

Part 1. Statement of Intent

St Faith's is committed to ensuring the safety of our employees and pupils at the school. St Faith's is also committed to ensuring the safety of others who may be affected by our activities, by providing a secure work environment and ensuring that all significant risks are assessed and effectively managed using principles proportionate to risk with a prioritisation approach.

We will comply with all legal requirements and aim to continually improve our health and safety performance through our Health & Safety Management procedures and protocols.

All employees, and those working on behalf of the school, have a responsibility for the safety of themselves and others who might be affected by their actions, with overall accountability for safety recognised as a prime responsibility for all those who manage and supervise. This policy statement is communicated to all of St Faith's employees and pupils.

Sir Matthew Rycroft KCMG CBE

**Chairman of The Leys and St
Faith's Schools Foundation**



Dated 29 August 2023

Mrs Annabel Brunner

**Chairman of St Faith's
Committee**



Dated 29 August 2023

Dr Crispin Hyde-Dunn

Headmaster, St Faith's



Dated 29 August 2023

Part 2. Responsibilities for Health and Safety

Introduction

To make the Health & Safety Policy effective it is necessary for the School to organise its staff and assign detailed responsibilities to individuals. The ultimate responsibility for health and safety lies with the employer (The Leys and St Faith's Schools Foundation). In practice, many responsibilities will be delegated to individuals within the School.

This section identifies the responsibility of various levels of management and key post holders.

The organisation or 'chain of command' for health and safety management is outlined in this section by order in which the various roles are named. Their responsibilities are given under each heading. The Health and Safety organizational chart at [Appendix 1](#) provides a summary of responsibilities at various levels.

1. **The Leys and St Faith's Schools Foundation Governing Body.** The Leys and St Faith's Schools Foundation Governors have overall and final responsibility for health and safety at St Faith's as the principal employers under the Health and Safety at Work Act 1974.
2. **The St Faith's Committee.** The Governors of St Faith's (the St Faith's Committee) exercise the Governing Body's health and safety responsibilities on behalf of the Foundation Governors. They are responsible for ensuring that this policy is implemented, monitored and effectively reviewed.
3. **Governor Responsible for Health and Safety: Mr Christopher Kirker.** The Governing body has appointed Mr Christopher Kirker to have an oversight of health and safety on the St Faith's Committee, but recognise that duties remain the responsibility of the whole Governing Body, including the Chairman of Governors and Chairman of the St Faith's Committee.
4. **The Headmaster: Dr Crispin Hyde-Dunn.** The Headmaster has day-to-day responsibility for organising health and safety and welfare, and for ensuring compliance with the school's Health and Safety Policy.
5. **The Bursar: Mr Richard Brent.** The Bursar is the Health and Safety lead on the Senior Management Team with specific responsibilities for monitoring, risk, compliance, protocols, consultation, business continuity and emergency response. He chairs the Health and Safety Committees.
6. **The Deputy Head: Mr Joe Davenport.** The Deputy Head is responsible for staff welfare, curriculum Health and Safety (including events and trips) and fire drills and evacuations. He is responsible for staff induction and work placements.
7. **The Director of Pastoral Care: Mr Mike Critchley.** The Director of Pastoral Care is the School's Designated Safeguarding Lead (DSL). He is responsible for pupil wellbeing and welfare, and for the school's medical and first aid policy and arrangements.
8. **The Head of Pre Prep: Mrs Louise Wakefield.** The Head of Pre Prep is responsible for health and safety in the Pre Prep. This includes staff and pupil wellbeing, and Pre Prep trips and events. The Head of Pre Prep is also the school's appointed Deputy Designated Safeguarding Lead (DDSL).

9. **The Safety Officer: Mrs Evelyn Taylor.** The Safety Officer is the Health and Safety Competent person for the school. She is appointed as the School's External Visits Coordinator and responsible for advising the School on compliance with health and safety law, for audits, investigations and associated reporting, risk assessment management and training. She is also responsible for external audits.
10. **The Compliance Officer (post currently vacant).** Reporting to the Bursar, the Compliance Officer has responsibility for compliance, policy and risk management.
11. **Events and Operations Coordinator: Mrs Karen Rouse.** The Events and Operations Coordinator ensures facilities compliance and supervises the appointment of contractors. She is also responsible for transport and environmental related matters.
12. **The HR Adviser: Ms Cheryl Munden.** The HR Adviser supports senior managers with staff wellbeing and welfare, including occupational health, is responsible for individual risk assessments and provides administrative support to safeguarding processes and procedures.
13. **Heads of Department: Teaching and Non-Teaching.** H&S within their own department. This includes carrying out a departmental risk assessment and sharing the results with staff affected by the assessment; providing the means for two-way communication with departmental staff on H&S issues; including an H&S statement or policy in the departmental handbook; ensuring that any specialist equipment is in good working order and, where applicable, servicing is carried out as required.
14. **Heads of Department.** Heads of Departments are responsible for:
 - Promoting and maintaining an effective health and safety culture within their department.
 - Having a working knowledge of this policy and how it should be implemented in their area of responsibility.
 - Ensuring all significant risks within the department are assessed and that appropriate control measures are identified and implemented, with support from the Safety Officer.
 - Ensuring that all staff and pupils receive adequate information, instruction, training and supervision to carry out their work or studies without risk to health, safety or welfare.
 - Ensuring that all staff and pupils are aware of and follow the appropriate School and departmental health and safety procedures.
15. **Support Staff Heads of Department.** Heads of Support Departments are responsible for:
 - Promoting and maintaining an effective health and safety culture within their department.
 - Having a working knowledge of this policy and how it should be implemented in their area of responsibility.
 - Ensuring all significant risks within the department are assessed and that appropriate control measures are identified and implemented.
 - Ensuring that all staff and contractors receive adequate information, instruction, training and supervision to carry out their work without risk to health, safety or welfare.
 - Ensuring that all staff, contractors and visitors are aware of and follow the appropriate School and departmental health and safety procedures.

16. **The Health and Safety Committees: Strategic and Operational.** The aim of the Health and Safety Committee is to promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health and safety of staff and pupils.

The Committee consists of key members of the Senior Management Team and members of staff from across the school community. It provides the forum for discussion and collective decision making of health and safety matters and for consultation with key stakeholders and representatives of School employees.

17. **All Employees.** All employees must:

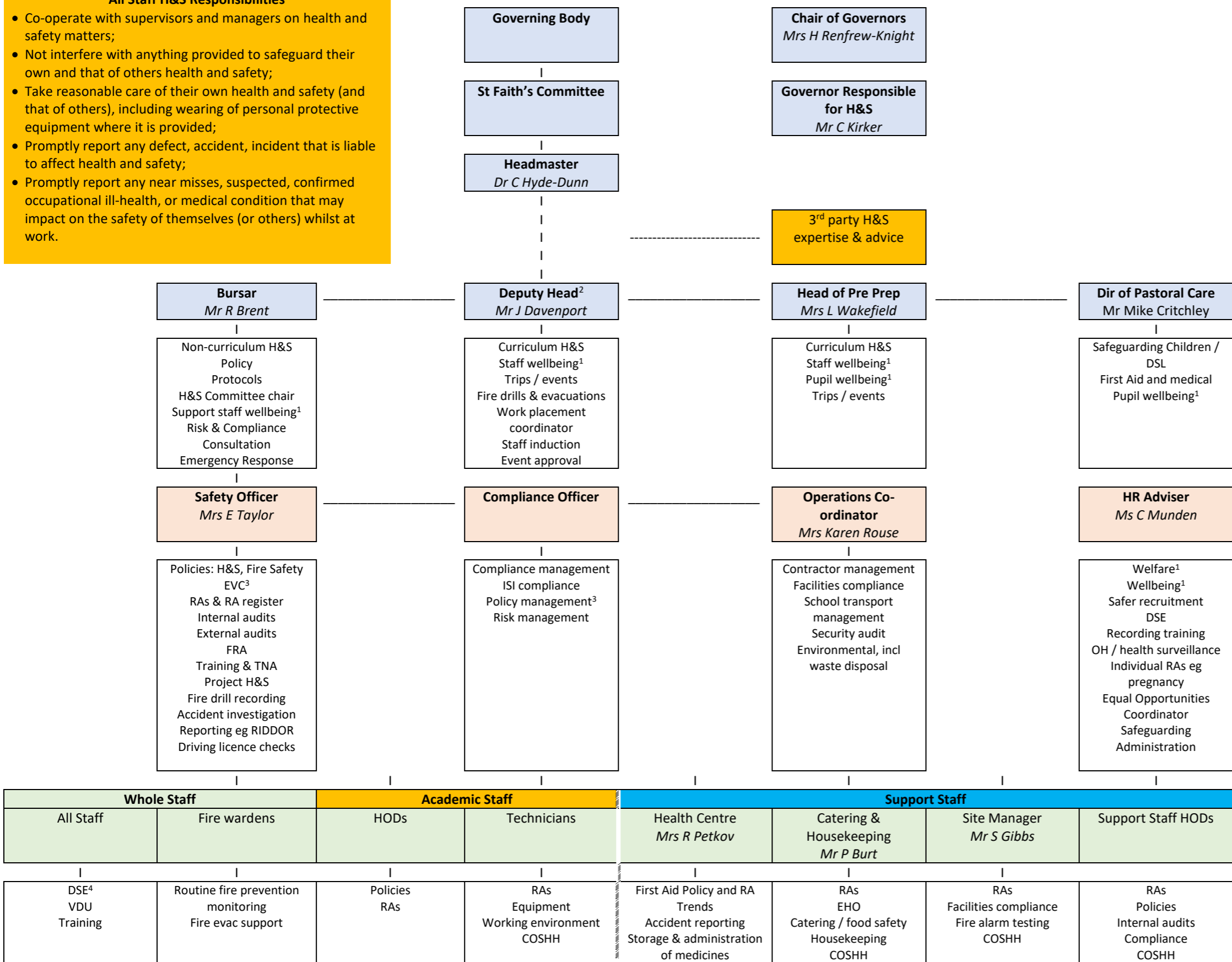
- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their own and that of others health and safety;
- Take reasonable care of their own and that of others health and safety, including wearing of personal protective equipment where it is provided;
- Report all health and safety concerns to an appropriate person (as detailed in this Policy).

18. **All pupils, hirers and visitors.** All pupils, hirers and visitors must:

- Co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
- Take reasonable care for their own health and safety and that of others at the School;
- Observe standards of dress consistent with safety and/or hygiene;
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
- Report all health and safety concerns to a member of staff

Health and Safety at Work (HSW) Organisation¹

- All Staff H&S Responsibilities**
- Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safeguard their own and that of others health and safety;
 - Take reasonable care of their own health and safety (and that of others), including wearing of personal protective equipment where it is provided;
 - Promptly report any defect, accident, incident that is liable to affect health and safety;
 - Promptly report any near misses, suspected, confirmed occupational ill-health, or medical condition that may impact on the safety of themselves (or others) whilst at work.



Remarks
Overall and final Health and Safety responsibility
Annual policy statement by Chair of Governors

Governance of school H&S matters
Annual report to Governors by Governor responsible for H&S

Day-to-day responsibility for all school H&S matters

Insurance broker (Hettle Andrews)
Advisory / key reference
External audits: H&S, fire risk, risk assessments / approach

Executive level responsibilities to Head
Bursar: termly reports to St Faith's Committee

Division of responsibility; all Exec level H&S trained
Bursar:

- Member of SMT with overall responsibility for HSW
- School risk and compliance manager

Responsibilities
Safety Officer:

- School Health & Safety Competent Person
- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH Certificate in Fire Safety
- General oversight and guidance to staff in the completion of RAs, and maintaining the school RA register

H&S Responsibilities
Includes H&S training as appropriate

¹ HASAWA states the inclusion of welfare (thus implicit is wellbeing)
² Overall responsibility for staff welfare
³ Adopting appropriate management software
⁴ Individual staff have a H&S responsibility; stated in individual contracts of employment; includes display screen equipment assessments, training as appropriate etc

Part 3. Arrangements

Introduction

This section sets out the health and safety management system and the way in which specific issues are dealt with. The School implements its health and safety policy through the following arrangements.

Policy and Standards

The Chair of Governors and Headmaster have signed a statement of health and safety policy. The School's policy and all actions taken in relation to health and safety are based on legislation, established industry standards, nationally issued guidance and codes of practice.

Organisation

The responsibilities for the implementation of our health and safety policy are set out in the preceding 'Organisation' section. All parts of this policy, including the organisation section are approved by the St Faith's Committee and reviewed annually, or more frequently if required.

All persons working for the School have clear responsibilities for health and safety and their success in fulfilling those responsibilities are measured during annual appraisals and during periodic audits.

Competent health and safety advice is provided in support of our managers by the Safety Officer, Mrs Evelyn Taylor. We also intend to make use of other specialist advisors and services if required, such as health and safety specialists, occupational health advisors, fire safety advisors.

Coordination

Where coordination between responsible persons for health and safety is appropriate (particularly on the support staff team), this is arranged according to the coordination schedule at [Appendix 2](#).

Contents

This list covers the main hazards and risks inherent in the activities undertaken at the School.

Aspect	Linked School Document (as applicable)
Accident Reporting and Investigation	
Asbestos	Asbestos Management Plan
Building Maintenance and Alteration	
Children and Young People at Work	Recruitment and Selection Policy Safeguarding Children Policy
Competence and Training	
Consultation	
Control of Contractors	
Disabled Persons Including Temporarily Disabled	Accessibility Policy and Plan
Display Screen Equipment	
Dogs in the Workplace	
Driving for Work	Minibus Policy
Electrical Safety	

Aspect	Linked School Document (as applicable)
Event Safety	
Fire Safety	Fire Safety Policy Fire Risk Assessment
First Aid	First Aid Policy First Aid Risk Assessment
Food Safety	Catering and Food Hygiene Policy
Gas Safety	
Glazing	
Hazardous and Dangerous Substances	
Health and Safety Committees	
Homeworking	
Legionnaire's Disease	Legionella Policy Legionella Risk Assessment
Lifting Equipment and Lifting Operations	
Lone Working	Lone Working Policy
Manual Handling	
New and Expectant Mothers	Maternity, Paternity, Adoption, Parental Leave and Flexible Working Policy
Noise	
Passenger Lifts	
Performance Monitoring and Audit	
Personal Protective Equipment (PPE)	
Pressure Systems	
Providing Work Experience and Placements	Safeguarding Children Policy
Risk Assessment	Pupil Welfare Risk Assessment Policy
Safe Hot Water and Hot Surface Temperatures	
Safety Signs, Signals and Notices	
Slips, Trips and Falls	
Smoking	
Stress	Sickness Absence Management Policy
Vibration	
Visitors	Visitor Management Policy
Welfare Facilities	
Winter Conditions	
Work Equipment	
Working at Height	Maintenance Working at Height Risk Assessment
Workplace Safety	

19. Accident Reporting and Investigation.

[Link to contents](#)

It is our policy that all injury accidents, however minor, are recorded using the Medical Tracker . Paper copies are still available for off-site games and trips. Staff are instructed in this policy, on starting work with the School.

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is conducted by Safety Officer, with support / assistance as appropriate from the Bursar.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

The Safety Officer is responsible for recording and reporting incidents which fall within the recording and/or reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All such incidents and any other incidents of a similarly serious nature are also reported to our insurers.

All accident records and associated information are filed confidentially and retained for ten years.

Accident trends, learning points and the outcome of investigations of serious incidents are discussed at Health and Safety Committee meetings.

20. **Asbestos.** *See separate Asbestos Management Plan*

[Link to contents](#)

As a result of a specialist survey, asbestos containing materials (ACMs) were identified within the structure of some school buildings. These have since been removed by a licensed contractor and the area certified as clear.

Where work is to be undertaken which is likely to disturb materials which have not been inspected as part of this survey, we will ensure that the materials are examined and where materials are suspected of containing asbestos, or are of unknown construction, we will arrange for a sample to be collected and tested by a UKAS accredited surveyor. Before any refurbishment or demolition work is undertaken we will arrange a refurbishment or demolition survey to detect any inaccessible asbestos before such works take place.

The School has an asbestos management plan. This contains details of those ACMS which have been removed. The management plan is held by the Site Manager.

The condition of materials is reviewed through ongoing vigilance of the School Maintenance / Site Team and also formally, on an annual basis by a specialist survey. The Site Team receive regular Asbestos Awareness Training.

The management plan is reviewed at least annually and updated when there are changes in the matters to which they relate.

Any person whose work may disturb the ACMs, is notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work.

Work on ACMs is only carried out by licensed contractors whose credentials have been checked with the HSE's database.

21. **Building Maintenance and Alteration.**

[Link to contents](#)

When planning maintenance work and minor alterations we schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area, includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations and the Safety Officer takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days or more than 500 person days of construction work, and therefore fall within the additional requirements described in Part 3 of the regulations.

The work of contractors is managed as described within our arrangements for the 'Control of contractors'.

Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and work on any roofs.

The general safety of plant and service areas is a priority for the organisation and these are kept clean, tidy, free from the build-up of combustible materials and with clear access to all control mechanisms and switches.

A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

22. Children and Young People at Work.

[Link to contents](#)

Where young people/children are involved in work experience/are employed we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.

There are certain tasks which we do not allow young workers to carry out: eg work involving exposure to hazardous substances or radiation, the use of dangerous machinery (except during training), construction work, work involving hazardous exposure to noise or vibration.

In the case of employment/work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

23. Competence and Training.

[Link to contents](#)

At recruitment, we assess the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job.

Training needs are reviewed at recruitment of new starters and then formally on an annual basis during appraisals. Training needs are also identified on an ongoing basis for example: as a result of risk assessments or accident investigations; through site inspections or audits; and arising from changed legislation or standards.

All employees [and sub-contractors] are inducted in the contents of this policy with particular emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- Their legal duties, as set down in both criminal and civil law;
- The findings of risk assessments;
- Arrangements for first-aid;
- Fire, evacuation drills and other relevant emergency procedures;
- Expected standards of behaviour and housekeeping;
- How to report accidents, incidents and 'near-misses';
- How to report unsafe conditions or other safety concerns;
- Any special hazards and control arrangements affecting the workplace.

The general safety induction is carried out by the Deputy Head / Safety Officer using a checklist which is kept as a signed and dated record that the training took place.

The ongoing competence of individuals to work safely is assessed by the Safety Officer (Events & Operations Coordinator in her absence) through regular site visits. In the case of more intensive works in holiday periods, the Safety Officer will also make spot checks of safety arrangements on contractors.

Where an individual takes on specific health and safety responsibilities they will receive relevant health and safety training in their responsibilities, for example this applies to managers, and supervisors, and specific training for specialist roles such as fire wardens and first aiders. We also provide specific training for those undertaking lifting tasks, those using ladders or step ladders, those erecting scaffolding, staff using chainsaws etc. Training will also be provided at the introduction of new equipment, new technology or work procedures. Young workers i.e. those under 18 years old, will receive additional training and supervision as required, according to the outcome of an individual assessment.

We consult with staff about the planning and organising of health and safety training by including the topic as a standing item on health and safety committee agendas.

All health and safety training is provided by competent instructors and takes place during paid working hours. The identification of training needs is a line management function but day to day coordination of the training programme is carried out by the Safety Officer. Records of training including the date, name of delegate, tutor details and contents of the course, are held by the HR Adviser.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence.

24. **Consultation.**

[Link to contents](#)

To enable the school to fulfil its health and safety responsibilities, employees are consulted on health and safety matters. This is achieved through:

- Direct communication on health and safety matters.
- Bi-termly health and safety meetings (Strategic and Operational), including regular communications to all staff on relevant matters.
- Representation on the Health and Safety Committee by a wide cross section of departments in the school including the support staff and governor representative.
- Health and safety information communicated to Governors.
- Induction training for all staff at the commencement of employment.
- Staff training on health and safety matters.
- Staff consultation on risk assessment processes.

- Internal audits by the Safety Officer.
- Annual health and safety policy review with consultation at the Health and Safety Committee.

25. Control of Contractors.

[Link to contents](#)

Introduction

We recognise that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with our carefully selected competent contractors to ensure that our workplace remains safe and without risk to health.

The majority of contract work falls within the definition of 'construction' and as a client we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 (CDM) for:

- Notifying the HSE of a project if it is one which is expected to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or, exceed 500 person days;
- Assembling the project team, including checking the competence of all appointees;
- Issuing a client brief outlining the purpose, aims and expectations for the work;
- Ensuring there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors/staff and the drawing up of a construction phase plan before work starts;
- Ensuring that arrangements for the management of health and safety are maintained and reviewed throughout the project;
- Allowing sufficient time and resources for all stages of the project;
- Providing pre-construction information as soon as is practicable to designers and contractors;
- For projects involving more than one contractor:
 - Appointing a principal designer (PD) and principal contractor (PC) as soon as is practicable, and in any case before the construction phase begins. (If they fail to appoint a principal designer and principal contractor the client must fulfil the duties of those roles themselves);
 - Taking reasonable steps to ensure that the PD and PC comply with their duties;
 - Ensuring the principal designer prepares a health and safety file;
 - Keeping the health and safety file up to date and available for inspection at a later date, and passing it to a new owner if the interest in the structure is disposed of.

We also have obligations to control contract works under other legislation including the Management of Health and Safety at Work Regulations 1999.

Overview of Procedures for Control

When planning work to be undertaken by contractors we ensure that a single person has overall responsibility for planning and coordinating the work. This individual is normally the Bursar.

This individual undertakes a thorough evaluation of the work required to evaluate the scale of the project.

- If the project will involve more than one contractor, the individual ensures that the Bursar is promptly made aware, and
- Coordinates arrangements for the appointment of a competent Principal Contractor and Principal Designer, taking into account information on competency set out within the guidance to the Regulations, and
- Oversees that the PD and PC comply with their duties, and

- Ensures that a health and safety file is prepared by the PD and then is kept and maintained up to date by the client
- If it is likely that the project will be notifiable, he or she will ensure that the project is notified via the HSE website. (Note that such projects are those expected to exceed 30 working days and have more than 20 workers working simultaneously at any point, or, exceed 500 person days.)

For all 'construction work', no matter what scale, this individual personally takes responsibility for ensuring that:

- A written or verbal client brief is issued to contractors and designers, outlining the purpose, aims and expectations for the work;
- The work does not begin until there is an adequate construction phase plan in place and suitable welfare facilities for workers;
- Any contractor or individual appointed to work on the project is competent;
- There are suitable management arrangements for the project including the documenting of risk assessments and method statements;
- We monitor the execution of the work to ensure that it is being carried out safely;
- Sufficient time and resources are allowed;
- Any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations;
- The contractors' work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation;
- We obtain and provide essential health and safety information about the site, the activities, the work (including any residual risks identified by designers/specifiers) and safety rules, to enable the contractors to take this 'pre-construction information' into account in their tender;
- Compliance with our health and safety requirements forms a contractual obligation;
- If the work is particularly hazardous there are arrangements for issuing permits to work;
- We identify the hazards that are likely to be introduced by the work and any risks arising from our business affecting the contractors and taken appropriate action to control the risks arising;
- We undertake or review risk assessments for the workplace to determine any new or changed risk controls to be introduced for the duration of the work and after it is completed;
- A responsible person is appointed to meet the contractors representatives, ensure that they sign in/out and brief them with essential health, safety and emergency information;
- A contract review is undertaken to ensure that any problems are identified and recurrence is prevented by changes to procedures etc.

In the case of any documentation referred to above, it will be proportionate to the level of risk and complexity of the project.

Further details about these arrangements are given in the remainder of this document.

Detailed Arrangements

Competence Assessment

We select contractors based on technical competence, experience and suitability for the work to be done. In particular our assessment process involves a review of requested information from the contractor including:

- Recommendations from other schools;
- Membership of reputable trade bodies or approved contractor schemes;
- Legally required registrations (e.g. Gas Safe Register);

- Health and safety policies and practices;
- Recent health and safety performance (number of accidents etc);
- Qualifications, training and skills of their staff and manager;
- Selection procedures for sub-contractors;
- Example safety method statements and risk assessments for similar work;
- Supervision arrangements;
- Arrangements for consulting their workforce;
- References from previous clients, as appropriate.

We also review the HSE's notices and prosecution database (www.hse.gov.uk/enforce/index.htm) to determine if the potential contractor has been subject to any formal legal sanction.

Any claim that a contractor is a member of a trade or professional body or an approved contractor scheme is verified directly with the body to ensure the membership is current and covers the work being offered.

The Operations Co-ordinator maintains a separate list of approved contractors.

Control of Contractors

Essential Information Provided to Contractors

To enable contractors to take account of all issues affecting health and safety within their tender, we provide essential health and safety information including:

- For any design or specification work already undertaken, any information about risks which could not be eliminated at the design stage;
- Any restrictions on the time or location in which the work is done;
- Access, parking and road traffic rules;
- Information about other people who could be present in the premises, or could be at risk in the vicinity including more vulnerable persons such as children;
- Restrictions which will apply to the storage of goods, materials, skips, site huts and storage containers;
- Rules regarding the storage of waste awaiting collection, and where applicable for removal of waste from site;
- Smoking restrictions;
- Rules about work on the electrical installation and the use of electrical equipment;
- Requirements for work on the gas system;
- General rules about the need to maintain escape routes and access to fire equipment plus any specific rules in relation to the project;
- Rules requiring the use of personal protective equipment when required as a result of the hazards of the work and as required within designated hearing protection/head protection/safety footwear/hi viz areas;
- Any particular hazards within the premises such as the presence of asbestos within work areas likely to be used by the contractors, fragile roofs, overhead or underground services, confined spaces, reversing vehicles at loading bays etc., anticipated hazards from the work activities undertaken or other contractors, machinery or hazardous substances;
- Restrictions on the introduction of certain high hazard equipment or processes except where agreed in advance and subject to a permit to work, e.g. radioactive sources, cartridge tools, hot work, lifting equipment;
- Restrictions and rules about the use of hazardous substances or generation of noise;
- Rules about work at height including roof work, scaffolds, mobile elevating work platforms and suspended access equipment when applicable;

- Restrictions on the use of our facilities e.g. toilets, washing facilities, restaurants and equipment e.g. fork lift trucks;
- Requirements for Supervision and quality assurance;
- Restrictions or rules on the use of sub-contractors;
- The need for contractors to provide their own first aid arrangements/ the availability of our first aid facilities and personnel;
- Any specific qualifications required for particular parts of the job;
- Security clearance (Disclosure and Barring Service) arrangements;
- Requirements to report all accidents and incidents to the Client representative;
- The contact details of our representative responsible for coordinating the work who can be contacted for further information.

Receiving Information from Contractors

Once the contractor is selected, detailed work plans are discussed and the contractor's risk assessment and method statement is reviewed.

Any risks created by the contractor affecting other persons on the premises are taken account of in our own risk management arrangements for the duration of the project.

Authorisation/Permits

Contractors representatives are required to sign in on arrival and out on leaving. *For some contracts, this responsibility will be devolved to the contracting company's elected supervisor / site manager.*

Each representative is briefed on essential health and safety requirements and is required to sign that they understand our health and safety rules for contractors.

For particularly hazardous work, a Permit to Work is required. This includes:

- Hot work;
- Confined space work;
- Work with asbestos containing materials;
- Work on pitched roofs;
- Working at height;
- Intrusive works;
- Work on live electrical equipment.

Our representative identifies work which will require a permit and completes the document with details of the work to be undertaken, foreseeable hazards, the precautions to be implemented by the contractors and the start and finish time of the permit. Both parties sign to indicate that particular work methods and precautions have been agreed.

Contractor's representatives are required to keep a copy of their permit at the place of work which may be inspected by our managers. At the end of the permitted time, the permit is closed by sign off from both parties to indicate that the work is finished and the work area is safe.

Contracts

In the conditions of contract we stipulate that the contractor and all of their employees must:

- Adhere to the contractor's safety rules which we have issued;

- Comply with their own method statements or where this is not practicable for any reason, to agree changes with our client representative in advance;
- Comply with all health and safety laws applicable to the work undertaken.

Briefing

As described within the Authorisation/Permits section above, on arrival at our site, contractor's representatives are questioned and briefed by the Operations Co-ordinator/Site Manager in relation to the following matters:

- Parking arrangements;
- Any hazards that the contractor may create for other building users e.g. use of chemicals or flammable liquids, obstructing access, power tools;
- Any hazards arising from our own activities on that day which may affect him/her;
- A reminder that there is no known asbestos containing materials in any school buildings but if he/she suspects anything to stop work and ask;
- Agreed safe working method to protect the contractor and others;
- The importance of the contractor not doing any work which has not been previously agreed;
- The fire procedure including: raising the alarm, sound of the alarm, assembly point, exit routes, identity of fire wardens, location of extinguishers – for use if trained;
- Smoking rules;
- The need for the contractor to report any accidents or hazards;
- Arrangements for waste removal if necessary;
- Toilet location and any other welfare facilities for their use;
- The need to sign in on arrival and sign out before leaving;
- Specific activities requiring a permit to work and how this will be issued and by whom, before the contractor commences work.

Monitoring

All work by contractors is monitored periodically to:

- Review progress ;
- Check quality of workmanship;
- Check that the workers on site are those expected and who have signed in;
- Identify any problems or unanticipated risks at an early stage;
- Check that work is restricted to the areas anticipated and not creating additional risks by spreading beyond the agreed area or involving unauthorised work;
- Check that method statements are being followed, that the contractors are complying with site rules and that they are generally working in a safe manner.

The degree of monitoring depends on the type of work involved for example, regular contract work activities such as window cleaning are checked a few times per year, whereas building alterations might be checked daily.

Where monitoring detects poor standards, this is addressed with the contracting company concerned and, if necessary, monitoring frequency is then increased. Where appropriate, work is stopped whilst a solution is found.

Contract Review

On completion of works our Bursar / Site Manager / Operations Co-ordinator ensure that we receive required certification, operating instructions, product guarantees and other necessary health and safety

information. They also ensure that ongoing inspection and maintenance requirements of new equipment are identified and scheduled.

They also lead a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers in particular:

- quality of the work;
- compliance with health and safety rules and with the method statement;
- effectiveness of communications;
- decision whether to add or delete the organisation from the preferred contractor list- delete if not applicable;
- any improvements required to the policy and procedures for control of contractors.

This process takes place on completion of the work or, in the case of contracts for regular work, takes place at least every six months.

Where the review indicates that the contractors standards are below those required, we would normally remove them from our approved list of contractors.

26. **Disabled Persons Including Temporarily Disabled.**

[Link to contents](#)

Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.

In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice. Particular arrangements are covered in return to work discussions.

We ensure that the needs of disabled staff are taken account of within risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations such as responding to staff panic alarm, evacuation or fire alarm.

We also develop a personal emergency evacuation plan (PEEP) to cover fire or lockdown scenarios. Relevant risk assessments and the PEE] will be reviewed at frequencies which take account of any change in the person's health condition.

27. **Display Screen Equipment.**

[Link to contents](#)

Suitable furniture is provided for our office based staff, including adjustable chairs at computer workstations. Sufficient space is provided for the needs of each user including the provision of storage space away from the desk where necessary.

Desks are sited so far as is possible so that glare, reflections and extremes of light and shade do not cause discomfort. Window blinds are also provided to assist in the control of these hazards.

Our work environment has been designed for the comfort of display screen users taking into account the need to control nuisance noise, temperature, humidity and lighting. Software is selected for its suitability

for the task and ease of use. Users have access to IT support via the School IT Team. Users are able to take regular breaks away from screen work”.

Workstation assessments conducted by the Safety Officer identify any particular improvements required to individual workstations and remedial actions coordinated by the Safety Officer. The outcome of assessments is shared with each ‘user’.

Staff use mobile devices including laptops, tablets, smart phones etc. whilst on the move, they are encouraged to work as ergonomically as possible and made aware that intense and prolonged screen work is best carried out at a permanent workstation. An individual assessment is available. Staff who are issued with laptops or tablets also have a mobile pack that includes laptop stand and external mouse and keyboard.

Workstation assessments are reviewed annually and also whenever there has been a change to the workstation or the tasks undertaken. Records of workstation assessments are retained for at least 5 years and master copies are retained by the HR Adviser. As display screen assessments may contain health information, they are filed confidentially.

Eye and eyesight examinations are provided by the school on request and, where needed solely for the use of the equipment, the cost of a basic pair of spectacles is also reimbursed using the School’s Medicash health care cash plan.

Employees who are designated ‘users’ are provided with training in the hazards of display screen use, the precautions for safe working, include when working on the move, and the arrangements for obtaining eye and eyesight testing. This training is provided when they first begin working with display screen equipment.

Employees are encouraged to promptly report any problems including health concerns, to the Safety Officer who is responsible for arranging a reassessment of the workstation and any corrective action required. If the matter is not easily resolved, assistance will be obtained from an occupational health specialist.

Agency staff are provided with basic instruction on the adjustment of the chair to supplement the general safety training which they should have received from their employer.

28. **Dogs in the Workplace.**

[Link to contents](#)

This policy aims to set out the procedures and expectations of the School when allowing employees to bring dogs into the workplace.

Before a dog is allowed into the workplace, permission must be sought from the Headmaster. Once permission has been sought / notification has been made, the dog owner will be required to complete a risk assessment, and we will implement the following control measures set out in this policy. This risk assessment will be approved by the Safety Officer.

Assistance Dogs

Assistance dogs (officially trained and certified by appropriate paperwork) may accompany the person they are assisting into any area the person would normally have access to as part of their enrolment or employment.

The School and the owner of the assistance dog will agree appropriate relief areas and disposal arrangements for faecal matter.

Assistance dogs must be under the control of its owner at all times whilst on the company premises. The care and supervision of the assistance dog is solely the responsibility of its owner.

Inside School Buildings

All dogs coming onto site must be suitably trained and obedient. It is the responsibility of the owner to keep the dog under control. We reserve the right to exclude a dog whose behaviour poses a direct threat to the health and safety of others).

The following rules will apply to non-assistance dogs inside our buildings:

- Dogs are permitted in those areas for which permission has been specifically approved.
- Dogs will not normally be permitted into classrooms, unless for specific education purposes. The only exception to this is in the Discovery Zone.
- Dogs must be kept on a leash / secured (e.g. in a cage) and under the control of their owners at all times.
- The owner is responsible for immediate clean up and repairs of incidental damage or mess caused by the dog. Clean-up should be sufficiently thorough so that additional work is not generated for other employees.

Elsewhere on the Premises

All dogs coming onto site must be suitably trained and obedient. It is the responsibility of the owner to keep the dog under control. We reserve the right to exclude a dog whose behaviour poses a direct threat to the health and safety of others.

The following rules will apply to non-assistance dogs elsewhere on our premises:

- Dogs must be kept on a leash / secured (e.g. in a cage) and under control at all times.
- The owner must have a means to clean up after the dog and dispose of any faecal matter in an appropriate manner.
- The owner of the dog is responsible for immediate clean-up of incidental damage or mess caused by the dog (including digging damage). Clean up should be sufficiently thorough so that additional work is not generated for other employees.
- Dogs left in cars on our property are wholly the responsibility of the dog's owner. We do not condone this practice and may report the incident to the RSPCA or Police as appropriate.

Penalties for Disregarding this Policy

Disregard of this policy will be handled at the discretion of St Faith's and may result in temporary or permanent prohibition of the animal from the school premises.

Incidents of dog aggression / bad behaviour should be reported to the Bursar. These will be investigated on a case by case basis.

29. **Driving for Work.** See separate *Minibus Policy*

[Link to contents](#)

Our Sports Faculty Staff and Maintenance Team regularly operate school vehicles for work purposes. Some other staff (teaching staff, support staff – Bursar) *also* drive occasionally for work purposes.

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives company vehicles, or who are expected to drive on company business, both at the time of their initial employment and at least 6-monthly thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven. The licence check includes use of the DVLA's on-line records via a 'check code' generated by each driver. If there is any doubt about the validity of a licence and its content we contact DVLA with the permission of the driver, to confirm details. We recognise that there are limits on the validity of foreign licences and ensure that this is also checked with DVLA when applicable.

At the same time as checking driving licences we also check that private vehicles used for work purposes are insured for business purposes, taxed and where more than 3 years old, MOTd.

Our employees are expected to carry out and record pre-use inspections of company vehicles before each use / journey and ensure they are safely loaded. The Maintenance Team will also inspect vehicles weekly (more detailed check) and daily (essential driver's checks). If a defect is found during the pre-use and/or weekly inspections, the driver must report this immediately to the Operations Co-ordinator / Site Manager, and the vehicle must not be used until the defect has been rectified.

Company vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, insurance, tax, and when required, MOTs, are arranged by the Operations Co-ordinator.

Driving and working hours are monitored to ensure compliance with Working Time Regulations. In our work planning process, our managers avoid the need for staff to drive at the end of excessively long working days by as appropriate, providing overnight accommodation, arranging for driver sharing or using public transport. Managers also consider when scheduling work, the need to discourage speeding and to include within journey times, sufficient time for suitable rest breaks.

If an employee believes that the amount of driving they need to do as part of their work increases their risk, they are encouraged to speak to their Line Manager regarding their concerns.

Employees are required to inform their Line Manager if they are suffering from any health condition or taking any medication (prescribed and/or over the counter) which could affect their ability to drive safely.

Within our Minibus Policy we set out our expectations for driver behaviour which includes:

- An expectation that they will adhere to road traffic laws;
- Normal limits for working hours when the day involves driving;
- The need to take a rest break of 15 minutes after every 2 hours of driving and when tired;
- Not driving under the influence of alcohol or drugs (including prescription drugs);
- Not using a hand-held phone when driving;
- Only using hands free phones for brief essential conversations when stopped at the side of the road;
- To be aware of surroundings distractions and limit these where possible (e.g. not having the radio on too high, set up satellite navigations systems before starting the car and to only use when necessary).

School vehicles are equipped with a safety kit comprising of first aid kit, fire extinguisher, hi visibility vest, torch, spare bulbs, warning triangle, equipment for changing a wheel, spare wheel.

Employees are expected to report any vehicle accidents at work and these are recorded and investigated in the same way as other work-related incidents, and improvements made to our policy as necessary to avoid a recurrence.

If an employee who drives for work receives a driving conviction during the course of their employment, they must notify the Operations Co-ordinator immediately.

30. **Electrical Safety.**

[Link to contents](#)

Our staffs are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installations is carried out by NICEIC or SELECT registered electrical contractors.

Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and the current Building Regulations.

It is the School's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced staff with appropriate controls and suitable equipment.

Our own installation will be tested and inspected at least every 5 years by a competent electrician and improvements implemented as necessary for safety.

Our arrangements for the electrical safety of portable electrical equipment including tools, classroom and office equipment are covered in the section of this policy on Work Equipment.

31. **Event Safety.**

[Link to contents](#)

Introduction

The School will from time to time hold and / or organise events such as open days, parent's events, holiday activities, summer schools, concerts, drama productions, firework displays.

We recognise that when organising, setting up, running, and breaking down events; we hold the prime responsibility for ensuring the safety of:

- Our employees;
- Our volunteers;
- Our pupils/students;
- Members of the public/visitors to the event;
- Contractors working for us and/or providing services at the event; and
- Any other person who may be affected by the event.

Some of the events are set up and planned with involvement from third parties (eg firework displays). In these instances, it is very important that specific responsibilities are clearly defined, and that these are stated in the event risk assessment. Ultimately, all parties need to know and agree on who is responsible for what, including who holds the overall responsibility for planning and managing the event.

Event Notification

The Deputy Head and Events Co-ordinator are responsible for event coordination. They will:

- Receive notifications of planned events;
- Assess what level of planning is required, and whether the event requires a risk assessment;

- Ensure that an [Event Planner](#) form is completed;
- Work with staff members to ensure there are no clashes with other events taking place on or near to the time of the proposed event;
- Co-ordinate with the maintenance staff and others to manage event set ups/breakdowns;
- Work with staff to ensure that the event is adequately planned and managed; and
- Ensure that there is a designated Event Manager in place.

Planning/Organising an Event

Good planning and management are fundamental to the success of any event. Effective planning and consultation will ensure that those involved in setting up, running, breaking down, and/or attending the event are not exposed to health and safety risks. The level of detail in our planning will be proportionate to the scale of the event and degree of risk.

We will ensure that each event has a designated event lead in place, who will hold overall responsibility for planning, running, monitoring and breaking down the event.

Specific responsibilities of the event lead will include:

- Completing a thorough investigation of the proposed site/venue to ensure suitability;
- Having appropriate health and safety arrangements in place to protect employees and others;
- Completing and recording an event risk assessment;
- Implementing control measures identified by the risk assessment and identifying who will be responsible for carrying them out;
- Putting appropriate monitoring arrangements in place to ensure compliance through all stages of the event;
- Seeking competent health and safety advice where necessary;
- Reviewing the event risk assessment and health and safety arrangements as often as required;
- Ensuring co-operation and proper co-ordination of work activities;
- Providing employees and others with relevant information on any risks to their health and safety; and;

The Safety Officer will assist the event lead with the following:

- Providing health and safety advice where necessary;
- Preparing an Event Safety Plan (if required);
- Support the production of the risk assessment;
- Liaising with emergency services and other interested parties;
- Ensuring that those involved (including staff, volunteers, pupils/students, third parties, and contractors) are competent to perform their duties safely.

To determine the resources and facilities required, the event lead should identify:

- Location(s) of the event;
- Scale, type, and scope of the event;
- Event activities;
- Profile and number of attendees;
- Duration of the event;
- Time of day and year that the event will be held;
- Access and transportation; and
- Infrastructure.

The event lead⁵ will select staff/volunteers and allocate specific health and safety duties accordingly (e.g. maintenance staff, transport staff, cleaning staff, catering staff, venue staff, first aiders, fire wardens, event marshals, security staff etc.); and will involve staff/volunteers in the planning process where appropriate.

The Events Co-ordinator will assist the event lead with ensuring that the relevant permissions have been gained (for example, a [Temporary Event Notice](#) may be required) and that adequate insurance cover is in place prior to the event.

The event lead is responsible for ensuring that a risk assessment is carried out and recorded to cover all aspects of the event using the Event Risk Assessment form as a guide, and ensure that it is communicated to all members of the event team (including all staff, volunteers, pupils/students, and third parties/contractors involved), together with an event safety plan where relevant. The aim of the risk assessment is to ensure that any hazards likely to be presented by the event are either eliminated, or where they cannot be eliminated, reduced and mitigated so far as is reasonably practicable. All phases of the event including the site/ venue, preparation, running, and event breakdown should be considered.

Examples of the areas that should be considered as part of the planning and risk assessment process include:

- Insurance⁶/licensing;
- Access/egress to the event;
- Parking;
- Event traffic/vehicle movement around site;
- Provision of/access to welfare facilities;
- First aid/medical provision;
- Fire and other emergencies;
- Procedures for reporting and recording of accidents/incidents/near misses;
- Manual handling;
- Electricity;
- Work at height;
- Hazardous substances;
- Slips/trips/falls;
- Sound and noise;
- Machinery/equipment;
- Food, drink and water (including food hygiene);
- Temporary structures (such as marquees or gazebos);
- Inclement weather;
- Crowd management;
- Waste management and cleaning;
- Lone/remote working;
- Security;
- Provision for vulnerable groups – i.e. the elderly, children, young persons, disabled persons etc;
- Safeguarding;
- Information/training for third parties/contractors, event staff, volunteers and attendees;
- Third parties providing services (e.g. theatre set installers, stalls, food vans, bouncy castles, fairground rides etc.);
- Length and timing of the event; and
- Pyrotechnics.

⁵ With support from the Deputy Head as appropriate / necessary

⁶ Information available from the Bursar's PA

Where relevant, the event lead must liaise with the venue owner/manager, emergency services, and/or local authority for advice and information relevant to the planning and risk assessment, including obtaining appropriate event licenses (e.g. Temporary Event Notice etc.) where required (information on licensing is available at: <http://www.hse.gov.uk/event-safety/faqs.htm#q1>).

The need for any license should be identified early in the planning process, as they can take time to process and therefore any delay may prevent the event from running. If you are in any doubt as to whether you require a license and/ or what type of licenses you require, you should contact the relevant licensing authority for advice.

For services provided by third parties, the Safety Officer will support the event lead to request and retain copies of their:

- Public Liability insurance details (ensuring that the amount of cover is appropriate to the level of risk);
- Risk assessments/method statements; and
- Food business registration details and rating (for those carrying out food operations).

Considerations such as road closures, provision of temporary welfare facilities, infrastructure required, and waste facilities need to be made in a timely manner, to ensure that these are in place for the event.

Where necessary, the event lead should seek health and safety advice from the Safety Officer to assist with the event safety plan and/or risk assessment.

Planning for Incidents/ Emergencies

St Faith's recognises that it needs to have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event, and that such plans need to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

Where relevant, the event lead should ensure that emergency procedures are drawn up and agreed for:

- Fire;
- Accidents/injuries (i.e. first aid and medical assistance);
- Lost child;
- Other emergency evacuation;
- Security;
- Event cancellation; and/or
- Severe weather.

These procedures will form part of the event safety plan and risk assessment and *staff/volunteers* should be allocated with (and trained on) their specific roles where necessary.

The event lead should ensure that all [*staff/volunteers/pupils/students/contractors etc.*] involved in setting up, running, and/or breaking down the event are briefed on the emergency procedures and that drills are completed where appropriate. The audience should also be briefed where relevant (i.e. briefing the audience on fire procedures prior to a theatre performance).

For large scale events, the event lead should discuss the plans with the emergency services.

Emergency arrangements should also take into consideration persons with a disability, limited mobility and children in prams etc.

Inclusion for People with a Disability

St Faith's will ensure that reasonable adjustments are made where possible to ensure that people with a disability are able to participate in the event.

The following aspects will be considered:

Mobility:

- Access to and egress from the event;
- Sufficient space for the movement of wheelchairs/walking aids;
- Surfaces around the event site suitable for wheelchairs/walking aids;
- Provision of accessible welfare facilities (i.e. disabled toilets).

Visual impairment:

- Pathways clear, no unnecessary obstacles; and
- Large print/audible displays available.

Hearing impairment:

- Loop system in place;
- Written notes available or a sign language interpreter; and
- Persons can be positioned close enough to be able to lip read or see the sign language interpreter easily.

Medical conditions:

- Seating provided for those who cannot stand for long periods of time;
- Notices/labelling regarding food allergies etc.; and
- Warning for any flashing/strobe lighting.

Hidden disabilities:

- Areas for people to go who struggle with large crowds; and
- Clear signs and information given in advance to reduce undue stress.

During the Event

At this stage the focus of the event leader will be on the effective management and monitoring of the event.

The event leader will need to ensure:

- That appropriate management systems are in place for each stage of the event (i.e. set up, running, and breakdown. For example, if a large number of contractors are expected on site then it may be necessary to plan a phased set up);
- Co-ordination and communication between all parties;
- Periodic monitoring throughout (for example, pre-event safety checklists could be devised and issued to event staff to ensure that all necessary safety measures are in place);
- Provision of information to staff, volunteers, pupils/students, third parties, and contractors etc. (e.g. an event safety induction/briefing); and
- That arrangements are in place for competent supervision.

In addition, the event leader will need to dynamically risk assess the event as it is taking place, and ensure that additional control measures are implemented where required and that emergency procedures are executed where necessary (e.g. following a sudden change in the weather etc.).

All staff, volunteers, pupils/students, third parties, and contractors will be given an event safety induction before the event (where this is identified as necessary – e.g. for large scale/complex events etc.) on the following matters:

- Event running order;
- Organisational chart and key contacts;
- Communications protocols;
- Reporting procedures for accidents/incidents/near misses;
- Site hazards and agreed control measures;
- Site specific instructions – speed limits, loading/unloading, parking areas etc.;
- Location of welfare and first aid facilities;
- Emergency arrangements (including contingency plans); and
- Other specific training for certain groups such as traffic marshals, event marshals, etc.

After an Event

Where possible, the Event Manager should hold a debrief after the event with all involved to determine:

- Lessons learned (i.e. is there anything that we could do better for the next event in terms of health and safety?);
- Whether the staff/volunteers had any accidents/incidents/near misses reported to them;
- Whether there were any complaints;
- Whether the event is likely to be repeated;
- Whether the event safety plan/risk assessment was adequate; and
- Whether the staff and others followed their briefings/training and adhered to the risk control measures.

32. **Fire Emergency Plan.** See separate *Fire Safety Policy and Fire Risk Assessment* [Link to contents](#)

Responsibilities

The person with overall responsibility for fire safety in our premises is the Headmaster. Others responsible for aspects of fire safety are:

Role	Responsibility
All staff	<ul style="list-style-type: none"> • To be conversant with this policy • Take active measures to reduce fire risks
Staff with responsibility for children	<ul style="list-style-type: none"> • Escorting their pupils safely out of the building in silence and in an orderly fashion; • Conducting a head count on arrival at the assembly point, and; • Ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of the Emergency Response Team at their assembly point
Governors	<ul style="list-style-type: none"> • Ensure compliance with the relevant fire regulations
Headmaster	<ul style="list-style-type: none"> • Ensuring fire safety for the school community
Bursar	<ul style="list-style-type: none"> • Ensuring that the policy is up-to-date • Ensuring that compliance obligations are met • Reporting to the SMT and Governors as appropriate
Operations Co-ordinator	<ul style="list-style-type: none"> • Ensuring servicing of fire alarm and detection systems, and portable fire-fighting equipment • Ensuring PAT testing
Safety Officer	<ul style="list-style-type: none"> • Acts as the School Fire Officer • Ensuring a fire risk assessment is conducted annually

Role	Responsibility
	<ul style="list-style-type: none"> • Training and liaison with Fire Wardens
Deputy Head	<ul style="list-style-type: none"> • Ensuring that fire drills are conducted for Years 3 - 8
Head of Pre Prep	<ul style="list-style-type: none"> • Ensuring that fire drills are conducted for the Pre Prep
Site Manager	<ul style="list-style-type: none"> • Ensuring weekly checks of all fire alarm detection systems
Chartwells General Manager	<ul style="list-style-type: none"> • Kitchen fire safety
Caretaker	<ul style="list-style-type: none"> • Providing out of hours first point of contact and response in the event of a fire alarm sounding or a fire event
Front Office Staff	<ul style="list-style-type: none"> • Ensuring that all visitors are made aware of on-site H&S and fire safety arrangements
Fire Wardens	<ul style="list-style-type: none"> • Carry out and record regular fire checks in their designated area of the school • Accounting for staff in the event of a fire evacuation

We have at least one trained fire warden in every building. These members of staff have received training in their role.

Fire Safety Assistance

St Faith's has appointed Hettle Andrews to provide competent assistance on fire safety matters in accordance with Article 18 of the Regulatory Reform (Fire Safety) Order 2005.

Fire Safety Risk Assessment

Our Fire Safety Consultant has undertaken a fire safety risk assessment of our premises and reviews this on an annual basis.

The risk assessment is saved on the school SharePoint site (Health and Safety) and the Safety Officer is responsible for ensuring that the recommendations arising from the assessment are implemented.

Fire Prevention

Fire hazards are identified within the fire safety risk assessment and recommendations implemented to control them. In particular we have implemented risk control measures in response to the risks potentially arising from the hazards of hot work, natural gas systems, electricity, waste accumulation, storage of combustibles, arson, smoking, neighbouring premises activities, flammable liquids and flammable gases.

This section of our policy sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005.

Fire Emergency Plan

Fire Prevention

Fire prevention measures are outlined in the Fire Safety Policy and include the following:

- Electrical inspection and testing – including lightning protection;
- Control of hot work;
- Gas safety inspections;
- Regular removal of waste;
- Smoking rules;
- Fire separation from neighbouring premises;
- Correct storage of flammable liquids.

Alarm System

Our premises are covered by a comprehensive fire alarm system incorporating automatic fire and smoke detection and manual call points.

The alarm system is serviced routinely on an annual quarterly basis.

The alarm system is tested by the Site Manager / Site Maintenance Team on a weekly basis by activating a different alarm call point each time in rotation. These tests are scheduled for 0700 weekly on a Tuesday in term time, and at 1000 on a Monday during holiday periods. The alarms are sounded for a minimal amount of time to ensure that staff are aware that it is a test. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and also to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm, locks which release on sounding the alarm.

The results of alarm testing and servicing are recorded and held We Are Every, the school compliance database.

Emergency Lighting

We have installed an emergency lighting system incorporating battery backup, which activates on failure of the lighting circuit. The system is subject to a monthly activation test and an annual full discharge test by the Site Manager / PA Collacott. The results of emergency lighting tests are recorded and held in We Are Every – the school's compliance database.

Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits. These signs are illuminated in rooms that may be in use during dark hours and / or intended to be darkened.

Signs are also displayed:

- To identify the location of the school assembly points;
- To describe the type and function of fire extinguishers;
- To describe the correct operation of exit door hardware [i.e. 'push bar to open', 'turn to exit', break to exit – delete if not applicable]
- To show the correct operation of gas shut off valves;
- To show 'fire action' required;
- To identify fire doors which must be kept shut or kept clear;
- To provide the names of fire wardens;
- To designate the building as non-smoking in accordance with smoke free law;
- To indicate on each lift landing 'in the event of fire do not use lift'.

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Escape Routes and Exits

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors providing 30 minute fire protection. Where building alterations take place which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

Fire doors are kept closed by self-closing devices and/or kept locked shut where designed to be. Where designed to be held open, fire doors are kept clear so that they can close correctly; such doors on hold open devices are shut at night.

On a regular basis fire wardens check that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required.

The condition of each fire door including the presence and condition of door closers, intumescent and smoke seals is checked annually.

The results of escape route and fire door checks are recorded and held on the school compliance database.

Fire Extinguishers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the fire safety risk assessment. These include water, powder and CO2 as appropriate to the working area and attendant risks. In the School kitchen area and specifically the canopy area above main cooking appliances, a fire suppression system has been installed. A number of our fire wardens have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

On a regular basis fire wardens check that fire extinguishers are correctly located and appear to be in good condition. The results of these checks are recorded electronically on the Fire Warden checklist.

Fire Procedure

The school fire procedure is provided in the Fire Safety Policy.

Action on discovering a fire

1. raise the alarm by operating one of the manual call points
2. attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
3. leave by the nearest available exit to the assembly point at _____ *[location – select somewhere safely away from the building and safely clear of the area in which fire tenders will arrive]*
4. *do not use the lifts. [delete if not applicable]*

Action on hearing the alarm – all persons except for Fire Wardens

1. do not stop to collect personal belongings
2. close windows and doors if it does not cause undue delay
3. escort any visitors and leave by the nearest available exit and go to the assembly point _____ *[location]*
4. *do not use the lifts [delete if not applicable]*
5. check that someone has called the Fire Brigade by dialing _____ *[e.g. 999/ 9-999]*
6. do not return to the building until given the all clear by the Fire Brigade.

Action on hearing the alarm – Receptionist

Call the fire brigade immediately to every fire or on suspicion of fire.

Dial from the reception phone if safe but if in doubt, dial from a mobile phone from the assembly point.

1. dial _____ [e.g. 9-999] from reception or 999 from a mobile
2. give operator your telephone number _____ [list telephone number] and ask for FIRE
3. when the fire brigade replies give details: Fire at _____ [Full address details including postcode]
4. do not replace receiver until address has been repeated by the fire brigade.

Action for Fire Wardens on hearing the alarm

1. check which zone has been activated by viewing the alarm panel
1. so far as possible without taking risks, check that all areas of the floor are clear of people including stores, toilets and kitchen. If there are two fire wardens on duty, divide the search between you if the opportunity arises
2. shut off *machinery/the gas supply/other* if safe to do so
3. once the building is clear, go to the assembly point closing doors behind you. *Include additional instructions to prevent the entrance being locked automatically behind them e.g. but ensure that the front door is either left on the latch or that a key is available*
4. meet the Fire Brigade and report any persons who remain in the building, report on areas not able to be checked, any signs of fire observed and the zone indicated on the panel [*and the location of any hazards to the Fire Brigade e.g. flammable substances*]
5. prevent people from reentering the building
6. once the Fire Brigade announce that the building is safe, tell assembled staff that they may return to the building.

Disabled Persons and Others Requiring Assistance

Personal emergency evacuation plans are in place for any disabled workers. These are regularly reviewed.

Fire Drills

Fire drills are carried out at least every term. A proportion of drills are undertaken whilst simulating the lack of availability of at least one exit.

Records of drills are held by the Safety Officer.

Training for all Staff

New starters are provided with information on emergency procedures on their first day of employment including the location of escape routes, the sound of the alarm and the location of the assembly point.

All staff receive annual refresher training in fire safety and fire procedures. Those with particular fire safety roles such as fire wardens, maintenance staff are provided with instruction in their responsibilities.

Records of all training are held in SIMS / the HR database.

Cooperation and Coordination

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point. We ensure that contractors working on gas and electrical systems are suitably qualified. Where contractors need to conduct 'hot works' we ensure that fire risks are adequately controlled and apply a permit to work. Further details of our arrangements for the control of contractors are included within a separate section of this policy.

33. **First Aid.** *See separate First Aid Policy and First Aid Risk Assessment*

[Link to contents](#)

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

As a result the following arrangements have been implemented:

- A separate first aid policy is in place. This is reviewed annually;
- An appropriately equipped Health Centre is staffed with one lead nurse and 2 part-time nurses, all with RCN qualifications and registrations;
- A number of staff in Pre Prep are qualified as Peripatetic first aiders;
- A number of academic and support-staff departments have qualified first aiders;
- A number of staff are trained to operate automated external defibrillators (AED) equipment.

The Health Centre Team *are* responsible for undertaking a termly check of the first aid kits on the premises and for replenishing them as necessary.

In temporary and exceptional circumstances when the *Health Centre are* away from the premises the Deputy Head (or in his absence the Bursar) will take charge in a medical emergency.

First aid training is arranged by the Safety Officer. In selecting training providers, account is taken of HSE guidance. Re-training is arranged to take place prior to the expiry of first aiders' certificates and in the interim some refresher training is also provided

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of the school's first aiders.

34. **Food Safety.** *Please see the separate Catering and Food Hygiene Policy*

[Link to contents](#)

Before hiring external catering firms, we obtain evidence to confirm that the company is registered with the local authority. We aim to ensure that food is delivered shortly before it is required, but if this is not possible, we establish whether the food or drink which is to be provided must be held at a specific temperature where it is not to be consumed immediately and make suitable arrangements.

We have selected a competent catering contractor to operate our on-site pupil and staff dining facility. In the selection process we established that the contractor has in place procedures for hazard analysis, staff training, temperature control, cleaning and preventing contamination. Our Safety Officer also carries out periodic checks to ensure that these control measures continue to be applied.

35. **Gas Safety.**

[Link to contents](#)

The risks associated with the storage and use of gas systems and appliances include fire, explosion and poisoning by the by-products of combustion, including carbon monoxide.

St Faith's will ensure that all work carried out on gas systems and appliances and their use are in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998 as amended, and related Approved Code of Practice.

We keep our gas appliances to a minimum, and we currently have:

- Gas boilers in School House, the Sports Hall, Firwood, Edenfield, Leyspring, Ashburton and Southfield;
- Gas cooking appliances in the main school kitchen;
- Gas taps for curriculum use in the Science Labs in Ashburton and the Sports Hall.

If liquefied Petroleum Gas (LPG) Cylinders are stored and used, the following precautions are taken:

- Cylinders will be stored in well-ventilated areas;
- Spare or empty cylinders should be stored outside in a lockable area;
- Cylinders should not be stored below ground level or near drains, cellars or basements;
- Warning notices are displayed (e.g. Highly flammable - LPG, no smoking etc.);
- Smoking or naked flames are not permitted in or near cylinder storage areas;
- Combustible materials are not stored near cylinders;
- Cylinders are kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials;
- Regular checks should be made to ensure that all hosing and connections are in good order and that there are no leaks;
- No valves on any cylinder should be left open and they should not be dropped or roughly handled;
- Accommodation in which gas is used must be adequately ventilated; and
- Portable LPG gas heaters should only be used for emergency purposes and following a thorough risk assessment.

It is the responsibility of the Events and Operations Coordinator to ensure that a maintenance schedule is in place for all gas appliances and that they are safety checked annually as a minimum and serviced in accordance with the manufacturer's recommendations. The Events Coordinator will ensure that all work on gas appliances is carried out by a Gas Safe registered engineer, and will retain records of all servicing, maintenance and repairs.

We ensure that carbon monoxide detection is installed in relevant areas of our building(s) where there is a risk of a build-up being present; i.e. near to combustion appliances (i.e. gas, oil, coal and wood) and/or solid fuel appliances (i.e. coal or wood). Detectors have also been installed in recently refurbished or recently built facilities.

Employees are instructed to report any suspected defects to gas systems/appliances as soon as possible to the Operations Co-ordinator or Site Manager and the appliance should be taken out of use immediately. All gas shut-off points are highlighted, and the relevant staff are instructed in their use.

In the event of a suspected gas leak staff should [*amend this list in line with your procedures*]:

- In the first instance, contact the Bursar / Site Manager / Safety Officer who will decide whether further action is needed;
- Call the 24-hour gas emergency service on 0800 111 999;

- Evacuate the building and move the occupants to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency qualified engineer;
- If it is safe to do so:
 - Put out naked flames
 - Open doors and windows
 - Turn off the gas supply
- Do not re-enter the area / building until either [*e.g. Facilities Manager*] or gas supply engineer has confirmed it is safe to do so.

STAFF MUST NOT TURN ELECTRICAL SWITCHES ON OR OFF

If the general public in the neighbourhood are at risk, staff should also contact the police on 999.

No person shall interfere with any gas appliance, gas fitting, and/or pipework unless qualified and competent to do so.

36. Glazing.

[Link to contents](#)

St Faith's ensures that we meet the requirements of Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 and Part K of Schedule 1 to the Building Regulations 2010 regarding window glazing used in windows, doors, gates and walls around our building(s).

We recognise that impact with glazing can cause significant injury, for example:

- Cutting and piercing injuries as a result of impact with glazing in doors, door side panels, and/or glazing at low level in walls and partitions. For doors and door side panels, the risk is greatest for glazing between floor and shoulder level when near to door handles and push plates, especially when normal building movement causes doors to stick;
- Falls through glazing following Initial impact at between waist and shoulder level, resulting in additional injury to the face and body; and
- Children impacting with low level glazing.

As a result of this, we have taken steps to protect the users of our buildings as outlined below.

We have identified the critical locations within our building(s) by way of survey etc. (For further information on 'critical locations' see section 4 of Approved Document K available at <https://bit.ly/2JucVsk>).

Critical locations, which are areas of a building which are more likely to be subject to accidental human impact, have been identified and to protect our school community we have adopted the following approach(es) to protect against impact with glazing:

- We have implemented measures to limit the risk of cutting and piercing injuries by the use of glazing that is reasonably safe, such that, if breakage did occur, any particles would be relatively harmless;
- We use glazing that is sufficiently robust to ensure that the risk of breakage is low; and / or
- We have taken steps to limit the risk of contact with glazing e.g. adding permanent screen protection or manifestation strips.

Special consideration has also been given to areas of high risk such as curriculum spaces for younger children (Pre Prep and Years 3&4), sports activity areas and storage facilities.

The condition of the glazing through our buildings is monitored by monthly site walkabouts by the Site Manager and separately, the Safety Officer. The risk assessment / survey is reviewed on an annual basis.

Alter and add to this as necessary to reflect the controls in place within your business.

37. Health and Safety Committees.

[Link to contents](#)

Steering Committee Terms of Reference.

- The purpose of the Health and Safety Steering Committee is to provide a forum for senior managers and key post holders to ensure that the School's health and safety policies, procedures and working practices meet or exceed all relevant statutory requirements.
- The Committee's aim is promote the health, safety and well-being of all employees, pupils, visitors and any others who may be affected by the School's activities.

Steering Committee Agenda.

Item	Discussion	Responsibility
1	Apologies	Chairman
2	Opening Remarks	Chairman
3	Summary of Operational Meeting	Chairman
4	H&S Risks and Priorities	Chairman
5	H&S Compliance / Meeting Obligations <ul style="list-style-type: none"> • HSE requirements • Policies • Audits and inspections • Training 	Chairman
6	Health and Safety Protocols and Risk Assessment	Chairman
7	Changes to the Workplace	Chairman
8	Compliance Summary	Compliance Officer
9	Accidents & Incidents <ul style="list-style-type: none"> • Trends. • Key issues arising. 	Chairman
10	Wellbeing <ul style="list-style-type: none"> • Trends. • Key issues arising. 	Deputy Head
11	Any other business	Chairman

Operational Health and Safety Committee Terms of Reference.

- Provide a forum for discussion and collective decision making on health and safety matters and for consultation with key stakeholders and school representatives.
- Discuss matters concerning health and safety, changes in regulations and priorities.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses and discuss preventative measures
- Review and update the system of risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review and update Safety Policy guidance.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

- Monitor the reporting of incidents, diseases and dangerous occurrences (RIDDOR).

Operational Health and Safety Committee Agenda.

Item	Discussion	Responsibility
1	Introduction and apologies for absence	Chairman
2	Minutes of the previous meeting and actions	Chairman
3	H&S priorities	Chairman
4	Protocols and risk assessment	Chairman
5	Changes in the workplace	Chairman
6	Audits / inspections	Chairman
7	Accidents, incidents and near misses	c
8	H&S documentation	
9	Training	Chairman
10	Department matters / concerns <ul style="list-style-type: none"> • Deputy Head (curriculum matters) • Site Manager (estates matters) • Chartwells General Manager (catering / HK matters) • Health Centre Lead Nurse (medical matters) 	Heads of Departments ⁷
11	Wellbeing	Deputy Head Head of Pre Prep
12	Any other business	Chairman

38. Hazardous and Dangerous Substances.

[Link to contents](#)

We use limited quantities of hazardous and dangerous substances including cleaning substances, paints, lubricants, glues, sealants. We also undertake activities which generate hazardous or dangerous substances such as wood dusts.

All products in use which contain hazardous or dangerous substances are listed on an inventory and a current safety data sheet is obtained from the supplier. The relevant department undertakes a risk assessment of the use of each substance and exposure to any hazardous by-products and we then apply the recommended risk control measures.

We ensure that risk assessments are undertaken prior to activities which involve the generation of, or exposure to, hazardous substances.

When storing hazardous and dangerous substances we check that the storage area is suitable and that only compatible substances are stored together. Substances are stored in fully labelled containers which include hazard warning labels where appropriate. All containers including aerosols are stored in a cool dry place, away from the sun and any flammable liquids are stored separately in a specially designed fire resistant flammables store.

Substances are locked away so far as is practicable so that they are only accessible to authorised persons who have been trained in their safe use. Employees are particularly reminded of the need for good personal hygiene and the prohibition of eating, drinking or smoking, when using such substances. Employees are also provided with any necessary personal protective equipment and instructions for its use, maintenance, storage and replacement.

⁷ Academic and support staff

The correct storage of substances and their correct use is monitored through internal audits by the Safety Officer.

Where substances are surplus to requirements, these are disposed of via licensed waste contractors.

Spillage and emergency procedures are determined as part of the risk assessment process.

Records of risk assessments for hazardous and dangerous substances are held on SharePoint and records of training are on SIMS.

39. **Homeworking.**

[Link to contents](#)

The School defines home workers as *those who work from home on an agreed basis comprising on average more than 10% of their working hours.*

We ensure that home workers are able to work safely by undertaking a home working risk assessment *and a display screen assessment.* We undertake these by requesting that home workers complete a self-assessment contained in this [form](#), the results of which *reviewed by the Safety Officer.* Improvements are implemented as agreed between the home worker and the Safety Office *Advisor.* These risk assessments are held on the individuals' personnel file (and in JotForm) and are reviewed

We ensure that the home worker has ready access to their *line manager, HR Adviser and the IT helpdesk.* Regular communications take place with the line manager and colleagues.

We ensure that contractual and insurance arrangements account for the work taking place in the home including the risks which may be introduced by the company's electrical equipment.

Arrangements for the periodic inspection and testing of company electrical equipment are made by the Operations Co-ordinator. The IT Team ensure that school owned IT equipment is regularly updated (at least termly) to ensure that software and cyber protection (security patching etc) is up-to-date.

Include this policy if your employees are expected to or are likely to travel abroad as part of their job. Add to / amend this policy where necessary.

40. **Legionnaire's Disease.** Please see the separate Legionella Policy

[Link to contents](#)

The School has implemented arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'.

These arrangements include:

- Assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Appointment of the Deputy Bursar as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment.
- The maintenance of records of all applicable maintenance and testing which are held in the Site Manager's Office together with a copy of the risk assessment and details of the competent person who conducted it.
- Monitoring by the Safety Officer to check the records and confirm that the precautions have been implemented.

In the event of difficulties in implementing the risk control programme, or test results falling outside of the required limits, the Site Manager reports this immediately to the Bursar and additional resources, water treatment contractors or plumbing specialists are employed as necessary to resolve the causes.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

41. **Lifting Equipment and Lifting Operations.**

[Link to contents](#)

The School's activities involve the use of lifting equipment including a platform access lift for accessing lighting etc in areas such as Ashburton Hall. The health and safety arrangements for our lifting equipment and lifting operations are covered in this section except that the particular arrangements for the safety of passenger lift cars are described separately in the section of this policy headed 'passenger lifts'.

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued. Improvements identified through inspections are undertaken as required.

Pre-use inspections are carried out by operators of lifting equipment and the results recorded. Defective equipment is taken out of service whilst awaiting repair or replacement.

The schedule of equipment and records of maintenance and inspection are held on the school compliance database.

Lifting equipment is only used by persons that have had suitable and sufficient information and training on their safe operation and use and any precautions or safeguards required. Operators must also be formally authorised to use the equipment. We have training programmes to cover the user of the platform lift.

Records of training and authorisation for the use of lifting equipment are held on SIMS.

42. **Lone Working.** *Please see separate Lone Working Policy*

[Link to contents](#)

The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' In our business we have identified the following lone working situations: staff working at weekends / beyond the end of the normal school day. This includes teaching and housekeeping staff.

We have undertaken risk assessments of these lone working activities and put in place risk control measures including:

- Ensuring a separate policy is in place;
- Providing regular reminders to staff regarding lone working arrangements;
- Controlling access to the site outside normal working hours and at weekends;
- Ensuring the use of Inventory for staff to sign in and record their presence on site.

As a result of the risk assessments we have informed staff that the following tasks may not be undertaken as a lone worker:

- Working at height;
- The use of cutting machinery.

Our staffs are instructed that they must immediately leave any situation in which they feel uncomfortable or at risk and that such action has the support of management.

43. **Manual Handling.**

[Link to contents](#)

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to work activities that might involve heavy lifting or pushing/pulling.

Specific manual handling risk assessments are undertaken by our Safety Officer to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments are implemented by managers, employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment is provided where possible to minimise or simplify handling of heavier objects e.g. *trolleys, pump trucks*) and we ensure that two persons are available where the risk assessment identifies the need. Safety footwear and suitable gloves are supplied to the Maintenance / Site Team for whom there is an expectation of involvement in heavy lifting or pushing / pulling and the Site Manager monitors to ensure that it is used. When specifying protective clothing or uniform, the need to allow unrestricted movement for manual handling activities has been taken into account.

Where reasonably practicable, loads are labelled with their weight and if necessary, centre of gravity. Where it is not reasonably practicable to mark the weight of individual loads we provide information to staff on the range of weights for certain types of load they are likely to encounter.

Employees involved in significant lifting are trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them. The significant findings of the assessments are communicated to staff involved in relevant activities by making risk assessments available. Where we have specified the use of equipment or safe systems of work to reduce manual handling risks, staff are trained in the system of work.

New and expectant mothers, those with health conditions which place them at additional injury risk, and workers below the age of 18, are generally prohibited from carrying out manual handling activities. Where an individual in these categories, has duties which would ordinarily involve manual handling, their line manager is responsible for ensuring that they are not permitted to continue with these duties until the risks have been assessed.

For staff who are not expected to carry out significant lifting and therefore do not receive detailed manual handling training, we make it clear during induction training that they are not permitted to undertake these types of activities.

Records of manual handling assessments are retained for at least 5 years and master copies are retained by the HR Adviser.

Manual handling assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

44. **New and Expectant Mothers at Work.**

[Link to contents](#)

Our risk assessments have identified that some activities involve risks to new or expectant mothers at work e.g. use of chemicals, exposure to vibration, risk of specific infections, exposure to lead, heavy lifting. As a result a risk assessment is conducted on notification of pregnancy to identify additional risk control measures which are to be implemented e.g. on notification not to lift crates of training materials and must ask a colleague to assist.

In the event that an employee notifies us that she is pregnant, and on return to work following birth, we undertake a specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided. For employees involved in anything other than low risk office work, this risk assessment is undertaken with input from the HR Adviser who may consult and employ the services of the school's *Occupational Health Advisor*. Recommendations arising from the assessment are implemented promptly and the assessment is reviewed every 3 months.

We provide rest facilities for new and expectant mothers as detailed within the welfare section of this policy.

45. **Noise.**

[Link to contents](#)

Our premises include noisy plant or machines and some musical / drama activities which produce high levels of noise. These activities/machines/plant have been subject to a noise assessment under the Control of Noise at Work Regulations and it has been determined that the average noise exposure in the worst case scenario, is below the level at which hearing damage is likely to occur.

Where our employees are at risk from high levels of noise we arrange for a specialist to undertake an assessment of noise exposure. As a result of these assessments we have implemented risk control measures including noise enclosure, sound insulation, limiting exposure times, hearing protection, warning signs etc. The purpose of these control measures is to eliminate hazardous exposure and to reduce noise exposure to as low a level as is reasonably practicable.

For tasks which involve exposure above the first action level (80dB(A)) and the upper action level (85dB(A)), we provide personal hearing protectors upon request. At and above the upper action level, their use is compulsory and Hearing Protection Zones are therefore designated and signed.

Hearing protection has been selected as a result of the noise assessment to ensure that it provides the level of noise attenuation required. Employees who wear it, are instructed in its correct use and on the storage, maintenance and replacement arrangements. They are also instructed in noise hazards and the reasons for the noise controls and wearing hearing protection.

For employees who work with plant machinery, regular audiometry testing is provided. For employees appointed to begin work in these areas or undertake these activities, audiometry is undertaken at the start of employment in the role. If noise levels are not above 85dB(A) when averaged, this last sentence can be deleted.

Organisations should include this section in their policy's arrangements section if they have in place any Occupational Health arrangements. In any case it is useful to include this section to state the approach to dealing with work related ill health and explain how this would be followed up and resolved.

Alter and add to this as necessary to reflect the controls in place within your business.

It is strongly recommended that any organisation that believes it may need to provide statutory health surveillance, takes advice on this policy from a specialist occupational health provider.

46. **Occupational Health Provision and Health Surveillance.**

[Link to contents](#)

We recognise our duty under the Equality Act 2010 and also our duty to protect employees from harm to their health. For the purpose of meeting these responsibilities we ensure that pre-employment screening is in place once a job offer has been made. This occupational health screening is conducted through an independent specialist provider involving an occupational health questionnaire and follow up referral if necessary. This process is carried out respecting medical confidentiality and as the employer we do not have access to medical information without the express permission of the individual. We do however receive information as to whether an individual is fit to carry out a particular role and any adjustments that we need to make.

If an individual has an injury or illness which appears to be work related, we seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job. In some instances, an occupational health referral will be made following a longer period of absence arising from a medical issue.

Through risk assessments we have considered the need to provide ongoing health surveillance to specific employees and as a result we have implemented a programme audiometry, vibration white finger screening, dermatitis for the Maintenance / Site Team. Fitness to drive assessments are made on a self-assessment basis for those involved in school minibus driving.

The programme is undertaken by an independent occupational health provider HealthWork.

The School also provided a Health Care Cash Plan to all colleagues; this currently through Medicash.

47. **Passenger Lifts.**

[Link to contents](#)

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor and also receive a Thorough Examination and Test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

Where defects in the lift's operation become apparent we will take immediate action to take the lift out of service and call our specialist maintenance contractors. Should there be any concern that a defect recurs despite this expert attention or in the event of any doubt whatsoever over the ongoing safety of the lift, we will arrange for an additional Thorough Examination prior to allowing the lift back into service.

We monitor to ensure so far as is reasonably practicable that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use and the protection of tools and equipment from unauthorised access, and particularly for children. We also expect contractors to operate safe systems of work for their own protection and periodic monitoring takes place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers and we ensure that when building works take place, that the lift is not used inappropriately and that safe load limits are adhered to.

Lift cars are also equipped with emergency lighting and with a passenger alarm/emergency telephone. Lift release procedures are in place involving the Maintenance / Site Team. The correct operation of the lift alarm/emergency telephone is tested during the 6 month checks.

Records of maintenance and inspection are held on the school's We Are Every compliance database

48. **Performance Monitoring and Audit.**

[Link to contents](#)

Proactive measurement of our performance against health and safety standards will be undertaken through:

- Formal review of performance against health and safety policy;
- Internal safety audits by the Safety Officer;
- Biennial external health and safety audits by an approved consultant;
- Monthly health and safety monitoring of the workplace and work activities;
- Staff appraisals;
- Monitoring of progress against action plans by the Health and Safety Committee.

Formal Review and Audit

The Safety Officer undertakes a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice. Following this audit, a report is presented to the Health and Safety Steering Committee analysing current performance, identifying major and minor non-conformances and making recommendations for corrective action.

On receipt of the audit report, the Steering Committee agree the health and safety action plan and the resources necessary. They also agree health and safety performance targets and objectives for the coming year. The Bursar (acting for the Headmaster) will drive forward improvements and monitor to ensure that progress is made within identified timescales, making frequent progress reports to the St Faith's Committee.

The Steering Committee conducts a six monthly strategic review to discuss progress in implementing the action plan, targets and objectives, identify any new concerns arising and provide further advice.

The Health and Safety Policy document is reviewed by the Bursar with input from the Safety Officer on an annual basis, in liaison with representatives of the company, to ensure that the policy reflects current activities, company structure and legislation.

Internal Health and Safety Audits

The Safety Officer undertakes regular internal audits of the various school departments to monitor health and safety, and to ensure collaboration and consultation with employees. These audits follow an agreed checklist format. The Site Manager conducts a range of inspections of the entire premises and monitors that routine management actions are completed. On completion of audits and checks, any actions are recorded to ensure that issues are resolved. Task completion is monitored by the Safety Officer (audit follow-up tasks) and by the Operations Co-ordinator (site inspection follow-ups). Where actions have not been completed the Safety Officer highlights these to the Bursar for follow up

Monitoring by the Health and Safety Committee

Our bi-termly health and safety committee meetings include a standing item for performance monitoring. This item is used by the committee to receive and evaluate progress reports concerning the health and safety action plan and overall objectives.

49. **Personal Protective Equipment and Clothing (PPE).**

[Link to contents](#)

We recognise that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. Our employees are supplied, free of charge, with any PPE identified as a required risk control measure within risk assessments. We ensure that it is suitable, i.e. it reduces the identified risk as intended, it is CE marked, is a good fit, is suitable for the individual using it, is compatible

with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

Employees who are required to use or wear PPE are provided with training on the circumstances in which it is used, the hazards against it will give protection, the importance of correct use, how to wear it to obtain the right protection and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

PPE is checked during health and safety audits and replacements are available on request in between inspections. A PPE register is maintained by the Safety Officer.

PPE is also provided to peripatetic staff where required.

50. Pressure Systems.

[Link to contents](#)

The company has identified the following systems/vessels which fall within the requirements of the Pressure System Safety Regulations 2000:

- Ashburton plant room pressurisation valve.
- Edenfield plant room pressurisation valve.
- Firwood plant room pressurisation valve.
- Leyspring plant room pressurisation valve.
- Southfield plant room pressurisation valve.
- School House plant room pressurisation valve.
- Sports Hall plant room pressurisation valve.
- Steam cleaners.
- Maintenance workshop portable compressed air generator.

A written scheme of examination has been drawn up by our competent person and that written scheme is held in a location readily accessible to the plant. Examination and testing is carried out by Munro as part of the school's PPM arrangements and in accordance with the written scheme.

Appropriate emergency response procedures have been devised.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. Our maintenance log is also used to record any abnormal or particularly arduous operating conditions and these records are made available to the competent person during the next examination.

Note that it may not be necessary to undertake all of the risk control measures listed, as the Regulations are complicated and provide for exceptions relating to lower risk vessels. You should seek advice from your competent Health and Safety Advisor in order to ensure that this policy document correctly reflects the requirements placed on the company.

51. Providing Work Experience Placements.

[Link to contents](#)

Introduction

This policy relates to all incoming work experience placements that are hosted by St Faith's, including pupils from other schools and adults seeking experience of working in a school enc. The majority of our work experience placement are *school pupils etc.*

St Faith's priority is to ensure that those on work experience are kept safe, and we recognise our responsibilities under the Health and Safety at Work etc. Act 1974 for ensuring, so far as is reasonably practicable, the health and safety of those on work experience placements with our organisation. We also recognise that whilst the placement holder is carrying out their work experience, that they are regarded as our employees for purposes of health, safety, and insurance.

Procedure

Requests for work experience placements will usually be received in writing and approved (or not rejected) by the Deputy Head. If the proposed work experience placement is accepted, then a Placement Supervisor must be assigned who will be responsible for completing all remaining aspects of this procedure.

Booking Forms/Gathering Information

A work experience booking form will be used to collect the necessary information regarding the person undertaking work experience e.g. name, age, next of kin/emergency contact details, details of any medical conditions, disabilities, special needs etc.

Working Hours

Young workers have special rights under the Working Time Regulations 1999 (as amended) and these must be adhered to for persons on work experience placements and will therefore need to be considered when agreeing hours of work for each placement. The rights of young workers – those over the minimum school leaving age but under 18, and those under the minimum school leaving age on approved work experience schemes – differ from adults in the following ways:

- A limit of eight hours working time a day and 40 hours a week;
- Not to work either between 10pm and 6am or between 11pm and 7am;
- 12 hours' rest between each working day; and
- Two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

Safeguarding / Disclosure & Barring Service (DBS) Checks

If the work experience placement is going to involve the person working with children or young persons (i.e. those under the age of 18) and/or adults at risk, it may also be necessary for them to have a DBS Check. If in doubt, contact the HR Adviser who will advise you of their expectations. If a DBS check is required, it is the responsibility of the *Placement Supervisor* to ensure that the person obtains a DBS check prior to commencement of the work experience placement. Therefore it is essential the need for one is identified early as this may delay approval of the incoming work experience placement.

Risk Assessments

Once approval has been granted for the work experience placement to go ahead, it is the responsibility of the [*i.e. Placement Supervisor*] to complete a risk assessment. If there are any risks identified by the risk assessment, they will either be controlled so far as is reasonably practicable, or the work experience placement holder may be prohibited from entering certain areas and/or engaging in certain activities during their work experience placement in order to eliminate the risk.

If the work experience placement holder is classed as a child (i.e. they have not yet reached the official minimum school leaving age – pupils will reach this in the school year in which they turn 16), a copy of the risk assessment will be provided to their parents/guardians with the key findings. *It is recommended that this is also signed by the parents/guardians.* Risk assessments are kept on file for a minimum of 3 years.

Children are prohibited from undertaking certain activities. These include:

- Activities that are **beyond** their [physical](#) or [psychological](#) capacity;
- Activities that involve [harmful exposure](#) to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way;
- Activities that involve **harmful** exposure to [radiation](#);
- Activities that involve the risk of accidents **that cannot reasonably be recognised or avoided** by young people due to their [insufficient attention to safety or lack of experience or training](#); and
- Activities that have a risk to health from **extreme** [cold, heat, noise or vibration](#).

Young persons (i.e. those age 16 or 17) may carry out activities if they carry the above risks, if it is:

- Necessary for training purposes;
- They are supervised by a competent person; and
- The risks are reduced to the lowest level, as far as reasonably practicable.

Identification

Identification badges will be issued for the work placement holder.

- For week long placements. A visitor badge will be issued on a daily basis according to DBS status.

Work Experience Induction Checklist

It is the Deputy Head's responsibility to complete a Work Experience Induction Checklist with the person on their first day of placement. This will cover the following aspects as a minimum:

- Tour of the premises;
- Location of facilities (e.g. toilets, handwashing facilities, drinking water, etc.);
- The school's legal responsibilities and duty of care;
- The person's legal responsibilities to themselves and others;
- The School's Health and Safety Policy, organisation and arrangements;
- Name of designated Placement Supervisor and supervision arrangements;
- Significant risks and control measures;
- Prohibitions (e.g. areas, activities) and Health & Safety rules;
- Emergency and fire arrangements (e.g. how to raise the alarm, location of fire exits, fire assembly point(s) etc.);
- Location of first aid box(es) and Name(s) of First Aider(s);
- How to report an accident;
- Ill health and incident reporting;
- Manual handling hazards and protective measures;
- Personal protective equipment and clothing (e.g. how and when to wear it);
- Safe use of equipment and machinery;
- Rest break arrangements;
- Uniform/dress code.

The Deputy Head must ensure that the original signed copy of the Work Experience Induction Checklist is kept on file for a minimum of 3 years.

Responsibilities

The following people will have an involvement in the implementation of this procedure, as follows:

Line Managers / Heads of Department

- Checking and signing off [e.g. *booking forms*] to indicate their consent for the work experience placement to go ahead.

Deputy Head

- Agreeing the placement in the first instance;
- Ensuring that a work experience *booking form* has been completed and signed by the person requesting the work experience placement, the Deputy Head, and the relevant Director/Manager;
- Ensuring that a Risk Assessment and where necessary, a DBS check has been completed;
- Completing a Work Experience Induction Checklist with the person on the first day of their placement, and ensuring that this is signed; and
- Ensuring that the work experience placement employee is adequately supervised by a competent person throughout their placement. Where work experience placement employees are placed under the supervision of a member of staff that is not their Placement Supervisor, it is the responsibility of the Placement Supervisor to brief that member of staff on key information e.g. any agreed prohibitions, medical conditions etc.

Human Resources Adviser

- Carrying out DBS checks on persons wishing to undertake a work experience placement (where required).
- Providing advice on the protection of children and vulnerable adults, including whether a DBS check is required etc.

Safety Officer

- Working with the Deputy Head to carry out a Risk Assessment for each person wishing to undertake a work experience placement on the organisation's premises.

Staff

- Upon a verbal or written request for an incoming work experience placement, it is the responsibility of staff to refer the request to the Deputy Head for approval.

Work Experience Placement Employees (i.e. Persons Undertaking Work Experience Placements)

Persons undertaking work experience placements have a responsibility under the Health and Safety at Work etc. Act 1974:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- To co-operate with their employer in complying with their legal duties; and
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare (e.g. fire extinguishers).

Persons undertaking work experience placements are also responsible for notifying their Placement Supervisor:

- Of any existing medical conditions, or any medical conditions that may arise during the work experience placement (including pregnancy);
- Of any work-related accidents and/or ill-health; and/or
- Of any health and safety concerns/issues that may arise.

52. Risk Assessment.

[Link to contents](#)

We have a programme in place for the completion of general and specific risk assessments as required by legislation. Risk assessments are led by persons who have appropriate training and experience with input from individuals with experience of the work activities being assessed. They include both activities undertaken at our own premises and risks associated with offsite and itinerant activities such as curriculum / residential trips and driving.

The extent to which we undertake the assessments internally depends on the competency required. Our arrangements in relation to each type of risk assessment are detailed below:

Type of Risk Assessment	Competent Assessor Who Undertakes
General	<i>Heads of Department, staff leading activities / events</i>
COSHH (Chemical and Biological Hazards)	<i>Relevant Departments. Eg Technicians</i>
New and Expectant Mothers at Work	<i>HR Adviser, Safety Officer</i>
Young People	<i>HR Adviser, Safety officer</i>
Personal Protective Equipment	<i>e.g. Information is included within COSHH and General Risk Assessments</i>
Work equipment	<i>Information is included within General Risk Assessments Specific risk assessments undertaken by Safety officer</i>
Manual Handling Tasks	<i>Safety Officer</i>
Fire Safety Risk Assessment	<i>Safety Officer, Fire Safety Advisor</i>
Display Screen Assessment	<i>e.g. Health and Safety Advisor, Occupational Health Advisor</i>
Assessment of First Aid Needs	<i>Lead Nurse, Safety officer</i>
Noise	<i>e.g. Health and Safety Advisor, Occupational Hygiene Consultant</i>
Vibration	<i>Occupational Health Consultant</i>
Pressure Systems – Written Scheme	<i>e.g. Competent Person for Pressure Systems, Insurance Company responsible for testing and inspecting the equipment</i>
Lifting Operations – Lifting Plan	<i>Competent supervisor of lifting operations</i>

Progress on the programme of risk assessments, *[the training of assessors – if applicable]* and the outcome of assessments are subject to consultation with employees via *the Health and Safety Committee Meetings, Staff Meetings, and email consultation systems.*

The significant findings of risk assessments are communicated to staff involved in relevant activities by *e.g. circulating the risk assessments to all employees, and a folder of assessments on SharePoint.*

Risk assessments are reviewed at least annually or more often if there have been changes in the matters to which they relate.

Records of risk assessments are retained for at least *[e.g. 5 years]* and master copies are retained by the Safety Officer.

53. **Safe Hot Water and Hot Surface Temperatures.**

[Link to contents](#)

We ensure that temperatures at hot water outlets accessed by more vulnerable persons, are thermostatically controlled to prevent scalding in accordance with ISI Regulations. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.

Heating appliances within the areas accessed by more vulnerable persons, are designed in such a way as to prevent accidental burns, by the use of *low surface temperature radiators, insulation, enclosure of pipes and radiators, under-floor heating*, thus ensuring that surfaces do not exceed 43°C.

A testing regime is undertaken by the Munro as part of their legionella monthly temperature testing., to check that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in the school's compliance database.

54. **Safety Signs, Signals and Notices.**

[Link to contents](#)

Statutory health and safety notices are displayed including the Health and Safety Law poster and the current Employers Liability Compulsory Insurance certificate.

Signage is also displayed to indicate fire escape routes, fire actions, fire extinguisher locations, first aid details and traffic safety instructions. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules.

Signs comply with the colour way and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations. We check that the signs remain in place, visible and in good condition through our internal audits.

Audible signals such as the fire alarm and lift alarm, intruder alarm, panic alarms are tested periodically to ensure that they are clearly audible in relevant areas and that staff are familiar with the sound. Additional visual alarms (flashing lights) signal fire alarms in areas such as the Sports Hall, Engineering Workshop and Science Labs.

We also provide access to the school Health and Safety Policy and minutes of Health and Safety minutes in order to assist our health and safety communications with employees.

55. **Slips, Trips and Falls.**

[Link to contents](#)

We have reviewed all of our premises for slips, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a termly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

We ensure that storage areas are of sufficient capacity, are well managed and, where possible, are under the control of an identified person.

Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with *yellow paint* where necessary for visibility.

When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

Housekeeping regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable. Housekeeping staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly workplace monitoring regime.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

56. **Smoking.**

[Link to contents](#)

Smoking is not permitted within our building/s and school vehicles. Signs are displayed at entrances and in vehicles in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on company business if it is being used to carry passengers.

All staff and sub-contractors are prohibited from smoking within any school premises.

57. **Stress.**

[Link to contents](#)

Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

We encourage a supportive culture where colleagues assist each other to ease peaks in workload. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The company discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

We offer support through the Senior Management Team, the HR Adviser and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

Management and supervisory staff receive training in good staff management practices. If the business is intending to implement organisational or procedural changes, we ensure communication and consultation with staff at an early stage.

Poor performance and attendance is actively managed to identify causes and solutions, including providing additional training or moving individuals to more suitable roles where necessary and possible. This approach also reduces the burden on other staff who would otherwise have an additional workload.

Bullying, harassment and discrimination are not tolerated and the company has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

Organisations whose work involves the use of vibrating tools should include this section in their policy's arrangements section. Alter and add to this as necessary to reflect the controls in place within your business.

58. **Vibration.**

[Link to contents](#)

A specialist has undertaken an assessment of vibration risks which affect employees using tools such as chainsaws, hammer drills, scabblers, strimmers, sanders and it has been determined that the level of exposure for some employees is above the Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005.

As a result, on the advice of the assessor, we have introduced a programme of controls to reduce exposure to as low a level as is reasonably practicable. These controls have included purchasing reduced vibration tools, limiting exposure time, introducing alternative working methods, changing work patterns to introduce more breaks and eliminate prolonged working, automation, improving the efficiency of the tasks, using jigs and suspension systems e.g. strimmer harnesses, improving the ergonomics of the task, more regular equipment maintenance, providing additional PPE to keep workers warm and dry.

We provide health surveillance to those employees who are deemed to be at risk in the form of annual health evaluation by an Occupational Health *Nurse*. As a result of this surveillance we are provided with essential advice about any changes which need to be made to an individual's job, which we then act upon.

The vibration risk assessment/s will be reviewed at least annually and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- The health effects of vibration, and how to recognise and report symptoms;
- Sources of vibration and the actions we have taken to reduce risks;
- Risk factors and ways to minimise the risk;
- The health surveillance programme.

Records of vibration risk assessment are held on staff personnel files.

Health records are held by our Occupational Health Advisors in accordance with requirements for confidentiality of medical records. These records are made available on request to the individual employees whom they concern.

59. **Visitors.**

[Link to contents](#)

Visitors to our premises include parents, prospective parents, staff and pupils from other schools, *couriers, sales persons, contractors, members of the public (including children), friends and family of employees, members of the emergency services, regulatory staff.*

Visitors are asked to sign in and out of the school on arrival and departure using the [Inventry](#) visitor management system. The nature of the visit and the degree of background checks in place (such as DBS, ID etc) will guide the level of supervision and escort. Contractors undertaking work within the premises will be subject to our contractor control arrangements.

All organisations should include this section in their policy's arrangements section. Alter and add to this as necessary to reflect the facilities in place within your business.

60. **Welfare Facilities.**

[Link to contents](#)

We have evaluated the welfare facilities required for our business to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and have confirmed that the existing facilities meet or exceed the minimum requirements.

Well-equipped sanitary and washing facilities are provided in sufficient numbers for the staff using them; this includes appropriate disabled facilities in various locations on the school site.

Facilities are also provided for staff to obtain drinking water, for heating water and heating food.

Staff are encouraged to eat in the main school dining facility. For the purposes of reducing physical contact and to ease potential congestion in the main school dining facility, staff are permitted to eat in their workplaces. Particular care needs to be taken in some work areas such as the Science Department, Maintenance Department in order to remove the potential for any contamination from chemicals etc.

Lockers and changing facilities are provided for some departments in the school such as the Site / Maintenance Team and Housekeeping Team.

We have also considered the needs of new and expectant mothers. Welfare requirements are discussed during risk assessments and return to work.

All of the welfare facilities are ventilated, well-lit and designed so as to be easily cleaned. Appropriate housekeeping regimes are in place.

61. **Winter Conditions.**

[Link to contents](#)

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise the portable heaters where possible and put on additional clothing as a temporary measure whilst a solution is sought.

For those school departments for whom outdoor working is a regular requirement (eg Sports Faculty and Site / Maintenance Team) appropriate clothing is provided by the school eg thermal clothing, warm jackets, gloves and hats, non-slip overshoes etc.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded. The Headmaster will make decisions on school closure due to weather on a case-by-case basis, with all decisions communicated by text or email to staff accordingly.

Line managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working. This may occur due to low staff numbers in the workplace or due to home working arrangements being instigated. If there are particular tasks which will become too risky during extreme weather or under low staffing conditions. For example Park & Ride Minibus, Games. Swimming due to travel to The Leys, Outdoor play due to lack of supervision.

If due to low staff numbers, our first aiders are not available, the Deputy Head or Bursar will take the role of appointed person i.e. for the purpose of managing any first aid incident and obtaining medical treatment.

We have also put in place contingency plans to cover snow clearing, frost control on paths and failure of critical equipment in the event of extreme weather events.

Procedures will be implemented in accordance with our slips trips and falls policy to control the additional slipping hazards presented by the weather. In particular all external walkways and steps on our premises will be regular cleared of snow and gritted to reduce ice. We will follow the government's snow code in our approach to clearing snow and ice.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside eg between the car park and the buildings. Areas that are considered too dangerous due to snow / ice etc will be put out of bounds and will be clearly marked as such. Car parks and paths will be routinely salted and gritted.

62. Working at Height

[Link to contents](#)

Whilst we aim to avoid work at height we have identified the following situations where our staff may be at risk of falling from a height e.g. changing light bulbs, accessing high shelving, accessing our attic store, cleaning tall displays, installing equipment.

Where work at height is required we conduct a risk assessment in order to identify the risk control measures required to minimise the risks so far as reasonably practicable. Our risk assessment process takes into consideration the hierarchy of work at height controls as set out within the Work at Height Regulations, the effects of weather conditions and covers the risk of falling objects in addition to the risks of falling - include if applicable. Regular training is provided to all staff.

We will only use ladders and step ladders for work at height where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout. Activities which we have identified as acceptable for work from ladders or step ladders are changing light bulbs, cleaning low level gutters etc.

Where work involves difficult access or work at heights which cannot be carried out safely from ladders or steps, special access arrangements will be made which may include the use of podiums/ tower scaffolding erected by a PASMA trained person/ the use of cherry pickers by RTITB or IPAF qualified operators.

All ladders and stepladders used by our employees meet BSEN131 standards or British Standard Industrial class, have a maximum static load capacity of at least 150Kg and are inspected on at least an annual basis. Steps used for heavy industrial applications e.g. work on construction sites will always have a maximum static

load capacity of 175Kg. All work at height equipment including kick stools, step ladders and ladders, are subject to formal. annual] inspections in addition to pre-use inspection by the employee.

Our employees are instructed in the principles of safe use of the access equipment provided. Ladders and step ladders intended only for use by the Site / Maintenance Team are stored in the Maintenance yard where on the Site / Maintenance Team have access.

Window cleaning contractors are required to submit their risk assessment and method statement to demonstrate that the risks of falls from height are adequately controlled. Their work is monitored periodically to ensure that they are applying the safe methods of work submitted. Wherever possible, window cleaning is carried out without working at height.

Where access is required to attic spaces, safe access arrangements are in place making use of step ladders or (such as in the case of Ashburton Hall) specific purpose ladders. Suitable access prevention barriers are put in place around the base of the ladder when in use, and barriers are in place once in the attic.

Our premises include fragile roofs and skylights and we have ensured that clear warning signs are displayed on all sides of the building. In the event that repairs are required or access is needed for any other reason, this is undertaken by competent roofing contractors using safety equipment and applying a safe system of work. Such work is only permitted after our Safety Officer has approved a risk assessment and method statement submitted in advance. The work is also subject to a permit to work.

Our staff do not carry out work on our roof/s and where such work is required, we employ competent contractors using appropriate safe systems of work and controlled under a permit to work.

Our flat roof/s are accessed by the Site / Maintenance Team approximately every 6 months and for this reason we have ensured that the access route and the work area are suitably protected with man-safe harness and line systems. These areas might also be accessed by specialist contractors with the correct permits, risk assessments and safe systems of work as approved by the Safety Officer.

Any other work at height required would be considered on a case by case basis with input from our and Safety Officer.

63. **Work Equipment**

[Link to contents](#)

When selecting work equipment for purchase we consider its suitability for the tasks required. We also ensure through training that staff who are to use the equipment understand how to use it safely and the limitations of the equipment.

Portable electrical equipment is subject to portable appliance testing by an external specialist contractor. The frequency of testing is scheduled in accordance with IET guidance and this testing is in addition to the pre-use inspections that all staff are instructed to carry out.

Defects are reported to line managers who ensure that repair or replacement is undertaken promptly. Equipment which is in a dangerous condition is securely removed from service whilst awaiting repair or disposal.

All powered equipment is capable of being isolated and procedures require that maintenance and cleaning is carried out with the equipment switched off, and where the risk assessment requires it, physically locked off or disconnected.

For equipment which is hazardous to those who are untrained, use of the equipment is restricted to authorised persons. Where necessary, these restrictions are supported by locking off the area or the power supply and by the display of signs indicating the names or job titles of authorised persons.

Safe systems of work are also developed for the use and maintenance of hazardous equipment and relevant safety signs are clearly displayed. These control measures are based on general risk assessments which have been undertaken for the use and maintenance of the equipment.

It is our policy that staff are not permitted to use their own tools for work purposes, as this could make it very difficult for us to ensure that the equipment is suitable and properly maintained.

All work equipment is subject to a programme of inspection and where necessary, maintenance. This programme is devised taking into account the risk assessment, general good practice and the manufacturer's instructions. Maintenance is only carried out by persons who have been suitably trained. In the case of passenger lifts this maintenance is carried out by specialist contractors.

Fixed machinery is inspected annually as well as by users and supervisors on a day to day basis. This inspection checks general condition, the presence of fixings, the correct operation of safeguards and the presence of guarding. Staff are also instructed to check that guards are correctly in position before using work equipment.

Suitable storage arrangements are provided for work equipment.

Records of maintenance are kept by the Deputy Bursar on the We Are Every compliance database.

64. **Workplace Safety.**

[Link to contents](#)

The comfort of our staff is a high priority and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises. To achieve this we provide:

- Central heating system;
- Additional heating appliances where necessary;
- Windows which can be opened safely;
- Adjustable blinds;
- Portable fans where necessary;
- An air conditioning system⁸;
- Lighting which is suitable for the tasks undertaken;
- Emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent engineers.

To assist in monitoring the indoor workplace temperature, thermometers are displayed in representative areas of the workplace.

For our Sports Faculty staff and Site / Maintenance Team who work outside, we provide suitable warm and weatherproof clothing in the winter and sun protection in the summer. Additional rest breaks are provided during extremes of weather and facilities for making hot or cold drinks are always available.

⁸ In Keynes building, and in other spaces such as Firwood IT Suite and the Network Office where the levels and quantities of IT equipment are such that heat levels may become excessive for comfortable working.

65. **Workplace Transport.**

[Link to contents](#)

The school premises include staff car parks, maintenance and delivery access points, external storage areas, mobile plant, limited parent and visitor parking and access for parents at particular times such as late stay pick-up.

We have undertaken a risk assessment to cover these activities and identified the risk control measures required. Specific risk control measures e.g. segregation of pedestrian routes, zebra crossings, avoidance of vehicles reversing, supervision of reversing vehicles, pavements, barriers and fencing, highlighting of overhead hazards, speed limit signs, access control, hi visibility vests for vehicle marshalling. Staff parking is in designated areas only.

Health and Safety Coordination / Interaction

[Link to contents](#)

Domain / Activity	Safety Officer		Compliance Officer		Operations Co-ordinator		Site Manager		HR Adviser	
	Role	Remarks	Role	Remarks	Role	Remarks	Role	Remarks	Role	Remarks
Policies	Lead	Annual reviews and updates; H&S, Fire	Lead	Policy management; Schedules, ensuring updates	Lead	Annual reviews and updates; Asbestos, Legionella				
External Audits	Lead	Booking Coordinate Collate evidence, data Host Coordinate follow-up Maintenance requests Reporting to H&S meetings & RPB			Support	Ensure facilities compliance Monitor maintenance requests	Support	Action maintenance requests Action facilities compliance		
Internal Audits	Lead	Organise whole school schedule Booking Coordinate Coordinate follow-up, incl raising maintenance requests Reporting to H&S meetings & RPB Support development of RAs and procedures			Support	Monitor any maintenance requests	Support	Action maintenance requests		
Security Audit	Support	Ensure regulations met, any revisions to risk assessments			Lead	Ensure Audit is carried out every 3 years	Support	Action maintenance related requests		
Facilities Compliance	Support	Ensure regulations met / advise on regulations			Lead	Manage & monitor compliance lists Ensure schedules completed	Support	Action site related compliance checks		
Contractor Management	Lead	Ensure compliance in place Ensure annual checks			Support	Organise contractor list	Support	On-site processing Ensure permits issued		
Projects Management	Support	Verify RAMS fit for purpose Spot checks during project			Lead	Scope, including costs Task and approve Request RAMS	Support	On-site processing Ensure permits issued		
Fire Compliance	Lead	Ensure annual FRA Coordinate FRA follow-up Lead on fire drills with Deputy Head Manage fire wardens & associated training & checks			Support	Manage & monitor site related checks & compliance checks eg PAT, portable appliances	Support	Weekly checks incl recording of fire alarm tests		
Display Screen Equipment Assessments	Lead	Ensure regular prompts to all staff Monitor progress			Support	Action any ops related actions	Support	Action any maintenance related actions	Support	Make form available Coordinate follow-up Record checks and actions
Individual Risk Assessments	Lead	Ensure regular prompts to all staff Monitor progress One-to-one assessments Raise support requests – IT, procurement, maintenance			Support	Monitor site related support requests			Support	Record checks and actions Lead on follow-up OH where applicable
Event support / event planners	Support	Work to support those responsible for events to ensure RAs complete Ensure all RA actions complete – incl appropriate briefings for events etc			Lead	Coordinate support staff event support requirements				
PPE Registers	Lead	Manage, including appropriate budget Ensure PPE regularly updated Ensure PPE fit for purpose; regular inspections								