



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Health and Safety Policy

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Person responsible for Policy: Director of Finance & Operations

Responsible Governor: James Sunley

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2. Introduction

We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

1. All employees are safeguarded fully with respect to health, safety and welfare whilst at work.
2. Pupils and members of the public, including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during their business.
3. No work is carried out by the school or contractors that are liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors can demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Headmaster is responsible for the implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body.

The School's objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified in order to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used when it knowingly presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure the School will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for the School and indeed all employees have a legal duty to:

1. Take reasonable precautions in safeguarding the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the School and use all the health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
4. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

3. STAFF CONSULTATION

We will hold staff meetings not less than once per term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Health and Safety Committee and action taken accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

4. PURPOSE

To explain the general responsibilities and specific duties of School Governors and senior school staff with respect to health and safety and provide an overview of the principal related legislation.

5. GENERAL GUIDANCE

In independent schools the governing body has ultimate responsibility for health and safety. It is the responsibility of the Headmaster and the Director of Finance & Operations to carry out the policies agreed.

The Health and Safety at Work etc. Act 1974 (HASWA) places a duty on all employers (the Governing Body) to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health.

Employees must comply with the safety policy and work in a safe manner.

6. ENFORCEMENT

The enforcement agency for health and safety in schools is the Health and Safety Executive (HSE). There is an Education Service Advisory Committee which has members drawn from education and training, teaching unions, business and government departments.

The information in this section closely follows the advice of that committee and its 1998

revised publication. (This policy follows DfE guidance 'Health and Safety Advice with Legal Duties and Power (2014)).

7. RESPONSIBILITIES OF THE GOVERNING BODY

- Monitoring (including consideration of inspection reports);
- Prioritising actions where resources are required;
- Ensuring actions are taken to;
 - include health and safety on Governors' meeting agendas;
 - assess the annual report on health and safety performance;
 - report on the school's security arrangements;
 - review the Statement of General Policy.

Governing bodies are wholly responsible for the health, safety and welfare of the teachers, non-teaching staff, pupils, visitors and for buildings and equipment. They are also responsible for outside contractors who will themselves have duties as employers. The Headmaster and all other staff have an obligation to co-operate with our Governors so far as necessary to ensure health and safety requirements are met.

GOVERNORS MUST BE AWARE OF

- Administrative matters relating to accident investigation and recording, provision of health and safety training and health and safety inspection.
- The provision of specialist professional advice and information on health and safety matters.
- Structural repair and maintenance including decorations.
- Specific problems such as the discovery of harmful substances, e.g., asbestos.
- Equipment purchases and personal protective equipment; e.g., gymnasium and playground equipment; and machinery.
- Non-structural repairs.
- Groundwork, e.g., playing fields and gardens.

GOVERNORS MUST PROVIDE

A written statement of health and safety policy, including:

- A declaration of commitment.
- Acknowledgement of responsibilities towards pupils and visitors.
- The organisation for implementing the policy.
- Suitable arrangements for implementing the policy.
- Facilities for monitoring / measuring safety performance.
- A revision procedure (Audit & Review).

The Governors should expect individual members of staff to implement the policy and meet its objectives, for instance Heads of Department identifying hazards and making appropriate risk assessments.

Overall, the Governors must be sure that the Senior Management Team has set performance standards for security and health & safety, and they are achieving them.

GOVERNORS SHOULD BE KEPT UP TO DATE REGARDING

- ❖ Audits and audit reports by outside agencies, such as:
 - HSE enforcement staff,
 - Specialist contractors, e.g., for electrical testing
- ❖ Reports from safety representatives.
- ❖ New legislation which may affect the school.
- ❖ Self-audit activity.

Governors do not have to carry out audits, etc. themselves but they should be able to report activity to parents and other interested bodies.

GOVERNORS' DECISION

The Governors are responsible for financial control and must therefore be involved in decisions affecting the budget. This may include delegation of various types and levels of expenditure to senior staff such as the Headmaster and Director of Finance & Operations.

All decisions regarding health and safety must have an element of risk assessment, e.g., balancing cost against benefit, and considerations of reasonable practicability. For example, Elstree is on the flight path to/from London Heathrow. Therefore, is there a safety risk from aircraft? Obviously, there is, but there is nothing the school can do which is reasonably practicable, which would affect either the hazard or the risk of it occurring. Governors' responsibilities may be limited in such cases to having a Crisis Management Plan which might, in most respects, be the same as that for an arson attack. A Crisis Management Plan normally refers to those actions necessary to reduce the interruption of school life following a major incident, e.g., how to notify parents, provision for alternative accommodation, lesson rescheduling, etc.

THE GOVERNORS ALLOCATE HEALTH AND SAFETY FUNCTIONS AS FOLLOWS:

HEADMASTER AND DIRECTOR OF FINANCE & OPERATIONS

The main functions of the Headmaster and the Director of Finance & Operations are:

- Coordinating the day-to-day activities of the running of the whole school in accordance with the health and safety policy;
- Liaison with the Governors, advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to the Governors and others where applicable;
- Ensuring action is taken to:
 - a) pass on information received on health and safety matters to appropriate people;
 - b) carry out investigations;
 - c) Chair the School Health and Safety committee;
 - d) Co-operate with and provide necessary facilities for trade union safety representative

DEPUTY HEAD & HEADS OF DEPARTMENT

Their main functions are:

- Day to day management of health and safety activities involved in the running of the whole school in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;

- Carrying out regular inspections and making reports to the Headmaster or Director of Finance & Operations;
- Risk assessment and hazard analysis within their areas;
- Arranging, in liaison with the Director of Finance & Operations, for staff training and information;
- Maintenance of standards;
- Passing on health and safety information received to appropriate staff within their departments;
- Acting on reports from above or below in the hierarchy.

TEACHERS AND NON-TEACHING STAFF

Their main functions are:

- Day to day management of health and safety within their areas and the carrying out of active safety in the school
- Checking that classrooms/work areas are safe;
- Checking safety of equipment before and during use;
- Ensuring safe procedures are used and maintained;
- Assisting in risk assessments;
- Assessing the need for and ensuring that personal protective equipment is used;
- Defect and hazard reporting;
- Specialist tasks including first aid, swimming pool safety, sports hall safety and pupil safety on the sports areas within the School;
- Participating in inspections and health and safety consultation committee, if appropriate;
- Bringing problems to the attention of the relevant Head of Department, the Headmaster or the Director of Finance & Operations as appropriate.

ORGANISATION

1. The Chairman of the Governing Body of the School, and the Board of Governors are responsible for ensuring that the School's Health and Safety Policy is implemented.
2. The Headmaster is responsible for the day-to-day management of the School and is therefore responsible for ensuring that any contractors, tenants, visitors and employees are advised regarding the adequacy of facilities, equipment and evacuation procedures provided for their safety whilst on the premises. The Headmaster is also responsible for communicating the school's rules and guidelines on health and safety to staff. The Headmaster delegates the conduct of this responsibility to the Director of Finance & Operations.
3. The Headmaster and the Director of Finance & Operations must ensure that all school staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and where necessary certified as such. They are also responsible for monitoring the results of the Health and Safety Policy, reviewing its contents on an annual basis and making recommendations to the Governing Body
4. The Safety Coordinator, (the Director of Finance & Operations) acting as the Chairman of the Health and Safety Committee, is responsible for:
 - a. The implementation of training programs throughout the school and for keeping them under constant review. They are to be updated to meet changes in legal requirements and, where necessary, improvements made to meet operational needs

- b. Advising on and monitoring the practical implementation of the Health and Safety Policy. As and when the Commission for Health and Safety determine new regulations, he will ensure that the relevant instructions are passed to staff at all levels
 - c. monitoring the results of the Health and Safety Policy and, where necessary in consultation with the safety committee, reviewing its contents on a regular basis and making recommendations for presentation to the Governing Body
 - d. ensuring the practical implementation and monitoring of records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards
5. The Health and Safety Committee is a non-executive committee for the purpose of providing a regular forum for the discussion of health and safety issues. Where appropriate the committee will make recommendations to the Headmaster, and/or the Governors, in accordance with the established management structure of the school.

8. SCHOOL SAFETY RESPONSIBILITIES AND ORGANISATION

ALL EMPLOYEES OF ELSTREE SCHOOL LTD HAVE A CONSTANT
AND CONTINUING RESPONSIBILITY FOR THE HEALTH AND SAFETY
OF ALL STAFF, PUPILS, PARENTS AND OTHER VISITORS TO THE SCHOOL.

All employees of Elstree School Ltd have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. Consultation between management and employees is provided by direct communication between the supervisors and the employees at all levels.

9. RESPONSIBILITIES

TITLE	RESPONSIBILITY
Headmaster	Overall responsibility to the Chairman of Governors and the Governing Body for all Health and Safety matters at the School
Director of Finance & Operations	Responsible to the Headmaster for the implementation of the School's H&S Policy, documentation, training and records, record keeping, fire detection and alarm systems, extinguishers, tests, fire escape routes, matters affecting grounds and grounds staff, repairs and maintenance staff, electricity and emergency lighting, COSHH, security and staff matters. He/she is to act as the Chairman of the H&S Committee
Head of Pre-Prep	Responsible to the Headmaster for all aspects of H&S at Pre-Prep. She, or her representative is to be a member of the H&S Committee
Deputy Head	Responsible to the Headmaster for all H&S matters within the classrooms and academic areas of the School (unless delegated to a Head of Department). He is to be a member of the H&S Committee
Director of Music	Responsible to the Deputy Head for all H&S matters within the Music Department and in the McMullen Hall.
Head of Design Technology	Responsible to the Deputy Head for all H&S matters within the DT Department. He is to be a member of the H&S Committee
Head of Science	Responsible to the Deputy Head for all H&S matters within the Science Department. She is to be a member of the H&S Committee
Head of Art	Responsible to the Deputy Head for all H&S matters within the Art Department with particular regard for the safe operation of the kiln.
Housemaster	Responsible to the Deputy Head for all H&S matters within the boarding areas of the school. He is to be a member of the H&S Committee
Head of Sport	Responsible to the Deputy Head for all safety matters on the playing fields within the School and for the conduct of all sporting activities in a safe manner. He is to be a member of the H&S Committee
Head of PE	Responsible to the Deputy Head for all H&S matters within the Sports Hall, the AWP, main and hall changing / shower rooms, Harry Shapland Play Area and swimming pool. He is to be a member of the H&S Committee
Classroom Tutors	Responsible to the Deputy Head for all H&S matters within their classroom areas.
Trips and Outings Coordinator	Responsible for all documentation and advice being available to all members of staff who are planning or undertaking a trip or excursion away from the School. He is to be a member of the H&S Committee.
Activity and Hobby Supervisors	Responsible to the Deputy Head for all H&S matters in their area whilst conducting and supervising activities and hobbies in and

	around the school
Facilities Manager	Responsible to the Director of Finance & Operations for all H&S matters within the domestic areas within the School in particular the hazardous areas of the kitchen, pantry, cold room and delivery area. She is to be a member of H&S Committee
Maintenance Engineers	Responsible to the Director of Finance & Operations for all H&S matters within this area, in particular the workshops, boiler rooms and swimming pool pump room.
Head Groundsman Groundsman	Responsible to the Director of Finance & Operations for all H&S matters within this area, the safe and secure storage of chemicals rodent poisons and the safe operation of all ground's equipment.

10. 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 department.

The systems will have considered the following principles as far as reasonably practicable: -

1. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
2. Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
3. Where appropriate, details of the correct sequence of operations involved.
4. Identification of safe procedures, both routine and emergency.
5. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- ❖ TECHNOLOGY WORKSHOP - use of machines
- ❖ SCIENCE LABORATORY - general laboratory procedure
- ❖ SCHOOL GROUNDS - use of hazardous machinery
- ❖ ART DEPARTMENT - cutting

11. METHODS and PROCEDURES

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.

Ancillary, Ground, Caretaker and Cleaning Staff etc. will be given training, as necessary and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

Sister has received the appropriate training commensurate with her duties. She will ensure that any Deputies, employed as Assistants, have adequate training.

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. They will then be required to sign to the effect that they understand it and agree to abide by it

PLAYGROUND SAFETY

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

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

Staff must supervise the low ropes course and read the risk assessment before use.

SPORT – GENERAL

The School has a full Policy in place devised by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

Day pupils, who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where Sister has been involved and will confirm that the pupil is unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are fully qualified in their discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

The School follows the guidance from the ECB concerning the wearing of Protective Helmets for Cricket.

SPORT - INJURIES

In the event of injury in sport activities, other than minor scrapes and bumps, Sister will be involved. If the pupil involved is mobile, then he will be accompanied to the surgery. If the injury is more serious then Sister will attend the injured person where the injury has taken place.

In the event of further action being needed the Sister will contact the School Doctor or Ambulance as appropriate.

During school matches involving contact sports in the winter terms, Sister will be on the touch line and therefore available if required. For cricket matches in the summer term, Sister will be within the School grounds should she be required urgently.

SPORTS HALL

The Sports Hall is used by the School and others to whom it is let.

Use by others is covered by Risk Assessment carried out by the organisation using the Hall

School pupils are permitted into the Hall without direct supervision under strict conditions.

EQUIPMENT

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

SHOES

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean, and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

In the event of injury, emergency equipment will be used as required and if necessary, Sister will be contacted to assist as appropriate.

SWIMMING POOL

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has a full Normal Operating Procedure and Emergency Action Plan in operation which incorporates all aspects of running the Pool.

When the Pool is in use by the School, it is always under the strict supervision of two trained staff.

EMERGENCY PROCEDURES

The full emergency procedure can be found in the Emergency Action Plan.

POOL WATER

The cleanliness and chemical balance of the water is monitored with tests undertaken three times per day when the Pool is in use.

POOL COMPOUND

The Pool Compound is fully enclosed with locked gates preventing unauthorised access.

FIRE

The School is visited by the Local Fire Officer from time to time and complies with all the requirements. A full Fire Risk Assessment is in place and this is reviewed annually.

A full Fire Procedure is in place and Fire Drills are carried out each term for Day and Boarding Pupils.

A full Fire Alarm system is in place with all areas covered by automatic detectors to always ensure early warning.

SCHOOL VEHICLES

The School operates four Minibuses and from time to time one trajet for use by Staff for transporting pupils. The school vehicles may only be driven by staff who are over 25 and must provide their driving licence details to the Director of Finance & Operations on an annual basis.

Weekly checks are made on all vehicles by maintenance staff.

EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

First Aid Kit

Fire Extinguisher

Hi-viz jacket

Torch

Basic Tools

The School subscribes to a Rescue Service, thereby ensuring that the vehicles are recovered in the event of a breakdown. Details are in each vehicle.

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- a) The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.
- b) The Driver will ensure that luggage is stowed correctly.
- c) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers and booster seats used for all children under 1.3m tall; responsibility rests with the driver to ensure compliance.
- d) There should be two drivers present in the Minibus at all times.

OFF SITE ACTIVITIES - Field Trips, Visits etc.

For trips of this nature the following procedure will be observed:

- ❖ Careful planning of trip with prior visit made by organiser if necessary.
- ❖ Adequate evaluation of all Health and Safety factors involved.
- ❖ Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

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

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

- ❖ Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- ❖ The expertise of Staff accompanying the trip.
- ❖ Accident and Emergency procedures.
- ❖ Contact person who knows the itinerary and can alert the Authorities the event of failure to make a pre-arranged contact.

FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of Sister.

First Aid Boxes are always kept topped up from Sister's supply kept in the Surgery.

The following items are also controlled by Sister:

- ❖ The Accident Book - filled in for any injury, however minor, requiring treatment.
- ❖ Day Pupil's Medicines - kept in a locked cabinet and administered as directed.
- ❖ Medicines Book - detailing what has been given to whom, for the record.
- ❖ A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

The Surgery is always kept locked when there is nobody in the room.

CATERING

The School outsources its catering arrangements and the activities in the Kitchens are under the overall control of the Catering Manager under the management of Holroyd Howe.

The Catering Manager 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.

- ❖ Cleaning schedules are established, and details recorded.
- ❖ Equipment temperature checks are carried out daily and the results recorded.
- ❖ Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- ❖ A sample of food from each meal is taken and kept being available for checking and examination later should the need arise.
- ❖ Equipment is maintained in accordance with a schedule and the details recorded.
- ❖ A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- ❖ Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery, except for a wedding ring, is not permitted.
- ❖ Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- ❖ General hygiene inspections are carried out on a regular basis.
- ❖ Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- ❖ In addition to the above, all the kitchen staff have undertaken training in Food Handling.

SAFE PLACE OF WORK

The Schedules for keeping the premises in a clean and orderly condition during term time are devised by the Housekeeping/Director of Finance & Operations and are as follows:

DAILY:

Classrooms

Changing Rooms

Toilets

Sports Hall

Dormitories

LAUNDERING:

Laundry is carried out daily and there is a rota for changing the following:

Bed Linen

Towels

Tea Towels

Clothes for Boarders

Games Clothes for Boarders

CONTROL OF VEHICLES

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs and Sleeping Policemen Ramps are employed to control the speed of vehicles in the grounds.

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 are children always crossing roadways
- c) Parking only to be carried out in designated areas

SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry to its premises and electronic gates are fitted to the Middle Entrance.

While the grounds can be entered easily at any time, all buildings are locked at night when not in use.

MAIN SCHOOL

The responsibility for ensuring that the premises are secure rests with the Boarders' Housemaster, Caretaker and Duty Teaching Staff.

PRE-PREP

The responsibility for ensuring that Pre-Prep is secure rests with the Head of the Department or other staff as designated by her.

Should a problem with unauthorised entry occur in the future, The School will take the necessary steps to counteract the problem.

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) Biennial Checks on Electrical Equipment.
- c) Annual Service of Fire Extinguishers.

- d) Annual Service of Boiler Plant and Associated Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Servicing of lifts under contract.

ENVIRONMENTAL CONTROL

CLASSROOMS, BOARDING ACCOMMODATION and GENERAL AREAS

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

TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES

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 1994. All these areas use dilution ventilation but the School is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

SPORTS HALL

Conditions are monitored carefully to ensure that the optimum ambient temperature is maintained for sport activity.

NOISE

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

- ❖ Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- ❖ Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- ❖ Where applicable, Noise Meters will be used to monitor the noise situation and should action be required 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.

WASTE DISPOSAL

GENERAL WASTE DISPOSAL

The disposal of normal waste will be carried out by a Contractor.

CHEMICAL WASTE DISPOSAL

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

FOOD WASTE DISPOSAL

Disposal of Food Waste is carried out by the Contractor along with General Waste.

REPORTING PROCEDURES - Accidents and Near Misses

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

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

1. Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2. Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
3. Dangerous Occurrences listed in the Regulations.

b) Reporting

A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.

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 accidents of pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

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

PERSONAL PROTECTIVE EQUIPMENT)

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

- ❖ Provide suitable PPE
- ❖ Assess present PPE
- ❖ Maintain PPE
- ❖ Provide accommodation for PPE
- ❖ Ensure PPE is compatible
- ❖ Replace PPE where lost or damaged
- ❖ Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- ❖ Use the PPE correctly

- ❖ Always wear PPE
- ❖ Report any loss or defect

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 COSH 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
 - 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.

DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that come 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' carries out an analysis of the Workstation 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 Workstation.

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 1999.

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 Consultant or School Staff as appropriate.

A Risk Assessment Policy is in place.

MANUAL HANDLING

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

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

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

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.

To ensure that the School complies with these regulations, the following will be considered:

- 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 in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be considered:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately considered. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable - e.g., Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, considering all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- Nomination of person to co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- Notification by Contractor of all accidents etc.
- All machinery on site to have documentary evidence of Statutory
 - Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 - See separate sheet concerning these Regulations.

DESIGN and MANAGEMENT REGULATIONS 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

- Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase
- Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project
- Ensure that, where there is more than one contractor, a Health and Safety file is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principal Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point, or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

SAFETY COMMITTEE

The School has a Safety Committee which meets on a regular basis and its purpose is to carry out the following: -

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

CONSULTATION WITH EMPLOYEES

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

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

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

ASBESTOS

A Policy for Asbestos is in place in the School.

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

Survey: A Management Survey has been carried out for the premises and various amounts of Asbestos have been removed.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management: The Director of Finance & Operations is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Director of Finance & Operations carries out the following:

- Keep and maintain an up-to-date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

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

The Plan covers the constitution of a Crisis 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 Crisis Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken 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 & STRESS

OCCUPATIONAL HEALTH

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

In summary, these issues arise from the following areas:

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

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

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

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

STRESS

The School is aware of the potential for Stress with its employees. A full Stress Policy 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 behaviour as being part of their job.

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

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

MONITORING POLICY

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Advisor. Checks will be made each term 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.