

# **KING EDWARD VI SCHOOL, SOUTHAMPTON & STROUD SCHOOL** King Edward VI Preparatory School:

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## **HEALTH & SAFETY POLICY**

***This policy is applicable to all staff including those working in the EYFS***

This policy applies to all persons on King Edward VI property (the Group):

- King Edward VI School, Wilton Road
- Stroud Preparatory School, Highwood Lane Romsey
- Wellington Sports Ground, Stoneham Lane
- Lovaton Rural Studies Centre, Lower Lovaton, Devon

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### **Part 1**

#### **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

The Governors of King Edward VI School 3 to 18 attaches the utmost importance to the safety, health and welfare of its employees, pupils, visitors and contractors and fully recognises its collective responsibility to comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations. The Governors bear ultimate responsibility to provide leadership; and day to day responsibilities are delegated to the Senior Management Team (SMT) to provide, so far as is reasonably practicable, a workplace which is a safe and healthy place to work and learn, all of the time, for everyone. The Director of Operations and Operations Manager are delegated this operational responsibility.

The Heads and the SMTs will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with employees/staff representatives with regard to Health and Safety issues. For clarification, unless specifically stated otherwise, any reference to School refers to King Edward VI School and Stroud School and all related sites and likewise reference to the Heads refers to the Heads of both schools.

#### **Statement of Principles**

This Policy Statement sets out the framework which the School will operate in Health and Safety matters. In accordance with the core values of the governing body the Health and Safety policy will comply with the basic principles of ethics, legality, prudence, equality, safety, timeliness, fairness, transparency and simplicity. A Risk Assessment Policy is included at Appendix A, this provides guidance on any Risk Assessments which are required to ensure a safe environment and system of work.

#### **HEALTH AND SAFETY POLICY**

To ensure, so far as is reasonably practicable, the health, safety and welfare of everyone using any of the premises and acknowledging our duty of care to all pupils, staff and anyone who could be affected by our activities, it is our policy to:

- Provide and maintain safe buildings, plant, machinery, equipment and services and maintain safe systems of work.
- Arrange for the safe use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision to enable staff, learners, contractors and temporary employees to avoid hazards.
- Provide and maintain a safe and healthy environment, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of its employees.
- Monitor, review and audit all matters relating to Health and Safety at appropriate intervals.

The responsibilities of the School and its staff are detailed in the Health and Safety Procedures together with the arrangements for implementation.

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**Monitoring and Review**

The Main Board of Governors will receive an annual report, to an agreed schedule, on Health and Safety. The report will contain a review of the progress in implementing the policy and recommendations for revision of the policy where appropriate. This policy will be reviewed annually by the Buildings, Grounds and Sports (BG&S) Committee and then by Full Governors.

Signed: Chair of Governors on behalf of the Governing Board

Dated: July 2019

## Part 2

### ORGANISATION AND RESPONSIBILITIES

#### 2. Organising for Health and Safety

The principle behind our management of Health and Safety is that of 'Ownership' and devolved operational responsibility to comply with the provisions of the Health and Safety at Work Act 1974 and its subordinate regulations.

All staff within the Schools have a role in and responsibility for the formulation and implementation of the Health and Safety plan for their own areas and activities. All staff are encouraged to contribute in some way and consult with managers before they devise systems of work. All pupils are expected to adhere to safety instructions and the use of protective equipment where indicated.

The following identifies the specific responsibilities of the Governors, Heads, Safety Co-ordinator, Director of Operations, Operations Manager, Heads of Department and Deputy Heads for the preparation and implementation of risk assessment (see appendix A) and safe working practices, and the subsequent review and monitoring for every work area within their responsibility.

#### 2.1 Roles and Responsibilities

##### 2.1.1 Board of Governors (the Governing Board)

As employers, the Governing Board in the role as employer has overall corporate responsibility for all Health and Safety matters within the School. In order to discharge these responsibilities, **the Governing Board will:**

- (a) Ensure the Health and Safety Policy and all other related procedures are reviewed annually and kept up to date and that arrangements are in place to ensure that all staff and pupils are aware of their responsibilities and that they comply with all policies and codes of practice.
- (b) Ensure arrangements are made to provide adequate and appropriate information, instruction, training and supervision in all Health and Safety related matters.
- (c) Ensure the fabric of the School properties, plant, equipment and systems are subject to inspection, monitoring, review and auditing, using qualified professionals and ensuring Health and Safety arrangements are in place, so that these are effective with reports being reviewed by the BG&S Committee termly, who ultimately report back and make recommendations to the full governing body.
- (d) Ensure arrangements are made to maintain the School's physical environment so that it is healthy and safe, that Health and Safety advice from a competent person is obtained, risks are assessed, including fire safety and Legionella and Asbestos. The Board will receive reports from the sub committees. The Board will ensure that the School is adhering to Health and Safety in Catering and Cleaning to meet EHO inspection standards, that there are safe and adequate means of access, egress and emergency escape.

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## **2.1.2 The Executive Head**

The Head of the Senior school is the Executive Head (EH) who has the overall operational responsibility for Health and Safety matters across all King Edward VI properties. In order to assist in the discharging of the duties authority is given to the Bursar to work on behalf of the Governors by providing and interpreting policy. This however, in no way reduces or dilutes the overall responsibility.

The EH will:

- (a) Actively promote and encourage good practice in all matters relating to Health and Safety, with the objective of building a positive Health and Safety culture across all King Edward VI properties.
- (b) Receive Health and Safety monitoring and audit reports arising from the inspections.
- (c) Make regular reports to the Governing Board on the implementation of the Health and Safety Policy.
- (d) Ensure appropriate liaison with all Health and Safety enforcement agencies, co-ordinating any advice given by specialist safety advisors, monitoring safety within the School and receive any reports of breaches of the Health and Safety Policy.
- (e) In order to meet the requirements under the Safety Representatives and Safety Committees regulations and the Health and Safety Consultation with Employees regulations to consult employees on matters relating to their Health and Safety at work a School Health and Safety Committee has been set up with reports being received by the Head. Paragraph 2.1.14 lists the members and terms of reference for the School's Health and Safety Committee.
- (f) Ensure adequate budget provision is made for Health and Safety matters.

## **2.1.3 Safety Co-Ordinator**

**The Bursar at Senior School and the Head at Prep School, as the Safety Co-ordinator** has overall responsibility to monitor Health and Safety within the Schools and is responsible to the EH and governing board for ensuring that the monitoring activities carried out accurately reflect the conditions of work and measures in place to carry out school work without risks to Health and Safety; to co-ordinate any advice given by specialist safety advisors, including those with enforcement powers; to produce action plans in liaison with the Director of Operations. Any breaches of the Health and Safety Policy will be reported to the EH.

In order to assist the Safety Co-ordinator the School has specialist advisors:

- Culham Consultancy who advise on general matters. GL Hearn provides advice on building fire regulations, Envirochem Analytical Laboratories Ltd on asbestos related matters and Water Treatments & Hygiene Ltd on the evaluation of the features, operation and management of building systems which may lead to a risk of Legionella proliferation and transmission.
- A Fire Officer (Director of Operations) and the Operations Manager (Prep School) have been appointed to provide general advice on fire control, evacuation procedures and on Health and Safety management.

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The Safety Co-ordinator will:

- (a) Be responsible to the EH and The Governing Board for the preparation and regular review of the Health and Safety Policy, as well as securing its effective interpretation.
- (b) Make provision for an adequate Health and Safety budget to cover the cost of training, safety equipment and other ancillary items and ensure training and advice is provided to staff.
- (c) Convene regular meetings, of the Health and Safety Committee and sub committee's and ensure that it receives regular reports on Health and Safety matters and investigate complaints by any of the staff and pupils concerning health, safety or welfare at the School.
- (d) Seek the advice of the Director of Operations on any planned change or addition to work activities, any introduction of new or additional machinery, plant, equipment or process, or any proposed change to the material environment.
- (e) Include Health and Safety as a termly agenda item at NTS Management and Welfare meetings and at the Governors' BG&S Committee. Ensure this policy is reviewed annually by the Health and Safety Committee, Cabinet, both school SMTs and The Governing Board in addition to being brought to the attention of staff annually at a full staff meeting.
- (f) Ensure that School Accident Reporting and Investigation Procedures are adhered to, and that the EH and Director of Operations are informed of all relevant accidents and near misses, instigating investigations. In addition, the Bursar will investigate potential hazards and dangerous occurrences or causes of accidents when requested to do so by the Head of Department or by the Safety Representative.

### **2.1.4 Director of Operations** and delegated to Operations Manager at Prep School

The Director of Operations is responsible for ensuring safe conditions of work on all School premises and that measures are in place to carry out school work without risks to Health and Safety; to co-ordinate any advice given by specialist safety advisors, including those with enforcement powers, and to produce action plans in liaison with the Safety Co-ordinator.

Director of Operations Strategic responsibilities

The Director of Operations drafts policies, guidance notes and notices in order to implement School policies and legislative requirements and is available to staff for advice and support.

The Director of Operations has the authority to stop any practice, process or activity that may be unsafe or in breach of the law.

The strategic duties include:

- (a) Keeping the Safety Co-ordinator informed of all legislative requirements and make recommendations for their implementation.
- (b) Assisting the Safety Co-ordinator in the regular review of the Health and Safety Policy and associated regulations and guidance notes etc., as well as any other systems and audits.

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- (c) Carrying out inspections and make reports to the Safety Co-ordinator, appropriate managers and the Health and Safety Committee.
- (d) Monitoring the effectiveness of Workplace Codes of Practice and other Health and Safety administrative systems.
- (e) Providing support to staff involved in implementing the requirements of the Policy.
- (f) Advising on training requirements and co-ordinating or delivering courses to staff, including Health and Safety Induction for new staff as appropriate.
- (g) Carrying out Health and Safety auditing in order to assess the effectiveness of the organisational arrangements and to set performance targets for the future.
- (h) Providing progress reports for the Governing Board and the Health and Safety Committee including an annual report together with recommended revisions to the Health and Safety Policy.

In particular, operational duties relate to:

- The external fabric of the School, its plant, equipment, including lifting equipment, LEV and systems of work are surveyed and inspected by qualified professionals and reports are considered by the BG&S Committee and include ensuring examination by School insurance risk assessors (Royal Sun Alliance) is undertaken annually.
- Reviewing the overall arrangements for Health and Safety, including fire safety, the general state of all the King Edward VI properties and reports on actions required with recommended timescales and to monitor the progress of implementation.
- Ensuring that all equipment used within the areas under their control is safe, suitable and fit for the purpose. They must ensure that any defects in the physical environment, or in services, that could adversely affect Health and Safety, are immediately reported to the Safety Co-ordinator.
- Ensuring arrangements are made to promptly attend to hazard and defect reports and, where appropriate, make recommendations to the Safety Co-ordinator, Heads and/or the Governing Board.
- Ensuring building safety and security; including alarms, CCTV, external doors and windows. Which includes preventing unsupervised access; to potentially dangerous areas such as laboratories, design technology rooms, roof areas. Ensuring that all visitors sign in at Reception.
- Control of lone working: particularly caretaking and cleaning staff.
- Control of vehicles: car parking on site, traffic flow, movement of vehicles and School bus arrangements, maintenance and use of School minibuses.
- Monitor and control any third party use of School facilities and/or equipment.

Additional duties include:

- Fire prevention; this should be controlled in liaison with the Head Caretaker at Senior School and the Operations Manager at Prep School and the Head Groundsman at Wellington. Testing of alarms and maintenance of fire equipment (smoke detectors,

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emergency lights, extinguishers, alarms) and the appointment of an external contractor to service all equipment.

- Electrical safety; testing of buildings and equipment. All lightning protection and earthing conforms to British Standards and current test certificates are available for all School buildings, which should meet the requirements of IEE wiring regulations.
- Gas safety; certificates and the maintenance and service of gas appliances by a Gas Safe Registered contractor.
- Legionella/Water/Drainage; drains, gutters etc. are kept unblocked. Checking that all drain runs are clear (using external contractors) maintain water quality, using external contractors to run a sampling regime and produce a professional risk assessment for legionella.
- Asbestos; maintain the asbestos register, ensuring that it is kept up to date and that it is consulted before any major works are commenced and before any contractor commences work in an area containing asbestos.

## **2.1.5 Senior Deputy Head, Senior School and Deputy Head (Academic), Prep School**

The Senior Deputy Head and Deputy Head will assist the Director of Operations and Operations Manager with particular regard to the welfare of pupils in the management of:

- On-site parking and traffic flow
- Internal circulation space
- School Hall
- School bus arrangements
- Contractors' compounds

## **2.1.6 Line Managers / Heads of Departments**

Every line manager and employee with a supervisory role is responsible for ensuring the Health and Safety of employees, pupils and other persons in their area of responsibility and anyone else who may be affected by their work activities and for ensuring any appropriate training is carried out. Where any planned, new or recently identified significant risks in their areas are identified risk assessments must be carried out and control measures implemented. Specific responsibilities:

- (a) They should ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.
- (b) They should ensure that where significant hazards occur that risk assessments are completed including a safe system of work and that appropriate instructions and guidelines for their activities have been issued to the staff concerned and that the latter are aware of the contents thereof.
- (c) They should ensure that members of staff attached to the department are conversant with safety precautions and procedures (see Staff Induction 3.1). This will include having Health and Safety as a specific agenda item at department meetings at least once a year. There must be a documented Audit trail of teacher and technician training, with new staff being provided with a departmental induction, which is validated and signed off.



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- (d) They should ensure that accidents and near miss incidents within the department are reported to the Director of Operations or Operations Manager as applicable; and referring such matters to the Heads and Safety Co-ordinator as outlined per paragraph 3.4.
- (e) Review and manage members of staff identifying training requirements through a process of learning walks, lesson observations and inspection of documents (which should include implementation of lesson specific Risk Assessments), discussing with the Director of Operations any clarification on site and role specific requirements to comply with Policy. Notify HR who will ensure that all personnel records are maintained up to date.
- (f) Ensure that all Staff have been assessed for working with Display Screen Equipment and where required notify the Director of Operations who will complete a workstation assessment.

At Senior School, the following have direct responsibility for:

- (a) Head of Science/ Co-ordinating Science Technician – The management of subject specific hazards are delegated to subject heads i.e. Chemical management is the responsibility of the Head of Chemistry.
  - Risk assessments,
  - COSHH assessments
  - CLEAPSS Hazards,
  - control of flammable materials,
  - control of any radioactive substances.
- (b) Director of Sport
  - Risk assessments,
  - control of outdoor games,
  - control of activities e.g.: swimming, athletics, gymnastics, dance; fencing, karate.
- (c) Head of Design and Technology
  - Risk assessment,
  - COSHH assessment,
  - control of flammable atmospheres.
- (d) Head of Art
  - Risk assessment,
  - COSHH assessment,
  - control of flammable materials,
  - use of ceramics.
- (e) Head of Drama
  - Risk assessment,
  - use of lighting equipment,
  - creation and movement of scenery,
  - props and staging.
- (f) Director of Music
  - Risk assessment,
  - manual handling.

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At Stroud School the following have direct responsibility for:

- (a) Operations Manager Competent Person
  - Risk Assessments
  - COSHH assessments
- (b) Head of Science / Co-ordinating Science Technician
  - Risk assessments,
  - COSHH assessments
  - CLEAPSS Hazards,
  - Control of flammable materials
- (c) Head of Sport
  - Risk assessments,
  - control of outdoor games,
  - control of activities e.g.: swimming, athletics, gymnastics, dance,
- (d) Head of Early Years
  - Risk Assessments
  - Early Years Policies

## **2.1.7 Safety Representative**

The Safety Representative is the Head of Design and Technology (Senior School) and the Groundsman (and onsite Caretaker, Prep School). Should the Safety Representative identify any action which is required of the employer they should, in the first instance, bring it to the attention of the Director of Operations or Operations Manager.

The Safety Representative should:

- (a) Make representations to the School as directed above on general school wide matters affecting health, safety and welfare, as well as any arising out of specific incidents.
- (b) Carry out occasional inspections of the workplace and of documents.

## **2.1.8 Assistant Head Co-curriculum (Senior School) or Educational Visits Co-ordinator (Prep School)**

The Assistant Head Co-curriculum together with the Educational Visits Co-ordinator (EVC) at Senior School are responsible for the management of all senior school offsite pupil visits, including Duke of Edinburgh expeditions. The EVC (Prep School) is responsible for the management of all preparatory school offsite pupil visits. The completion of risk assessments and the checking of external providers at both schools are the responsibility of the trip leader.

## **2.1.9 Senior School Nurse Senior School and Prep School Matron**

Responsible for appointing first aid personnel.

The School Nurse departments will carry out regular checks of first aid boxes and the co-ordination of first aid training. They will liaise, setting out personal emergency evacuation procedures, with individuals and also with the Head of Year, Tutor and subject teachers regarding pupils requiring use of the lift due to medical issues, e.g. use of crutches or wheelchairs, which require the implementation of a Personal Emergency Evacuation Plan, required under the Fire Evacuation Procedures.

- In particular the School Nurse or Matron on duty is responsible for the recording of accidents and reporting any serious accident, which may come under the RIDDOR

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regulations or require a hospital visit, to the Head and the Safety Co-ordinator in addition to the Director of Operations.

#### **2.1.10 Teachers**

Teachers will be responsible for:

- (a) Ensuring a safe and healthy environment for the pupils in their care, as far as is reasonably practicable, including directing pupils out of the building during a fire evacuation.
- (b) Ensuring proper use by pupils of safety equipment and protective clothing, where provided.
- (c) Ensuring that pupils are instructed in safety procedures in operations or processes involving known hazards using the risk assessment document.
- (d) Initiating assistance in the event of an accident and report all accidents and near misses in accordance with School procedure and report any perceived hazard to their Head of Department.

Teachers should:

- (a) Take responsibility for their own Health and Safety and that of their pupils. They must work to a high standard and set a good example to their pupils.
- (b) Assist where required in the formation of Codes of Practice for safe working for their work area and activities and with all risk assessments that may be required and work in accordance with them.
- (c) Ensure that all safety measures provided such as machine guards, exhaust ventilation, personal protective equipment or lifting aids, are used and that defects are immediately reported.

#### **2.1.11 Technician Staff**

In order to fulfil their duties Technicians must:

- (a) Comply with all School policies and local Codes of Practice and also with all legislative requirements.
- (b) Assist the Teacher in the discharge of his/her Health and Safety duties, but is directly responsible to the Head of Department.
- (c) Ensure that all equipment, tools and supplies are in good condition and safe to use. He/she must withdraw and secure any defective items from use and report the defect immediately to the line manager.
- (d) Be responsible for the safety of any apparatus or test equipment which he/she uses or constructs and should not proceed with any work until he/she is conversant with the appropriate safe systems of working and the local Code of Practice.

#### **2.1.12 Facilities Staff**

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The Facilities Staff carry out duties as directed by the Director of Operations and assist in the day to day management of the premises and have particular regard for ensuring that all Health and Safety measures are adopted, including control of contractors, awareness and use of the asbestos register, lone working, manual handling, use of power tools, working at heights, electricity, COSHH and flammable materials, use of pesticides and assisting the Director of Operations in the control of legionella.

Facilities staff should follow all Codes of Practice, as well as with all relevant legislation.

- (a) They must assist in the formation of the Section Codes of Practice for safe working and in all assessment processes.
- (b) They must report to the Director of Operations or should make a member of the SMT aware and/or immediately make safe, any source of immediate danger caused through a building or environmental defect that they may encounter during the course of their duties, so long as they do not put themselves at risk.

### **2.1.13 All Staff**

Must familiarise themselves with the School's Health and Safety Policies, as well as all legislative requirements. All School employees, pupils and all other persons entering onto the School's premises or who are involved in the School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that all visitors sign in at Reception and adhere to the requirements of the Health and Safety Policy, in particular the points outlined on their visitor's badge.

All staff are reminded of the general duty imposed on them by the 1974 Health and Safety at Work Act, in particular Sections 7 and 8 which state:

It shall be the duty of every employee whilst at work:

- (s. 7):
  - a) To take reasonable care for the Health and Safety of himself/herself and other persons who may be affected by his/her acts or omissions.
  - b) As regards any duty or requirement imposed on his/her employer or any other person under the Act or any of the relevant statutory provisions, employees must co-operate with him/her so far as is necessary to enable that duty or requirement to be carried out.
- (s. 8) Not to intentionally misuse or interfere with anything that has been provided in the interests of Health and Safety or welfare.

Individuals should:

- (a) Make sure that all work is carried out in an approved way and in accordance with School policy.
- (b) Protect yourself and others by using any guards or safety devices provided and by the wearing of personal protective equipment provided.
- (c) Adhere to all instructions in respect of Health and Safety.

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- (d) Alert your immediate supervisor of any new hazards to be introduced and recently identified risks found in present procedures.
- (e) When appropriate, give your visitors, including contractors, a named contact within the School with whom to liaise.
- (f) Offer any advice and suggestions that you think may improve Health and Safety.
- (g) Report all accidents and significant near miss incidents to the Director of Operations.
- (h) Familiarise yourself with the fire procedures, the location of fire fighting equipment, fire alarm call points and fire escape routes.
- (i) Consult your supervisor or the Director of Operations if you are in doubt about any matter in relation to Health and Safety.

#### **2.1.14 Health and Safety Committee**

The School has a commitment to maintain an effective Health and Safety Committee, which it intends to be a pro-active force for the promotion of high standards in Health and Safety across all King Edward VI properties. The Health and Safety Committee meets regularly but in any event no less than once a year. Sub Committee groups will meet to Audit, Review and discuss the specific higher risk areas, to ensure safe systems of works are implemented and maintained. These sub groups are intended to ensure a positive Health and Safety culture throughout the organisation.

Membership of the Committee:

The Bursar (Safety Co-ordinator) (Chair)  
Head at Prep School (Safety Co-ordinator Prep School)  
Fire Officer (FO)  
Director of Operations  
Head of D & T (Safety Representative)  
Head of Science (Senior School)  
Head of Science (Prep School)  
Head of Art (Senior School)  
Director of Sport (Senior School)  
Head of Sport (Prep School)  
General Service Manager  
Senior School Nurse (Senior School)  
Matron (Prep School)  
Educational Visits Co-ordinator (Senior School)  
Head Groundsman, Wellington  
Operations Manager  
Head of Early Years (Prep School)  
Deputy Head (Academic) and Deputy Head (Pastoral) from the preparatory school are to attend Sub Committee as supernumerary to ensure communication continuity.

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## **Terms of Reference for the Health & Safety Committee**

- Consult with employees on matters concerning Health and Safety.
- Monitoring the effective implementation of the Health and Safety Policy within the School.
- Regularly review the contents of the Health and Safety Policy.
- Consider reports and information provided by Health and Safety Executive (HSE) Inspectors.
- Consider reports of workplace inspections and any other relevant reports that safety representatives may wish to submit.
- Study accident statistics and trends so that recommendations can be made to The Board on corrective action.
- Assist in the development of safety rules and safe systems of work.
- Monitor the adequacy of the Health and Safety content of employee training.
- Monitor communication and publicity relating to Health and Safety in the workplace.
- Take note of new and forthcoming legislation relating to Health and Safety within the School environment.

## **PART 3:**

### **SPECIFIC ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY**

The Health and Safety Policy identifies the key issues that need to be addressed and the standards that are to be achieved. Specific operational procedures for activities and processes are contained in appendices to the policy such as the Fire and Emergency Procedures. Together they constitute the School's Health and Safety Manual.

There are a number of key areas that need to be addressed when formulating arrangements for Health and Safety and these are developed from this Part 3. These must also be reflected in the development of all local departmental procedures.

Frequent reference is made to Safe Working Practices and Risk Assessment. These are the key methods by which this Health and Safety Policy is implemented in the workplace and as such have a vital significance.

**Safe Working Practices/Codes of Practice** - These outline the general standards and procedures to be followed in relation to Health and Safety for given work areas.

**Risk Assessment** - is the method by which hazards are identified for specific tasks, and the associated risks, i.e. the likelihood of harm actually occurring are quantified. This enables appropriate control measures to be devised, so that risk is minimised as far as practicable.

**Failure to comply should always lead to disciplinary action being taken. This may take the form of a verbal or written warning for minor failures, with more serious action being taken in cases where injury or damage has or could have resulted.**

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## **3.1 Induction Training for New Staff**

The School regards a comprehensive induction training system, with particular and distinct reference to Health and Safety matters, as being vital to the safe and smooth introduction of new staff and staff appointed to new positions/roles.

The Induction process will be the subject of a written record, with the provider signing to verify that the full information has been given and the staff member acknowledging that he/she has received the induction training and the relevant documentation, and has also understood the content.

The induction training is divided into two sections. The first is provided on the day of arrival and should be carried out in the workplace before he/she starts work and includes:

1. Presentation and explanation of the Health and Safety Policy.
2. Presentation and explanation of the Fire and Emergency Procedures. Details of emergency procedures, escape routes and assembly points.
3. First day induction will also include where relevant:
4. Presentation of the relevant Codes of Practice (for safe working).
5. Information as to the whereabouts of any relevant safety data, e.g. COSHH or Manual Handling assessments.
6. Information as to the whereabouts and the correct use of safety equipment and other hazard control measures.
7. Information i.e. School welfare provisions (the employee assistance programme).

The second part of the process is usually carried out as near to within 4 weeks of starting and comprises a dedicated induction session by the Director of Operations, covering a Health and Safety overview, first aid provision and fire safety.

The line manager will ensure the above points are addressed.

## **3.2 Contractors**

It is recognised that contractors provide many vital services to the School. However, it is important that their activities are carefully controlled so that high standards in Health and Safety are promoted and sustained for everyone concerned. To this end, all contractors wishing to work for the School must be able to demonstrate their commitment to Health and Safety and the safety systems that they employ, including DBS checks and meet the requirements of the Construction (Design and Management) Regulations 2015. In order to do this they must meet the criteria set out in the School's regulations for Contractors, "Contractors Health and Safety Handbook".

## **3.3 Asbestos at Work**

The School recognises its duties under the Control of Asbestos at Work Regulations 2012, Regulation 4, to assess risks, to maintain an Asbestos Register, and establish and maintain a management plan. To ensure an emergency procedure is in place and to use only licensed specialist contractors when carrying out works relating to asbestos, including completion of statutory 14 days notification. Further, the School will require the licensed contractor to supply a

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method statement and risk assessments before works are commenced and to ensure persons in the premises are not placed a risk from the asbestos during works activity and also ensure that waste is disposed of via an authorised contractor. The Director of Operations is the appointed Asbestos Duty Holder, who has authority to take action and make the resources available. He maintains the asbestos register and management plan and will ensure that a copy of this is available to the Fire Officer in the event of a fire giving rise to uncontrolled release. He is responsible for co-ordinating activities under the Construction (Design and Management) Regulations 2015.

### **3.4 School Vehicles**

Both Schools operate their own small fleet of minibuses. They recognise that these vehicles may be regarded as the place of work for some staff and that the service must also be subject to the same controls as “on site” in order to minimise risk. Staff driving minibuses must undertake appropriate training in accordance with School procedure and should discuss training needs with the EVC (Senior School) or the Operations Manager (Prep School).

The Safety Coordinator is responsible for the management of the system. The Director of Operations is responsible for the timely maintenance and repair of the vehicles, delegated to the Operations Manager for Prep School vehicles. Vehicles will be maintained in good condition so that they may be driven safely and are within the requirements of all relevant legislation at all times. Drivers must take responsibility for their own safety and that of their passengers. They must drive the vehicle at all times in accordance with the Highway Code and School Guidance as stated in the Driving on School Business questionnaire which must be completed by all staff and volunteers before driving either a School minibus or work colleagues/pupils as passengers in their own vehicle on School business. Conveying a pupil by car should be avoided wherever possible and, if necessary, should be done after agreement with a member of the SMT. If circumstances do not allow agreement to be sought then a member of the SMT should be informed as soon as is practicable after the event.

### **3.5 Electricity at Work**

The School recognises its general duties under the Health and Safety at Work Act 1974 and also more specifically under the Electricity at Work Regulations 1989. These regulations cover the selection, construction, use and maintenance of all electrical systems and equipment.

Fixed electrical installation must be maintained in a safe condition and must be tested at least once every five years.

No electrical equipment or apparatus may be used unless the operator is competent to do so.

Portable equipment may not be used unless it has a valid test sticker attached. The use of unauthorised, untested equipment is expressly forbidden and may lead to disciplinary action being taken.

No person is to carry out any work where technical knowledge or experience is necessary to prevent danger unless they have such knowledge or experience.

The question of competence levels and the use of electricity in general are to be addressed in the Electricity at work - Safe working practices (HSG85) and in the risk assessments for individual workplaces and activities.



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## **3.6 Control of Substances Hazardous to Health and Dangerous Substances and Explosive Atmospheres**

The School is committed to implementing COSHH 2002 regulations throughout all its operations and meeting the requirements of DSEAR 2002.

The regulations are designed to safeguard employees and others who work with harmful chemicals, dusts, pathogens or biological agents or flammable or explosive agents. Part of this process is to gather up-to-date information on the toxicity and potential hazards of all substances used or produced in the School and to produce written risk assessments where significant risks exist. This will be done in the work areas affected.

The School will ensure that this and all other requirements of the regulations are carried out so that hazards are:

- Identified - through the systematic examination of work activities.
- Eliminated - where this is reasonably practicable.
- Controlled - where elimination is not reasonably practicable.
- Monitored - after controls are implemented, to ensure they remain effective.

And where dangerous, flammable and explosive substances are controlled as follows:

- Ventilation - Natural, forced and extract
- Ignition - Ignition sources are removed
- Containment - Flammables kept in suitable containers
- Exchange - Monitoring to identify whether a less flammable substance can be used
- Separation - Flammable substances are stored and used well away from other processes and general areas.

## **3.7 The Management of Health and Safety at Work**

The School acknowledges its duties under the Management of Health and Safety at Work Regulations 1999. Risk assessments will be carried out under the regulations to identify and control the significant risks. These assessments may be cross-School or specific to particular work areas. The responsibility for ensuring the process is completed, monitored and reviewed lies with the Head of Department.

## **3.8 Workplace Health, Safety and Welfare**

The School recognises its duties under the Workplace (Health, Safety and Welfare) Regulations 1992 and aims to provide a safe, healthy and smoke-free environment for all its users.

Suitable maintenance will be carried out so as to provide good standards of safety in the workplace and for the systems, devices and equipment therein.

The appropriate ventilation, working temperature and lighting systems will be provided, together with the necessary maintenance and monitoring arrangements. The School will ensure the maintenance of a clean, waste-free working environment is a high priority. Adequate space will be provided for work activities to be carried out and workstations will be suitable and fit for the purpose, bearing in mind the need for good clear emergency evacuation routes. Floors and traffic routes will be of a suitable type and will be maintained in good condition.

### **3.9 Work Equipment**

Work equipment; i.e. all machinery, appliances, tools or assemblies must comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998, 2002 (amended), and Lifting Operations and Lifting Equipment (LOLER) Regulations 1998. All equipment must be suitable for the intended purpose, taking into account the foreseeable conditions under which it may be used and must be maintained in a good, safe working order.

Suitable information, instruction and training will be provided for employees regarding the safe use of equipment and any other Health and Safety implications arising from its use. The equipment, where relevant, will be marked to show details of Health and Safety requirements and risks. Risk assessments are carried out for machinery and equipment used in the workplace, so that specific precautions are identified. Dangerous parts of machines must be fitted with guards and any other hazards that arise from their use must be eliminated or controlled.

There must be suitable lighting for the task so that the work equipment may be used properly. In some circumstances, such as precision work, additional local lighting may be required.

Work equipment must comply with relevant U.K. standards and have European Conformity.

### **3.10 Personal Protective Equipment**

The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended) apply to all equipment and clothing used at work to protect individuals from specific risks to their Health and Safety. The use of personal protective equipment (PPE) is a last resort measure pending the control of risks by engineering or other means.

Personal protective equipment must be suitable, i.e.

- Appropriate to the risk and the general conditions
- Ergonomically correct and a good fit for the individual
- Effective to control the risk
- Designed and manufactured to an approved standard

The key element in the selection of appropriate personal protective equipment is a proper assessment process, as required by the regulations.

### **3.11 Use of Display Screen Equipment**

The Display Screen Equipment at Work Regulations 1992 govern the use of this type of equipment and the School will implement all requirements for "Users", to ensure that any workstation which may be used for the purposes of School business meet the requirements laid down in the schedule to the Regulations.

Definition of a "User"

A User is an employee who habitually uses Display Screen Equipment (DSE) as a significant part of normal work. If most or all of the following criteria apply, then the person shall be designated a "User":

- (a) the job cannot be done effectively or at all without DSE

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- (b) the worker has no discretion over whether to use DSE
- (c) the job requires significant training or particular skills involving DSE
- (d) the worker uses DSE for periods of an hour or more at a time, more or less on a daily basis
- (e) the task depends upon the fast transfer of information between the worker and the screen
- (f) attention and concentration demands are high, such as where there may be critical consequences of an error when using DSE.

Employees will not be obliged, but will be given the opportunity, to undergo an appropriate eye and eyesight test IF:

- (a) they are a DSE User
- (b) upon a change of job or workload they become a DSE User

Where special corrective glasses are prescribed SPECIFICALLY FOR WORK WITH DSE, a User may apply to the School for reimbursement of the cost of BASIC lenses and frames, provided the proper application procedure has been followed as stated in the "Policy – Eye tests for VDU Users".

### **3.12 Manual Handling Operations**

Manual handling injuries account for a disproportionately high number of accidents and injuries each year. The Manual Handling Operations Regulations 1992 are designed to address this problem and it is our policy to implement the regulations in full.

Manual Handling Operations mean any transporting or supporting of a load by hand or bodily force, (including lifting, putting down, pushing, pulling, carrying or moving).

The key factors to be assessed will be:

- (a) the task
- (b) the load
- (c) the environment
- (d) the individual worker
- (e) any other factors

Wherever possible, manual handling operations must be eliminated or reduced. The purpose of the assessment is to examine these possibilities, or to identify other means by which the risks may be controlled.

Care must be taken in the handling of any load, as it is not simply the weight which may give rise to the hazard. The shape and surface properties must also be taken into account and if there is any doubt as to the risks involved the operation should not take place until a risk assessment has been carried out.

### **3.13 First Aid Provision**

The School accepts its obligations under the Health and Safety (First Aid) Regulations 1981. The School has a School Nurse or Matron on duty during term time and other staff are also qualified first aiders. A list of qualified personnel is held by the Nurses or Matron. Outside of term time a number of staff on site are qualified and can provide first aid.

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It is the duty of all members of the staff to take initial medical action when required, particularly teaching staff in respect of any pupils in their care. They should be aware of the facilities available in the Medical Room. Any matters beyond their ability should be immediately drawn to the attention of the School Nurse or Matron on duty.

### **3.14 Accident Reporting**

All on site accidents should be reported to:

During term time: The School Nurse or Matron

Outside term time: The Director of Operations or Operations Manager

It is our policy that ALL accidents and "near misses" at work are reported.

All accidents should be recorded on iSAMS. Accidents may need to be investigated and therefore the Director of Operations should be informed of the details.

The Safety Co-ordinator is responsible for reporting certain prescribed injuries and diseases, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE and should be informed, in addition to the EH, at the earliest opportunity.

### **3.15 Stress at Work**

The School is concerned for the health, safety and wellbeing of all its staff and recognises that stress, howsoever caused, can have a severely debilitating effect on individuals, depending on their own degree of susceptibility.

It is the School's intention to minimise the levels of stress experienced at work as far as is reasonably practicable. This will require the co-operation of all staff so that high risk situations are identified as quickly as possible and appropriate action taken.

The School provides employee assistance via a Health and Welfare Policy which includes Counselling by trained counsellors. All counselling will be confidential. The HR Department should be contacted if further details are required.

Where stress at work is positively identified as posing a significant risk to particular individuals, the HR Department, along with the line manager associated with the individual(s) concerned, will have the responsibility for carrying out a risk assessment, with a view to eliminating or reducing risks.

### **3.16 New and Expectant Mothers**

Precautions taken to protect the Health and Safety of the workforce as a whole will, in many cases, also protect new and expectant mothers. However, there are occasions when, due to their condition, different and/or additional measures will be necessary. It is our policy to reduce any identified risks to new and expectant mothers and provide guidance on specific control measures required to protect them. This policy also acknowledges relevant legislative provisions and confirms the School's commitment to compliance. The procedure will be implemented by the HR Department upon receipt of written confirmation of the new or expectant mother.

### **3.17 Emergency Procedures**

Emergency Procedures include:

- (a) The Fire Evacuation Procedure

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- (b) Other emergencies e.g. extreme weather conditions, flooding, sudden instability of buildings, security alerts.

The absolute priority in each of these circumstances will be the safety of staff, pupils and visitors alike. The School recognises its duties under the Regulatory Reform (Fire) Safety Orders 2005 to assess fire risks (Fire Risk Assessment) and further to reduce the specific risks such as those addressed by the Electricity at Work Regulations 1989 and Gas Safety Regulations 1998 and Pressure Systems Safety Regulations 2000 and the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002. The preservation of property and equipment shall only be considered once personal safety has been assured.

Specific details of Emergency Procedures may be found in the Critical Incident Management Plan.

### **3.18 Lone Working**

This procedure will apply mainly to people who work outside normal hours, e.g., staff such as cleaning and maintenance staff and also contractors.

There is no general prohibition on people working alone, but neither the decision as to whether they should do so nor the employer's responsibility for such employee's safety can be transferred to the employee.

Before allowing a staff member to work alone risks shall be assessed and it must be ensured that:

- safe access and exit is maintained;
- the risks are no greater than when working with other persons and that the workplace does not present a special risk to a solitary worker;
- where cash is handled, unnecessary exposure to violence is avoided; (see departmental risk assessments);
- staff working alone do not have medical conditions which increase risk, either in routine procedures or in the event of an emergency, by imposing additional physical or mental burdens.

### **3.19 Work at Height**

Wherever possible Work at Height should be eliminated and where working at height is unavoidable all reasonable steps shall be taken to provide a safe working environment and ensure that a safe system of work is followed. Meeting the requirements of the Work at Height Regulations 2005 risk assessments will be carried out for all tasks involving work at height. Specific precautions need to be taken where it is possible for a person to fall from a height as the likelihood of serious injury is greatly increased. All equipment used for working at height must be maintained in line with manufacturer's instructions. The School will provide any information, instruction and training required to enable personnel to carry out work in a safe manner when working at height. The use of ladders will be restricted to access and/or inspection and used for light duties where it is impractical to install a working platform. Only serviceable ladders should be used, and then only for the purpose for which it is designed, with only one person on the ladder at any one time.

### **3.20 Off Site Activities and Educational Visits**

Assistance is available to staff in the first instance from the Educational Visits Co-ordinator on the setting up of trips/visits or residential visits. The procedures adopted ensure that risk assessments for all such activities are completed and that no student group is taken off site without the correct approval and notifications being sought.

### **3.21 Other procedures associated with Health and Safety:**

- Managing a Bullying Incident – Procedure
- Anti-Bullying Code
- Child Protection Policy
- Policy on Substance Abuse
- Eating Disorders Protocol
- Catering and Food Hygiene Policy (Sodexo)
- Special Education Needs (SEN) and Learning Difficulties
- Accessibility Policy
- Trips and Visits Policy
- Health and Welfare Policy
- Fire Safety Policy
- First Aid and Medical Health Needs Policy (Prep School)
- First Aid and Medical Health Needs Policy (Senior School)

**Appendix A – Risk Assessment Policy**

**RISK ASSESSMENT POLICY**

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The school's Governors are committed to promoting the safety and welfare of all members of the school community. Governors' priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but where reasonably practicable best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

**What is a risk assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk, for example, staff training, clear work procedures.

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, e.g. the application of hazard warning tape to a trip hazard.

Risk assessments are reviewed and updated regularly by Heads of Department and the Director of Operations.

**What areas require risk assessments?**

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Specific attention is made in identifying and risk assessing supervision of pupils generally. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Fitness Suite safety
- Health and Safety
- Swimming Pool safety
- Water safety

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- Supervision of pupils

Risk assessments are also needed for many other areas, including:

- Educational
- Science
- Design and Technology
- Food Technology
- Sport and PE
- Duke of Edinburgh's Award
- Art
- Music (including minimising the risk of hearing loss)
- Drama (including the theatre backstage, stage, props room and lighting box)
- Dance

The Senior School use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

## **Pastoral**

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our approaches to education are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Science lessons at King Edwards encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

## **Medical and First Aid**

The Medical Centre or Matron's Office has written procedures for First Aid. The accident forms are maintained by the Nurses or Matron who are responsible for ensuring that accident reports are completed. The school's First Aid Policy explains the procedures that are followed in the event of a medical emergency.

## **Child Protection**

Our Child Protection Policies and training for all staff form the core of our Child Protection risk management. However, the DSL holds and reviews the Safeguarding Risk Assessment. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

## **Support Areas**

- Catering and Cleaning - Risk assessments and training cover all significant risks, manual handling, slips and trips and the control of substances hazardous to health



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(COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

- Facilities - Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Administrative Staff - Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

## **Conducting a Risk Assessment**

The school uses principally the model recommended by the HSE in its publication, Five Steps to Risk Assessment an example of which can be found at the end of this appendix.

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some age appropriate medium risk activities for example, swimming, climbing, sailing, skiing and Duke of Edinburgh's Award training; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out activities only if they have been specially trained. All members of staff and pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

## **Specialist Risk Assessments and High-Risk Activities**

We always employ specialists to carry out high risk tasks at the school. The Director of Operations arranges for specialists to carry out risk assessments concerning the following:

- Asbestos
- Legionella
- Electricity

## **Review of Risk Assessments**

All risk assessments are reviewed regularly. The EYFS Statutory Framework requires the school to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

All departments retain copies of their Risk Assessments and these are available for reference by staff.

### **Responsibilities of all Staff**

All members of staff are given an induction into the school's health and safety arrangements for risk assessments, Health and Safety and Fire safety, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the SMT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Director of Operations or Operations Manager.

### **Accident Reporting**

It is the responsibility of the Safety Coordinator to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

### **Audit Compliance Statements**

The Governors carry out regular reviews of the Charity's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the Charity is exposed. The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- a. financial procedures and controls
- b. major risks to the school, including:
  - strategic risks
  - loss of fee income
  - damage to reputation
  - failure to teach the correct syllabus
  - Child Protection issues
  - gaps in Governor skills
  - conflicts of interest
  - employment disputes
  - major Health and Safety issues
  - possible data loss
  - risks of fire, flood and land slip
  - poor cashflow management
  - fraud
  - loss through inappropriate investments

**Other areas of potential risk**

The measures taken to protect the school against such risks, including:

- Safe recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls that are regularly reviewed
- Use of professional advice from lawyers, accountants, architects, etc as needed
- Formal review of compliance with the school's charitable objectives

# Risk assessment

All employers must conduct a risk assessment.

Department name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

DATE OF ISSUE/AMENDMENT	REVIEW FREQUENCY: ANNUALLY & AT INTERIM LEGISLATION	REVIEWED/AUTHORISED BY
Reviewed July 2014	Next review: July 2015	Safety Co-ordinator/Full Governors
Amendments following audit 24 November 2014	Next Review July 2015	Safety Co-ordinator/Full Governors
Reviewed July 2015	Next Review: July 2016	
Amended following review by Liz Coley –23 September 2015	Next Review: July 2016	Safety Co-ordinator/Full Governors
Reviewed 6 July 2016	Next Review: July 2017	Safety Co-ordinator/Full Governors
Reviewed 5 July 2017	Next Review: July 2018	Safety Co-ordinator/Full Governors
Reviewed July 2018	Next review: July 2019	Safety Co-ordinator/Full Governors
Reviewed July 2019	Next review: July 2020	Safety Co-ordinator/Full Governors