

Godstowe

School Policy

Health and Safety

Reviewed
Nov 23

HEALTH and SAFETY POLICY STATEMENT

- The Governors, Headmistress and Director of Finance and Operations 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 as of paramount importance and give it the highest priority.
- The objective of this Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards. Risk Assessments are undertaken in all areas of the school as necessary, and reviewed at least once a year.
- The Headmistress, assisted by the Director of Finance and Operations, as the Health and Safety Officer, 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.
- Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- Staff are under a legal obligation to cooperate 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 Personal Protective Equipment (PPE) provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Head of Department, the Director of Finance and Operations or Headmistress.

Signed: Mrs Tara Leaver



Chair of Governors

Signed: Ms Kate Bailey



Headmistress

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RESPONSIBILITIES

1. GOVERNORS

Governors will:

- Appoint a Governor responsible for Health and Safety
- 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
- Periodically discuss the effectiveness of the policy with the Headmistress and the Director of Finance and Operations and ensure that any necessary changes are made
- Ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation

2. HEADMISTRESS

The Headmistress will:

- Ensure that there is an effective policy for Health and Safety within the School and will oversee the Director of Finance and Operations who is directly responsible for the establishment and effectiveness of that programme
- Periodically appraise the effectiveness of the Policy ensuring any necessary changes are made
- Ensure that adequate staff support, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation
- Ensure that Health and Safety responsibilities are properly assigned and accepted at all levels
- Take direct interest in the Health and Safety of the school and support all persons carrying it out
- Ensure that a Health and Safety inspection is carried out by the Director of Finance and Operations or members of her team, of all areas of the School at least once per term
- Review the annual external Health and Safety Consultant's report and ensure effective action is taken where appropriate
- Ensure that all Staff have adequate training for the tasks that they are required to perform
- Ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

3. DEPUTY HEAD(s)

The Deputies will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time
- Ensure that responsibilities are properly assigned and accepted at all times
- Assist the Headmistress in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term
- Assist the Headmistress in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform
- Assist the Headmistress 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.

4. DIRECTOR OF FINANCE AND OPERATIONS

The Director of Finance and Operations is responsible for the day-to-day implementation of the School's Health and Safety arrangements and will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments Regulations as issued from time to time
- Oversee the writing of safe methods and procedures for operations under her control
- Ensure that the Support Staff have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate
- Inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Health and Safety Consultant, as necessary.
- Ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept
- Ensure that any hazardous or dangerous conditions or situations reported are remedied as soon as possible
- Ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected
- Be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place
- In conjunction with the Headmistress, ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term
- In conjunction with the Headmistress, review the Health and Safety Advisor's reports and take action where appropriate

5. HEALTH & SAFETY CONSULTANT

The Health and Safety Consultant will:

- Advise the school on Health and Safety arrangements
- Conduct an annual Health and Safety audit of the whole site, existing and new plant and equipment to monitor the effectiveness of the implementation of the Health and Safety Policy and report to the Headmistress and Director of Finance and Operations, making recommendations as necessary
- In conjunction with the Headmistress and Director of Finance and Operations, ensure that there is sufficient material and publicity for the Health and Safety arrangements
- Assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary
- Undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations, the Management of Health and Safety at Work Regulations and other regulations as appropriate, calling in experts in specific fields as necessary

6. HEADS OF DEPARTMENT and HEAD OF LODGE

The Heads of Department and Head of Lodge will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time
- Write Safe Methods and Procedures for operations within their department
- Ensure that all classroom/work areas are safe before they are used by any person
- Ensure that all equipment is safe before it is used by any person
- Ensure that Personal Protective Equipment (PPE), where appropriate, is used at all times
- Ensure that any hazardous or dangerous conditions or situations are reported to the Finance Director or Headmistress without delay
- At all times to ensure the Health, Safety and Welfare for all persons within their control

7. TEACHING STAFF

Teaching staff will:

- Fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time
- Ensure that Safe Methods and Procedures, where appropriate, are followed at all times
- Ensure that all classroom/work areas are safe before they are used by any person
- Ensure that all equipment is safe before it is used by any person
- Ensure that Personal Protective Equipment (PPE), where appropriate, is used at all times
- Ensure any hazardous, dangerous conditions or situations are reported to the Director of Finance and Operations or Headmistress without delay
- At all times, ensure the Health, Safety and Welfare for all persons within their control

8. ALL STAFF

All staff will:

- Be familiar with the Health and Safety Policy, especially the sections relevant to themselves
- Observe Health and Safety rules at all times
- Conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety
- Report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Director of Finance and Operations or Headmistress without delay
- Wear appropriate Personal Protective Clothing (PPE), Safety Equipment and use appropriate Safety Devices as appropriate
- Ensure that working areas are kept clean and safe
- Inspect all equipment and plant before use to establish that it is safe to use
- Familiarise themselves with First Aid and Fire Procedures
- Look after all Health and Safety equipment properly and report any defects immediately

9. ALL OTHER PERSONS ON THE SCHOOL PROPERTY

All other persons on school property:

- Will observe the Health and Safety rules and the instruction given by persons enforcing the Health and Safety Policy
- Will not work on the premises until the relevant rules are read, understood and accepted
- Will not work on the premises until covered by insurance against risk
- All contractors visiting during term time will be supervised unless holding a valid DBS (to be shown upon arrival)

METHODS and PROCEDURES

10. SAFE SYSTEMS

Heads of Department are to devise safe systems of work, 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 instructions.
- 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.

11. TRAINING

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.

All staff receive Induction Training in line with the School's Induction Programme. All staff carry out training on Health and Safety in Education on Educare, the on line training tool. Ancillary, Ground and Maintenance Staff, etc. will be given additional training, as necessary, 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.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy either in its entirety or the sections relevant to them.

12. PLAYGROUND SAFETY

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

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

The Pre Prep and Nursery have a separate rota that is arranged to reflect the ages of the children and therefore has greater supervision. The Pre Prep play in an area which is virtually enclosed and for the Nursery, fully enclosed, to ensure that staff are able to supervise adequately. For Pre prep and Nursery, minor accidents are recorded manually and a copy sent home to parents. Serious injuries are reported to the Nurse who then records the incident digitally.

In all cases the School ensures that staff supervising activities are competent to undertake the task and that required ratios are met.

13. SPORT - General

Sport in the School is co-ordinated and organised by the Director of Sport who has devised a full policy for sport activities, as well as a Sports Hall users' 'Safe Procedure' document. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Full Risk Assessments have been carried out for all the sport activities in the School (including swimming, which is managed separately by the Head of Swimming) and these are linked to Schemes of Work as appropriate.

For all sports, the School requires that the relevant protective equipment be worn.

14. SPORT - Injuries

There is a full procedure in place for injury in sport activities. The sport staff are First Aid trained and will deal with the injury in the first instance. They will handle the situation provided that it is within their sphere of competence but if the injury is more serious, Nurse will be summoned to take control of the situation.

15. FIRE (See policy "Fire Safety Policy")

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

GENERAL

- Fire Procedures are posted in classrooms with specific instructions as to the route to be followed in the event of fire.
- Details of assembly points are included in Fire Procedure instructions.
- At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

FIRE DRILLS

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

FIRE RISK ASSESSMENT

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

16. OFF SITE ACTIVITIES - Field Trips, Visits etc - (See policies – “Trips Summary”)

The Health and Safety aspects of Off Site Activities and Trips are co-ordinated by the Headmistress and Assistant Deputy Head, Organisation, and a Policy is in place the main provisions of which are summarised below:

- Careful planning of trip with prior visit made by organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.
- Completed risk assessment document for the trip and activities therein (see Shared Drive/Visits)

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:

- 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
- Risk Assessment of any hazards that are likely to be encountered

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

17. FIRST AID and MEDICINE CONTROL

(See also policies “Medical Emergency”, “Medical Policies and Procedures”)

- First Aid and Medicines are under the direct control of Nurse.
- First Aid Boxes are always kept topped up from Nurse's supply kept in the Health Centre..
- Nurse ensures that the relevant people are aware of any medical condition that a pupil has and that the Kitchen Staff are aware of any allergies etc.

The following items are also controlled by Nurse:

- The Digital Accident Book - For staff and serious pupil accidents.
- Treatment Cards – detailing any treatment carried out however minor with details also kept on the computer.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.
- Prescription medicines - only administered with written permission.
- The Medicine cupboard is always kept locked when there is nobody in the room.
- Nurse is assisted by the School Doctor who is based locally and who visits once a week.

- Nurse co-ordinates First Aid training in the School and many staff have first aider training.

18. CATERING

- The School has contracted out the Catering arrangements to CH&Co.
- The Contractor is responsible for all Health and Safety requirements for its activities.
- The school has a copy of CH&Co "Health & Safety Policy".

19. CONTROL OF VEHICLES (See "Minibus Policy")

The following rules must be observed at all times:

- Speed must be kept to a minimum
- Care to be exercised always as there are pupils crossing roadways at all times
- Parking only to be permitted in designated areas

Additional control measures will be introduced as deemed appropriate.

20. SECURITY OF SITE (See "Security Policy")

The School has taken all reasonable steps to prevent unauthorised entry to its building premises.

While the grounds can be entered easily at any time due to the open nature of the site, all buildings are fitted with key pad type locks and buildings are locked at night when not in use.

CCTV is fitted as appropriate

Staff are resident on site.

21. 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 Act 1974.

The inspections and checks are carried out as follows:

- Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use
- Regular checks on Portable Electrical Equipment
- Annual Service of Heating Equipment
- Annual service of Fire Extinguishers
- Biannual Servicing of Fire Alarm System under contract
- Fixed wire tests every five years

22. 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 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
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

23. 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 an 'Assault on Staff' 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 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.

24. MONITORING POLICY

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Officer. 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 the Document is fully up to date and correctly reflects the activities.

ENVIRONMENTAL CONTROL

25. 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 and air conditioning is fitted where appropriate.

26. ART ROOM, SCIENCE LABORATORY, DT ROOM and COOKERY 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 Control of Substances Hazardous to Health Regulations. The Art and Science areas use an Extractor Fan

27. KITCHENS

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

28. NOISE

The School regards Noise as a very important issue and takes the following 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 the methods in 1) 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.

29. 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:

- Equipment is selected carefully to ensure that the vibration level is as low as possible.
- 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.

30. WASTE DISPOSAL

FOOD & GENERAL WASTE

- The disposal of this waste is carried out in the usual manner by a contractor.

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, will be taken and specialist contractors will be employed

31. REPORTING PROCEDURES - Accidents and Near Misses

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:**

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 the Regulations.
3. Dangerous Occurrences listed in the Regulations.

- **Reporting**

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.
- 2) 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.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations.

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 Arrangements**

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

- **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

32. HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg 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:
 1. Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 2. Control Measures to be adopted.
 3. Maintenance of the Control Measures.
 4. Monitor the situation to establish that the measures are effective.
 5. Undertake Health Surveillance where relevant.
 6. Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, safe 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 Officer with assistance from other Personnel as required.

33. 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

34. DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, has a plan in place to carry out the following procedures where equipment is used that comes under the regulations:

- 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 b).
- 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 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.

35. 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:

- 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 by the Health and Safety Officer with assistance from other personnel as required.

A Risk Assessment Policy is in place.

36. 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:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel 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.

37. 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.

38. CONTROL of CONTRACTORS

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

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

- IDENTIFICATION OF 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

- 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 - eg Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

- APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

- ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

- CONTROL OF CONTRACTORS ON SITE FOR MAJOR PROJECTS ON SITE

- 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 - particularly where they apply.
- Notification by Contractor of all accidents etc
- 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.

39. 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:

- 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
- 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
- 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 Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.
- On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.
- The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

40. HEALTH & SAFETY COMMITTEE

(A committee of Senior Staff and a designated Governor)

The Health and Safety Committee meets termly and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

- Specific incidents give rise to the concern of the company, the staff, parents or pupils.
- A request is received from a member of the committee.
- An instruction is issued by the Headmistress asking for a review of the school's policies.

The Committee's regular meetings are for the following purposes:

- To promote Health and Safety throughout the School
- To receive reports on the effectiveness of the implementation of the Health and Safety Policy
- To consider and introduce additional Safety Rules that may be required from time to time
- To ensure that current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- To carry out any inspection of the School that may be required
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- To investigate any special hazards and to recommend action to be taken
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

41. 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 the School may consult by way of the Safety Committee if deemed appropriate.

42. ASBESTOS

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

Survey

- A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.
- A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management

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

43. HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

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

44. OCCUPATIONAL HEALTH & STRESS

OCCUPATIONAL HEALTH

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

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

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

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

STRESS

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

The School recognises stress symptoms, the causes of stress and can help with coping strategies for dealing with stress.

The School adopts a proactive approach to this issue and has partnered with an organisation to offer an EAP (Employee Assistance Programme) for all members of staff.