



THE KING'S SCHOOL

GRANTHAM

Health and Safety Policy

Introduction

The Health and Safety at Work Act places a legal duty on The King's School (referred to in this policy as "the school"), to prepare and as often as may be appropriate, revise a written Health and Safety Policy and to bring this and any subsequent revisions to the notice of all its employees.

The Health and Safety Policy for The King's School contains details of the policy on health, safety and welfare at work of its students, employees and other persons who may be affected by the school's activities.

As required by the Health and Safety at Work Act (HSW), this document addresses four key areas.

Part 1 – The Statement of Intent

The "Statement of Intent" states the commitment to consider safety, health and welfare in all aspects of school activity. The Governing Body is committed to both its legal and moral Health & Safety (H&S) obligations and will support this by demonstrating top level commitment to H&S Policy, individual responsibilities and staff training, whilst ensuring that H&S is represented at meetings as an agenda item through the Director of Finance & Estates' Report to the Governing Body.

Part 2

Part 2 details the specific responsibilities of key roles. As the school moves forward in fulfilling its vision, organisational changes that have occurred since the previous policy review are reflected here.

Part 3

Part 3 contains the arrangements in place to ensure the responsibilities are discharged in practice and that all statutory duties applicable to school activity are addressed. This part lists some of the main arrangements and refers to further procedures or policies.

Part 4

Part 4 contains the arrangements in place to monitor, review and audit the effectiveness of the overall management of H&S.

Part 1: Health & Safety Policy Statement (Statement of Intent)

1. H&S is a major consideration in all aspects of school life and the school recognises its importance. The school will be compliant with any statutory national laws, regulations or directives placed upon it by external regulatory bodies and will manage, develop and improve H&S related policies, strategies and processes to meet these responsibilities to achieve "best practice".
2. The school recognises the importance of consultation prior to the implementation of H&S arrangements and the allocation of H&S functions to staff and will ensure that this policy statement is communicated and maintained across all levels of the school community.
3. The H&S Policy is a commitment to provide a safe working environment for all employees, students, contractors, visitors and any others who may be affected by its activities in so far as is reasonably practicable. This includes educational visits.

Policy adopted: December 2018

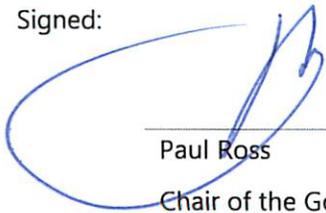
Reviewed: January 2021

Next Review: January 2022

4. The school will make provision for adequate First Aid arrangements, welfare facilities and wellbeing at work and recognises that some people are more vulnerable than others and special consideration will be given to their H&S.
5. The school will investigate every accident, incident, occupational health issue and near miss to determine the cause and prevent re-occurrence and will report when required, any accident or Incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).
6. The school will control risks and monitor H&S matters by conducting a regular programme of inspections and assessments to assess risk, identify and eliminate unsafe conditions and practices and to control and reduce any hazards found. An external H&S specialist service will advise on H&S and support the audit process.
7. The school will provide and maintain safe routes of access and egress as required under the
8. Regulatory Reform (Fire Safety) Order 2005.
9. The school will monitor H&S issues through the H&S Committee which includes members representing Trade Unions and representation from the Governing Body.
10. The school will equip staff with suitable and sufficient information, instruction, training and supervision in order for staff to carry out their duties safely. The school commits to provide additional training if required. In addition, all employees have a legal duty under the HSW and the Management of "Health and Safety at Work Regulations" to take care of their own H&S and that of their fellow employees. They also have a responsibility to students and all visitors to school and to co-operate with the school to enable this policy to be successfully implemented. Employees agree as part of their contract of employment to comply with individual duties placed upon them by law. Failure to comply with H&S duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
11. In accordance with the requirements of the Health and Safety Executive (HSE), the School has appointed a member of the Senior Leadership Team (SLT), as the school's "Health and Safety Officer" (Director of Finance & Estates). This member of the SLT has a particular interest in, and responsibility for, overseeing the School's H&S management arrangements and as such convenes the School's H&S Committee as a minimum twice a year.

The implementation of this policy includes the organisation [people and their duties] and arrangements [systems and procedures].

Signed:



Paul Ross

Chair of the Governing Body

Date:

09 December 2020

Signed:



Simon Pickett

Head Master

Date:

09 December 2020

Part 2: The Organisation – Posts and Duties

2.1 responsibilities of the governing body

As a corporate body, the Governors have the overall responsibility for ensuring the H&S at work of school employees and students, or other persons who may be affected by school activities or the condition of the facilities on its premises.

- The H&S Policy includes the organisation and arrangements for its effective implementation.
- The Policy Statement and all supplementary documents are reviewed regularly and not less than once a calendar year.

Resources are made available: -

- To fulfil statutory requirements and prevent risk of injury to students and employees.
- To provide for improvements in the health, safety and welfare at work of its students and employees and to provide particular and specialist support for those that are more vulnerable.
- To set strategies for developing employees' health and well-being.

The above responsibilities will be monitored by the Director of Finance & Estates who will report back to the Governing Body through the annual schedule of meetings.

2.2 responsibilities of the head master

The Head Master is ultimately responsible to the Governing Body for the implementation of the H&S Policy. The Head Master will:

- Oversee that appropriate responsibilities for H&S are properly assigned and accepted at all levels.
- Ensure that school staff fulfil their H&S responsibilities.
- Ensure H&S is monitored and a safe learning environment is provided for the students.
- Ensure that this policy is revised annually and the subsequent revisions are brought to the attention of all employees.
- Oversee and manage the response to incidents at the school to include the provision of First Aid, fire and evacuation procedures and the maintenance of the school's Personal Emergency Evacuation Plans (PEEP) register.

2.3 responsibilities of the Director of Finance & Estates

The Director of Finance & Estates will:

- Carry out annual reviews of this policy and associated documentation and bring recommendations for changes to the attention of the Head Master to ensure procedures are in place which comply with all other statutory and other regulations. Determine the strategy and resources for the promotion of H&S and personal wellbeing amongst students, students and employees and make recommendations to the Governing Body. Develop H&S related policies and procedures.
- Identify relevant hazards and complete and maintain risk assessments, deciding who might be harmed and how and implementing control measures necessary to remove the risk, or at least minimise it to an acceptable level. Findings will be recorded and risk assessments reviewed and updated as and when necessary.
- Develop the requirements for "Safe Systems of Work" (including permit to work systems).
- Advise and assist the Head Master and Governors on the development and implementation of risk management strategies.
- Maintain a framework for monitoring, reviewing and auditing H&S performance.
- Advise on emergency planning measures to facilitate safety of staff, students, students and visitors including termly whole-school evacuation drills.

- Maintain copies of relevant regulations, standards and other advisory literature and disseminate these to employees as appropriate. Maintain accident records and report the findings of accidents to the Head Master and the Governing Body and when appropriate, through RIDDOR to the Health and Safety Executive (HSE).
- Report on H&S matters to the Governing Body through the monthly Bursar's Report.
- Act as the designated person responsible for the management of asbestos on the school premises (referred to as the Responsible Person) including the updating of existing records.
- Convene meetings of the Health and Safety Committee which includes members representing Trade Unions recognised by the School and report to the Governing Body recommendations for such action as is thought necessary to ensure that reasonable steps are being taken to promote the H&S of employees, students and others entering the School.

2.4 RESPONSIBILITIES OF THE ESTATE MANAGER

The Estate Manager will:

- Manage the security of the premises and its contents, routine and non-routine (e.g. emergencies) opening and closing of the premises and will report any incidents of the establishment trespass, theft or unauthorised parking vehicles on the premises.
- Be a named key-holder and contact for police in the event of any incidents on the premises.
- Manage maintenance contracts to include, but not restricted to: Lifts, Legionella prevention, work equipment, Fire Extinguishers, air con maintenance etc.
- Carry out regular checking and testing of the fire alarm warning system sounders and emergency lighting, recording the event and any issues arising.
- Regularly check and record the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations including PAT testing.
- Ensure the efficient running and maintenance and repair of the heating, electrical, gas and water systems within the school including any necessary frost precautions and to report system failures in accordance with school procedures.
- Ensure that all cleaning equipment and materials are maintained in a clean, safe and efficient working condition in line with COSHH and be responsible for the security of equipment.
- Ensure that all hard play areas, paths and drives remain free from litter and any hazardous materials and that all drains and gullies are free flowing and clean.
- Ensure pathways are cleared of snow and apply salt when required and record this action.
- Ensure that minor repairs are carried out, where necessary engaging the services of outside contractors. To admit contractor's employees to premises and direct them to their job location, overseeing contractors work being carried out on the premises and ensuring that all necessary checks are in place before a job begins.
- Be responsible for the provision of the school minibus, ensuring that they are maintained in accordance with legislative guidance and manufacturers service procedures and records kept.
- Ensure that all drivers of school owned vehicles are suitably qualified, trained and driver records maintained.

2.5 estate team

The Estate Team will:

- Undertake regular security checks and identify security risks.
- Monitor and record testing of fire safety equipment.
- Operate and respond to alarm systems where appropriate and liaise with Police, security and surveillance contractors and provide emergency access to the school site.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Undertake appropriate repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, if trained and competent
- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
- Undertake activities to maintain safe and clean external environment e.g. gritting.
- Contribute to planning, development and organisation of systems, procedures and policies.
- Be responsible for maintaining records, information and data relating to Health and Safety e.g. water and fire management.
- Adhere to risk assessments and COSHH.
- Promote and ensure the health and safety of students, staff and visitors at all times.

2.6 heads of department

Heads of Department are responsible to the Full Governing Body through the Head Master for the management of all H&S matters within the area of the School under their control and will:

- Ensure that local policies and practices for the effective management of H&S are in place.
- Ensure that all relevant department Risk Assessments are produced, circulated and signed off by all relevant staff.
- Review and make recommendations for training requirements for department personnel.
- The Head of Physics carries out the role and responsibilities as Radiation Protection Officer for radioactive materials including periodic inspections and checks of equipment and retaining master registers for examination.

2.7 responsibilities of all employees

All employees have a legal duty:

- To take reasonable care of their own H&S and that of others, such as students and colleagues whilst at work and to co-operate with the school to enable this policy to be successfully implemented.
- To assess H&S risks affecting their students and provide them with instructions and supervision to carry out their tasks safely.
- To seek advice from their manager when they are uncertain about the H&S implications of the activities they organise for students.
- To co-operate with their line manager to the extent that is necessary for them to fulfil their H&S responsibilities.
- Not to interfere with or misuse items provided for H&S.
- To use equipment or safety devices, in accordance with the training or instructions provided.
- To inform their line manager of situations which may present a danger to H&S.

- To report accident or incidents to the Director of Finance & Estates immediately.

Students

All students must be encouraged to follow all safe working practices and observe all school safety rules and:

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Part 3: Arrangements, Systems and Procedures

The school is committed to compliance with the HSW and the Management of Health and Safety at Work Regulations and to use the HSE's guidance 'Successful Health and Safety Management' as our model procedure. The school has a variety of arrangements, systems, policies and procedures in place to achieve this:

- Meetings to discuss the continued high standard of H&S management.
- Policies and procedures specific to aspects of health, safety and safeguarding.
- Dealing with accidents, incidents and emergencies.
- Staff training.

Meetings

The governing body

The Full Governing Body meets as a minimum nine times a year and H&S is a standing agenda item within the Bursar and Director of Resources' report. The Full Governing Body:

- Monitors H&S policies and procedures, ensuring that they are reviewed and updated.
- Ensures that policies and procedures comply with H&S legislation and best practice guidance.
- Monitors and reviews the H&S activities and organises internal and external inspections and audits to ensure that they are working effectively.
- Acts as a forum for the Head Master and encourages consultation with employee representatives on H&S issues.

Policies & procedures

All school policies and procedures pertaining to H&S can be accessed via hard copies requested from the Estate Office and Staff Handbook kept in the staffroom. The H&S Procedures inform all employees what they must do to comply with current H&S legislation. Policies and procedures are written in a manner that will make them clear to understand and to follow.

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Dealing with accidents, incidents & emergencies: a planned accident prevention philosophy

With an objective of a reduction in accidents and dangerous occurrences, the school will carry out active risk assessments. It will identify issues, establish responsibility and taking all factors into account, decide accident prevention action and monitor results. There will be an after-event investigation, recording and monitoring to establish the root cause and take measures to prevent repeat problems.

Reporting of accidents, incidents & /near miss (ain)

The school follows "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)" which requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.

Clarification of definitions

It is the understanding of the School that the definition of accidents, incident and near misses are:

- Accident - any unplanned event that results in personnel injury or damage to property, plant or equipment.
- Incident - an unexpected and usually unpleasant event that has happened, including acts of aggression or verbal abuse.
- Near miss - is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

Prevent future incidents

A faulty process or management system invariably is the root cause of AIN and must be the focus for improvement. History has shown repeatedly that most AIN producing events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising and reporting of AIN can significantly improve worker safety and enhance the school's safety culture.

Accident, incident & near miss report

If anyone should become ill or suffer injury as a result of an accident the following procedures must be followed: If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. If the patient needs to be taken to hospital by ambulance phone "999". For cases of a less severe nature then it may be appropriate to transport the injured person to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis. *(If a member of staff uses their own car for these purposes, as this is an emergency, the school's insurance will cover the member of staff).* In the first instance a parent or carer should be called to transport a child to hospital for cases of a less severe nature. Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

Accident forms

All accidents must be recorded on the green accident form available from the admin office. Once completed, these should be returned to the admin office, who will then forward them on to the Deputy Head Master and Bursar who will investigate the accident, reporting the details back to the Head Master if necessary. The Director Finance and Estates will review all accidents where a student or member of staff has been admitted to hospital and confirm whether to log this as RIDDOR.

Personal data about the injured person(s) will be entered on the form in relation to Accidents, injuries, diseases, Near Misses and Dangerous Occurrences arising out of or in connection with work. The school may be required to share this information with the Health and Safety Executive (HSE) to ensure that it meets its legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Note: The Data Protection Act requires that employee's personal information must be kept secure after the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members.
- Be completed for all accidents/incidents/near misses.
- Be reviewed at annually to identify any potential or actual hazards.

What needs to be reported?

Injuries and ill health to people at work: Under RIDDOR the 'Responsible Person' in control of the premises must report:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing.
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

Note: Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable, as these are classed as road traffic incidents and are investigated by the police.

Reportable specified injuries

These include:

Fractures, other than to fingers, thumbs and toes; Amputations; Any injury likely to lead to permanent loss of sight or reduction in sight; Any crush injury to the head or torso causing damage to the brain or internal organs; Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs; Any scalping requiring hospital treatment; Any loss of consciousness caused by head injury or asphyxia; Any other injury arising from working in an enclosed space which: leads to hypothermia or head- induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.

Physical violence

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a student, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

Reportable occupational diseases

These include (which a doctor confirms in writing):

Carpal tunnel syndrome; Severe cramp of the hand or forearm; Occupational dermatitis e.g., from work involving strong acids or alkalis, including domestic bleach; Hand-arm vibration syndrome; Occupational asthma e.g., from wood dust and soldering using rosin flux; Tendonitis or tenosynovitis of the hand or forearm; Any occupational cancer; Any disease attributed to an occupational exposure to biological agent.

Incidents to students and other people who are not at work are only reportable under RIDDOR if the accident results in:

The death of the person and arose out of, or in connection with a work activity; An injury that arose out of, or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment.)

The lists of specified injuries and diseases only apply to employees. If a student injured in an incident remains at school, is taken home, or is simply absent from school for a number of days, the incident is not reportable.

There is no need to report incidents where people are taken to hospital purely as a precaution.

DANGEROUS OCCURRENCES

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

Who should report and to whom should they report?

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the 'Responsible Persons' i.e. Director of Finance & Estates with duties under these regulations, in control of work premises where incidents occur.

The Director of Finance & Estates can report all incidents online: <http://www.hse.gov.uk/riddor/report.htm>. There is a telephone service for reporting fatal and specified injuries only: Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5pm).

Records must be kept for:

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.

These records must be kept for at least three years after the incident.

Accident data will be reviewed by SLT annually to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident. All near-misses must be reported to the Bursar as soon as possible, so that action can be taken to investigate the causes and to prevent recurrence.

REPORTING REQUIREMENTS OF OTHER REGULATORS

There may be other reporting requirements placed on schools by other regulators in the Education sector including: Ofsted and Local Child Protection Agencies.

Electrical Safety

"The Electricity at Work Regulations 1989" set out specific requirements on electrical safety. All of these apply in schools. Competent Persons only will undertake maintenance or repair of electrical installations and portable appliance testing. Under no circumstances will school staff work on live electricity, unless they have received the appropriate training and skills and experience required to do so safely and competently. Certification of the training is required.

Teachers cannot be required to undertake any electrical maintenance or repair work, without exception, such work should be allocated to an individual with appropriate training and expertise.

Only people who have the necessary professional training and skills required should carry out more complex work.

Visual inspections and tests

All portable appliances should be visually inspected before use e.g., checking for loose cables or signs of fire damage.

Portable appliance test (pat)

When carrying out PAT testing, the plug will be checked for internal damage, bare wires and the use of correct fuse. All earthed portable equipment such as drills, saws, irons, hand lamps etc. should be subject to a detailed inspection and tested at a frequency dependent upon the use of the equipment and determined by a competent person. Items which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

The Science and DT Technicians, Estate Manager and Caretaker (Field) are trained to carry out PAT testing. A written record of the tests, in the form of a logbook or register is maintained and available for examination and the equipment itself is marked with the date of the most recent test included on a label.

Damaged or faulty appliances must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a 'DO NOT USE' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

Fixed electrical installations

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse. A test certificate should be prepared showing the date and results of the inspection and test. A copy will be filed in the Estate Office. Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

Note: Any accidents, incidents or near misses involving electricity may need to be reported under RIDDOR.

First Aid

The "*Health and Safety (First-Aid) Regulations 1981*" require employers to provide 'adequate and appropriate' provision to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is strongly recommended by the HSE and it is the School policy that provision is made for them.

Assessment of first-aid needs

Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s).

Provision of first-aid needs to be available at all times to people at work.

WHAT SHOULD BE PUT IN THE FIRST-AID BOX?

There is no mandatory list of items to put in the first-aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first-aid items is:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work);
- Individually wrapped sterile plasters;
- Sterile eye pads;
- Individually wrapped triangular bandages, preferably sterile;
- Safety pins;
- Large individually wrapped, sterile, unmediated wound dressings;
- Medium-sized, individually wrapped, sterile, unmediated wound dressings;
- Disposable gloves.

Note: Tablets and medicines should not be kept in the first-aid box. Please refer to separate Policy for the dispensing of medication to students.

First aiders - training and qualifications

The First Aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider e.g. those offering nationally recognised, regulated qualifications, voluntary aid societies (e.g. St. John Ambulance, British Red cross) and undertake appropriate refresher training.

How many first aiders

The HSE suggested numbers available at all times at work is:

- Low hazard - for more than 50 people at least one first-aid trained in every 100 employed;
- Higher-hazard - for more than 50 at least one first-aid trained for every 50 employed.

The School risk factor is low, and although no one has the three-day First Aider certificate, over 50% of staff hold the one-day emergency first aid certificate.

Asbestos

Under the *"Control of Asbestos Regulations 2012"*, the primary responsibility for managing asbestos in this school lies with the Duty Holder, the Full Governing Body, which has legal responsibility for the safe management of any asbestos-containing materials present in the school. The Duty Holder's responsibilities include:

- Keeping an up-to-date record of the location and condition of Asbestos Containing Material (ACM) in the school.
- Assessing the risks from any ACM in the school.
- Ensuring an Asbestos Management Plan is in place to manage the risks from ACMs in the school.
- Putting those plans into action.

A copy of this plan and the Asbestos Survey and Register is held in a central folder which can be found in the Estate Office and is readily available to all those who need access to the asbestos documentation.

Responsible person

The following members of staff have received training in asbestos awareness and are responsible for overseeing the Asbestos Management Plan.

- 1) Director of Finance & Estates
- 2) Estate Manager

Contractors

Everyone attending the school to carry out any works will be required to access and review the Asbestos Register and plan before undertaking any work and sign to confirm that they have done this. Where there is ACM to be worked on, or located nearby, no work will take place until an appropriate risk assessment and method statement (RAMS) of work is produced by a specialist UKAS licensed asbestos removal contractor and all HSE notification procedures followed within the time scales for the HSE to authorise, prior to works commencing. All clean air tests must be taken and certificated that the area is safe to enter on completion of the works.

Damaged ACM and emergency procedure

Where ACM has been damaged or damaged materials having suspected deterioration are identified during inspection processes, the school will instigate the emergency procedure below:

- Evacuate the area immediately and secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate) to prevent unauthorised entry.
- All belongings and equipment to be left in-situ and not removed.
- Contact the Director of Finance & Estates, or if unavailable the Estate Manager to implement the

above and instigate the emergency procedure.

- Review impact on the school's operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used, or if a corridor is affected which is a fire escape, an alternative means of egress requires to be established.

If considered applicable contact a UKAS accredited contractor or consultant e.g. Amianthus telephone: 01993868899 or Rilmac Insulation Ltd Telephone: 01522 781437, or the school's external H&S support service currently CQMS, Telephone: 01476 566665

Contractors on site

The school manages contractors on site following guidance from "The Management of Health and Safety at Work Regulations 1999". Depending on the nature, complexity and monetary value of the work, a tender process may be required, as will appointing a competent "Designer", "Principal Designer" and "Principal Contractor" for each relevant project. In these instances, the school will comply with the "Construction Design and Management Regulations 2015 (CDM)" and the construction phase will not start until a satisfactory health and safety plan has been prepared which will include daily meeting between School & contractor to talk through schedule of works for each day.

All contractors provide the following documentation before commencing the work:

- Risk Assessment for specific job - not generic to include COSHH and Asbestos management.
- A Method Statement.
- Safe System of Work.
- Working at height-A Safe System of Work is obligatory for working at height.
- Evidence of Competency – Certificates.
- Copy of all DBS certificates for all contractors.
- Copy of Public Liability Insurance.

Permit to Work / hot works Contractors are to read and sign the "Notice to Contractors form".

Curriculum Safety [Including Out of School Learning Activity & Study Support]

Please see the Educational Out of School Visits Handbook for details the procedure for developing and managing curriculum safety.

Drugs & Medications

Please see the MEDICAL CONDITIONS POLICY (Including Allergy Policy) which details the procedure for developing and managing a Care Plan, parental requests for medicines to be administered, special staff training requirements, storage arrangements and recording administration. This policy has been produced following advice from appropriate medical sources and takes account of statutory guidance, 'Supporting students at school with medical conditions', 2017, the Equality Act 2010 and The Children & Families Act, 2014."

Fire Precautions & Procedures [& Other Emergencies Including Bomb Threats]

The school follows guidance from the "Regulatory Reform (Fire Safety) Order 2005" which places a duty on the 'Responsible Body' to ensure that Fire Safety Management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date. The 'Responsible Person' is the Head Master who is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include taking measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:

- The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a

competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below).

- Good housekeeping does not allow combustible materials to accumulate.
- Suitable firefighting equipment, which is located in appropriate positions.
- Means of raising the alarm.
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

Measures in relation to the means of escape from the premises include Fire Action Notices which must be displayed throughout the building with clear emergency evacuation instructions in the event of a fire.

Any person discovering a fire must:

Sound the alarm.

Call the Fire & Rescue Service telephone 999.

Leave the building by the most direct route.

Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire.

On hearing the fire alarm, you must:

Leave the building by the most direct route, closing all doors behind you.

Report to the assembly point.

Do not take risks.

Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.

Do not use any lifts.

Measures to mitigate the effects of the fire:

The maximum occupancy is not exceeded.

Fire exits and signage is checked monthly and maintained.

The school complies with electrical and gas regulations.

Firefighting equipment is regularly checked, serviced and maintained, and is easily accessible.

Hazardous materials are used safely and stored safely.

Buildings are inspected to assess their safety.

The fire alarm system is checked weekly and maintained.

Fireproofing is in place as necessary.

Staff are trained.

Fire drills are completed once every full term, a minimum of three in a year.

Fire exit routes must be kept clear of obstructions at all times.

Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.

Relevant staff members will be trained in the use of fire extinguishers (this is to aid an escape only).

Appropriate fire and smoke detection have been installed, in relevant locations.

Viewing panels in doors and walls have been placed where there are rooms within rooms.

Fire Policy and Procedures are disseminated to all staff.

Fire awareness training is provided to all staff.

Fire Marshals are identified and receive suitable training.

Role of teaching staff:

All teaching staff have the responsibility for the safe evacuation of students in their charge. Teaching staff should ensure that their students line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.

People with disabilities:

Teaching staff should be aware of any student in their class with a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A PEEP must be completed for all students and employees with a known disability.

All staff members must follow evacuation procedures. Under no circumstances is anyone to re-enter the building unless the emergency services or the Head Master gives the all clear.

Fire risk assessment

A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The Fire Risk Assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified. A suitable and sufficient Fire Risk Assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g. in the layout of the building or if there are contractors working on site that may pose a hazard.

Housekeeping

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings:

- Combustible, materials should be kept to a minimum, do not allow waste to build up.
- Empty waste bins regularly.
- Do not store skips and waste bins near to the school property.
- Ensure large amounts of contractor's materials are stored safely away from the buildings.
- Keep flammable materials away from sources of ignition.

Display materials and decorations

An evaluation of the materials used in displays and decorations should be made as paper, cardboard and plastic provide a means for the rapid spread of fire. To reduce the risk of fire spread:

- Avoid the use of displays in corridors and foyers.
- Minimise the size and number of display areas to discrete, separated areas.
- Do not put displays down stairways, which are part of the designated escape route or where there is only one direction of escape i.e. dead-end conditions.
- Treat displays with proprietary flame-retardant sprays.
- Avoid the use of display boxes.
- Keep displays away from curtains, light fittings and heaters.
- Keep displays away from ceiling voids, which may lack fire barriers.
- Ensure that there are no ignition sources in the vicinity.
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points,

firefighting equipment or escape signs.

Fire Safety Management (FSM) checks

To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the school. These tasks are carried out by the Estate Team.

FSM checks Daily, weekly, monthly, three-monthly, six-monthly, annual checks must be made and records kept. Checks include:

- Escape routes.
- Fire Warning systems.
- Escape lighting.
- Firefighting equipment.

These checks are prioritised for service and maintenance requirements.

Grounds - Safety/ Security

Please see the School Site Security Policy for arrangements for management of the site.

- All visitors must report to the main reception where they will be signed in and provided with a visitor badge to wear as identification while on the site.
- Any member of staff who notices an unidentified person on the site should seek to identify that person and inform a named safeguarding lead or the Head Master immediately.

Lanyards

All adults should be displaying a lanyard:

- Blue lanyard – Staff
- Green lanyard Governors, supply staff, known professionals where the school has followed procedure for safeguarding with the individual (e.g. police, NHS staff, regular contractors) or peripatetic staff
- Red lanyard – visitors without DBS and must be accompanied at all times.

The Control of Substances Hazardous to Health (COSHH)

The "Control of Substances Hazardous to Health Regulations 2002" requirement is to evaluate and to put in place control measures for all substances that are hazardous to the health of persons on the site. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, students, and visitors are not exposed to substances hazardous to health. Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

Actions to evaluate & control risks include:

Complete an inventory identifying all hazardous substances used on school premises and obtain material safety data sheets.

Wherever possible replace hazardous substances with safer alternatives.

A risk assessment is completed for the use of any substances, which present a significant health risk.

Ensure that any equipment required for controlling risk is being adequately maintained.

Ensure all staff have received information, instruction and training where required.

Ensure records of assessments are being kept on the premises and made available on request to any relevant people.

Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.

Ensure that any equipment provided to control the risk e.g. local exhaust ventilation.

Ensure that fume cupboards, personal protective equipment (PPE) is adequately maintained.

Hazard symbols & hazard pictograms

Classified substances can be identified by their warning labels and carry the pictograms detailed below.

Old chip symbols

1	2	3	4	5	6	7
Harmful	Explosive	Flammable	Toxic	Corrosive	Dangerous to the environment	Oxidising
						

New chip symbols

1	2	3	4	5	6	7
Harmful	Explosive	Flammable	Toxic	Corrosive	Dangerous to the environment	Oxidising
						
carcinogenic and respiratory sensitisation	contains gas under pressure.	Such substances may be hazardous through: inhalation, ingestion, absorption or contact through the skin.				
						

Material safety data sheets

Data Sheets should be obtained from the manufacturer or supplier. Data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

Health surveillance

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees, these should be carried out. Records relating to named individuals must be kept for 40 years. Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance.

Exceptions to COSHH regulations

There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g. asbestos, lead, radioactive substances.

Health and Safety Advice

The Governing Body obtain competent H&S advice from an external company specialising in H&S, currently this is with CQMS who undertake to provide a range of H&S support services to assist the school with maintaining compliance with key relevant legislation. They do this by working with individuals and groups within the organisation to ensure that a sensible, risk-based approach to H&S is implemented.

Mr Kevin Roads - 01476 566665

Housekeeping – Storage, Cleaning & Waste Disposal

The Estate Team ensure that the premises have sufficient and safe storage and that bins are kept secured well away from buildings. General waste is collected twice a week, recycling waste once a week. The Estate Team and Cleaning Team ensure that the premises are kept clean, minimise accumulation of rubbish, ensure that the procedure for floor cleaning minimises the risks of slips. Waste electrical appliance disposal follows legislation and is recycled where possible in accordance with the WEEE regulations. Electrical and electronic equipment (EEE) is regulated to reduce the amount of waste electrical and electronic equipment (WEEE) incinerated or sent to landfill sites. "The Waste Electrical and Electronic Equipment Regulations 2013 (as amended)" is the underpinning UK legislation. The goods covered by the WEEE Regulations fall into the following categories: large household appliances, e.g. fridges, radiators and air conditioning appliances. small household appliances, e.g. sewing machines, toasters and clocks.

Manual handling & lifting

The school recognises its responsibility to comply with the "*Manual Handling Operations Regulations 1992*" and has developed a Manual Handling Policy to manage arrangements for identification of all activities involving lifting or handling.

Lone Working

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone. The school does not encourage "Lone Working", but when it cannot be avoided, ensures risk assessment is completed to minimise risk.

Maintenance & Inspection of Work Equipment (Including Selection of Equipment)

The "*Provision of Work and Use of Work Equipment Regulations 1998*" (PUWER), places duties on organisations that include regular statutory checks. "Work Equipment" refers to equipment which is covered by either PUWER (including electrical and mechanical plant, boiler and pressure) and/or the "*Lifting Operations and Lifting Equipment Regulations 1998* (LOLER)" which covers lifts, lifting equipment and hoists. At the school, all regular statutory checks are recorded and defects are reported as appropriate to the Estate Manager for repairs to be carried out. Records are kept of maintenance undertaken including the name and contact details of the contractor and actions taken. A copy of all test and inspection certificate are held on file in the Estate Office.

Gas equipment is serviced annually by a Gas Safe Registered engineer and records of inspection are filed. No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The Director of Finance & Estates must ensure that any contractor engaged to work on gas fittings is Gas Safe

Registered and appropriately qualified for the work to be carried out by contacting the Gas Safe Register online or by calling them on 0800 408 5500

Gas work includes:

- The installation, repair or service of a gas boiler.
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.

Monitoring

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work

The Head Master or delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property.
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury, see above 'Competence'. (Refer to appendix HS04 Contractors pre-contract checks form).
- A competent engineer installs, maintains or repair appliances.
- That gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys.

If you suspect a gas leak

- Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas;
- For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier;
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

Maintenance

All gas appliances, flues, pipe work and safety devices will be maintained in a safe condition.

- Periods between inspections may vary depending on the equipment and its use and should follow manufacturers recommendations. Annual inspections will be a minimum frequency.
- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.
- Gas equipment should not be used in poorly ventilated spaces. There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

Machinery and plant

All machinery and plant must be checked for H&S prior to being used on site; Heads of department ensure that there is a system of inspection to identify and risk assess any dangerous machinery and all machinery and plant is inspected and tested in line with legislation by a specialist contractor. The boiler is the responsibility of the school and is maintained and serviced annually.

New & Expectant Mothers

Legislation to protect the H&S of new and expectant mothers at work, include "Management of Health and Safety at Work Regulations 1999 (MHSW)", "Workplace (Health, Safety and Welfare) Regulations 1992 (the Workplace Regulations)" and the "Equality Act 2010". Following this guidance, the new or expectant mother will meet with the Director of Finance & Estates to carry out a detailed risk assessment on all aspects of the pregnancy that might affect work including other regulations such as the COSHH and the Manual Handling Operations Regulations. Rest facilities are available for pregnant or nursing mothers. The assessment aims to eliminate the risk, or control it to an acceptable level. If the risk cannot be avoided by other means, then a change will need to be made to the working conditions or hours, offer other suitable alternative work, or if that is not possible, then the employee should be given paid leave for as long as is necessary to protect her H&S and that of her child. The risk assessment is reviewed and updated as the pregnancy progresses.

Noise and Vibration

To comply with the "Control of Vibration at Work Regulations 2005" and "Control of Noise at Work Regulations 2005", risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the Health of anyone through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the users. The risk assessment will indicate the control measures and possible health surveillance which the school will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration. The assessment will be arranged by the Director of Finance & Estates.

Risk Assessments

The school has a legal obligation to protect the H&S of the workforce. "Regulation 3, of the Management of Health and Safety at Work Regulations 1999", requires, among other things, that all employers assess the risks to the health and safety of their employees while they are at work. Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risk of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm. In many instances this may include Personal Protective Equipment (PPE) as a last resort. PPE is provided free of charge where risk assessment determines it to be necessary. The Head Master will ensure that a risk assessment of the premises, methods of work and all school- sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.

Reporting of Hazards

Any person noticing a hazard (something with the potential to cause harm or loss) should immediately take steps to protect the other person from the hazard. It should then be reported to the Estate Manager.

Occupational Health - Stress and Staff Well-Being

Under the "HSW" and the "Management of Health and Safety at Work Regulations 1999", employers are obliged to undertake a risk assessment for health hazards at work – including stress – and to act to control that risk. This is covered in the Absence Policy.

Use of Visual Display Units (VDU), Display Screen Equipment & (DSE)

The school acknowledges its responsibility under the "The Health and Safety (Display Screen Equipment) Regulations 1992" to protect employees from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones. (This applies to workers who use DSE daily, for an hour or more at a time.) The regulations don't apply to workers who use DSE infrequently, or only use it for a short time. "Habitual" use DSE users should have suitable equipment for which to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

The school will ensure that:

- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE are prioritised for individual assessment.
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment or the individual's health.
- Staff will complete an online training module and where appropriate the DSE Risk Assessment. It isn't always possible to resolve all issues raised through the risk assessment but where possible, issues raised in the RA will be resolved.

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors.

Changes in activity may help users, the following is advised:

- Stretch and change position.
- Look into the distance from time to time and blink often.
- Change activity before you get tired rather to recover.
- Short frequent breaks are better than longer, infrequent ones.

Eye tests

Upon request of the DSE user, identified by their line manager, the school will pay for a test to be carried out by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the school. Normal corrective appliances are at the user's own expense, but users needing "special" corrective appliances will be prescribed a special pair of spectacles for display screen work only. The school liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

Water Hygiene Management

The school recognises its duties under the HSW extend to risks from legionella bacteria, which may arise from work activities. The *"Control of Substances Hazardous to Health Regulations 2002 (COSHH)"* provide a framework of actions designed to assess, prevent or control the risk from bacteria such as Legionella and take suitable precautions. The school follows the *"Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8)"* to manage and control the risks. For water to be maintained at "healthy" levels throughout the school, a series of weekly and monthly tests are carried out. The external advisors for water management are currently "Thames Valley Water" (TVW). TVW carried out the Water Risk Assessment and continue to carry out an annual review of the Risk Assessment, updating the Action Plan accordingly. The primary method used to control the risk from Legionella is water temperature control. Water services are operated at the following temperatures to prevent Legionella growth

Hot water storage cylinders (calorifiers) should store water at 60°C or higher.

- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

Schematic drawings identify sentinel outlets (furthest and closest to each tank or cylinder) and these are tested monthly that they are operating within the appropriate temperature range. Hot water storage cylinder temperatures are taken every month and cold-water tank temperatures are taken at least every six months. To reduce the risk of Legionella growth, dead legs in pipe-work are removed, together with flushing out infrequently used outlets (including showerheads and taps) at least weekly and cleaning and de-scaling shower heads and hoses at least quarterly. TVW review the condition of the water storage tanks and recommend

when the cold-water storage tanks should be cleaned and hot water cylinders checked for debris or signs of corrosion and in order to prevent contamination, that tanks are fitted with lids and insect screens.

Additional controls

20 samples a year are taken and analysed for Legionella, 10 every six months to demonstrate that bacteria counts are acceptable. Records of all checks are updated in the Water Management Manual kept in the Estate Office. Water temperatures in the flow and return pipes are monitored and recorded. Hot water temperatures are recorded from outlets after 1 minute of operation. Cold water is tested after 2 minutes of operation. All the taps within the building are checked at least once, annually.

School holidays, low occupancy periods, six-week summer break

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures as such times provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the school's water systems and services.

The following actions are recorded:

- When the school is occupied, but at a significantly lower capacity to normal, then the outlets which are used less than once per week are flushed weekly.

When the school is not in use at all during the holiday periods, then all tanks, calorifiers and associated outlets are thoroughly flushed prior to the commencement of the new term. This must be recorded. Water samples should also be considered for collection prior to the start of the new term.

Working at Height

The school follows the principles of *"The Work at Height Regulations 2005"* and may use a variety of access equipment for working at height tasks, ranging from elephant stools for short low risk access such as putting up a poster and step ladders and ladders for short duration work.

Avoid working at height whenever possible.

- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders & step ladders) is identified and inspected annually.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.

- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Preventing Workplace Harassment and Violence

The School is committed to providing a safe and secure working and educational environment for staff, students and any other persons on its site. Where applicable, in addition to the control measures identified in an individual student's physical intervention plan, or a member of staff's "lone working risk assessment", the following procedures are in place. Staff are advised to:

- Avoid confrontation if possible.
- Withdraw from confrontational situation.

Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors.

- Follow measures and procedures identified in violence and assault risk assessment.
- Contact emergency services, as appropriate.
- Inform the Head Master or a member of the Senior Leadership Team if confrontation has taken place.

Following an incident and if considered necessary, the incident will be recorded and counselling and support will be offered to the staff member through Occupational Health.

Training, Development & Competence

The HSE places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the school in undertaking this training. The HSE describes competence as "the combination of training, skills, experience and knowledge that a person has and their ability to apply the training to perform a task safely".

The school acknowledges that other factors such as attitude and physical ability can also affect someone's competence and that level of competence only needs to be proportionate to the job. Where members of staff do not have the necessary training to complete a task e.g. producing a risk assessment, then appropriate training will be provided. Other training such as manual handling training, or DSE will be provided so as to support completion of tasks in a safe manner.

All new employees will receive H&S information; this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances).

Inductions will include:

The location of the H&S Law Poster.

H&S responsibilities outlined in their job description.

Who staff can talk to about any H&S concerns or issues they may have.

The location of First Aid boxes and name of First Aiders.

Reporting procedures for an accident, incident and near miss.

What to do in an emergency such as fire.

A walk around the fire escape routes, final fire exit doors and route. Location of assembly points.

Relevant to the job – any PPE should be suitable and sufficient for the hazards identified in the risk assessment.

Health & Safety Training – All Employees

Mandatory on-line training must be completed by all employees ideally within eight weeks of start of employment. 'Health & Safety in Education: Staff Awareness' training is available on EduCare. This training covers fire awareness, health and safety, manual handling and other aspects of employee responsibility

Other modules to be completed by relevant staff:

- Work at height.
- Slips, trips and falls.
- Health and Safety at Work.
- Asbestos Awareness & Management Training.

Part 4: Monitoring, Review and Auditing

The school is committed to compliance with the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations and to use the HSE's Guidance 'Successful Health and Safety Management'. In

order to gauge success and to prove commitment to improve, we have put in place a variety of monitoring processes.

- Daily inspections of the workplace by the Estates Manager and Estates Team.
- Termly inspection (3 times a year) or as required of the school by the Director of Finance & Estates.
- Appointment of a H&S Governor (currently David Armes) who will visit the school at least annually and is a member of the H&S Committee.
- Annual H&S inspection and audit.
- Detailed accident investigation.

Inspections

The Governor visit and H&S Audit inspections are planned and report on the following:

- The fabric of the buildings.
- Suitability and safety of facilities.
- Suitability and safety of equipment used.
- Practices and procedures within the school.

On completion of the inspection, a report will be produced that has listed any deficiencies that are observed. However, deficiencies will also have been verbally reported to the Director of Finance & Estates who will proceed with remedying issues. The reports are reported to the Governing Body and an agreed review date will be recorded to ensure actions have been carried out.