



## Health and Safety Policy

Updated: 03-26  
Prepared by: KED/SHCC

Next Review: 03-27  
Authorised by: Governors

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

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## Monitoring of Policy

The Health and Safety Policy will be monitored on an ongoing 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.

## Introduction

The School undertakes to provide a safe and healthy working and learning environment for staff, pupils, parents and visitors, including the EYFS. The School accepts that it has a responsibility to take reasonably practicable steps to secure the health of staff, pupils, parents and visitors 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, pupils, parents and visitors 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 their 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 their 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 their 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 themselves and of other persons who may be affected by their acts or omissions at work; and*

*(b) As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them 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 the Head 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 the health and safety of the pupils, staff and others affected by the School’s acts or omissions by identifying and then controlling hazards.

c) The Head, 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 health and safety rules, regulations and requirements and report any hazardous conditions to their line manager.

The School’s Health and Safety Consultant is:

Assured Partners Eleven Brindley Place, 2 Brunswick Square, Birmingham, B1 2LP. Tel: 0121 423 6200. Website: <https://assuredpartners.co.uk/locations/birmingham/>

This policy has been ratified by the Cavendish School Board of Governors and authorised by:

Name: Taryn Lombard

Position: Head

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Co-chair of Governors

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **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 Head and the Bursar and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent health and safety legislation.

### **Head**

- 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 materials are provided to meet the requirements of the Health and Safety at Work 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, on a regular basis.
- 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.

### **Senior Deputy Head**

- a) Will be fully familiar 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 Head in ensuring that all areas of the School are inspected, from a health and safety point of view, on a regular basis.

d) Will assist the Head in ensuring that all teaching staff have adequate training for the tasks that they are required to perform.

e) Will assist the Head 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 Head and the Site Manager, 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 and/or taken out of service 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, are aware of any relevant hazards on the school site and have the relevant insurances, etc., in place.

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

### **Site Manager**

The Site Manager will assist the Bursar with the implementation of the following:

a) Building security

b) Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)

- c) Registration and control of visitors and management of contractors
- d) Site traffic movements
- e) Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- f) Good standards of housekeeping, including drains, gutters, etc.
- g) Control of hazardous substances for grounds maintenance activities

### **School Health & Safety Committee**

The Committee meets once a term and is chaired by the Bursar. The Governor, who is responsible for overseeing health and safety, attends these meetings and minutes are taken. The members of this Committee are:

- The Governor with designated responsibility for Health & Safety
- The Head
- The Educational Visits Co-ordinator
- Head of Early Years
- Deputy Head (Pastoral)
- Bursar
- Site Manager
- Head of HR & Compliance

The role of the Committee is to:

- a) Discuss matters concerning health and safety, including any changes to regulations
- b) Monitor the effectiveness of health and safety within the school
- c) Review accidents and near misses, and discuss lessons learned and preventative measures
- d) Review risk assessments
- e) Discuss training requirements
- f) Monitor the implementation of professional advice, e.g. from the H&S Consultant
- g) Review the policy guidance and the need for updates
- h) Develop safety rules and safe systems of work and how best to implement them
- i) Encourage H&S responsibility devolvement through reporting of defects by and suggestions from all members of staff

### **Health and Safety Consultant**

- a) As a 'competent person' will supervise the School's health and safety programme

- b) When carrying out an audit of the School, check records to ensure that plant and machinery are safe and being operated correctly in accordance with risk assessments and Safe Operating Procedures where relevant. Maintenance records will also be checked to ensure they are meeting the requirements of the relevant Legislation e.g. PUWER/LOLER etc.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy
- d) Will report to the Head and Bursar concerning health and safety matters, making recommendations as necessary
- e) Will, in conjunction with the Head 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 buildings and equipment for potential hazards when carrying out an audit of the School, in conjunction with the Head of HR & Compliance and the Bursar
- h) Will ensure that all areas of the School are inspected annually from a health and safety point of view and recommendations made to maintain H&S best practice
- i) Will review assessments and/or provide guidance 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

**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 situations are reported to their line manager 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 Head of HR & Compliance
- h) Will, at all times, endeavour to ensure the health, safety and welfare of 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 accidents, damage, hazardous or dangerous conditions or situations to their line manager, the Bursar or Head 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 Head of HR & Compliance
- 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 premises**

- a) Will observe the health and safety rules and the instructions 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) will be made aware of health and safety arrangements applicable to them.

### **Premises 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 Bursar
- 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, where appropriate, 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 equipment and procedures provided for their safety.

## **METHODS AND PROCEDURES**

### **Safe systems**

Subject Coordinators 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 all hold appropriate 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 Head of HR & Compliance, under delegated responsibility from the Head and Bursar, is responsible for coordinating 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. We will liaise with subcontractors to ensure their staff are also safe on our site.

## **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.

Staff are provided with a playground duty guide that is updated regularly and/or as appropriate.

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. See the separate policy, Fire Risk Prevention Policy and Procedures.

## **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 a minimum of once 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 – educational visits, matches, etc.**

For trips of this nature, the School's Educational Visits Policy applies. Its main provisions are summarised below:

- a) Careful planning of the trip with a 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 the staff accompanying the trip
- c) The composition of the pupil body on the trip
- d) Accident and emergency procedures
- e) Contact person who knows the itinerary and is able to alert the authorities in the event of failure to make a pre-arranged contact
- f) Risk assessment of any hazards that are likely to be encountered.

Where activity centres are used by the School, we ensure that the centre holds the LOtC Quality Badge. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards and ensures that these providers, such as professionally operated licensed activity centres and tour operators, have appropriate safety standards and liability insurance.

## **First aid, allergies 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 Principal First Aider.

A sufficient number of staff in the EYFS are paediatric first aid trained.

There is a Mediana defibrillator with instructions for use in the School Office. Staff are trained in its use.

The following items are also controlled by staff:

- 1) The accident log - filled in for all but minor accidents
- 2) Accident forms completed for children in the Early Years setting

The procedure for allergies is coordinated by the Principal First Aider. A record of allergies is kept with each pupil's record on iSAMS and on a separate allergy and dietary log. See the separate Allergy and Dietary Requirements Policy for full details.

### **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 a limited number of vehicles are permitted on the site.

Designated parking spaces are available by arrangement and vehicle movement is in a restricted area and only during certain times, which ensures adequate segregation between vehicles and pupils. A risk assessment is produced annually detailing these arrangements.

### **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 on the visitor management system and receive a visitor's badge and a red lanyard for easy identification, which they must wear at all times while on School premises.

The site is protected by fencing and CCTV is sited as appropriate. The CCTV monitors are readily viewed in the School Office.

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 mechanical equipment by the Site Manager and other 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 the fire alarm system under contract
- 7) Servicing of catering equipment under contract
- 8) Five-yearly checking of fixed electrical wiring

Staff must not bring or use any electrical equipment, such as fans or mobile phone chargers, on School premises. Fans, if required, should be requested from the Site Manager.

## **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 room**

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. We do not use substances or materials on our premises that require local exhaust ventilation. If a residual risk remains, windows will be opened for ventilation.

### **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 and noisy work will be conducted with regular breaks
- 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

Should a concern arise about noise in the School environment, decibel readings will be taken using an appropriate app. If it is found that there is reason for concern, a professional assessment will be

obtained. 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) 2013 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) Occupational diseases listed in RIDDOR which has been caused or made worse by their work.
- 4) Dangerous occurrences listed in RIDDOR.

#### **b) Reporting**

- 1) A report will be sent to the HSE of any notifiable incident covered by 1) 2) 3) and 4) 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 the eight categories of work-related illness listed in RIDDOR
- 4) A report will be sent to the HSE in the case of a diagnosed occupational disease which has been caused or made worse by their work

5) In the case of dangerous occurrences, advice will be sought as to whether it is a reportable incident via the HSE. A report will be submitted if necessary

6) Reports will be submitted by the Bursar, or in her absence, the Head of HR & Compliance or Site Manager

Note: When reporting 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

### Control of Substances Hazardous to Health (COSHH)

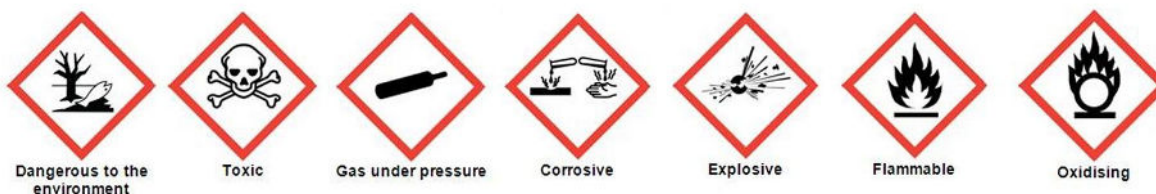
The school recognises its duties under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and is committed to ensuring that all reasonable steps are taken to prevent exposure of employees, pupils and others to substances hazardous to health, or where exposure cannot be prevented, that it is controlled within statutory limits.

The aim of the COSHH Regulations 2002 is to ensure that where a need for the use of a hazardous substance is required, that the situation is assessed and appropriate control measures are taken.

Substances hazardous to health as defined by the COSHH regulations are:

- substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below

What do the COSHH symbols mean?



- Biological agents directly connected with work including micro-organisms
- Dust of any kind when present as a substantial concentration in the air

- d) Substances which have a Workplace Exposure Limit (WEL)<sup>1</sup> assigned to them by the Health and Safety Commission. (Examples include wood dusts and chlorine.)
- e) Any other substance not specified above which may create a comparable hazard to a person's health

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances.

Such substances may be hazardous through inhalation, ingestion, and/or absorption through the skin or skin contact. Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means.

It should be remembered that substances hazardous to health can also be created by practical work (e.g., wood dust, products of chemical experiments, work with micro-organisms). In such situations, prevention or effective controls may be required to minimise the risks to health.

In our school, COSHH items can be found in the Site Manager's Office, the kitchen and cleaning supplies and the Science Room. We have a minimal number of products that fall under the COSHH regulations on site. A COSHH risk assessment and audit is carried out annually by the Head of HR and Compliance. This ensures that an inventory of all hazardous substances used/generated on site is compiled.

Material safety data sheets are obtained from the manufacturer of each of the COSHH products used on site and these are saved in the COSHH folders located in school. A main folder which contains all data safety sheets is located near to the medical room.

COSHH training is undertaken by relevant staff and is updated every 3 years.

CLEAPSS hazard cards and risk assessments are used, where required, in the science department.

### **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

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<sup>1</sup> These were previously known as OEL's (Occupational Exposure Limits) and MEL's (Maximum Exposure Limits)

- 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

See the separate Personal Protective Equipment (PPE) Policy for more details.

### **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 the 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 likelihood and severity should the hazard occur
- 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 staff member undertaking the works. These types of risk assessment are overseen by the Bursar. All risk assessments are reviewed after any significant changes to work practices, incidents or the change of key personnel. All risk assessments are reviewed annually as a minimum.

Risk assessments are spot-checked by the H&S Governor, who carries out a walk-around.

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. Relevant training is provided to all staff. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

A manual handling risk assessment is in place.

### **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. Relevant training is provided to all staff.

The regulations apply to all work at height. The legal definition of 'work at height' means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury, i.e. when working with feet off the ground.

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

A working at heights risk assessment is in place.

### **Control of Contractors**

The School is aware of its obligations under The Health and Safety at Work Act 1974 insofar 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) Risk assessments and safe systems of work in operation
- d) Training standards
- e) Insurance cover

#### **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 use.
- e) Occupational health risks, including noise
- f) Fire
- g) Work at height

A 'permit to work' procedure is implemented for the more hazardous work completed by contractors, e.g. hot work, roof access. Any contractor working in areas where there is identified (and safely sealed) asbestos has to view the asbestos register and map of asbestos locations prior to works commencing and sign to confirm they have seen it.

### **3) Appointment of contractor**

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

### **4) Acceptance by the contractor of the school safety rules for the site**

Full list of site rules available for contractors.

### **5) Control of the contractor on site**

- a) Nomination of a person to coordinate all health and safety aspects
- b) Pre-commencement meeting to establish the contractor liaison person
- c) Arrangement of regular progress meetings
- d) Regular inspection of the contractor's operations
- e) Participation in the 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 visitor management 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 coordinating 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 health and safety in the construction phase of the project.
- b) Select and appoint a principal contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project.
- c) Ensure that, where there is more than one contractor, a health and safety file is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance. 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 (F10 – notification of construction project).

### **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.

## **Lifting equipment and lifting operations**

The school recognises its duties under the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 for all lifting equipment used on site (i.e. the passenger lift and gym ropes) and ensures that:

- All lifting equipment is identified on a schedule, which is used to ensure that each item has received the maintenance and inspection required
- All lifting equipment has a risk assessment in place that is reviewed periodically, following any changes, and/or following any accidents, incidents or near misses
- All lifting equipment is clearly marked with its 'safe working load' (SWL)
- All lifting equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions
- All lifting equipment is subjected to a periodic thorough examination and test in line with the requirements of LOLER 1998 and an inspection report is held on file
- Improvements identified through inspections/tests are undertaken as required
- Pre-use inspections are carried out by operators of lifting equipment and the results recorded
- Defective lifting equipment is taken out of service whilst awaiting repair or replacement
- Lifting equipment is only used by persons who have had suitable and sufficient information and training on their safe operation and use, and any precautions or safeguards required

The schedule of equipment and records of maintenance and inspection are held in the Bursar's office.

## **Legionella**

The School has a competent person undertake a risk assessment for legionella every two years, following which remedials are actioned. There is also a monthly/quarterly/6-monthly/annual water hygiene monitoring system carried out by the Site Manager and an external contractor. Records are kept in the water logbook.

## **Asbestos**

The School has an Asbestos Policy and Asbestos Management Plan (AMP), including an asbestos register and map, in place.

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

## **Survey**

An asbestos management survey was carried out (December 2024) to update the AMP. Should there be any potential disturbance to the fabric of the building, a risk assessment will be carried out.

A refurbishment/demolition survey may then be carried out in areas where work is envisaged to establish the full position and any asbestos found removed by a registered contractor before work commences.

## **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. Contractors will be asked to sign a witness of the asbestos register form prior to work commencing
- Have arrangements and procedures in place, so that work which may disturb asbestos-containing materials complies with the Control of Asbestos Regulations 2012
- Review the AMP at regular intervals and, at a minimum, once a year

## **Radon**

The School is aware of its duty under the Management of Health and Safety at Work Regulations 1999 to consider the risk of radon on its site. The Bursar has carried out a risk assessment, taking into account the School's location and cellar beneath the dining room.

## **Health and safety emergencies**

### **Critical incidents**

An emergency contacts list is available to use by SLT, saved on OneDrive. This would be used should the school's Management Information System be unavailable. This is updated termly as a minimum by the Head of HR & Compliance.

### **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 actions 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 the use of substances is carefully controlled and monitored.

### **Stress**

The School is aware of the potential for stress in its employees and carries out an annual work-related stress risk assessment.

A Work-related Stress Management Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress. The Senior Leadership Team receive regular training in this area.

The School adopts a proactive approach to this issue.

### **Menopause**

The School is aware of the potential for menopause to cause stress in some of its employees. A Menopause Policy is in place to inform all employees and to support those undergoing menopause, should they wish.

### **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 ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- External paths are checked & cleaned to remove moss & similar vegetation in summer & snow & ice in winter
- Snow & ice is cleared from main pedestrian areas prior to use & salt is spread to keep paths free from ice where it is assessed necessary for the safe passage of people
- 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 Head 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.

## **Investigation of adverse events**

'Adverse event' includes:

- Accident: an event that results in injury or ill health
- Incident:
  - Near miss: an event that, while not causing harm, has the potential to cause injury or ill health
  - Undesired circumstances: a set of conditions or circumstances that have the potential to cause injury or ill health

Causes of adverse events:

- Immediate causes: the agent of injury or ill health
- Underlying causes: unsafe acts and unsafe conditions
- Root causes: the failure from which all other failings grow, often remote in time and space from the adverse event

Reasons for investigating:

- Legal reasons: to ensure operation within the law

- Information and insights gained from an investigation: an understanding of how and why things went wrong
- Benefits arising from an investigation: the prevention of future similar adverse events (“lessons learned”)

### **Format of investigation**

All adverse events are recorded in the online Medical Report by the School Secretary. Serious adverse events and near misses are reported to the Bursar via email and are investigated using the following protocol recommended by the Health and Safety Executive in the HSE workbook *Investigating accidents and incidents*.

Step 1. Gathering the information: where, when and who:

- Where and when did the adverse event happen?
- Who was injured/suffered ill health
- How did the adverse event happen? Note any equipment involved
- What activities were being carried out at the time?
- Was there anything unusual or different about the working conditions?
- Were there adequate safe working procedures and were they followed?
- What injuries or ill health effects, if any, were caused?
- If there was an injury, how did it occur and what caused it?
- Was the risk known? If so, why wasn't it controlled? If not, why not?
- Did the organisation and arrangement of the work influence the adverse event?
- Were maintenance and cleaning sufficient? If not, explain why not
- Were the people involved competent and suitable?
- Did the workplace layout influence the adverse event?
- Did the nature or shape of the materials influence the adverse event?
- Did difficulties using plant and equipment influence the adverse event?
- Was the safety equipment sufficient?
- Did other conditions influence the adverse event?

Step 2. Analysing the information: what were the immediate, underlying and root causes?

- What happened and why?
- Checklist/question analysis of the causes
- Identify human failings (errors and violations) as a contributory factor
  - Skill-based errors: a slip or lapse of memory
  - Mistakes: errors of judgement (rule-based or knowledge-based)
  - Violation (rule breaking)
  - Job factors
  - Human factors
  - Organisational factors
  - Plant and equipment factors

Step 3. Identifying suitable risk control measures

- What risk control measures are needed/recommended?
- Do similar risks exist elsewhere? If so, what and where?
- Have similar adverse events happened before? Give details

#### Step 4. The action plan and its implementation

- Which risk control measures should be implemented in the short and long term?
- Which risk assessments and safe working procedures need to be reviewed and updated?

Where required, the forms appended to HSE *Investigating accidents and incidents* will be used to document the investigation.

Updates to risk assessments are requested and monitored by the Head of HR & Compliance.

Adverse events are reviewed by the Health & Safety Committee.

#### **Linked policies**

- Allergy and Dietary Requirements Policy
- Asbestos Policy and Asbestos Management Plan
- Crisis Management Policy
- Educational Visits Policy
- Fire Risk Prevention Policy
- First Aid Policy
- Lockdown Procedure
- Lone Working Policy
- Personal Protective Equipment (PPE) Policy
- Premises and Accommodation Policy
- Procedures for Evacuation of People with Disabilities
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Work-related Stress Management Policy
- Work-related Violence Policy