



# Solefield School

Solefields Road  
Sevenoaks  
Kent  
TN13 1PH

## HEALTH and SAFETY POLICY

*Please see separate Covid 19 Risk Assessment  
Autumn 2020*

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1<sup>st</sup> September 2020

## 1 HEALTH and SAFETY POLICY STATEMENT

The Governors and Headmistress are fully aware of their responsibilities under The Health and Safety at Work 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. The Governors recognise that they have final and overall responsibility for health and safety.

The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School's activities, by identifying and then controlling hazards. It will also be achieved by providing and maintaining safe and healthy working conditions.

The Headmistress 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. Clear instructions and information and adequate training will be provided to ensure employees are competent to do their work.

Prevention of accidents and cases of work-related ill health are essential for the smooth and efficient running of the School requiring full co-operation between all concerned and will be achieved by managing the health and safety risks in the workplace such as the implementation of emergency procedures in case of fire or other emergency.

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 the Headmistress, the H&S Consultant, the Facilities Manager, their Head of Department or the Deputy Head. The Headmistress will ensure that the H&S Consultant engages and consults with employees about day-to-day health and safety conditions and will liaise regularly with the Chair of Governors and Facilities Manager.

Signed: \_\_\_\_\_  
H McClure  
Headmistress

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

R Clewley  
Chairman of Governors

Review date 1st September 2021

## 2 RESPONSIBILITIES

### 2.1 HEADMISTRESS

The Headmistress' responsibilities are:

- to ensure with Governors that there is an effective policy for Health and Safety within the School and to be directly responsible for the establishment and effectiveness of that programme.
- to periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- to ensure with the Governors 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.
- to ensure that responsibilities are properly assigned and accepted at all levels.
- to take a direct interest in the Health and Safety programme and support all persons carrying it out.
- to ensure that all staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them, and have received induction training where appropriate.

### 2.2 DEPUTY HEAD

The Deputy Head will familiarise herself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time and in the absence of the Headmistress take on the Headmistress' responsibilities.

### 2.3 H&S CONSULTANT (SYSTEMS FOR SAFETY)

The H&S consultant's responsibilities are:

- to have day-to-day responsibility for ensuring this policy is put into practice.
- to ensure that all areas of the School are inspected, from a Health and Safety perspective.
- to review the methods and procedures, written where appropriate, for operations under her control.
- to inspect all new plant, buildings and equipment for potential hazards.
- to ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- to ensure that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- to ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be effected.
- to be responsible for the control of Contractors within the grounds, and to ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc. in place.
- to review the Health and Safety Consultant's reports and take action where appropriate.
- to comply with the obligations for the reporting of accidents etc. under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and reporting to the Governors
- to ensure First Aid and Fire Procedures are regularly tested and complied with.

### 2.4 HEADS OF DEPARTMENT

Responsibilities are as follows:

- to familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- to draw up safe methods and procedures, written where appropriate, for operations within their department.
- to ensure that their classroom/work areas are safe before they are used by any person.
- to ensure that all equipment in their department is safe before it is used by any person.
- to ensure that protective equipment, where appropriate, is used at all times by teachers and pupils.
- to ensure that any hazardous or dangerous conditions or situations are reported to the H&S Consultant and the Headmistress without delay.
- at all times will endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- to familiarise themselves with First Aid and Fire Procedures.

### 2.5 TEACHING STAFF

Responsibilities are as follows:

- to fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- to ensure that all safe methods and procedures, where appropriate, are followed at all times.
- to ensure that their classroom/work areas are safe before they are used by any person.
- to ensure that all equipment is safe and instructions followed before it is used by any person.
- to ensure that protective equipment, where appropriate, is used at all times.
- to ensure that any hazardous or dangerous conditions or situations are reported to the H&S Consultant and the Headmistress without delay.
- at all times to endeavour to ensure the Health, Safety and Welfare for all persons within their control.
- to familiarise themselves with First Aid and Fire Procedures.

### 2.6 ALL OTHER STAFF

The general responsibilities of all other staff are as follows;

- to make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- to observe Health and Safety Rules at all times.
- to conform to all advice given by the H&S Consultant and the Headmistress and instructions of others with a responsibility for Health and Safety.
- to report all accidents, damage, hazardous or dangerous conditions or situations to the H&S Consultant and the Headmistress
- to wear appropriate personal protective clothing, safety equipment and use appropriate safety devices..
- to ensure that their working areas are kept clean and safe (see below).
- to inspect all equipment and plant before use to establish that it is safe to use.
- to familiarise themselves with First Aid and Fire Procedures.
- to look after all Health and Safety Equipment properly and report any defects immediately.

### **2.7 Specific responsibilities:**

Head's PA and the School Secretary: Office and entrance lobby.

Caretaker: General maintenance of the site. Checking of the plant and machinery, daily, weekly monthly checking of the fire alarm system. All external areas of the site in particular the playground and playing fields.



### 3 METHODS and PROCEDURES

#### 3.1 SAFE SYSTEMS

Heads of Department 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. The systems will have taken into account the following principles as far as reasonably practicable:-

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

#### 3.2 AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

SCIENCE LABORATORY - procedures to be adopted for practical experiments - general laboratory procedure

SCHOOL GROUNDS - use of hazardous machinery

ART DEPARTMENT - cutting, spraying

CATERING - checks

#### 3.3 TRAINING

Teaching Staff engaged have all received adequate training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document, the Staff Handbook or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc. will be given training, as necessary and appropriate to the tasks that they are to fulfil. 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.

All staff receive basic First Aid training and Emergency First Aid at Work training on a two yearly cycle.

The following staff have received training and are qualified to carry out medical activities in line with the Health and Safety (First Aid Regulations 1981 and Approved Code of Practice 1990). They will undertake a two day refresher course every three years. In addition, other staff members have undertaken Paediatric First Aid training courses and Advanced Advanced Sports First Aid Training, see paragraph 3.5.2.

Name of staff member	Name & Date of training
Barbara Volpato	2 day requalification First Aid at Work (expires Oct 2023) Peak Skills
Carol Garton	2 day requalification First Aid at Work (expires Oct 2023) Peak Skills
Lindsay Savage	May 2019 - 3 day First Aid at Work (expires May 2022)
John Bowden	3 day blended First Aid at Work (expires Oct 2023) Peak Skills

Helen Showell, Rachael Robinson, Carol Garton, Gemma Goodwin, Pawel Jankowski, Kim Raymond, Leanne Elphinstone, Daniel Briscoe, Karen Clark, Jana Mack, Angie Turner, Helen McClure	August 2020 - Paediatric First Aid (expires August 2023)
All Staff	April 2018 Emergency First Aid (expires Easter 2021)

All staff are responsible for identifying any specific personal training needs to Lisa Glennon-Cousins, who coordinates training requirements with the assistance of the School Secretary who will organize appropriate training.

### 3.4 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. This has been independently assessed by a qualified third party and confirmed as adequate provision and is in line with the guidance offered by the Play Safety Forum in Managing Risk in Play Provision.

The Pre-Prep School operates its own rota system, which takes account of the requirement to have more supervision to allow for the ages of the pupils, when required.

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 by the Facilities Manager, Headmistress and H&S Consultant, following remedial work.

### 3.5 SPORT

#### 3.5.1 GENERAL

The School has a full Games Policy which is coordinated by the Director of Sport. All pupils are expected to take part in sporting activities. Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in situations where injury or illness has occurred during the day and the pupil is clearly unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are competent in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. Pupils are also expected to wear protective shin pads for football and pads and helmets as appropriate for cricket. For other sports the relevant protective equipment must be worn. Pupils are not allowed to participate in sport where the school requires protective equipment to be worn or used without the required equipment. Parents have been informed that this is the case. Where such protective equipment is provided by the school it is inspected by the Games Staff before it is used.

#### 3.5.2 SPORTS' INJURIES

In the event of injury in sport activities, minor scrapes and bumps are dealt with by the member of staff in charge, using the First Aid Kit kept at the sports' pitches or First Aid Kits in school. Where a pupil has specific medical needs, they will be treated according to their Individual Medical Care Plan with the medication provided by parents and taken with them to sports' fixtures in their individual medical box. The senior Sports' staff have undertaken specific Advanced Sports First Aid Training in

order to deal with Sports' injuries. Any of the staff listed above at paragraph 3.3 may be involved in deciding on treatment for an injured pupil, if necessary.

In the event of further action being needed, if the parent has been informed and is not available, the pupil will be accompanied to hospital by a member of staff either in a private vehicle or, if appropriate, an Ambulance. In all such cases, a member of staff will ensure that the pupil's parents are kept updated as to their son's condition as soon as is practicable. The school will, in the absence of alternative instructions from parent or guardian, make the best decision on child care that it can in accordance with the medical consent forms completed and signed by parents which will go with the pupil and member of staff to the hospital.

A mobile telephone will be taken to the Sports' field at all times when games are taking place, the match mobile. The mobile telephone will be signed out and back from the office.

### **3.6 HALL**

The Hall is normally only used by the School itself but is let to a Judo club once per week. Pupils are not permitted into the Hall without supervision.

#### **3.6.1 EQUIPMENT**

All equipment in the Hall is checked regularly to ensure that it is safe to use and it is stored in the store area at the back of the Hall when not in use. Whenever there is doubt about equipment, it is not used until such time as it has been reported to the Facilities Manager and declared safe by the Facilities Manager, following remedial work or replaced.

#### **3.6.2 SHOES**

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with. Staff ensure that pupils remove their shoes as appropriate.

#### **3.6.3 INJURY**

Injuries occurring in the Hall will be handled either by the member of staff supervising the activity in the Hall or by the First Aid trained staff as appropriate.

### **3.7 SWIMMING**

The School uses the swimming pools at Sevenoaks Leisure Centre and Sevenoaks School. The rules in place at these locations apply when the pool is in use. Swimming only takes place with qualified instructors. All other Methods and Procedures from the Sports Injury section apply to swimming.

### **3.8 FIRE**

The School has a full Fire Procedure in place.

Fire Drills are carried out at least each term and the drills are recorded in the Fire Log. Fire and Evacuation procedures are posted in all parts of the School and are as follows:



## Fire action

- **DO NOT stop to collect personal belongings.**
- **DO NOT re-enter the building until told it is safe to do so.**
- **ACT QUIETLY; DO NOT run or push past others.**
- **Follow instructions given by staff.**

**1. The person discovering a fire will operate nearest fire alarm.**

**On hearing the fire alarm:**

**2. Form a single file and leave building by the nearest exit.**

**3. Report to assembly point in playground and line up with your form.**

**DO NOT move or cover this notice.**

In line with the Regulatory Reform (Fire Safety) Order 2005, a Fire Risk Assessment has been carried out and the results recorded. All fire equipment is maintained and inspected in accordance with regulations.

### 3.9 TRANSPORT

#### 3.9.1 Hire Vehicles

On occasions, minibuses and/or coaches are hired and drivers for these vehicles are required to be correctly qualified in order to drive the vehicle in question with the relevant safeguarding checks in place.

### 3.9.2 SCHOOL VEHICLES

The School Minibuses are fitted with seat belts, have forward facing seats and are regularly serviced in line with manufacturer's recommendations. Petrol, oil, water, tyres, and seat belts are all checked regularly by the school caretaker and daily where the minibus is in use. Any defects identified or repairs required are attended to immediately.

The School minibuses are operated under a section 19 RTA licence. Staff are not required to drive the minibuses, however, where they wish to do so on a voluntary basis, the School requires Solefield staff to be assessed and/or trained by a qualified external instructor. The vehicles are equipped with a First aid kit, Fire extinguisher, Hi-vis jacket and triangle, torch and basic tools. However, there is full break down cover as part of the insurance, details of which are kept in each vehicle. The minibuses are not fitted with Tachographs.

Before commencing a journey it is the responsibility of the driver to ensure that the correct legal checks have been properly carried out. The driver will therefore adopt the following procedure:

- satisfy him or herself that the minibus is in good order and ready for the road.
- ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- ensure that luggage carried on the roof rack (where fitted) is secured correctly.
- ensure that seat belts are worn by all passengers and where necessary booster seats used. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years of age, responsibility rests with the driver to ensure compliance.

### 3.9.3 In the event of a breakdown

The Member of Staff will ensure that the pupils travelling on the minibus are safe. The protocol set out in the Educational Visits Policy should be followed. A Mobile Telephone (the match mobile) will be taken in the minibus and used to summon assistance.

## 3.10 OFF SITE ACTIVITIES -Field Trips, Visits etc.

### 3.10.1 PLANNING & EVALUATION

For trips of this nature the procedure detailed in the staff handbook will be observed and will take account of the following:

- Careful planning of trip with prior visit made by organiser if necessary, including the assessment of the risks involved.
- Adequate evaluation of all Health and Safety factors involved, including medical conditions of individual pupils.
- Adequate notice given to parents of all facets of the trip.
- Whether additional written permission needs to be obtained for a pupil to go on the trip where the risk assessment process has shown there might be higher risks involved than usual.

### 3.10.2 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 are taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- The expertise of Staff accompanying the trip.

- Accident and Emergency procedures.
- Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact. 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.

### **3.11 FIRST AID and MEDICINE CONTROL**

First Aid and Medicines are under the control of the trained front line staff reporting to the Headmistress. First Aid Boxes are always kept topped up from a supply kept in the office. Pupils who are on medication are required to hand their medicine to the trained first aiders in the school office for it to be administered as appropriate. In all cases written instructions are required from the child's parents requesting that the School administers the medicine. The following items are also controlled by staff trained in first aid:

The Accident Books are filled in for any injury, however minor, requiring treatment. These are located at various first aid points around school: Reception (for EYFS accidents), the playground first aid box and the school office. These are reviewed regularly and a termly interim report on all accidents occurring at school is presented to the Governors.

Pupil's Medicines - kept in a cabinet in the School Office, locked with a bolt, and administered as directed. Depending on the pupil's medical condition some medication may be required to be carried by the pupil e.g. epi pens, insulin, inhalers. In such circumstances, an assessment of the risks involved is taken in each individual case.

Medicines Book - detailing what has been given to whom, for the record. When a child becomes ill at School, the first aiders will try to contact the parents to enable them to deal with the situation or to give permission for a suitable mild analgesic to be administered. Where injury occurs at School, once the injury has been properly assessed by the first aider dealing with the situation and any immediate danger to the pupil assessed and dealt with, as the next course of action is to contact the parents thus enabling the, where practicable, to be involved in the decision making in order to address the situation. If the injury requires hospital treatment, the child will be taken to the hospital or an ambulance will be summoned if necessary. In the latter case, a member of staff will accompany the child to the hospital where a parent is unable to do so taking with them the original signed written medical consent form.

### **3.12 CATERING**

The School has contracted out its Catering Arrangements.

The Contractor is responsible for all Health and Safety aspects of Catering with the school being responsible for all aspects of the good maintenance of the fabric of the building.

### **3.13 CLEANING**

The School has contracted out its Cleaning Arrangements. All areas of the school are cleaned daily with provision being made for deep cleaning in the holiday periods. There is a communication book available in the staff room for all staff to use should there be any item of cleaning that requires urgent attention in addition to the usual cleaning.

The Contractor is responsible for all Health and Safety aspects of Cleaning and provides the School copies of all necessary paperwork on request in accordance with applicable legislation such as COSHH.

### 3.14 CONTROL OF VEHICLES

Space for vehicles is very limited on the School premises. Parking on the drive in front of the School is strictly only for staff and visitors who have been allocated a numbered place. There is a published rota for staff parking and staff who are not allocated a space are not allowed to drive on site.

An unofficial one way system operates for parents for delivery and collection of children as agreed with our nearest neighbours to minimise traffic confusion and arrangements are in place for safe crossing of the road. Details of this are set out in the school website and e-mailed to parents on a regular basis.

The road crossing has been recognised by KCC with staff operating the crossing receiving recognised training the School Crossing Patrol Instructor - West Kent, Transport & Safety Policy, Highways, Transportation and Waste, Kent County Council. Our Caretaker has been approved by KCC to carry our additional training in this area for new staff. The correct high visibility clothing that is legally required is provided by the school and worn to ensure that School staff can be seen. Staff are instructed on what items are required.

### 3.15 SITE SECURITY

The School has taken all reasonable steps to prevent unauthorised entry to its premises and all buildings are locked at night when not in use. The caretaker unlocks the grounds and buildings in the morning and the cleaning contractors are responsible for locking up at the end of the day once they have carried out their daily chores. The general security of the buildings rests with the Headmistress and Facilities Manager and members of staff occupying the school residences.

The front door to the School is locked during school time to prevent unauthorised access and there is a closed circuit television system operating to record details of movements around the school premises. Side gates are shut to prevent unauthorised access round the side of the school and the playground area is fully enclosed.

During holiday periods, the buildings are unlocked and locked as appropriate to take account of maintenance work etc. being carried out.

All staff are required to sign in on arrival and out on departure whether during normal or extraordinary working hours.

### 3.16 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 of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out in accordance with, but not limited to, the following:

- Annual Checks on Portable Electrical Equipment are to be introduced.
- Annual Service of Fire Extinguishers.
- Annual Service of Fire Alarm system
- Annual Service of Boiler Plant and Associated Equipment.
- Other maintenance is conducted in accordance with manufacturers' instructions and recorded in the Health and Safety Inspection & maintenance testing record which forms part of the Health & Safety Report presented to Governors on a termly basis.

### 3.17 ENVIRONMENTAL CONTROL

#### 3.17.1 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.

#### 3.17.2 ART ROOMS and SCIENCE LABORATORIES

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. All these areas use dilution ventilation but the School is mindful of the potential requirement to have local exhaust ventilation, as necessary, and keeps this under constant review. The Science Laboratory has the benefit of a Fume Cupboard.

### 3.18 WASTE DISPOSAL

#### 3.18.1 GENERAL WASTE DISPOSAL

The disposal of normal waste is carried out by a registered waste contractor, Sevenoaks District Council.

#### 3.18.2 CHEMICAL WASTE DISPOSAL

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, are taken and specialist contractors are employed with the appropriate certificates and paperwork retained for the record.

#### 3.18.3 FOOD WASTE DISPOSAL

Disposal of food waste is carried out by the contractor along with the general waste. There is currently no viable food recycling scheme available to the school given the limited amounts of waste produced. The Facilities Manager monitors this regularly in consultation with the Recycling and Commercial Manager of Sevenoaks District Council.

### 3.19 REPORTING PROCEDURES - Accidents and Near Misses

#### 3.19.1 Regulations

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

- Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:
- Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- Specified Injury to Staff, Pupils or Any Other People in an accident on the premises, as listed in the Regulations
- Dangerous Occurrences listed in the Regulations.

#### 3.19.2 Reporting Arrangements

A report will be sent to the Health and Safety Executive, the Charity Commission and the School's insurers of any notifiable incident as required by the Regulations in force at the time of the occurrence. A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days. A report will be sent to the Health and Safety Executive in the case of any of any categories as set out in HSE guidance, as time to time amended.



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.

Reporting to the HSE and the Charity Commission will be carried out in the manner requested by the HSE or the CC as time to time in force whether electronically or by post.

### 3.19.3 Record Keeping

A record will be kept of any injury, occurrence or disease requiring report detailing the time, date, location, people involved and a description of the event. Any notifiable accident will be reported to the Chairman of the Board of Governors as soon as reasonable practicable and in any event within 24 hours of the occurrence.

## 3.20 HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- Listing of Substances being used to establish whether they come under COSHH Regulations.
- Carry out COSHH Assessment having regard to the following points:
- Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
- Control Measures to be adopted.
- Maintenance of the Control Measures.
- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- 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. 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 personnel as required e.g. the Head of Science. The school has had an asbestos report conducted and the control of areas with asbestos must be complied with as recommended in this report.

## 3.21 PERSONAL PROTECTIVE EQUIPMENT

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:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

### 3.22 DISPLAY SCREEN EQUIPMENT

The School does not have any personnel that are affected by The Display Screen Equipment Regulations 1992. Should this situation change the following procedure will be carried out:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- 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.
- Implement any requirements established in the assessment.
- 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.
- Provide eye and eyesight tests for the 'user' or any person about to become a user.
- Provide appropriate eye and eyesight corrective appliances as necessary.
- 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.

### 3.23 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 1999. A Risk Assessment Policy is in place.

- The Assessment will establish the following:
- The Hazards associated with a particular activity.
- The Potential Frequency and Severity of an accident.
- The Control Measures being employed to minimise the risk of an accident occurring.
- Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out and/or reviewed by the Health and Safety Advisor annually. Staff will use and update risk assessments, as required, depending on the activities being carried out from day to day at School. The Headmistress reviews and signs all trip risk assessments prior to the trip taking place. Staff are required to indicate on the risk assessment used for any activity any assessment risk that proved inadequate. The H&S Consultant reviews all risk assessments on a regular basis to ensure that any inadequacies in assessing risks are remedied as soon as practicable.

Any major development or maintenance project will need to be accompanied by the contactors own risk assessment which must be provided in writing before the project commences. It is general practice for these projects to be conducted outside normal term time to reduce risk.

### 3.24 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:

Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process. Where activities involving risk cannot be avoided they will be subject to an assessment. The risk of injury will be reduced as far as reasonably possible by obtaining assistance from other personnel or the use of sack barrows or other similar equipment etc.

All personnel are required to be trained prior to carrying out any manual handling and 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.

### 3.25 GLAZING

The School is aware of the requirements of Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 and where glazed areas are wider than 250mm, an assessment is made to establish whether upgrading is required for reasons of Health or Safety. Where action is required, consideration is given to the following:

- Replacing the glazing with 'Safety Glass'.
- Fitting adhesive safety film.
- Fitting a screen or barrier to prevent a person coming into contact with the glass if he or she falls against it.
- Reappraisal from time to time to establish whether the position following the initial assessment is still correct.

### 3.26 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 identification of suitable contractors and their subsequent appointment.

#### 3.26.1 IDENTIFICATION OF SUITABLE BIDDERS

In identifying suitable bidders, the following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards

#### 3.26.2 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:

- Special Hazards applicable – e.g. Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

#### 3.26.3 APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors the contractor will be appointed provided they accept the School's safety rules for the site. The School rules will include:

- Nomination of person to co-ordinate all Health and Safety aspects

- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of Written Method Statements in advance
- Notification by Contractor of all accidents etc.
- All machinery on site to have documentary evidence of Statutory Compliance
- 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.

### 3.26.4 CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM Regulations)

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 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 the health and safety in the construction phase. The School will 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 and 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 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle 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.

### 3.27 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:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- 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 when communication to all the staff is required, this will be carried out during the weekly staff meetings. Posters, leaflets and e-mail communication is used to disseminate information regarding Health & Safety to all staff.

### **3.28 NOISE**

The School regards Noise as a very important issue and takes action in order to minimise its effect. Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation. Where it is not possible or practical to control by these methods, hearing protectors will be used.

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 Officer with assistance from other personnel 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.

The School has conducted various acoustic surveys to ensure that the classroom environment is at an acceptable noise level, the most recent in August 2016.

### **3.29 VIBRATION**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes action to minimise the effect of vibration on employees. Equipment is selected carefully to ensure that the vibration level is as low as possible and vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery. 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. The equipment in question will not be used until a satisfactory solution has been found.

### **3.30 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.

### 3.31 ASBESTOS

A Policy for the Management of Asbestos is in place in the School,

and, if any is located, what steps need to be taken either to remove or control the Asbestos.

#### 3.31.1 SURVEY

In line with the requirements of the Control of Asbestos Regulations 2012, the School has carried out a survey of the premises to establish whether any Asbestos is present. Various amounts of Asbestos have been located and recorded. Some actions have been taken to remove or control the Asbestos.

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 Registered Contractor before work commences on any building.

#### 3.31.2 MANAGEMENT

The Facilities Manager is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Facilities Manager 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 Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

### 3.32 HEALTH AND SAFETY EMERGENCIES

#### 3.32.1 CRITICAL INCIDENTS

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan.

The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

#### 3.32.2 DISASTER RECOVERY

Alongside the Critical Incident Management Plan, 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.

### 3.33 OCCUPATIONAL HEALTH & STRESS

#### 3.33.1 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 the occasional use of 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.

#### 3.33.2 STRESS

The School is aware of the potential for Stress with its employees.

Full Stress Policy and Mental Health Policies are in place and these cover recognising stress symptoms, the causes of stress and a strategy for dealing with stress. The School adopts a preventative approach to this issue in accordance with the latest HSE guidance.

### 3.34 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 daily 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 trip hazards are controlled
- Plant and the Premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed when necessary e.g. non-slip flooring in the Science Laboratory, Art Room and Kitchens;
- 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 e.g. where a pupil has restricted mobility a separate Risk Assessment would be undertaken.

### 3.35 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 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 Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Headmistress 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.

### 3.36 MONITORING POLICY

The Health and Safety Policy will be monitored on an on-going basis by the Headmistress with input from the external Health and Safety Consultant. Checks will be made termly by the H&S consultant and the Headmistress and reported to Governors of the Administration and Health & Safety Committee.

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