



**St Christopher's School  
(Including EYFS, Before & After School Care & Clubs)**

**Health and Safety Policy**

**General Statement of Health and Safety Policy**

As Governors of St Christopher's School Trust (Epsom) Limited, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of St Christopher's School Trust (Epsom) Limited by appointing Mr Colin Lott, a Governor, with responsibility for overseeing Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the school is vested with the Headteacher and the Bursar. However, as Governors, we have specified that the school should adopt the following framework for managing health and safety:

The Governor overseeing Health and Safety attends the meetings of the school's Health and Safety Group termly and inspects copies of all relevant paperwork. The Governor walks the site (both internally and externally) with the Bursar and/or Premises Manager.

A report on health and safety, covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures, is tabled at the Health and Safety meeting.

The minutes of the group's discussion on health and safety are tabled at each meeting of the full Governing Body together with any other issues on health and safety that the Health and Safety Governor wishes to bring to the Governors' attention.

The fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals. These reports are considered by the Health and Safety Group and recommendations together with other defects form the basis of the School's routine maintenance programmes.

The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges an annual deep clean by external providers and the School has quarterly pest control checks. The Bursar reports on all these aspects to the Health and Safety Group.

The School has a fire risk assessment which is reviewed regularly for progress on completion of items in the action plan, and updated every three years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Group should review this risk assessment every time it is amended and submit a report to the full Governing Body.

The School employs an external contractor to undertake a risk assessment for legionella, and to carry out a monthly water sampling and testing regime is in place.

The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training, if required. Appropriate first aid training is provided to members of the staff to ensure sufficient cover is always maintained both within the school and on trips and visits.

All members of staff are responsible for taking reasonable care of their own safety and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Senior Management Team ("SMT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts Two and Three of this document.

Helen Crossley  
Chair of Governors, for and on behalf of the Board

## **1. Introduction**

- 1.1. The School wishes to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using the premises of St Christopher's School Trust (Epsom) Limited.
- 1.2 It is intended, through this policy to:
  - establish and maintain a safe and healthy environment throughout the school;
  - establish and maintain safe working procedures among staff;
  - make arrangements for ensuring safety and avoiding risk to health;
  - ensure the provision of sufficient information, supervision and training.
- 1.3 The Health and Safety at Work Act 1974 and other subsequent legislation defines employers, employees and other responsibilities. The law is intended to protect both employees and non-employees from the risks to their health and safety arising from work activities.
- 1.4 Everyone at work has obligations and duties under health and safety law. The main duties are placed on employers, but managers, employees, governors and non-employees also have responsibilities to ensure the place of work is a safe and healthy environment for all.

## **2. Duty of Care**

### **2.1 The Employer**

At St Christopher's School the employer is the Governing Body of St Christopher's School Trust (Epsom) Ltd. Employers must safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees. They must also safeguard, so far as is reasonably practicable, the health and safety of non-employees who may be affected by the work activity.

Education employers must protect both teaching and non-teaching staff (employees), and pupils, parents and other visitors (non-employees). These general duties are supplemented by more detailed requirements, for example to assess risks to the health and safety of both employees and non-employees and to have effective arrangements for planning, organising, controlling, monitoring and reviewing any measures necessary to control risks. Employers must prepare and tell their employees about their Health and Safety policy and arrangements.

Employers must appoint competent people to help them carry out the measures needed to comply with health and safety law. Employees must be provided with comprehensible and relevant information on the significant risks of their work and the measures to control those risks. They must also be adequately trained.

Employers must also comply with regulations on issues such as manual handling, display screen equipment, and substances hazardous to health.

### **2.2 The Employee**

Employees must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do, or do not do at work. They must co-operate with their employer (and anyone else who has legal duties under health and safety law) so far as is necessary to enable those legal duties to be complied with. This means that School staff should always follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions and practices.

The exact responsibilities of employees will depend in part on the extent of their management control. On this basis Senior Management and curriculum coordinators are expected to carry greater responsibilities than classroom teachers or teaching assistants.

### **2.3 Non-employees**

Non-employees (for example pupils and visitors), like everyone else, must not intentionally or recklessly interfere with or misuse anything required by law to be provided in the interests of health and safety.

### **2.4 Governors - Statement of Intent**

The school policy and procedures are written within the framework of the HSW Act 1974 and its subsequent regulations and the ISBA model policy. Copies of relevant documents along with other information on health and safety can be found in the School's Health and Safety files which are kept in the Premises Manager's office and are available for all staff.

School governors in schools have considerable responsibilities as both the employer and the trustees of the premises. The Governors of St Christopher's School take very seriously these responsibilities and are committed to monitoring, maintaining and providing a safe and healthy working environment for all users of the site in accordance with the procedures of this policy.

Governors delegate a number of their responsibilities to the Headteacher and the Headteacher in turn delegates some responsibilities to a range of managers in the School. In addition other members of staff and users of the site have rights and responsibilities enshrined in legislation and given due recognition by the governors.

## **3. Responsibilities**

### **3.1 Governor's responsibilities**

- Monitor
- Confirm priorities identified
- Consider audits
- Review regularly the Health and Safety Policy
- Analysis of accident, ill health and near-miss reports
- Provide training for governors
- Prioritise actions where resources are required
- Ensure actions are taken
- Include health and safety on governors' meeting agenda
- Provide for staff training and information

### **3.2 The Headteacher and Senior Management Team Responsibilities**

- Day to day management of all health and safety matters in the School in accordance with the Health and Safety Policy
- Ensure regular inspections are carried out
- Submit inspection reports to governors
- Ensure action is taken
- Pass on information received on health and safety matters to appropriate people
- Carry out investigations
- Identify staff training needs
- Liaise with governors on policy issues and any problems in implementing the Health and Safety Policy

### **3.3 The Premises Manager's Responsibilities**

- Being available on a day to day basis to receive any report of new risks and reporting them to the Headteacher
- Advise on Health and Safety policy revisions (with the Bursar)
- Assist in the implementation of the safety policy as necessary
- Help in investigations
- Advise on monitoring procedures (liaising with the Bursar)
- To alert the fire brigade when the alarms sound
- Report risks to the Bursar and the Headteacher
- Organise work to be carried out (in conjunction with the Bursar)
- Carry out repairs to avoid risk
- Ensure contractors and cleaners operate in a safe manner and in accordance with guidance and procedures
- Carry out PAT testing on all electrical equipment

### **3.4 Curriculum Coordinator's Responsibilities**

- Day to day management of health and safety within their areas of responsibility in accordance with the Health and Safety Policy
- Draw up and regularly reviewing curriculum procedures
- Carry out regular inspections and making reports to the Headteacher
- Ensure action is taken
- Pass on health and safety information received to appropriate staff
- Act on reports

### **3.5 All Staff Responsibilities**

- Day to day management of health and safety in accordance with the Health and Safety Policy
- Check classrooms and work areas are safe
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure protective equipment is used when necessary
- Participate in inspections and the Health and Safety Group, if appropriate
- Supervise the evacuation of the building in the event of an emergency
- carry out all reasonable instructions
- Report any damage to fire equipment
- Report any problems to their line manager

With regard to pupils:

- Ensure pupils behave according to the Behaviour Code
- Ensure pupils conduct themselves safely around the site and in accordance with the rules and guidance
- Ensure pupils behave in a manner that will not cause risk to others
- Report any illness or accident to first aider

### 3.6 Visitors, Contractors and other users of the site

- All visitors, contractors and other users of the site must comply with the relevant sections of the School's Health and Safety Policy.
- Contractors must comply with all relevant Health and Safety legislation and guidance including Construction Design and Management (CDM).
- Construction Design and Management (CDM) records will be made available to all contractors working on the site.

#### Cost and Risk

When considering what safety measures are necessary it is legitimate to take costs into account. Wherever possible, relevant good practice should be followed, or a similar level of precaution applied.

What is relevant good practice in a particular case may be apparent from authoritative guidance. Where this is not so, or where there is doubt:

- a) the magnitude of the risks (both their extent and likelihood) need to be assessed (trivial risks can be ignored altogether);
- b) the risks should then be roughly balanced against the cost of reducing them;
- c) measures must be taken to reduce or eliminate the risks unless the cost of doing so is obviously unreasonable compared with the risk.

Common sense is often all that is necessary, but the balance must be firmly on the side of health and safety.

This Health, Safety and Risk Management Policy contains guidance on the following areas:

A	Accident Reporting (RIDDOR)	Guidance on the requirements for recording accidents and reporting them to enforcing authorities
B	Asbestos	Guidance on the requirements for managing asbestos within buildings, arranging for works and maintaining records
C	Competent Advice	Guidance on the requirement for health and safety advice from competent persons (internal and external)
D	Control of Access, Security	Guidance on the requirements for ensuring the safety of pupils and staff by controlling access to the school,
E	Construction Work (CDM)	Guidance on the role of the Client under the Construction (Design and Management) Regulations covering all construction work
F	Contractor Management	Guidance on the selection and appointment of any persons employed on contracting activities
G	Control of Substances Harmful to Health (COSHH)	Requirements for the usage, storage and generation of hazardous substances
H	Display Screen Equipment	Guidance on usage of computer equipment, associated furniture/workplace needs and provision of eye tests
I	Electrical Safety	Guidance on usage maintenance of electrical systems and portable appliance testing
J	Emergency Situations	Guidance on areas for consideration when planning for school contingency plans

K	Gas Safety - including LPG	Guidance on the storage, usage and maintenance of gas systems
L	General Workplace Safety	Guidance on general requirements including lighting, temperature control, maintenance of workplace conditions and welfare activities
M	Manual Handling	Requirements for safe handling of heavy and difficult loads
N	Safety Training (including induction)	Guidance on general training requirements and the need for record keeping
O	Smoking and Vaping	Guidance on smoking within school premises and on school activities
P	Vehicles and on-site movements	Guidance on the control of school premises when dealing with all vehicle/pedestrian movements
Q	Water Quality (including Legionella)	Requirements for the testing and maintenance of water systems, including the use of third parties for specialist activities
R	Working at Heights	Requirements for deciding on the management of activities at height, including access arrangements

The following Policies cover other areas of Health and Safety

Accessibility
Anti-bullying
Safeguarding and Child Protection and Staff Code of Conduct
Educational Visits (EYFS and non-EYFS)
E-Safety
First Aid
Fire Prevention
Letting and Hiring
Pupil Supervision
Risk Assessment and Management
Special Education Needs (SEN) and Learning Difficulties
Staff Welfare
SunSAFE

## **A ACCIDENT REPORTING AND INVESTIGATIONS**

### **1 Scope**

This guidance is to enable the school to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and that appropriate records are kept of accidents involving School activities.

This guidance should be read in conjunction with the school's First Aid Policy and reference should be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf)) for examples of reportable incidents under each category

- 1.1 Most incidents that happen in schools or on school trips do not need to be reported to the Health and Safety Executive (HSE). If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.
- 1.2 Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:
  - the death of the person arose out of or in connection with a work activity; or
  - an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).

If in doubt, guidance should be sought from the HSE: for example, when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

- 1.3 Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when
  - An accident results in death or a specified injury (which must be reported without delay).
  - A reportable occupational disease is confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
  - An accident prevents the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.

The Deputy Head is the responsible person for reporting RIDDOR on behalf of the school.

- 1.4 Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools.

### **2 Objectives**

- 2.1 To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
- 2.2 To ensure that accidents can be appropriately investigated.
- 2.3 To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

### **3 Guidance**

- 3.1 The Deputy Head Teacher and the Bursar will assess the nature of the accident and the reporting requirements.
- 3.2 If required under RIDDOR, a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website; only fatal and specified injuries can be reported by telephone.
- 3.3 The School Senior First Aider is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the School, or on school-led activities outside school. This will be by completing the accident book for any occurrence requiring first aid.
- 3.4 Completed accident forms are forwarded to the Headteacher. The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records should be kept in a locked filing cabinet in the School Office to ensure compliance with the Data Protection Act.
- 3.5 Accident reports will be considered at every meeting of the Health and Safety Group.
- 3.6 All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Bursar and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Group.
- 3.7 For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation.
- 3.8 The Bursar will contact the School insurer where any incident is felt likely to result in a claim.
- 3.9 A member of staff will be responsible for escorting pupils to hospital and for ensuring that the Headteacher is informed. They will ensure that the parents of the pupil are informed as soon as possible.

## **B ASBESTOS**

### **1 Scope**

This guidance is applicable to all of those on school premises who may come into contact with asbestos.

### **2 Objectives**

- 2.1 To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- 2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- 2.3 To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the schools undertaking.

### **3 Guidance**

- 3.1 The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").
- 3.2 It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
- 3.3 Where asbestos exists or is suspected in any part of the School, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place. The last survey was carried out in August 2015.
- 3.4 An asbestos register will be maintained showing the location, type and condition of the asbestos. The Bursar will be responsible for the up keep of the register.
- 3.5 Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).
- 3.6 Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
- 3.7 An asbestos management plan has been formulated in conjunction with the Bursar to either:-
  - encapsulate any asbestos present and monitor its condition, or
  - have the asbestos removed by a licensed contractor.
  - the plan specifies:
    - (i) who is responsible for managing the asbestos
    - (ii) responsibility for the asbestos register
    - (iii) the schedule for monitoring the condition of the materials
    - (iv) the associated channels of communication
    - (v) the Bursar has responsibility for the management of the plan
- 3.8 Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an Health and Safety Executive (HSE) licensed contractor to undertake the works.
- 3.9 Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.
- 3.10 Where an employee or contractor believes they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

## **C COMPETENT ADVICE PROVISION**

### **1 Scope**

This guidance considers the provision of competent health and safety advice as appropriate to the activities undertaken by the school.

### **2 Objectives**

- 2.1 To ensure that there is an adequate provision of competent advice for the School activities and premises.
- 2.2 To ensure that those with management responsibility are able to obtain advice for areas within their control.

### **3 Guidance**

- 3.1 The Bursar is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision
- 3.2 An external health and safety consultant may be used to advise on arrangements for health and safety in:
  - lessons
  - support areas
  - public spaces
  - sports facilities
- 3.3 External consultants may also be used as follows:
  - surveyors to give advice on the fabric of the school
  - engineers to advise, monitor and service plant and equipment (including boilers and pressure systems)
  - food hygiene professional to monitor, audit and take samples of catering facilities and activities
  - qualified electricians for all electrical systems work
  - Gas Safe registered engineers for work on gas boilers and appliances
  - asbestos consultants for sampling, updating registers and management action plans
  - contractor for risk assessment and sampling of water systems
  - consultants and contractors to undertake fire risk assessment and servicing of fire protection equipment
  - doctor providing medical advice
- 3.4 Internal expertise will be used as appropriate and may include:
  - Teaching area risk assessments (Head of Department)
  - Caretaking and Grounds activities (Bursar /Premises Manager)
  - First Aid (Senior First Aider/Senior Teacher/Deputy Head Teacher)

## **D CONTROL OF ACCESS AND SECURITY**

### **1 Scope**

This guidance provides for the security and workplace safety of the school.

### **2 Objectives**

- 2.1 To provide a safe and secure environment in which pupils can learn, staff can work and visitors can freely come and go.
- 2.2 To protect the buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in the community.

### **3 Guidance**

- 3.1 The Headteacher is responsible for ensuring there are suitable arrangements in place for security, workplace safety and lone working, and for monitoring and reviewing these arrangements on a regular basis.
- 3.2 The following are keyholders: The Headteacher, Deputy Headteacher, Bursar, Premises Manager and the cleaning company.
- 3.2 The first and last keyholder on site is responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site.
- 3.3 At least one keyholder is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.
- 3.4 The School's alarms are monitored and the monitoring company will summon a key holder and the Emergency Services, if the security or fire alarms go off outside the hours that the School is staffed.

#### The IT Co-ordinator and External Consultant

- 3.5 The IT Co-ordinator and External Consultant are responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. The External Consultant maintains a list of IT equipment, passwords and software. Only the External Consultant is able to amend and load software onto the system. The asset register is audited and updated annually.

#### Teaching Staff on Duty

- 3.6 At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours, and not in After School Care.
- 3.7 Pupils are not allowed to be unsupervised on site, and are expected to be collected by 3.20pm unless they are booked into After School Care or Clubs in which case they will remain in school until collected by a parent.
- 3.8 Arrangements are made to ensure pupils are supervised during play and lunch.

## Risk Assessment

3.9 Staff have carried out risk assessments on the grounds and the building. A copy of these risk assessments is available in the risk assessment file.

## Visitors and Contractors

3.10 All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. They are shown the School's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

3.11 When large numbers of visitors are at the School for open days, plays, concerts, exhibitions and other events a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our Risk Assessment Policy.

## Access Control

3.12 There are no electronic vehicle gates at our vehicle entrance.

3.13 The main front door and inner front door must be kept shut during school hours. Staff are issued with the passcodes to the doors. All visitors must press the intercom button in order to gain entrance. The entrance to the main door is controlled at Reception and in the Bursar's office. The inner door can only be opened in person.

3.14 The rear entrance is gated and locked at all times, except during drop-off and collection times, when parents have restricted access to the School via a coded keypad, this code is only available via the password protected parents area of the website and the code is changed annually.

## Parking Facilities and Deliveries

3.15 Parking on site is restricted to staff car parking only.

3.16 There is no restriction on delivery times due to the small amount of foot traffic at the front of the building.

3.17 Children must be supervised by an accompanying adult (e.g. a parent) at all times in the front car park.

## Reception

3.18 The School Reception is manned between 8.30am and 4.00pm during weekdays in term-time. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located at the bottom of the staff staircase. Other than the Bursar and Premises Manager the staff are not given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to evacuate the building and summon the Emergency Services.

## Training

3.19 All staff receive a briefing on security and workplace safety within their first week at the School. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration, in the arrangements for supervising pupils.

- Safeguarding their personal possessions.
- Safeguarding the School's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late working

3.20 Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

#### Lone Working

3.21 Only key holders are able to remain in school alone.

#### Pupils

3.22 Staff use PSHEE discussions and school assemblies to promote awareness of safety amongst all age groups.

#### Use of School Facilities by Members of the Local Community

3.23 The School hall is available to hire outside of school hours. We regulate its use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security.

#### Physical Security Measures

3.24 Physical control measures (e.g. fences) are regularly maintained and are regularly checked to ensure they are functioning.

3.25 All doors, windows and gates are checked by the key holder when locking up.

3.26 Regular checks are made by the Premises Manager throughout the day to ensure that restricted areas remain secured.

#### External doors and windows

3.27 All external doors are fitted with locks. The windows that give access to areas containing valuable equipment are fitted with blinds, which are closed every evening.

#### Security Alarms

3.28 The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice.

#### Unsupervised Access by Pupils

3.29 Pupils are not permitted to enter the Attic floor, Catering areas and Caretaking areas of the School. Children are not permitted unsupervised access to the external parts of the school.

#### School Property

3.30 A register of non-electronic valuables is maintained by the Bursar. The School's external IT provider maintains the register of electronic equipment. Both registers are reviewed annually.

## Security Lights

3.31 We use security lights to protect the outside of our buildings.

## MAINTAINING A SAFE AND SECURE ENVIRONMENT FOR OUR CHILDREN (INCLUDING EYFS)

3.32 The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions, and separately for before and after school clubs
- Check all pupils out as they are collected by their parents or carers
- The entrance to the Nursery building leads directly into the Nursery
- Each nursery child is handed over by the teacher to his or her parent or carer.

## **E CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM)**

### **1 Scope**

This guidance is applicable to all employees of and workers/contractors for the School who undertake construction activities. Construction work includes any construction, alteration, conversion, fitting out, commissioning, renovation, repair, redecoration, cleaning (pressure washing, sand blasting, using a corrosive / toxic substance), decommissioning, demolition and dismantling.

### **2 Objectives**

To ensure that the School complies with the requirements of CDM and in particular to ensure that construction projects deliver structures which are:

- (a) Safely built
- (b) Safe to use
- (c) Safe to maintain

### **3 Guidance**

- 3.1 The HSE document "Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2015 gives details of the process to follow ([www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf))
- 3.2 The School will be the Client under CDM and on all construction projects will, so far as is reasonably practicable, make suitable arrangements for managing a project including:
  - (a) Appoint competent persons to the project team
  - (b) Allow adequate time for the design, planning and construction work to be undertaken
  - (c) Provide key information to the project team, including that regarding the site and existing structures
  - (d) Put in place arrangements for communication, co-operation and general management of the project
  - (e) Ensure that contractors have provided adequate welfare facilities for the duration of the project
  - (f) Liaise with designers so that workplaces are correctly designed
- 3.3 Where there is, or likely to be, more than one contractor working on a construction project, the School will appoint in writing a Principal Designer (who will plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project) and a Principal Contractor (who will plan, manage, monitor and co-ordinate health and safety in the construction phase). The School will need to ensure that the Principal Designer and Principal Contractor are complying with their duties by receiving project updates / holding project review meetings.

In addition, where projects last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or involve more than 500 person days of work the School will notify the project to the Health and Safety Executive.

- 3.4 The School will keep up to date and make available to anyone who needs it a health and safety file.
- 3.5 The Bursar will have the responsibility for implementing this policy with support from the Governor responsible for Health and Safety and the Premises Manager as appropriate.

## **F CONTRACTOR MANAGEMENT**

### **1 Scope**

This guidance is applicable to all those with responsibility for selecting and appointing contractors to work for and on behalf of the School. There is separate policy guidance on construction projects where contractors will be employed and compliance with the Construction (Design and Management) Regulations is needed. The general points of this guidance will be applicable to such work.

### **2 Objectives**

- 2.1 To ensure that, so far as reasonably practicable, safety standards are complied with by contractors.
- 2.2 To ensure the health and safety of:
- school employees
  - school pupils
  - contractors' employees
  - sub-contractors
  - any other persons who may be affected by the work being undertaken

### **3 Guidance**

- 3.1 The Bursar will be responsible for the implementation of this policy.
- 3.2 The Bursar will check the health and safety competence of any contractor before appointment. The exact details may vary from project to project but will typically include:
- how the contractor manages health and safety, e.g. policy, conducting risk assessments, access to competent advice
  - who has overall responsibility for health and safety
  - what training staff have had
  - has the contractor ever been prosecuted, served notices or investigated by an enforcing authority
  - provision of example risk assessments for the type of work you will be undertaking
  - details of any serious accidents in the last 3 years
  - references for the type of work from previous clients
  - ensure the contractor has appropriate insurance cover
- 3.3 The Contractor's representative ("Contractor Rep") will report to the Bursar/Premises Manager and provide details of:
- general description and scope of work
  - timescale for the work
  - areas affected
  - work methods, safe systems of work / risk assessment as applicable
  - any foreseeable hazardous operations
  - any hazardous materials or dangerous work practices
- 3.4 The Bursar/Premises Manager will advise the Contractor Rep on:
- premises emergency procedures including evacuation / assembly points
  - facilities available to the contractor
  - relevant operational rules and procedures, e.g. no-go areas, times of working
  - access arrangements
  - school activities which may affect the contractors work
  - documentation required by the school
- 3.5 Outside normal school hours work may be allowed by prior agreement with the Bursar.

- 3.6 The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors)
- 3.7 The contractor will be required to:
- ensure that work areas are safe
  - ensure that work areas are tidy
  - remove rubbish and redundant materials
- 3.8 Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the Bursar, this includes:
- hot work
  - excavations
  - scaffolding
  - overhead work
  - use of flammable liquids
  - work involving electricity
  - work at height and involving lifting equipment
  - any construction work
- 3.9 Any possible interference with alarm systems and emergency escape routes must be informed to the Bursar/Premises Manager and suitable remedial arrangements agreed
- 3.10 The Contractor Rep will report any accidents to the Bursar/Premises Manager
- 3.11 The Contractor is responsible for the provision of their own first aid arrangements
- 3.12 Any discovery of suspected asbestos material must be reported to the Bursar/Premises Manager immediately and work stopped.
- 3.13 The Bursar will inform the insurance company of any works and ensure that the school is sufficient covered.

## **G CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (Including Radioactive)(COSHH)**

### **1 Scope**

This guidance is applicable to all employees of, workers for, and pupils of the School when using substances hazardous to health.

### **2 Objectives**

- 2.1 To ensure that foreseeable work activities using / generating hazardous substances are identified.
- 2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- 2.3 To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the School.

### **3 Guidance**

- 3.1 Teachers and Heads of Subject will be responsible for the management of hazardous substances within their areas of responsibility. The Premises Manager will be responsible for the management of hazardous substances used for cleaning and maintenance.
- 3.2 Hazardous substances include:
  - Those classified as very toxic, toxic, harmful, irritant and corrosive
  - Biological agents connected with work with micro-organisms
  - Substantial quantities of any dust
  - Substances with a maximum workplace exposure limit assigned by the Health and Safety Executive
  - Radioactive substances
  - Any other comparable substance, e.g. pesticides
- 3.3 Typical areas which will need to be considered are:
  - Adhesives, paints, cleaning agents etc. used in Art, D&T, drama, maintenance, cleaning and catering activities
  - Fumes from soldering and welding in D&T, workshops and maintenance
  - Wood dust from D&T, workshop and maintenance
  - Pesticides in grounds maintenance, pest control
- 3.4 All Staff will ensure that:
  - Where hazardous substances are used or stored on the School premises, a COSHH risk assessment will be undertaken and any required control measures will be implemented
  - Material safety data sheets (MSDS) for each hazardous substance in use will be attached to the COSHH risk assessment and held centrally by the Premises Manager. The instructions for transportation, storage, handling and disposal will be followed.
  - All substances will be allocated a number. All stock of a substance will be numbered accordingly
  - Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
  - Appropriate personal protective equipment will be available
  - All substances should be kept in the original packaging unless the dilution is required, in which case the name, number and any other relevant information will be clearly written on a label on the bottle.

- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

3.5 Maintenance, examination and testing of control measures will be the responsibility of the Bursar / Premises Manager. Such arrangements will cover:

- Respiratory protective equipment
- Other personal protective equipment, e.g. gloves, aprons, eye protection

3.6 No radioactive materials are permitted to be used in the school.

## **H     DISPLAY SCREEN EQUIPMENT**

### **1     Scope**

This guidance is applicable to all those (employees and pupils) who use display screen equipment. Such equipment will include laptops, desk mounted units etc.

### **2     Objectives**

- 2.1 To ensure that those who regularly use display screen equipment are identified so that a suitable assessment may be undertaken.
- 2.2 To ensure, so far as is reasonably practicable, that the health and safety of users is not adversely affected by the use of Display Screen Equipment ("DSE").
- 2.3 To ensure that where required, ancillary equipment is provided.

### **3     Guidance for Staff**

- 3.1 The Bursar is responsible for ensuring that DSE assessments are completed, remedial action implemented and the assessments reviewed as appropriate.
- 3.2 Members of staff who regularly use DSE should have their work station assessed. Attached at Appendix 1 is a sample DSE self-assessment form which should be completed by all members of staff who use DSE.
- 3.3 The Bursar will ensure that a self-assessment has been completed for each member of staff and that any remedial action identified is implemented. Completed assessments will be kept by the Bursar. The self-assessments should be reviewed on an annual basis or when there has been a significant change in their work environment.
- 3.4 Where the assessment indicates a need for ancillary equipment this will be provided by the School. Equipment includes, but is not limited to:
  - specialist seating
  - footrests
  - anti-glare screens
  - wrist support
  - window blinds
  - specialist desk
- 3.5 Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Bursar. Occupational health assessments may be required to be undertaken by users.
- 3.6 Where an eye test is requested by a DSE user, the school will provide the name of an optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work only, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to £40). Individuals may put this sum towards a pair of more expensive spectacles as long as these spectacles are made available for use at work
- 3.7 Eye tests should be undertaken every 2 years.
- 3.8 Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. It is recommended that HSE guidance INDG36 is issued to all users as part of their information, instruction and training;

3.9 IT technicians will be responsible for ensuring appropriate cable management where DSE is in use.

#### **4 Guidance for Pupils**

4.1 Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day.

4.2 Pupils will be given guidance on the need for breaks, posture etc. in line with that given to staff.

4.3 Designated workstations for pupils will be of a similar standard to those provided for staff.

# **I ELECTRICAL SAFETY**

## **1 Scope**

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with electrical systems and equipment.

## **2 Objectives**

To ensure that the School complies with the requirements of the Electricity at Work Regulations and in particular to ensure that:-

- 2.1 Action is taken on the discovering of defects;
- 2.2 Systems are in place for the inspection and repair of electrical installations and equipment;
- 2.3 Inspection and test certificates are held as required.

## **3 Guidance**

- 3.1 The Premises Manager will act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.
- 3.2 The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the Bursar/Premises Manager. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. The Premises Manager has been trained to undertake visual inspections of portable equipment.
- 3.4 All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- 3.5 Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, those employees have received adequate training in that task.
- 3.6 The fixed wiring at the School will be examined on a 5 yearly basis (or over a 5 year period on a 20% basis) in line with the IEE Regulations by a competent person. The last examination took place in May 2015.
- 3.7 All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested. PAT testing will be undertaken by the Premises Manager who has been trained to undertake this task. The current test date will be displayed on each portable appliance.
- 3.8 Records of any fixed system and portable appliance work will be kept by the Premises Manager. This will include repairs, servicing, maintenance or withdrawal from use.
- 3.9 Users of electrical equipment should visually check for defects before use.
- 3.10 Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe.

## **J     EMERGENCY SITUATIONS**

### **1     Scope**

This guidance is applicable to all those involved in responding to and responsible for the management of emergency situations at the school.

This guidance should be read in conjunction with the School's Critical Incident and Business Continuity Plan.

### **2     Objectives**

- 2.1 To ensure that the School can respond effectively to an emergency situation
- 2.2 To enable procedures to be developed for typical foreseeable emergency situations
- 2.3 To protect the health and safety of those who may be affected by emergency events

### **3     Guidance**

- 3.1 The Head Teacher will be responsible for the implementation of this policy.
- 3.2 Emergency situations include, but are not limited to:
  - serious injury to a pupil or member of staff, e.g. transport accident
  - significant damage to school property, e.g. fire
  - criminal activity, e.g. bomb threat
  - severe weather, e.g. flooding
  - public health incidents
  - effects of disaster in a local community
- 3.3 The planning process for emergencies will involve:
  - risk assessment
  - planning
  - training
  - exercising
  - reviewing
- 3.4 Emergency plan distribution
  - All staff and governors should have a copy of the plan which can be referred to both during and outside of school hours.
  - It may be appropriate to provide the plan to third parties, such as the emergency services
  - The plan (hard copy and electronic) should be on a controlled distribution list and should be kept secure as it will contain sensitive information.
  - The plan should be regularly reviewed
  - It may be useful to have a summary of the plan for staff which can be easily carried about
- 3.5 Grab bag

The school has 1 bag available which will include the following items:

  - first aid kit
  - parent contact list
  - wind up torches
  - whistle
  - loud hailer
  - high visibility jackets
  - space blankets
  - disposable gloves
  - log books

- copy of emergency plan
- The grab bag should be checked annually and be easily accessible (Back Porch storage unit)

### 3.6 Risk assessment

This should take account of the particular vulnerability of the school and the surrounding community, which include:

- location and experience of severe weather
- size and age of school community
- those with disabilities and special needs

### 3.7 Planning

Contact details should be maintained for all those who may need to be communicated with, which may include:

- staff
- governors
- pupils
- parents / carers
- emergency services
- local authority
- local media, e.g. radio stations
- alternative contact methods

When the plan is activated the priority is to safeguard those on-site and alert the emergency services if necessary. An incident log should be maintained.

### 3.8 Roles and Responsibilities

The Head Teacher will take overall responsibility for co-ordinating the response to an emergency and will be supported by an Emergency Management Team as detailed in the Critical Incident and Business Continuity Plan

The plan will deliver, so far as reasonably practicable:

- overall co-ordination of the response
- business continuity
- communications
- log-keeping
- media management
- necessary resources
- welfare facilities

### 3.9 Post Incident Support

The School is aware that a traumatic event can have a significant impact. This may manifest itself in:

- sleep disturbance
- recurrent dreams
- disturbing images and memories of the event
- impairment of memory
- feelings of guilt
- difficulty in concentrating
- reduced interest in significant activities
- avoidance of activities similar to the emergency event

Those who could be affected include:

- the injured
- those uninjured but at risk
- witnesses
- related to / friends of those involved
- those who blame themselves or who are blamed by others
- pre-existing behavioural difficulties
- previously suffered bereavement or loss

- witness a similar incident before

The School recognises that support from educational professionals trained in psychological debriefing, critical incident stress management, bereavement counselling and trauma management may be needed to address:

- short and long term support arrangements
- guidance on the grieving process
- identifying particularly vulnerable individuals
- organisations that can provide assistance

### 3.10 Business Continuity

Critical services need to be maintained during an emergency, these include:

- utility supply
- key suppliers
- access to premises
- key personnel
- password access to essential sites
- access to telecommunications
- back up of computer systems
- scanning important records and storing electronically

### 3.11 Site Information

Detailed information about the School site is stored electronically and available by remote access to show

- internal hazards, e.g. asbestos, chemical storage
- external hazards, e.g. rivers, reservoirs, industrial sites, main roads
- utility supplies, e.g. isolation of services
- evacuation procedures e.g. routes and assembly points
- significant places in the neighbourhood, e.g. rest centres, nearby schools
- pre-designated areas for use, e.g. lockdown rooms, briefing centres, temporary accommodation

### 3.12 Evacuation

- The purpose of evacuation is to move people away from danger to a safe place.
- Where possible the Headteacher with the SMT will ask staff to prepare for evacuation. It is recognised that this may not always be possible and it may be necessary to evacuate the building without prior warning.
- If the entire site has to be evacuated pupils and staff will leave the building and line up in the playground – as rehearsed for fire drill – unless advised otherwise by the emergency services
- The children and staff will then walk to St Martins of the Tours along the route used to get to the Church on other occasions.

### 3.13 Shelter

Some emergencies may require staff and pupils to shelter within the School building. All staff will have a key role in reassuring pupils and alleviating parental concerns.

### 3.14 Lockdown

- This is to prevent an intruder from causing harm to those at the School and entrances should be secured to prevent entry.
- Suitable rooms should be identified at the school, including an exit route if an intruder does gain access to the premises.
- The lockdown signal consists of four blasts of a whistle followed by “lockdown, lockdown”. This is repeated continuously. There are whistles kept at reception, in the attic and carried by the Premises Manager. This is distinctive from the school fire evacuation bell to avoid confusion
- On hearing the alarm classroom staff will ensure all windows are shut. Children in the hall or outside must return to their classrooms.
- If the intruder is thought to be in the field area at the rear of the building Nursery children in Green Room will be escorted towards Red Room out of window sight

and the Green Room door will be locked by Nursery Staff. If the intruder is thought to be at the front of the school the children in Red Room will be escorted into Green Room and the teacher will lock the Green Room door. Mars teacher will check the middle hall doors, the external playground door and the Mars inner door are locked. If the intruder is thought to be in the field area at the rear of the building children in Neptune Classroom will be escorted into Mars Classroom out of window sight. If the intruder is thought to be at the front of the school the children in Mars Classroom will be escorted into Neptune Classroom. The secretary will check the main back door is locked.

- Communication systems should be identified, e.g. usage of school computers, mobile phones.
- All children and staff will remain in their classrooms until instructed otherwise.
- Emergency services will be contacted immediately on hearing the 4 whistle alert.

### 3.15 Closing the School

- This is a very rare occurrence and will normally be the decision of the Headteacher. Occasionally, local or central government or the emergency services may recommend this course of action.
- Any decision to close will balance benefits (time for arrangements to be put in place) against the drawbacks (situation not as bad as initially feared)
- Pupils and parents should be notified of any closure at the earliest opportunity.
- It may be possible for the School to be partially operational. The School will reopen as soon as possible so that pupils' education is disrupted to a minimum.

### 3.16 Communications

- It is likely that concerned parents and carers will be contacting the School by phone for information. To enable consistent communication, a message-only answer machine will be set up by the Bursar with the office staff with the latest information. This will be updated as appropriate.
- If possible, information approved by the Headteacher will be uploaded and updated by the office staff to the school's website
- Special lines may be set up for communication with the emergency services. The emergency services may advise what information should be given to pupils and parents.
- Those directly affected should be contacted personally.
- A log of communications should be kept
- Text messaging can be an effective way of communicating with parents if available.

### 3.17 Media Management

- Any significant event is likely to attract, local, national, and international attention.
- The Headteacher and Chair of Governors have media training so that they can act as a contact point.
- All media statements must be approved by the Headteacher or Chair of Governors before issue.

### 3.18 Bomb Threats

- All staff should be aware of the action to take when a call is received from someone claiming to have information about a bomb.
- As much detail as possible should be recorded about any call.
- Bomb threats are more likely to be real when:
  - a code word is used that is known to police
  - the police are aware of potential terrorist activity in the area
  - the threat is specific rather than general
  - the threat is credible
- The Headteacher will be informed immediately and will decide whether to evacuate the building, and if necessary the fire alarm system will be used to evacuate the school quickly and calmly.

- A bomb threat is a crime, so even if thought to be a hoax it must be reported to the police.

### 3.19 Suspicious Packages

If a package of this nature is received, advice will be taken from the police by the Bursar

### 3.20 Log Keeping Guidelines

- Events can occur rapidly, so it is vital to keep a record of events
- The school will appoint a person whose sole task in any emergency situation will be to maintain a log
- The log should contain:
  - decisions made
  - actions taken
  - significant conversations
  - other pertinent information
- Any information related to the incident will be copied, retained and archived as the emergency may be subject to a detailed inquiry

### 3.21 Training

- Training will be provided relevant to the roles of those receiving it. This will include:
  - demonstrating the equipment within the grab bag
  - delivering a tour of the School premises
    - providing a general overview of the procedures within the emergency plan
    - organising specific training for the School Emergency Management
- Team Training will be delivered through special events or as part of other training, staff meetings, Governors' meetings, INSET days. Where appropriate, this will involve attendance by the emergency services.
- Pupils will be involved in training which could include:
  - a class session on risk assessment, role of pupils in an emergency, emergency preparedness at home
  - explain procedures during an assembly
  - exercise drills / evacuations
- Parents and carers are informed of emergency procedures, via newsletters, letters home, the School website. It covers:
  - reason for contacting them
  - what contingencies the School has in place
  - actions that would be taken during an emergency
  - arrangements for contacting them
  - actions parents and carers should take
  - reminder to keep contact details up to date

### 3.22 Exercises and Scenarios

- The purpose of these is to validate the documented procedures within an emergency plan.
- Exercises may be discussion based, desk top or live.
- Scenarios selected should be carefully chosen, and should include things like verifying contact details, testing equipment and checking that evacuation routes are adequate.
- All people should have received a briefing prior to any exercise.
- Timing should be considered so as not to interfere with school operations any more than necessary.
- It may be possible to involve other organisations to increase the realism.
- Exercises will normally involve facilitators, players and observers.
- All those taking part should be prepared to give feedback on the session.
- The School Emergency Management Team will decide who should be notified of the exercise (e.g. neighbours) taking place so that it is not confused with a real incident.

### 3.23 Reviewing

These need to consider:

- lessons identified from training events, exercises and emergencies
- changes to risk assessments
- changes to key members of staff
- changes to School site
- debriefs from exercises or incidents
- aspects of the response which worked well
- aspects of the response which could be improved
- improvements that should be made to the emergency plan
- additional training needs

The plan will be redistributed when updated, with a copy of the previous version being archived.

## **K     GENERAL WORKPLACE SAFETY**

### **1     Scope**

This guidance is applicable to all those with the responsibility for the provision and maintenance of the working environment on school premises. The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

### **2     Objectives**

- 2.1 To ensure that statutory requirements are met regarding the provision of a satisfactory working environment.
- 2.2 To ensure, so far as reasonably practicable, the continued well-being of employees and pupils.

### **3     Guidance**

3.1 The Senior Management Team will be responsible for the implementation of this policy.

#### 3.2 Welfare

Suitable and sufficient welfare facilities will be available on School premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

#### 3.3 Workplace Safety

- Each area of the School premises classified as a workplace will:
  - have adequate ventilation
  - provide a suitable working temperature
  - be adequately illuminated
  - be kept in a clean condition
  - have adequate access and workspace for the activity
  - have suitable furniture and work stations
  - be regularly inspected and assessed
- Safe access and egress will be maintained in each workplace, including accessibility.
- Provisions will be made to prevent slips, trips and falls and falling objects.
- Any storage racking will be inspected regularly and be fit for purpose.
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.
- Signs will be displayed where appropriate to warn of risk, these being:
  - prohibition signs, e.g. no access
  - warning signs, e.g. danger electricity
  - mandatory signs, e.g. eye protection must be worn
  - emergency or first aid
  - The School noticeboard will also display:
    - Health and Safety policy statement
    - HSE Health and Safety Law poster
    - emergency procedures
    - details of first aiders

#### 3.4 Public Safety

It is the aim of the School to ensure, so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

## **L     GAS SAFETY**

### **1     Scope**

This policy is applicable to all employees of and workers / contractors for the School who undertake activities associated with gas systems and equipment.

### **2     Objectives**

To ensure that:-

- 2.1    Action is taken on the discovering of defects;
- 2.2    Systems are in place for the inspection and repair of gas installations and equipment;
- 2.3    Inspection and test certificates are held as required.

### **3     Guidance**

- 3.1    The minimum number of mains appliances are used or stored on the School premises.
- 3.2    All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel are allowed to enter.
- 3.3    Flammable gases and oxygen are not stored together.
- 3.4    Only Gas Safe registered individuals are to work on installations on the Schools premises.
- 3.5    All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.
- 3.6    Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.
- 3.7    Records of all work undertaken on gas systems / appliances will be kept by the Premises Manager.
- 3.8    In the event of a leak or suspected leak:-
  - turn off the gas supply;
  - if the supply cannot be turned off, or a leak is suspected then evacuate the area;
  - notify the gas supplier;
  - do not operate electrical equipment in the area;
  - cease all activities that may expose a spark or naked flame;
  - do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

## **M     MANUAL HANDLING**

### **1     Scope**

This guidance is applicable to all employees of and workers for the school who undertake manual handling activities.

### **2     Objectives**

- 2.1 To minimise so far as is reasonably practicable, the need for manual handling
- 2.2 To ensure that only individuals who have received training in manual handling undertake such activities
- 2.3 Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

### **3     Guidance**

- 3.1 All staff will be responsible for the management of manual handling activities within their areas of control.
- 3.2 Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:
  - Moving furniture around classrooms
  - Moving equipment stored at height
  - Moving items when taking delivery of goods
  - Pushing and pulling trolleys and PE equipment
  - Setting up temporary stages
  - General movement of workplace equipment
- 3.3 Staff will:
  - Consider whether the object needs to be moved at all
  - Where it does need to be moved whether this can be by automation, eg using a lift truck
  - Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
  - Ensure that those undertaking such tasks have received appropriate training
- 3.4 When assessing the risk, the following should be taken into consideration:
  - The task
  - The load
  - The individual
  - The environment
- 3.5 All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:
  - Planning the lift
  - Keeping the load close to the waist
  - Adopting a stable position
  - Getting a good hold
  - Not flexing the back any further when lifting
  - Avoiding twisting the back or leaning sideways
  - Keeping their head up
  - Moving smoothly
  - Putting the load down, then adjusting as necessary

## **N     SAFETY INSTRUCTION AND TRAINING**

### **1     Scope**

This guidance applies to the provision of health and safety training within the School.

### **2     Objectives**

- 2.1    To ensure that all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner.
- 2.2    To ensure that health and safety training requirements at all levels within the School are identified and reviewed.
- 2.3    To meet any statutory training requirements for specific activities.

### **3     Guidance**

- 3.1    All new employees are given a safety induction training by the Bursar / Deputy Head to include:-
  - fire precautions and safety procedures;
  - first aid and accident reporting arrangements;
  - general information on health and safety;
  - known hazards in the workplace and the control measures in place;
  - the School's policy and procedures;
  - specific topics relating to that person's role and their place of work, including departmental policies and risk assessments
- 3.2    Specialist job related training will be conducted / organised as follows:
  - Science related – Science Co-ordinator
  - Design and Technology related – D&T Co-ordinator
  - Catering and Cleaning - Catering Manager / Bursar
  - First Aid – Deputy Head /Senior First Aider
  - Any individual requirements for subject/activity specifics - Line Manager
- 3.3    Refresher training will be given as appropriate to changes within the workplace and the role of the individual.
- 3.4    Records of training will be kept by the Bursar / training organiser as appropriate.

## **0 SMOKING AND VAPING**

### **1 Scope**

This guidance is applicable to all those persons who may be on School premises.

### **2 Objectives**

- 2.1 To ensure that statutory requirements are met.
- 2.2 To protect non-smokers from the adverse health effects of environmental smoke in the workplace.
- 2.3 To demonstrate the School's commitment to promoting the health of pupils and staff.

### **3 Guidance**

- 3.1 The Headteacher will be responsible for the implementation of this policy.
- 3.2 Smoking and Vaping is prohibited on School premises as specified in the Smoke-free (Premises and Enforcement) Regulations.
- 3.3 The School is a smoking-free and Vaping-free site.
- 3.4 There are no designated smoking areas within the School site.
- 3.5 The prohibition of smoking and Vaping applies during school related activities which are undertaken outside school premises.
- 3.6 The policy applies to all forms of smoking including tobacco and e-cigarettes.

## **P     TRAFFIC MOVEMENTS ON SITE**

### **1     Scope**

This guidance applies to all traffic movements undertaken on School premises

### **2     Objectives**

- 2.1    To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- 2.2    That vehicles and traffic routes are separated wherever possible.
- 2.3    That traffic routes are suitably signed and controlled.

### **3     Guidance**

- 3.1    The Bursar will have responsibility for the implementation of this guidance with support from the Premises Manager as appropriate.
- 3.2    The following areas will be addressed:
  - Vehicles on site
  - Parking and deliveries
  - Access control and security
- 3.3    Parking arrangements are as follows:
  - (a)   General – parking is permitted in marked bays. Under no circumstances are vehicles permitted to be parked down the centre of the car park which forms part of the fire escape route from upstairs classrooms. Vehicles may not be parked in front of any main doorways including the front door, hall and kitchen.
  - (b)   Staff – where space is available staff may park in designated bays
  - (c)   Visitors – there is not visitors parking generally available on site – parking is available in adjacent roads.
  - (d)   Parents – parents are asked to park in adjacent roads. A voluntary one-way system operates in Chartwell Place at drop-off and pick-up times to avoid traffic coming to a standstill. Parents are asked to park with due consideration to the residents and not to park directly outside the School gate.
  - (e)   Events – parking is not available on site and those attending must park in adjacent roads.
  - (f)   Contractors – where possible contractors are asked to attend after school or in holidays and wherever possible will be accommodated on site.
- 3.4    Deliveries are permitted during the School's opening hours. Vehicles are only allowed to park in designated bays. Deliveries should be arranged in advance wherever possible with the Premises Manager.
- 3.5    Due to the size of the site, there are no separate pedestrian routes at the front of the building. Lighting is provided as appropriate. Daily drop-off and pick-up of the children is made via the rear of the school where there is pedestrian-only access directly from the street to the building, through a gate with a restricted access keypad.
- 3.6    Cyclists should dismount once they arrive on site. Parking for cycles is available at the front of the school.

## **Q WATER QUALITY (INCLUDING LEGIONELLA)**

### **1 Scope**

This guidance is applicable to all employees of and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers.

### **2 Objectives**

- 2.1 To clearly identify the responsibilities of individuals as appropriate.
- 2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows:-
  - (a) water systems incorporating a cooling tower;
  - (b) water systems incorporating an evaporative condenser;
  - (c) hot and cold water systems;
  - (d) other plant and systems containing water which is likely to exceed 20C and which may release a spray or aerosol during operation or when being maintained.
- 2.3 To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 Approved Code of Practice and HS(G) 274 guidance.

### **3 Guidance**

- 3.1 Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Bursar and the Premises Manager who has attended a certificated course in water safety awareness. He maintains appropriate records of testing and certification.
- 3.2 The School has appointed a competent consultant to conduct a risk assessment and draft a manual, which specifies control regimes.
- 3.3 The School has appointed a competent contractor to be responsible and will undertake a water quality risk assessment on all relevant water systems;
  - (a) the assessment will be updated as appropriate, for example if new equipment is added, and as a matter of course reviewed every two years;
  - (b) the details of any risks will be made available to those persons who may be affected;
  - (c) copies of the risk assessment will be available for inspection by persons entitled to do so;
  - (d) if the risk assessment shows that there is a reasonably foreseeable risk, the Bursar / Premises Manager will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.
- 3.4 A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain:-
  - (a) the risk assessment findings;
  - (b) the written scheme detailing control measures;
  - (c) the results of monitoring, inspections, tests or checks completed and the dates;
  - (d) details of the water system not in use and control measures taken;
- 3.5 The records will be kept for the period for which they remain current and at least 5 years following that period.

3.6 In the event of a positive water sample, the Water Contractor will notify the Bursar immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Headteacher will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with Legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

## **R WORKING AT HEIGHT**

### **1 Scope**

This guidance is applicable to all employees of and workers / contractors for the school who undertake activities associated with working at height.

### **2 Objectives**

To ensure that the School complies with the requirements of the Work at Height Regulations and in particular to ensure that:-

- 2.1 All work at height is properly planned and organised
- 2.2 Those involved in work at height are competent
- 2.3 The risks from work at height are assessed and appropriate work equipment is selected and used
- 2.4 The risks from fragile surfaces are properly controlled
- 2.5 Equipment for work at height is properly inspected and maintained

### **3 Guidance**

- 3.1 The Premises Manager will apply the following hierarchy for managing and selecting equipment for work at height, namely:
  - Avoid work at height where possible.
  - Use work equipment or other measures to prevent falls where it cannot avoid work at height
  - Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
  - Recognise when it would be most appropriate to use external contractors
- 3.2 The School requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment, is only to be undertaken by competent people.
- 3.3 When equipment is selected for work at height it will be:
  - The most suitable equipment for the task
  - Give collective protection measures priority over personal protection measures
  - Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used
- 3.4 Inspection of equipment used for work at height will be undertaken by a competent person as appropriate.
- 3.5 Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and Stepladders.

### **Adopted by the Governing Body**

Signed *H Crossley*  
H Crossley, Chair of Governors

Signed *A C Thackray*  
A C Thackray, Headteacher

Reviewed November 2019  
Next Review November 2020  
Last Review November 2018

## Appendix 1: Display Screen Equipment Self-Assessment Form

Part 1 - Initial assessment of DSE work		
Person being assessed:		
Location:		
Issue		Y / N
Does the person: <ul style="list-style-type: none"> <li>• Depend on DSE to do their job; there is no alternative?</li> <li>• Need particular skills and training in the use of DSE to do the job?</li> <li>• Normally use DSE for spells of more than one hour?</li> <li>• Does the person normally use DSE daily?</li> <li>• Need fast transfer of information between themselves and the screen?</li> <li>• Require high levels of concentration, i.e. errors may be critical?</li> </ul>		
If most of the answers are yes, then the person will be considered to be a user, and a detailed assessment will now be completed using part 2 of this form. If most answers are no, then the person would not be classified as a user.		

Part 2 - Detailed assessment of DSE work		
The Display Screen		Y / N
1.	Are screen characters well-defined and of adequate size and spacing?	
2.	Are screen images flicker-free and stable?	
3.	Can screen brightness and contrast be adjusted?	
4.	Is the screen free from glare and reflection?	
5.	Is the screen positioned correctly to enable comfortable use?	
6.	Is a screen cleaning kit provided?	
The Keyboard		
7.	Can the keyboard be tilted?	
8.	Is the keyboard separate from the terminal?	
9.	Does the keyboard have a non-reflective surface?	
10.	Are the keyboard characters clearly defined?	
11.	Are the keys comfortable to use?	
The Work Desk		
12.	Is the work desk large enough for all the equipment?	
13.	Are the surfaces non-reflective?	
14.	Is there a document holder available, if required by the user	
15.	Is there space in front of the keyboard to allow users to rest hands/wrists?	

The Work Chair		
16.	Is the work chair stable?	
17.	Can the chair be height-adjusted?	
18.	Can the backrest be adjusted for height and tilt, independently of seat height?	
19.	Can both feet be placed on the floor when in a comfortable working position?	
20.	Is a footrest available if required by the user?	

Environment		
21.	Is there sufficient space for comfortable handling of documents, telephone etc.?	
22.	Is the lighting adequate at the workstation?	
23.	Will lighting prevent excess contrast when the user looks away from the screen?	
24.	Is the temperature at the workstation comfortable?	
25.	Are heat levels emitted by the equipment under control?	
26.	Are noise levels at the workstation comfortable?	
27.	Is ventilation of the area adequate and comfortable?	
28.	Is the relative humidity comfortable? (no complaints of dry facial skin, sore eyes)	

Health		
29.	Is the identified user free of eyesight problems?	
30.	Has the identified user requested or been offered an eyesight test?	
31.	Does the user wear eye correction provided as a result of an eyesight test?	
32.	Are copies of the optometrist's eyesight reports and prescriptions held on file?	
33.	Is the user free of pains, pins and needles etc. in neck, shoulder or upper limbs?	
34.	Is the user free of restricted joint movement, impaired grip or other disability?	
35.	Is the user free of fatigue or stress?	

Training, information and planning		
36.	Has the user received training in the use and set up of DSE?	
38.	Is there a written record of the identified users training and is it up to date?	
39.	Is work planned to include breaks to avoid excessive exposure to DSE work?	

Part 3 - Corrective action (The following action should be taken to correct the problems identified above.)

Comments and corrective action	Date Completed
Assessor's details	
Name of Assessor:	
Issued to:	
Date of next review:	

**ST CHRISTOPHER'S SCHOOL TRUST (EPSOM) LTD**

**RISK ASSESSMENT FORM**

**PART A. ASSESSMENT DETAILS:**

**Area/task/activity:** Risk assessment for classroom or school activity

**Location of activity:**

Name of person completing form:		This document needs to be communicated to:	
		How will it be communicated	
Signature		Date communicated	
Date:		Planned review date (Step 4 below)	
		Who will carry out review	

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how	Step 3 Identify precautionary measures already in place	Step 4 Does this require review

**PART C: ACTION PLAN Step 5 Further action / controls required**

<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>