completed on a prioritised basis. In addition, the school also has a separate Fire Safety Policy.

Firework Displays

Firework displays need responsible planning - in untrained hands fireworks can be lethal.

Before the event:

- Think about who will operate the display. It is recommended that you use a professional firework display operator, and this is essential if category 4 fireworks are to be used.
- Think carefully about where to locate the display. It should be situated at least 100 metres from any buildings or vehicles with no roads, railways, overhead cables, woodland, bracken or similar combustible materials in the immediate vicinity.
- There should be adequate space (at least 50 meters) downwind of the spectators for the fireworks to land (the drop zone)
- Spectators should be kept at least 25 metres from the fireworks display and the display area should be roped off.
- Check the direction of the prevailing wind? What would happen if it changed?
- What you would do if things go wrong? Make sure there is someone who will be responsible for calling the emergency services
- If the display is to be provided by a professional firework display operator make sure that you are clear on who does what especially in the event of an emergency
- Make sure you obtain the fireworks from a reputable supplier.
- Ensure you have a suitable place to store the fireworks. Your firework supplier should be able to advise on the storage requirements
- Ensure first aid personnel will be in attendance at the event and easy to contact at all times.
- Ensure the emergency services will be able to have easy access to the site in the event of an emergency
- Appoint enough stewards/marshals. Make sure they understand what they are to do on the night and what they should do in the event of an emergency

- Undertake a risk assessment
- Contact your insurers – they may have specific requirements

On the day of the event:

- Recheck the site, weather conditions and wind direction
- Don't let anyone into the zone where the fireworks will fall – or let anyone other than the display operator or firing team into the firing zone or the safety zone around it
- Don't let spectators bring their own fireworks onto the site
- Never attempt to relight fireworks. Keep well clear of fireworks that have failed to go off

The morning after:

Carefully check and clear the site - dispose of all fireworks debris safely – it should never be burnt in a confined space.

Sparklers

Sparklers are often viewed as being harmless but they burn at fierce temperatures, equivalent to a welding torch.

- Store sparklers in a lidded metal box in a cool dry place until required
- In advance of the event show children how to hold sparklers safely, and at the event supervise them closely while they hold them
- Sparklers should not given to under-5s
- Don't use sparklers in crowded places
- Everyone who handles sparklers must wear gloves
- Each child should be given just one sparkler at time
- Hold sparklers at arm's length while being lit and light them one at a time
- Keep the lit sparkler at arms length, well away from the face and body, and don't wave them about close to other people
- Keep sparklers away from loose clothes and never run with one
- When the sparkler has finished put it, hot end down, in a bucket of cold water or sand and leave it there for several hours.

Further Information

- Giving your own firework display (PDF)

Drama, Theatres and Stage Performances

1. Risk Assessment

Comprehensive risk assessments need to be completed for drama lessons, drama club activities, and drama / theatrical / stage productions including rehearsals, set building / breaking and performances. The risk assessments should be completed by the Head of Drama Department or Production Director and Stage Manager. It is good practice for all the relevant staff in the department to be part of the process as they will have useful information about how the activities happen in practice, what can (and sometimes does) go wrong, and they are the people who will implement the controls – so they need to know what they are. It is also important to appreciate that risk assessment is an ongoing, dynamic process, which must continue throughout the activity; it is not just a paper exercise.

The risk assessments should identify all significant hazards and risks associated with the activities being undertaken and risks associated with:

    - the suitability of staging
    - floor surfaces
    - the space available – back of house, green room, stage, auditorium
    - electrical equipment and portable appliances
    - equipment and control rooms
    - lighting
    - working at heights
    - costumes, props and storage of items
    - special effects, eg pyrotechnics, lasers, smoke machines and use of dry ice

- Develop and implement procedures for staff and students to follow whilst working in your drama studio, or theatre, and ensure that these are documented.

- Ensure that all students and members of staff wear suitable footwear and clothing during drama lessons and rehearsals.

- At the end of each lesson or rehearsal, a nominated staff member must ensure that all equipment has been rendered safe, any appliances, props, or other items have been stored safely, and all electrical equipment used has been switched off.

2. Fire Safety

Ignition sources and combustible materials must be kept segregated as far as is practicable.

- **Combustible rubbish and waste** must be well managed: not allowed to build up, and carefully stored until it is disposed of.
  Waste bins should not be located in stairwells or along escape routes and should be emptied on a daily basis
- **Combustible materials** such as fabrics, paper, card, must never be hung from, or within 50cm of light fittings or electrical equipment, nor should they be allowed to hang / accumulate next to heating appliances.
- **Emergency exit routes and doors** must be freely accessible and kept clear of obstructions at all times.
- Coats, bags, etc should not be stored on fire exit routes, unless two direction escape is available.

Fire doors must **not** be propped, wedged or hooked open, except with a 'hold open' device which allows the door to close when the fire alarm is activated. **Fire extinguishers** and emergency **fire signage** must be clearly visible and never obstructed.

Performances

- Make sure that staff, students and the audience are aware of emergency evacuation procedures. This is particularly relevant to all Front of House staff.
- All exit routes must be clearly signed, and any emergency lighting should be operative.
- Any stage curtaining must be flame resistant, or treated with flame proofing solution.
- A competent person should review the fire risk assessment for rehearsals and every performance.

3. Medical Information

It's essential that Drama staff are informed if any students suffer medical conditions that could be triggered by drama activities, e.g. students who may react negatively to make up, paints and other substances such as smoke machines, dry ice, and also laser and strobe lights.

4. Work at Height

Where possible **avoid** working at height. Many tasks can be carried out using extendable / long handle equipment, or by lowering suspended fixtures and fittings.

- If work at height is unavoidable a **risk assessment** must be completed to determine the correct equipment to use to gain height - NEVER a chair, table or other item not specifically designed for this purpose. Appropriate height access equipment might be a step-ladder, scaffold tower or tallescope – it will depend on the task, environment and who is planning on doing the task.
- See more detailed guidance in the **Work at Height** section of this policy on the safe use of height access equipment, e.g. ladders and scaffold towers
- Only **trained** people should set up, adjust, use and take down specialist height access equipment, e.g. tall ladders and scaffold towers.
- NEVER:
    - undertake work at height alone (with the exception of going just 1 or 2 steps off the ground, e.g. on an 'elephant foot' stool)
    - climb if you suffer vertigo or have a poor sense of balance
    - over-reach whilst on height access equipment
    - move height access equipment with a person on it e.g. a tower scaffold.
- Make sure:
    - the height access equipment cannot be knocked or bumped into, e.g. by someone opening a door or walking past and bumping into it.
    - Everyone using height access equipment wears **sensible** shoes – secure, well-fitting and non slip
- Before using any height access equipment check it is in good condition, has all the correct fittings and consider creating an exclusion zone in the area beneath it.

5. Electricity and Electrical Equipment

- All electrical and mechanical equipment should be operated by a qualified and/or experienced operative.
- Electrical equipment should be checked regularly and checks should be recorded.
- Any portable equipment should be given a visual check by the user before use.
- All fixed and permanently-wired installations should be inspected and tested regularly, as part of the electrical installation check.
- Cables should be kept tidy, securely tied, and properly routed.
- Extension cables should be fully unwound from any reels to avoid overheating.
- Never work on any equipment whilst it is 'live', always switch off and disconnect before any work begins.

6. Stage Lighting

- Stage lighting should be inspected regularly and tested for electrical safety.
- Temporary cabling should be avoided as far as possible. If it is necessary to provide temporary cabling it should be fully protected with appropriate ducting and the length of cabling kept to a minimum.

- Staff and volunteers must **not** alter, extend, adapt or interfere with the permanent electrical installation under any circumstances. All electrical work of a temporary or permanent nature involving wiring, re-wiring or other similar matters should only be carried out by a qualified electrician.
- Members of staff involved in the use of stage lighting equipment should receive appropriate instruction in its use from e.g. the manufacturer/installer of the equipment.
- Stage lights should only be changed or moved by a competent person, or closely supervised, responsible student.
- Luminaires should only be suspended with the correct hook clamp and safety chains must always be used

7. Back Stage

- Back stage areas must be kept clear of obstructions. Where this is unavoidable they should be clearly marked and brought to the attention of the staff and students.
- Ensure that all items are put away or returned to the props table after use.
- Provide safe storage for costumes, make-up and similar items.
- Restrict access to the back stage areas at all times – especially when the stage is set for a production – and dissuade other students and family members from crowding in.

8. Stage Platforms and Rostra

Ensure that any stage platforms or rostra are clipped or fastened together securely. A member of staff should inspect the stage platform and rostra before each use.

- Make sure that all scenery, including flats, movable scenery, platforms and free-standing scenery is stable and secure at all times. Check this between each rehearsal and performance.

9. Special Effects e.g. pyrotechnics, lasers, smoke machines and dry ice

- Make sure that any special effects are handled under the strict supervision of a suitably trained, competent person.
- Ensure that the environment, size of stage or room and proximity to audience is taken into consideration when planning any special effects.
- Purchase or hire any pyrotechnics or special effects from reputable suppliers and always use these in full accordance with the manufacturer's instructions.
- Make one person responsible for setting and executing any special effects. Ensure that students know who to report any issues to, and keep them away from equipment at all times.
- Make sure that your performers know about any special effects in advance of using them, and that they are aware of where to stand to keep themselves safe.
- Ensure that you have appropriate insurance cover in place for any specialist equipment. It's very costly to replace if it gets broken or damaged!
- Make sure that you consider what could go wrong when using special effects and have contingency plans and procedures in place that are known and understood by all staff and students, eg:
    - Will smoke generated on stage cause fire alarms to activate automatically?
    - Will strobes or lasers affect any staff members, students, or members of your audience who may be sensitive to such effects?

- Strobe lighting can cause epileptic fits. The British Epilepsy Association recommend that the strobe frequency should not exceed five flashes per second. Post warnings about your use of

strobe or laser lights on all publicity and make sure that performers and audience are fully aware prior to attending a performance or rehearsal.

School Minibuses and Multi-Purpose Vehicles

A **minibus** has more than 8 passenger seats, but must not seat more than 16 passengers in addition to the driver. It must have forward facing seats and seat belts fitted to all seats. A '**People Carrier**' (MPV) has up to 8 passenger seats, (9 seats in the vehicle, including the driver).

Section 19 Permits

Schools must apply for a Section 19 Permit to operate their minibuses and any MPVs they own or hire to transport passengers. This exempts them from needing a Public Service Vehicle (PSV) Operators Licence. If vehicles are operated without either a valid PSV Operator's Licence or a Section 19 Permit it could result in a prosecution and the vehicle could be impounded.

Permits and discs have an expiry date and are valid for a maximum of **five years**.

No vehicle may be used for carrying passengers until a Permit has been obtained and the corresponding disc displayed inside the windscreen. Permits are not specific to individual vehicles and the discs may be swapped between different school vehicles or used with hired vehicles

As Permit Holders schools must ensure their vehicles are operated safely and legally. The key points are:

- All drivers are suitably trained and are correctly licensed ;
- Drivers take appropriate breaks;
- All vehicles are maintained in a safe and roadworthy condition;
- All vehicles are insured, and the insurer is aware that the vehicles are used to provide services using a Permit;
- No "profit" charge can be made to passengers for the use of the vehicle, although a contribution to the running costs can be recovered.
- The vehicle must not be hired out on a commercial basis (spare places cannot be 'sold' e.g. to other neighbouring school's pupils).
- Only passengers allowed by the Permit can be carried in the vehicle. Each Permit and corresponding disc will indicate the particular classes of passengers who may be carried. Permits awarded to PST schools will normally specify Class D passengers, ie pupils and staff or other helpers accompanying them;
- No members of the general public can be carried in the vehicle
- DVSA must be informed if there are any changes, such as the name of the organisation, and the permit replaced.

Vehicles driven under the Section 19 Permits scheme:

- **Cannot tow a trailer** if it obstructs either of the two exits to which all passengers must have access.
- Must display a yellow reflective **'school bus' sign** (two children in silhouette) at the front and rear of the vehicle if they are transporting pupils. The sign at the front must be at least 25 x 25cm and the sign at the rear must be at least 45 x 45cm.

More information on Section 19 Permits is available **here**.

Minibus Drivers

Minibus drivers must undertake a MiDAS* (or equivalent) minibus driver training before they start to transport passengers and at least every 4 years thereafter.

*MiDAS – Minibus Driver Awareness Scheme operated by the Community Transport Association (CTA) http://www.ctauk.org/training/midas.aspx

No one may drive a minibus unless they:

- Have a UK or EU driving **licence** for the vehicle they intend to drive
- Have held the licence for more than a year
- Over 21yrs of age, but under 71yrs
- No more than 6 'active' points on their driving licence
- Undertake appropriate MIDAS (or similar) regular update training
- Are **authorised** to do so**,** in writing, by the Head
- Have satisfactory completed the PST Drivers **medical questionnaire** annually. Records must be kept.

It is also recommended that they have a current first aid qualification.
The PST forbids any of its employees from driving whilst under the influence of illegal or recreational drugs. It also forbids any employees from driving if they are taking prescribed medicines or over the counter medicines if they might impair their ability to drive.

All minibus drivers should also be familiar with/competent in:

- The requirements of the PST Driving at Work Risk Assessment
- Safe journey planning
- How to conduct and record routine pre-use vehicle checks, e.g. lights, tyres, windscreen wipers, fluid levels (fuel, oil, and water) and safety equipment, and what to do if any defects are identified
- The procedure in the event of a breakdown or accident
- The procedure for reporting an accident or significant near-miss driving incident to school

Wherever possible, there should be a **relief driver** in the minibus, particularly if journeys are going to be long (in excess of an hour). However, it is accepted that this may not be possible for local trips (e.g. to local away matches or sports fixtures).

Where the minibus driver is **in sole charge of pupils in a minibus,** i.e. there is no accompanying member of staff:

- The driver must be equipped with a mobile telephone and relevant contact numbes in case of accident and/or emergency.
- There must always be back up arrangements at school to send immediate assistance if necessary, including for journeys made outside normal school hours
- The driver should never leave pupils unattended.

Drivers and vehicles will be supplied with **written guidance** covering:

- the **length of driving period -** they should drive for no more than 2 hours before a rest break;
- symptoms of, and action to take if feeling **fatigued**;

- procedure to be followed in the case of **accidents**.

By law, the **driver** is responsible for the safe **condition of the vehicle** they are driving. It is recommended that they carry out a walk-around check every time they use the vehicle using a 'Drivers Daily Checklist' as a prompt and make a record of their findings. Any faults must be reported before the journey begins and it may be necessary to delay the journey until they are rectified.

Minibus drivers are **forbidden** from using **mobile phones** (including hands-free sets) whilst driving. In the event of an emergency, the driver should pull over as soon as safely possible and switch off the engine before making a call.

Maintenance, Repair and Servicing

The school must be a member of the AA, RAC or other national breakdown organisation.
A member of school staff must be allocated responsibility for the maintenance of the minibus(es). This includes:

- Taking the minibus(es) to and from the garage for petrol etc., and for repairs and regular servicing.
- A **daily** check to ensure that the vehicle is safe to use; a record of the findings must be made.
- A **weekly** check that lights are working and that brakes, oil, fuel, water and tyres, etc are in good order and topped up as necessary; a record of the findings must be made.
- If vehicles are used for the daily pick up / drop off routes and regularly during the school day, they must have a 'vehicle safety inspection' every **10 weeks** (every **6 weeks** if the vehicle is over 12 years old). If they are used less frequently, they should have an inspection every term. The checks should be carried by a competent garage or engineer who will sign a form declaring that, in their opinion, the vehicle is safe. More information available on the CTA UK website and in the DVSA's 'Guide to Maintaining Roadworthiness' .

The person with this responsibility should be the one to whom all members of staff who drive the minibus should immediately report any defect or requirement. Further detailed information is contained in HM Govs guidance Section 19 Permits PSV 385 (updated 2018).

The person responsible for the minibus should keep a **log book** of services, maintenance checks and use. These are commercially available.

No member of the school staff may undertake repairs and servicing; these must be carried out by a garage or a qualified engineer.

Each minibus should be supplied with:

- Foam fire extinguisher (tested annually)
- First aid kit
- Warning triangle
- High visibility waistcoats or jackets sufficient for all drivers and passengers
- School emergency contact details
- Contact details for breakdown recovery service

Seatbelts & Child Restraints

A 'Child Restraint' is a baby seat, child seat, booster seat or booster cushion. The 'Department of Transport', 'Community Transport Association' and Outdoor Education Advisors Panel - OEAP' have issued useful guidance - please read this:

OEAP Seat-belts-and-child-restraints - 2021.pdf
www.think.gov.uk/wp-content/uploads/2020/07/DfT_SeatBeltBooklet.pdf
www.gov.uk/child-car-seats-the-rules

Cars and MPVs / People Carriers

- A child under the age of 3 must be accommodated in a correct child restraint.
- From the age of 3 up until the age of 12 or up to 135 cms, whichever they reach first, a correct child restraint must be used where seat belts are fitted except:
    - On a short and very occasional trip, where the correct child restraint is not available, i.e. an unforeseen emergency. The child must use an adult seat belt and sit in the rear. This exemption is not for journeys such as the regular school run.
    - Where two occupied child seats in the rear prevent the fitment of a third child seat.
- Once a child reaches the age of 12, or they are over 135cms in height, an adult seat belt may be worn instead of a child restraint.
- Children may not travel in the front of vehicles not fitted with seat belts.

Minibuses and Coaches

- **Front Seats** (i.e. parallel with the driver) - all passengers travelling in the front seats of minibuses and coaches must use an appropriate child restraint or adult seat belt if one is fitted.

- **Rear Seats**
    - All passengers must wear seat belts
    - A child required to use a child restraint in a car must do so in a minibus if a suitable one is available. NB A typical car child seat is not suitable for a typical minibus seat - which is narrower and less deep. A seat is not available if it is not suitable. As a general rule, therefore, children should use the belts provided in the vehicle, which are typically adjustable. The operator is not required to provide suitable child seats.
    - It the driver's responsibility to ensure that the children wear their seatbelts

IN CONCLUSION

No Health and Safety Policy is likely to be successful unless it actively involves employees themselves. In this connection, the School reminds all employees of their own responsibilities and to take care in their work for their own safety and that of other employees, for the safety of pupils and members of the public. All staff should cooperate with the School to enable them to carry out their responsibilities.

A copy of this statement is to be read by all employees.