



Health and Safety Policy

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Authorised by: Governors

This Policy applies throughout the School from the EYFS to Year 6

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Introduction

The Cavendish School undertakes to provide a safe and healthy working and learning environment for staff, pupils and visitors including all pupils in the EYFS. The School accepts that it has a responsibility to take reasonably practicable steps to secure the health of pupils, staff and others using the School premises or participating in School-sponsored activities. The School recognises that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils. The School will take reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in school-sponsored activities.

The Health and Safety at Work etc. Act 1974 states that

“(1)It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

(2)Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular—

(a)the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;

(b)arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

(c)the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;

(d)so far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;

(e)the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”

And

“It shall be the duty of every employee while at work—

(a)to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b)as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

Health and Safety Policy Statement

a) The Governors and Headteacher are fully aware of their responsibilities under the Health and Safety at Work etc. Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.

b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, staff and others affected by the School's activities, by identifying and then controlling hazards.

c) The Headteacher, assisted by the Health and Safety Consultant, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

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

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

The School's Health and Safety Consultant is: PIB Risk Management, Poppleton Grange, Low Poppleton Lane, York YO26 6GZ, Tel: 01904 784 141 www.pib-riskmanagement.co.uk

RESPONSIBILITIES

Governors

- a) Will ensure that there is an effective Policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b) Will periodically discuss the effectiveness of the Policy with the Headteacher and the Bursar and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

Headteacher

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

Assistant Head

- a) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that responsibilities are properly assigned and accepted at all times.
- c) Will assist the Headteacher in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- d) Will assist the Headteacher in ensuring that all teaching staff have adequate training for the tasks that they are required to perform.

e) Will assist the Headteacher in ensuring that all teaching staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.

Bursar

a) The Bursar is responsible for the day to day implementation of the School's Health and Safety arrangements.

b) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

c) Will draw up safe methods and procedures, written where appropriate, for operations under her control.

d) Will ensure that staff working under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

e) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Consultant, as necessary.

f) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.

g) Will ensure, in conjunction with the Headteacher, that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

h) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.

i). Will be responsible for the control of contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc., in place.

j) Will, in conjunction with the Headteacher, ensure that all areas of the School are inspected, from a Health and Safety point of view, on a regular basis.

k) Will, in conjunction with the Headteacher, review the Health and Safety Consultant's reports and take action where appropriate.

Health and Safety Consultant

a) As a 'competent person' will supervise the School's Health and Safety programme.

b) Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.

c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.

d) Will report to the Headteacher and Bursar concerning Health and Safety matters, making recommendations as necessary.

- e) Will, in conjunction with the Headteacher and Bursar, ensure that there is sufficient material and publicity for the Health and Safety programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Headteacher and Bursar.
- h) Will ensure that all areas of the School are inspected annually from a Health and Safety point of view.
- i) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations, the Management of Health and Safety at Work Regulations and other regulations as appropriate, calling in experts in specific fields as necessary.

Heads of Section and Subject Co-ordinators

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headteacher without delay.
- g) Will at all times endeavour to ensure the health, safety and welfare for all persons within their control.

Teaching Staff

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that protective equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situation are reported to their Head of Section or Subject Co-ordinator, the Bursar or Headteacher without delay.

g) Will be vigilant to the requirement for a risk assessment for any new type of activity or practice and undertake such a risk assessment in conjunction with the School's HR & Compliance Officer.

h) Will, at all times, endeavour to ensure the health, safety and welfare for all persons within their control.

All Other Staff

a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.

b) Will observe Health and Safety Rules at all times.

c) Will conform to all advice given by the Health and Safety Consultant and instructions of others with a responsibility for Health and Safety.

d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Line Manager, the Bursar or Headteacher without delay.

e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.

f) Will ensure that working areas are kept clean and safe.

g) Will inspect all equipment and plant before use to establish that it is safe to use and will be vigilant to the requirement for a risk assessment for any new type of activity or practice and undertake such a risk assessment in conjunction with the School's HR & Compliance Officer.

h) Will familiarise themselves with First Aid and Fire procedures.

i) Will look after all Health and Safety equipment properly and report any defects immediately.

All Other Persons on the School Property

a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.

b) Will not work on the premises until the relevant rules are read, understood and accepted.

c) Will not work on the premises until covered by insurance against risk.

Volunteers (including parents and those on work experience)

Volunteers (including parents helping in the School and those on work experience) should be made aware of Health and Safety arrangements applicable to them. A Health and Safety checklist for volunteers is provided at volunteer induction.

Hirers

When School premises are hired to third parties it will be a condition that all hirers are familiar with this Policy and will not:

- a) Use any School equipment without permission from the Headteacher
- b) Alter fixed installations
- c) Remove Fire and Safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or staff or pupils of the School

All hirers must complete a full risk assessment for any event held on School premises including fundraising activities.

Pupils are expected to observe all the safety rules of the School and in particular the instructions of Staff given in an emergency. Pupils are expected to use and not willfully misuse, neglect or interfere with things provided for their safety.

METHODS AND PROCEDURES

Safe Systems

Heads of Section, Subject Co-ordinators and Line Managers have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department. Safe systems are identified and documented through the risk assessment process.

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

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

Training

Teaching staff engaged all hold relevant teaching qualifications. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate.

Induction of new staff incorporates Health and Safety Training and regular updates in specific areas are planned, delivered and monitored. The Headteacher and Bursar are responsible for co-ordinating the training, including training in risk assessment.

Ancillary and caretaking staff etc., will be given additional training, as necessary, appropriate to the tasks that they are to perform. In all cases the training will be adequate such that,

following training, staff will be competent to carry out the tasks for which they have been engaged.

Playground Safety

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

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

The EYFS has a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The EYFS play in an area which is enclosed to ensure that staff are able to supervise adequately.

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

Fire

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

General

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

Fire Drills

Fire practices are carried out each term and these practices are recorded in the Fire Log.

Fire Risk Assessment

Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place for the premises.

Off-site Activities – Field Trips, Visits etc.

For trips of this nature the School's Health and Safety of Pupils on Educational Visits Policy applies. Its main provisions are summarised below:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.

c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

Supervision

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

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

a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.

b) The expertise of staff accompanying the trip.

c) Accident and Emergency procedures.

d) Contact person who knows the itinerary and is able to alert the authorities in the event of failure to make a pre-arranged contact.

e) Risk assessment of any hazards that are likely to be encountered.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

First Aid and Medicine Control

Provision of First Aid in the School is covered in the First Aid Policy, the responsibility of the School Secretary who is the Principal First Aider.

First Aid and Medicines are under the control of the School Secretary who is the Principal First Aider and she is assisted by other Staff who are first aid trained.

First Aid Boxes are always kept topped up from a supply kept by the School Secretary.

Staff in the EYFS are Paediatric First Aid trained.

The following items are also controlled by staff:

1) The Accident Book - filled in for serious accidents.

2) Daily Log - detailing other injuries.

The procedure for allergies is co-ordinated by the School Secretary.

Catering

The School contracts out the catering activities for the School to Accent Catering Services Ltd.

As part of the arrangements in the contract, Accent are responsible for all assessments associated with the catering activities.

Control of Vehicles

The nature of the School's site is such that only limited vehicles are permitted on the site.

Designated parking spaces are available by arrangement and vehicle movement is in a restricted area which ensures adequate segregation between vehicles and pupils.

Security of Site

The School has taken all reasonable steps to prevent unauthorised entry into its premises. The street gates are locked during the day, and are controlled by an entry system operated from the School Office.

Visitors are required to report to the School Office on arrival where they must register and receive a visitor's badge which they must wear at all times while on School premises.

The site is protected by fencing and CCTV is sited as appropriate.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

The responsibility for ensuring that the premises are secure is covered by the Site Manager.

Machinery and Plant

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

- 1) Inspection of guards and mechanical equipment by Site Manager and teaching staff before use.
- 2) Annual checks on portable electrical equipment.
- 3) Annual service of heating equipment.
- 4) Annual service of fire extinguishers.
- 5) Annual service of gas equipment.
- 6) Servicing of fire alarm system under contract.
- 7) Servicing of catering equipment under contract.
- 8) Five yearly checking of fixed electrical wiring.

Environmental Control

Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours

to ensure that all areas are in line with the most up to date requirements in the educational sector.

Art Room and Science Laboratory

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the COSHH Regulations. These areas use dilution ventilation and local exhaust ventilation as necessary.

Kitchen

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

Noise

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

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) hearing protectors will be used.
- 3) Where applicable, noise meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Consultant with assistance from other staff as appropriate. If it is found that there is a particularly severe problem, noise specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

Vibration

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

- 1) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 2) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- 3) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then vibration specialists will be called in to carry out an appropriate survey and introduce an appropriate management plan which will include the consideration of health surveillance.

Reporting Procedures – Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as follows:

a) Notification to the Health and Safety Executive by the HSE approved method if the following occurs:

- 1) Fatal Injury to staff, pupils or any other people in an accident on the premises.
- 2) Specified Injury to staff, pupils or any other people in an accident on the premises - the Specified Injury as listed in RIDDOR.
- 3) Dangerous Occurrences listed in RIDDOR.

b) Reporting

- 1) A report will be sent to the HSE of any notifiable incident covered by 1) 2) and 3) above.
- 2) A report will be sent to the HSE for any other injury which results in staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the HSE in the case of any of eight categories of work related illness listed in RIDDOR.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

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

d) Record Keeping

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

Time/Date/Place/People Involved/Description of Event

Hazardous Substances

Where substances are used that may be controlled under specific regulations e.g. COSHH the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH assessment having regard to the following points:
 - 1) Prevention or control - ideally prevention by substitution of a non-controlled substance, but if not possible, control.

- 2) Control measures to be adopted.
 - 3) Maintenance of the control measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake health surveillance where relevant.
 - 6) Carry out instruction and training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency procedures
 - Methods of control
 - Use of personal protective equipment
- c) Record all information on relevant assessment form. This type of assessment would be carried out by the Health and Safety Consultant with assistance from other staff as required.

Personal Protective Equipment (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the display screen equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user', carry out an analysis of the work station to assess risks to Health and Safety - work station includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the work station.

Risk Assessment

Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The assessment will establish the following:

- a) The hazards associated with a particular activity.
- b) The potential frequency and severity of an accident.
- c) The control measures being employed to minimise the risk of an accident occurring.
- d) Any further action to be taken to adequately control the hazard.

The assessments will be carried out by the Health and Safety Consultant with assistance from other staff as required.

A Risk Assessment Policy is in place.

Manual Handling

The School is aware of its obligations under The Manual Handling Operations Regulations 1992 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:

- Assistance from other personnel
- Use of sack barrows or other similar equipment etc.

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

Work at Height

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

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

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

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

- Work at height will be properly planned and organised
- Those involved in work at height will be properly trained and competent
- A risk assessment will be carried out to establish the correct access equipment
- Equipment for Work at Height will be properly inspected and maintained

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

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding work at height if reasonable to do so
- Using work equipment or other measures to prevent falls where work at height cannot be avoided
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall

Control of Contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School premises.

In order to meet these obligations the School exercises control over contractors in the following way:

1) Identification of Suitable Bidders

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control structure

- c) Safe systems of work in operation
- d) Training standards

2) Identification of Hazards in the Specification

The contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable, e.g. Asbestos
- b) Safe access to/egress from the site
- c) Confined space entry
- d) Chemical storage
- e) Occupational health risks including noise

3) Appointment of Contractor

Based upon the best bid, taking into account all factors.

4) Acceptance by Contractor of School Safety Rules for the Site

Full list of site rules available for contractors.

5) Control of Contractor on Site

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish contractor liaison person
- c) Arrangement of regular progress meetings
- d) Regular inspection of contractor's operations
- e) Participation in site Safety Committee, where applicable
- f) Provision by contractor of written method statements in advance, particularly where they apply to 2 a)
- g) Notification by contractor of all accidents etc.
- h) All machinery on site to have documentary evidence of statutory inspections and driver/operator training, where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

Contractors must sign in as visitors on the Visitab System at the School Office and wear a visitor's badge whether or not they also wear company identification.

Construction (Design and Management) Regulations 2015 (CDM)

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

- a) Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and co-ordinating Health and Safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the Health and Safety in the construction phase of project.
- b) Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and co-ordinating health and safety in the construction phase of a project.
- c) Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

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

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

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

Consultation with Employees

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

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

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

Asbestos

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the asbestos.

Survey

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

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and asbestos is removed by a registered contractor before work commences on any building.

Management

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

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

Health and Safety Emergencies

Critical Incidents

A cascade system of informing all parties (staff, parents) in case of an extraordinary emergency is prepared annually by the Assistant Head and ratified by the Governors, and forms part of the School's Crisis Management Policy.

Disaster Recovery

Alongside the Crisis Management Policy, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

Occupational Health and Stress

Occupational Health

Occupational health issues in the education sector are generally more evident in higher and further education where these apply to pupils and students.

In summary, these issues arise from the following areas:

- Laboratory hazards
- Workshop hazards
- Fieldwork and site work
- Clinical activities
- Allergies associated with substances or animals

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

Activities carried out by staff, particularly on the grounds and in maintenance activities, are more likely to have aspects of Occupational Health.

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

Stress

The School is aware of the potential for stress in its employees.

A full Stress Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The School adopts a proactive approach to this issue.

Slips and Trips

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

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

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

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure that trip hazards are controlled
- Plant and the premises are maintained on an on-going basis

- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of staff and pupils is in place as required
- Risk assessment is undertaken where extraordinary situations exist

Violence

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

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

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

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

Monitoring of Policy

The Health and Safety Policy will be monitored on an on-going basis by the Health and Safety Consultant. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that this document is fully up to date and correctly reflects the activities of the School.

Linked Policies

- Asbestos Policy and Management Plan
- Crisis Management Policy
- Fire Risk Prevention Policy
- First Aid Policy
- Lockdown Procedure
- Lone Working Policy
- Premises and Accommodation Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Stress Policy
- Work-related Violence Policy