

4-2 Health and Safety Policy

Introduction

Health and safety is EVERYBODY'S responsibility.

Individuals are expected to be responsible for their own actions and behavior. They are also responsible to ensure that the children in their care, at any time, are made aware of any risks and that subsequent appropriate safety criteria are correctly in place.

The aim of the Mead School is "To provide a safe and healthy working and learning environment for staff, pupils and visitors".

The arrangements outlined in our policy and the various other safety provisions made by the school cannot prevent accidents or ensure safe and healthy working conditions. The school believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The school will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. Staff are reminded that at all times they are acting in loco parentis.

The Mead School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The Mead School Directors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Bursar. This policy has been written with regard to the DfE Non-statutory advice *Guidance Health and Safety advise on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)*.

Responsibilities

Headteacher

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material is provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, twice per year.
- g) Will review the Health and Safety Officer's reports and take action where appropriate.

- h) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

Deputy Head

- a) Will be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that responsibilities are properly assigned and accepted at all times.
- c) Will assist the Headteacher in ensuring that all areas of the School are inspected, from a Health and Safety point of view, twice per year.
- d) Will assist the Headteacher in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
- e) Will assist the Headteacher in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.

Bursar

- a) Will be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations under his/her control.
- c) Will ensure that Personnel working under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will inspect all new plant, buildings and equipment for potential hazards.
- e) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the Headteacher that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- h) Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc in place.
- i) Will, in conjunction with the Headteacher, ensure that all areas of the School are inspected, from a Health and Safety point of view, regularly.

- j) Will, in conjunction with the Headteacher, review the Health and Safety Consultant's reports and take action where appropriate.

Health and Safety Consultant

- a) Will supervise the School Health and Safety Programme.
- b) Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Headteacher and Bursar concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Headteacher, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Headteacher.
- h) Will ensure that all areas of the School are inspected from a Health and Safety point of view regularly.
- i) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1998 and other regulations as appropriate, calling in experts in specific fields as necessary.

Head of Early Years

PLEASE BULLET

- a) Will be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe procedures, written where appropriate, for the Early Years.
- c) Will ensure that all Early Years Staff have read and understood the Health and Safety Policy either its entirety or the sections relevant to them.
- d) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons within his control.

Early Years Staff

- a) Will, as far as reasonably practicable, ensure that all classrooms/work areas are safe before they are used by any person.
- b) Will, as far as reasonably practicable, ensure that all equipment is safe before it is issued by any person.
- c) Will ensure that protective equipment, where appropriate, is used at all times.
- d) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headteacher without delay.
- e) Will ensure, as far as reasonably practicable, that the Lower School is safe and secure for all pupils.

Heads of Department

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
- c) Will, as far as reasonably practicable, ensure that all classroom/work areas are safe before they are used by any person.
- d) Will, as far as reasonably practicable, ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Headteacher or Bursar without delay.
- g) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons within their control.

Teaching Staff

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situation are reported to the Headteacher or Bursar without delay.
- g) Will, at all times, endeavor to ensure the Health, Safety and Welfare for all persons within their control.

All Staff

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Consultant and instructions of others with a responsibility for Health and Safety.
- d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Headteacher or Bursar without delay.
- e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.

- h) Will familiarise themselves with First Aid and Fire Procedures.
- i) Will look after all Health and Safety equipment properly and report any defects immediately.

All other persons on the school property

- a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

Employees should not be in any doubt that the Mead School will apply the disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific stage systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations and for those who may become involved in them.

Methods and Procedures

Safe Systems

Heads of Department have devised Safe Systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

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

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

Training

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

All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to

fulfill. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

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

Playground Safety

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

The Playground is fully enclosed which ensures that safety is ensured and if Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

In all cases the School ensures that staff, when supervising the playground activities, are competent to undertake the task.

Adverse Weather

During periods of adverse weather (being defined by the Head as weather patterns that potentially affect the activities including play of the children or which poses potential threat to the welfare of the children) the following procedures may be implemented. Any actions listed are non-exhaustive and further or different action as deemed appropriate may be implemented by the Head.

- a. During periods of strong Sun where children may be at risk to Sun Burn, Stroke or Heat exhaustion.
 - Teachers will be briefed at the staff meeting with regards to the specific hazards.
 - Children when outdoors (including breaks) will wear legionnaire's hats.
 - Parents receive an email requesting that they apply Sun Screen prior to them arriving at school.
 - Sun Screen can be administered (with the parents consent) to those most vulnerable.
 - Children will be allowed access to water as and when they require.
 - Teachers will be extra vigilant during breaks or during games where there is physical exertion. Any child showing signs of potential heat exhaustion will be sent in to the First Aiders to cool off and be monitored.
 - The youngest children who are at most risk will where possible have any activities or outside events in the shade under trees etc.

- b. During inclement weather including high wind and/or rain
 - During these times the children will be supervised in their classrooms according to the Policy as defined by the Head. This is known as "Wet Break" as defined by the Head or Deputy.

- c. During inclement weather including Snow and/or Ice
 - Children will not be allowed on to the play ground until such time as the playground is free from hazard. If the children are kept in during breaks then the above “Wet Break” procedure as above will come into force.
 - Subject to the Headteacher’s discretion and in the interests of the welfare of staff and pupils the School may be closed or the normal times amended. As much notice as possible will be given to all affected via email, and a notice put on the website.

Sport

Sport – General

Sport in the School is co-ordinated and organised by the Head of PE who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

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

Sport – Injuries

There is a full procedure in place for injury in sport activities. Sport Staff are First Aider trained and will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

Swimming

Swimming is carried out off site at Crowborough. The Normal Operating Procedure and Emergency Action Plan of the pool are adhered to.

School and qualified Leisure Centre Staff carry out the Swimming Tuition and they are appropriately trained. In addition, Crowborough Leisure Centre also provide a Lifeguard which assists in ensuring the pupils' safety.

Fire

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

Full Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

All fire escape routes are clearly marked and MUST always be kept clear and unlocked whilst the building is occupied. Any deficiencies in fire escapes or equipment will be reported immediately to the Bursar whose responsibility it is to remedy the deficiency. It will also be the responsibility of the Bursar and Head to ensure that fire-fighting equipment is regularly maintained. This is carried out once a year.

The fire alarm bell runs on a different system as the school bell. It is tested weekly.

Full fire drills will be conducted each term.

Fire drills will be held without warning to staff or pupils.

A copy of the Fire Drill must be displayed prominently in relevant areas.

If a fire is discovered:

- Raise the Alarm

- Ensure all immediately vulnerable people are safe

- Phone fire brigade (using office or mobile phone)

- Close doors/windows if not jeopardising safety

- Use extinguishers to fight fire if not delaying safety

- Do not put self at risk

- Muster station is the playground (fire assembly point)

- Each member of staff must call their class register

- The Bursar to take the door register to the fire assembly point

- The Registrar to take the class and visitors register to the fire assembly point

- The Head is responsible for checking that all persons are accounted for

- No person should re-enter the building without the permission of the Head (if a drill) or the Fire Officer (if a fire)

All class registers to be completed before am and pm sessions and returned to the School Office immediately. It is the responsibility of the Registrar to take with them from the building the school registers.

General

Fire Procedures are posted in all classrooms with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire.

Fire drills

Fire practices are carried out each term without warning to staff or pupils and these practices are recorded in the Fire Log.

Off site activities -Fieldtrips, Visits etc

For trips of this nature the School's "Educational visits" policy applies, its main provisions are summarised below:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved, including gaining and assessing risk assessment from the place to be visited.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.
- d) The Bursar should be informed of all trips to ensure that they are covered under the school's insurance policy.

Any School trips should be supervised by the requisite number of staff. That is:

- 4-7 year olds – 1 adult to 6 children
- 8-11 year olds - 1 adult to 10 children

Written 'permission slips' must be completed by the parent or guardian before a child is allowed on a school trip. The school will endeavour, whenever possible, to secure transportation in a coach fitted with seatbelts. A travelling first aid kit will be taken on all outings. Staff should check First Aid facilities on site. Mobile phones are to be made available. Regular head counts are to be made.

Supervision

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.

- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e) Risk Assessment of any hazards that are likely to be encountered.

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

Catering

The School undertakes its own catering arrangements and the activities in the Kitchens are under the control of Cook.

The Cook ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- a) Cleaning schedules are established and details recorded.
- b) Equipment temperature checks are carried out daily and the results recorded.
- c) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- d) Equipment is maintained as required.
- e) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- f) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
- g) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- h) General hygiene inspections are carried out on a regular basis.
- i) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

Control of vehicles

Control of vehicles is of paramount importance within the School's site.

In order to assist safety the vehicle area is separated from the playground area by fencing and gates.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there may be children crossing roadways
- c) Parking only to be carried out in designated areas
- d) No exit or entry into parking area at crossing times

Security of site

The School has taken all reasonable steps to prevent unauthorised entry into its premises. Outer doors are locked during the day and a controlled entry system for the front door is operated from the school office.

Visitors are required to report to reception on arrival and must be issued with visitor's badge.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

Machinery and plant

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

- a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- b) Annual servicing of Fire Alarm System.
- c) Annual Service of Heating Equipment.
- d) Annual service of Fire Extinguishers.
- e) Regular checks on Portable Electrical Equipment.
- f) Servicing of Catering Equipment as required.

Environmental control

Classrooms and general areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavors to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Art room and Science areas

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. These areas use dilution ventilation.

Kitchens

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

Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- a) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- b) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- c) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

Vibration

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- a) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- b) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- c) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

Waste Disposal

General Waste

The disposal of this waste is carried out in the usual manner by the local authority.

Food Waste

This waste is similarly disposed of via the local authority.

Chemical Waste

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

Reporting procedures - Accidents and Near Misses

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

- a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:
 - Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
 - Major Injury to Staff, Pupils or Any Other People in an accident on the premises

- Dangerous Occurrences listed in the Regulations.

b) Reporting

- A report will be sent to the Health and Safety Executive of any notifiable incident.
- A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

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

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

Hazardous Substances

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

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - Control Measures to be adopted.
 - Maintenance of the Control Measures.

- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment

c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

Personal Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

Risk Assessment

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

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

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Work at Height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Control of Contractors

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

In order to meet these obligations The School exercises control over contractors as set out in 4-14 Contractor Policy.

Consultation with Employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

Asbestos

A Policy for Asbestos is in place in the School 4-9 Asbestos Policy.

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

Health & Safety Emergencies

Critical Incident

The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan (4-13).

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

Disaster Recovery

Alongside the Critical Incident Management Plan, the School has devised a Disaster Recovery Plan (4-12).

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

Occupational Health and Stress

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

In summary, these issues arise from the following areas:

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

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

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are

more likely to have aspects of Occupational Health.

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

The School is aware of the potential for Stress with its employees. A full Occupational Stress Policy (4-10) is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress.

The School adopts a proactive approach to this issue.

Slips and Trips

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

Violence

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a

safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behavior as being part of their job.

The School has devised a Violence Policy (4-10) which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behavior on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

Monitoring Policy

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Consultant. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

STAFF: A Culley (Head), S Lockyer (Deputy), R Hall (Bursar), E Winter (Registrar)

AMENDED: April 2014

NEXT REVIEW: April 2015