**HURTWOOD HOUSE**

**Health and Safety at Work Policy**

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| Reviewed | By | Last reviewed | Last modified |
| Annually | SMT | May 2025 | May 2025 |

# HURTWOOD HOUSE

**HEALTH & SAFETY AT WORK POLICY**

**Part 1: General Statement of Health and Safety Policy**

Hurtwood House is committed to ensuring the health, safety and welfare of its employees, students, contractors, visitors (including parents) and others who could be affected by our activities and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

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 proprietors are committed to promoting the welfare of all in our community so that effective learning can take place.

The School’s objectives within Health and Safety are:

* 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 to enable the standards of safety to be adapted and enforced.
* To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
* To provide means of access and egress that are safe and without risks to health.
* 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 students.
* To ensure that the health, safety and welfare of all employees, students, and members of the public are under continuous review by management at all levels.
* To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
* To ensure the School will have and maintain up to date fire procedures and documents; and ensure that all employees and students are familiar with them.
* To ensure that all bus journeys to and from the School are the responsibility of qualified drivers and that they understand the need for care on these narrow lanes.
* To ensure all trips, whether local or extended are covered by the appropriate risk assessments.

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

* The Deputy Head Students is a member of the Health & Safety Committee. It is his responsibility to ensure matters of health and safety are tabled at SMT meetings.
* The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
* These reports (as per point above) are considered by the SMT and its 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 Domestic Bursar arranges for regular external deep cleaning and the Estates Manager arranges pest control services.
* The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated if significant changes are made to the interior of buildings or new buildings are bought or added.
* The school has a competent person undertake a risk assessment for legionella and ensures a water 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 which includes basic 'manual handling' and 'working at height training'.  Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training.  First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits [and to selected members of the non-teaching staff].

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors.  They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the proprietors 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 intranet and hard copy in the Bursar’s office.   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 2 and 3 of this document.

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

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| Authorised by | resolution of the Partners1F9E6377cosmo |
| Date | 24/06/2025 |

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| Effective date of the policy | 1st September 2025 |
| Circulation | Partners / all staff / parents / students on request |
| Status | Complies with Education (Independent School Standards) (England) Regulations 2014, The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. |

# Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy.  It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

**1.  Proprietors**The Proprietors have overall collective responsibility for health and safety within the School and act as the Duty Holders in this respect. They have a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Proprietors in carrying out their duties.

**2.  Headmaster**The Headmaster will assist the proprietors in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the proprietors on health and safety performance and assist the Proprietors in implementing changes in the Policy which the Proprietors have approved.

**3.  Bursar**

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

* Safety and security
* Fire safety
* Electrical safety
* Gas safety
* Water quality
* Asbestos
* Emergencies
* Staff induction

They will also act as the school’s Health & Safety Co-ordinator, whose duties will include:

* co-ordinating advice from specialist safety advisors and producing associated action plans
* co-ordinating Health & Safety training for staff
* monitoring health and safety within the School and raising concerns with the Headmaster
* undertaking an annual review of the school’s Health & Safety and related policies
* maintaining the school’s Health & Safety records
* overseeing and supporting the school’s risk assessment process
* chairing the school’s Health and Safety Committee.

**4.  Heads of Department (Teaching)**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.  They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

* Science (including harmful substances and flammable materials) - Head of Science
* Sports and activities - Head of Activities
* Drama and theatre - Head of Theatre
* Media – Head of Media
* Dance – Head of Dance
* Art (including harmful substances and flammable materials) - Head of Art
* Music - Head of Music
* Trips and visits - Educational Visits Co-ordinator (The Bursar)

Other responsibilities include ensuring that:

* safe systems of work are included within lesson plans
* all students receive induction at the start of the academic year
* all staff and students have access to and wear PPE identified
* the department areas are safe for occupation prior to the start of each working day
* all building defects are reported to the maintenance team
* training that is relevant to their area of control is identified, organised (and records maintained).

**5. The Head of IT**

The Head of IT and his team 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 team manages the CCTV system from the monitors in the IT office.

**6. Teaching Staff**

Teaching staff are responsible for the health, safety and welfare of the students in their control and in particular must ensure that:

* effective and appropriate supervision of students
* appropriate safety instructions are given to all students prior to commencing practical sessions
* they are fully conversant with the school’s Health & Safety policy and any arrangements specific to their own department
* all personal protective equipment is suitable and in good condition prior to issue, where relevant
* any safety devices such as machine guards, are in good condition and are used in accordance with good practice
* they participate in the school’s risk assessment process
* they report any defects in the condition of premises or equipment of which they become aware
* they report all accident/incidents in accordance with school procedure
* they are familiar with the procedures to be followed in the event of a fire/emergency

**7. Housemasters (HsMs)**

The Housemasters/mistresses will ensure, so far as is reasonably practicable, the health and safety of those living and working in their boarding houses.  They are responsible for maintaining up to date risk assessments for the houses and site under their control.

They will also be responsible for carrying out planned fire checks within their nominated areas (fire door checks, call point checks etc), emergency evacuation practices at least termly and monitoring the condition of their buildings and site through regular walk rounds. They will be responsible for reporting all building defects to the maintenance team.

**8.  Estates Department**

The Estates Manager will be responsible for the implementation of the following:

* building security
* prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
* registration and control of maintenance visitors
* site traffic movements
* maintenance of School vehicles
* testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos etc
* good standards of housekeeping, including drains, gutters etc
* identified hazards are removed, isolated or contained, as necessary
* control of hazardous substances for grounds and maintenance activities.

In addition, the Estates Manager is responsible for the following:

* carrying out risk assessments for the activities of the Estates Department
* identifying safe systems of work for the activities of the Estates Department
* identification of training needs for staff within the department
* ensuring that work equipment is maintained in a safe condition
* ensuring that COSHH assessments are carried out for all hazardous chemicals used by the estates department
* delivery of the maintenance regime for the school’s assets
* ensuring that statutory compliance is achieved on all building assets
* compliance with the Construction (Design and Management) Regulations
* management of maintenance contractors including the approval, induction, permit issue and monitoring
* ensure that Personal Protective Equipment (PPE) is obtained as required, is fit for purpose, stored appropriately, replaced as required and staff are trained in its use where required
* appropriate pest control measures to be in place across all school sites.

**9. Chef Manager**

The Chef Manager is responsible for the following:

* carrying out risk assessments for the activities of the Catering Staff and the Catering Department
* identifying safe systems of work for the activities of Catering staff
* identifying training needs for staff working within the department
* ensuring that a food safety management system is in place and maintained
* ensuring that COSHH assessments are carried out for all hazardous chemicals used by the department
* ensuring that Personal Protective Equipment (PPE) is obtained as required, is fit for purpose, stored appropriately, replaced as required and staff are trained in its use where required.

In addition, the Chef Manager arranges for:

* the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc.

**10. Domestic Bursar**

The Domestic Bursar is responsible for the following:

* carrying out risk assessments for the activities of the Domestic Staff
* identifying safe systems of work for the activities of Domestic staff
* identifying training needs for staff working within the department
* ensuring that COSHH assessments are carried out for all hazardous chemicals used by the department
* ensuring that Personal Protective Equipment (PPE) is obtained as required, is fit for purpose, stored appropriately, replaced as required and staff are trained in its use where required.

In addition, the Domestic Bursar arranges for:

* the professional deep cleaning of the School annually.

**11. External Health and Safety Advisors**

The Bursar will arrange as appropriate, for external consultants to advise on matters of health and safety within the school. Such provision may include:

* Structural surveyors are retained to give advice on the external fabric of the school.
* Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
* Gym and fitness equipment and machinery used in the maintenance department are serviced annually.
* The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department.
* The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated when significant changes are made to the interior of buildings, or new buildings are bought or added.
* In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
* The school has a suitable and sufficient risk assessment for legionella, and a water testing regime is in place.
* The school maintains an asbestos register and the **B**ursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place.  They are also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
* The school's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor of Surrey County Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations.  The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

**12.  School Health and Safety Committee**

The Health and Safety committee is a non-executive committee for the purposes of providing a regular forum for the discussion of Health and Safety issues.

The Committee will meet twice yearly and will be chaired by the Bursar. Members of the committee may call for an emergency meeting should circumstances dictate. The Deputy Head - Students who is responsible for overseeing health and safety, will attend these meetings. The other members of the Committee will be:

* Estates Manager
* Head of Activities
* Head of IT
* Technicians from Art, Science, Media and the Theatre
* Domestic Bursar
* Chef Manager
* Senior School Nurse
* Other staff members may be co-opted dependent upon matters for consideration on the agenda

If a meeting cannot take place due to timetable clashes or unforeseen circumstances, the committee may agree to email any concerns or issues to the Bursar who will report back to the committee and/or the representative directly. Any issues raised will be discussed at the next meeting.

The role of the Committee is to:

* discuss matters concerning health and safety, including any changes to regulations;
* monitor the effectiveness of health and safety within the school;
* review accidents and near misses, and discuss preventative measures;
* discuss training requirements;
* monitor the implementation of professional advice;
* assist in the development of safety rules and safe systems of work;
* monitor communication and publicity relating to health and safety in the workplace;
* encourage suggestions and reporting of defects by all members of staff.

**13.  The School Nurses**

The School Nurses will be responsible for:

* ensuring, so far as is reasonably practicable, the health and safety of students and staff in the Health Centre
* maintaining up to date risk assessments for the Health Centre and its activities
* maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
* keeping statistics and preparing summary reports for the School Health and Safety Committee
* escorting students to hospital (and informing their parents)
* checking that all first aid boxes are replenished.

**14.  All other Staff**

The co‑operation of all staff is essential to the success of the Policy and the School requests that staff should notify the their Head of Department / School Health & Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

* follow the Policy
* take reasonable care for the health and safety of themselves and others who may be affected
* follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
* carry out all reasonable instructions given by managers / senior staff
* make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
* comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties
* participate in the school’s risk assessment process
* report any defects in the condition of premises or equipment of which they become aware
* report all accident/incidents in accordance with school procedure
* be familiar with the procedures to be followed in the event of a fire/emergency

**Part 3: Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

[Accessibility Policy](https://members.theisba.org.uk/member-tools/reference-library/pupils-and-parents/accessibility/accessibility-plan.aspx) See *Accessibility Plan*

[Accident Reporting (RIDDOR)](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/accident-reporting-%28riddor%29.aspx) p9

[Administering Medication](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/administering-medication.aspx) See *Administration of Medicines Policy*

[Anti-bullying Policy](https://members.theisba.org.uk/member-tools/reference-library/pupils-and-parents/safeguarding-children/anti-bullying-policy.aspx) See *Anti bullying Policy*

[Asbestos](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/asbestos.aspx) p10

[Child Protection and staff behaviour policy](https://members.theisba.org.uk/member-tools/reference-library/pupils-and-parents/safeguarding-children/safeguarding-policy-%28formerly-child-protection-and-staff-behaviour-policy%29.aspx) See *Safeguarding Staff Code of Conduct* and *Child Protection and Safeguarding Policy*

[Competent Advice](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/competent-advice.aspx) p11

[Construction Work (CDM)](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/construction-work-%28cdm%29.aspx) p12

[Contractor Management](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/contractor-management.aspx) p13

[Control of Substances Harmful to Health (COSHH)](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/control-of-substances-harmful-to-health-%28coshh%29.aspx) p16

[Display Screen Equipment](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/display-screen-equipment.aspx) p17

**Educational Visits** See *Trips and Visits Policy* and *Guidelines for School Trips*

[Electrical Safety](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/electrical-safety-policy-guidance.aspx) p19

[Emergency Situations](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/emergency-situations.aspx) See *Emergency Planning*

[E-Safety](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/e-safety.aspx) See *E-safety and Acceptable Use Policy* and *Safe Internet Use Policy*

[First Aid](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/first-aid.aspx) See *First Aid Policy*

[Fire safety, procedures and risk assessment](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/fire-safety.aspx) See *Fire Safety (Prevention) Policy* and *Fire Risk Assessments*

[Gas Safety - including LPG](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/gas-safety.aspx) p20

[General Workplace Safety](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/general-workplace-safety.aspx) p21

[Hot Works](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/hot-works.aspx) p23

[Human Flu Pandemic](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/human-flu-pandemic.aspx) See *Emergency Planning & Risk assessment*

[Infection Control](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/infection-control.aspx) p24

[Lightning Protection](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/lightning-protection.aspx) p25

[Manual Handling](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/manual-handling.aspx) p26

[Minibus Use](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/minibus-safety.aspx) **and Safety** p27

[New and Expectant Mothers](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/new-and-expectant-mothers.aspx) p28

[Noise](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/noise.aspx) p29

[Occupational Health](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/occupational-health.aspx) p30

[Student Supervision](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/pupil-supervision.aspx) p32

[Radon](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/radon.aspx) p33

[Risk Assessment](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/risk-assessment.aspx) See *Risk Assessment Policy*

[Safety Training (including induction)](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/safety-instruction-and-training.aspx) p34

[Security, access control, lone working](https://members.theisba.org.uk/member-tools/reference-library/health-safety/policy-responsibility/security%2C-access-control%2C-workplace-safety-and-lone-working-policy-%28june-2010%29.aspx) **and violence to staff** p35

[Smoking](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/smoking.aspx) p37

[Stress](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/stress-management.aspx) See *Stress at Work*

[Vehicles and on-site movements](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/traffic-movements-on-site.aspx) p37

[Water Quality (including Legionella](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/water-quality-%28including-legionella%29.aspx)**)** See *Water Quality Policy*

[Working at Heights](https://members.theisba.org.uk/member-tools/reference-library/health-safety/isba-health-safety-guide/working-at-height.aspx) p38

**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.

* 1. Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a student 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.
	2. Injuries to students 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)
* the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work.
* if in doubt guidance should be sought from the HSE, for example when a student from another school is injured (specified injury) during a sports match (not reportable) as opposed to a student 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

* accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
* accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.
* the responsible person is normally the employer of the injured person. The exception will be those that are self employed, where the controller of the premises should report.

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

* 1. To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
	2. To ensure that accidents can be appropriately investigated.
	3. To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.
	4. Schools may choose to report near misses internally as well as accidents.

### 3. Guidance

* 1. The Bursar and / or School Nurses will assess the nature of the accident and the reporting requirements. 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))
	2. If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 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. The School Nurses are responsible for maintaining an accurate record of all accidents that happen to students, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the accident book (usually detachable forms) when they attend the Health Centre for any occurrence requiring first aid.
	4. Completed accident forms are kept for a minimum of 3 years. The records should be kept in a locked filing cabinet in the School Health Centre to ensure compliance with the Data Protection Act.
	5. School nurses inform the relevant Housemaster and/or Head of Department of any accident.
	6. Accident reports will be considered at every meeting of the School Health and Safety Committee.
	7. 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 Committee.
	8. For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting ISBA.
	9. The Bursar will contact the school insurer where any incident is felt likely to result in a claim.
	10. The School Nurses are responsible for escorting students to hospital and for ensuring that boarding house staff are informed. They will ensure that the parents of the student are informed as soon as possible for anything other than a trivial injury.

# Asbestos

### 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 proprietors 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 of the School sites, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place.

3.4 An asbestos register will be maintained for each property where the School is the Duty holder 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 will be formulated by an external competent person, 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 will specify:

* + 1. who is responsible for managing the asbestos
		2. responsibility for the asbestos register
		3. the schedule for monitoring the condition of the materials

(iv) the associated channels of communication

(v) the Bursar will have responsibility for the management of the plan

3.8 Where any work is likely to involve contact with asbestos containing materials, the Bursar / Estates Manager will appoint an 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.

3.10Where an employee / contractor / student believe they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

# Competent Advice Provision

### 1. Scope

This guidance considers the provision of competent health & 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 campus.

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 Health & Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision.

3.2 External consultants may 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, lifts 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
* engineers for lightning protection checks
* asbestos consultants for sampling, updating registers and management action plans
* consultant / 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

3.3  Internal expertise will be used as appropriate and may include:

* Teaching area risk assessments (Head of Department)
* Caretaking and Grounds activities (Bursar / Estates Manager)
* First Aid (Bursar / School Nurse)

# 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:-

2.1 Construction projects deliver structures which are:

1. Safely built
2. Safe to use
3. 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)

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:

1. Appoint competent persons to the project team
2. Allow adequate time for the design, planning and construction work to be undertaken
3. Provide key information to the project team, including that regarding the site and existing structures
4. Put in place arrangements for communication, co-operation and general management of the project
5. Ensure that contractors have provided adequate welfare facilities for the duration of the project
6. 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 constriction phase). The Client 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 & Safety Executive.

3.4 School will keep up to date and make available to anyone who needs it, a health & safety file.

3.5 The Estates Manager will have the responsibility for implementing this policy with support from the Bursar as appropriate.

# 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
* students
* contractors' employees
* sub-contractors
* any other persons who may be affected by the work being undertaken

### 3. Guidance

3.1 The Estates Manager, with the support of the Bursar, where appropriate, will be responsible for the implementation of this policy.

3.2 The Estates Manager will check the health & safety competence of any contractor before appointment. The exact details may vary from case to case but will typically include:

* how the contractor manages health & safety, eg policy, conducting risk assessments, access to competent advice
* who has overall responsibility for health & 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 to be undertaken
* details of any serious accidents in the last 3 years
* references for the type of work from previous clients
* satisfactory evidence of insurance cover in respect of their legal liabilities to the School, third parties and their own employees. It is a condition of contract that any main contractor assumes the legal liabilities to the School and third parties which may be occasioned through the actions of any sub-contractor or other body employed or engaged by the Contractor up to £5m unless otherwise specified.

3.3 The School Liaison Manager for Contractors is the Project Manager (normally this is the Estates Manager). He must be contacted before any work is commenced. The School requires Contractors to book in and out of site daily, and this is to be arranged with the Project Manager.

3.4 The Contractor's representative ("contractor rep") will report to the person instructing the work (Project 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

3.5 The Contractors Induction Pack will be issued to all Contractors working within the School. The Project Manager will advise the Contractor Rep on:

* premises emergency procedures including evacuation / assembly points
* facilities available to the contractor
* relevant operational rules and procedures, eg no-go areas, times of working
* access arrangements
* school activities which may affect the contractors work
* documentation required by the school

3.6 Outside normal school hours work may be allowed by prior agreement with the School Rep.

3.7 The Contractor Rep will provide a list of all persons to be present on site (including sub-contractors)

3.8 The contractor will be required to:

* ensure that work areas are safe and secure
* ensure that work areas are tidy
* remove rubbish and redundant materials

3.9 Contractors are required to advise the Project Manager where they will be working on site and should not go into other areas without prior authorisation.

3.10 Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the Project Manager, 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

3.11 Any possible interference with alarm systems and emergency escape routes must be informed to the School Rep and suitable remedial arrangements agreed

3.12 The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons’ property adjoining the site.

3.13 No Contractor’s employee is allowed to interfere with or operate any valve, tap, switch or plant control without first obtaining permission from the Project Manager.

3.14 The Contractor shall ensure, by proper boarding, shuttering or other means, the protection from damage of any property of the School or other persons’ property adjoining the site.

3.15 Any accidents that occur on site must be reported to the Project Manager. We expect the co-operation of Contractors in the investigation of any accidents which may occur.

3.16 The Contractor is responsible for the provision of their own first aid arrangements.

3.17 Unless specifically agreed in writing with the Contractor, orders are placed on the basis that the Contractor will provide all equipment including ladders, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of School equipment such as lifting equipment, electrical supplies, tools and access equipment is prohibited unless specifically authorised by the Project Manager.

3.18 Contractors are not permitted to engage the assistance of School personnel without specific authorisation from the Project Manager.

3.19 Any discovery of suspected asbestos material must be reported to the School Rep immediately and work stopped.

3.20 Any queries or problems on site should be referred to the Project Manager. In his absence a nominated deputy should be contacted who will be pleased to assist the Contractor in his endeavour to ensure safety on our premises.

# Control of Substances Hazardous to Health (Including Radioactive) (COSHH)

### 1. Scope

This guidance is applicable to all employees of, workers for, and students 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 Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

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 & Safety Executive
* Radioactive substances
* Any other comparable substance, eg pesticides

3.3 Typical areas which will need to be considered are:

* Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
* Biological agents, such as bacteria and micro-organisms
* Adhesives, paints, cleaning agents etc used in Art, Theatre, maintenance, cleaning and catering activities
* Fumes from soldering and welding in workshops & maintenance
* Wood dust from workshop and  maintenance
* Pesticides in grounds maintenance, pest control
* Exposure to radioactive substances

3.4 Heads of Department will ensure that:

* Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented.
* Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
* Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
* Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
* Appropriate personal protective equipment will be available
* Hazard signs will be displayed at locations where substances are stored
* That students 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 Estates Manager/ Head of Department. Such arrangements will cover:

* Fume cupboards
* Other local exhaust ventilation
* Respiratory protective equipment
* Other personal protective equipment, eg gloves, aprons, eye protection

3.6 Records will be kept by the Bursar / Estates Manager/ Head of Department and will include:

* Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
* Records of inspection of respiratory protective equipment for a period of 5 years
* Records of health surveillance and monitoring for 40 years in relation to individuals

3.7 The Head of Physics is the School Radiation Protection Supervisor (RPS). They will:

* Have attended an appropriate course in radiological protection
* Prepare risk assessments on each activity that involves the use of ionising radiation
* Prepare rules for working with radioactive substances
* Notify the Health & Safety Executive that the School is a "user"
* Ensure that practical work is limited to
	+ Sealed sources
	+ Specified Open source for half life demonstration
	+ Geological specimens
* Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more )other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
* Ensure that experiments on radiological sources are only undertaken by year 12 and 13 students under supervision
* Ensure that younger students are limited to watching teacher demonstrations
* Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
* Ensure that a user log is kept for removal and return of substances
* Ensure that any staff have received appropriate training
* Ensure that emergency procedures include arrangements for dealing with radioactive materials

# Display Screen Equipment

### 1. Scope

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

### 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 will ensure that a DSE self-assessment has been completed for each appropriate 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.

3.2 Members of staff who regularly use DSE should have their work station assessed.  The HSE DSE self-assessment form should be completed by all members of staff who use DSE.

3.3 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

3.4 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.

3.5 Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a reasonable figure). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work.

3.6 Eye tests should be undertaken every 2 years.

3.7 Guidance will be provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. HSE guidance INDG36 is available to all users as part of their information, instruction and training;

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

### 4. Guidance for Students

4.1 Although schools are not required to undertake DSE assessments for students, it is recognised that they will use such equipment during the school day, leisure time and private study.

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

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

# 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 Estates Manager is 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 responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. ICT and Theatre Technicians and Estates Manager have been trained to undertake visual inspections of portable equipment.

3.3 All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

3.4 Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task.

3.5 The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).

3.6 All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by a competent person.

3.7 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 Bursar / Estates 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 The school will ensure that any temporary systems eg stage lighting and control gear, are inspected and tested by a competent person prior to use. In addition the school will ensure that any fixed stage electrical installation are inspected and tested annually by a competent person and following any changes, before being energised.

3.11 The school will ensure that electrically competent teachers and technicians will be involved where there is any possibility of a person, student or otherwise, coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.12 Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which students bring to the school

# 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 and bottled gas appliances are used and stored on the School premises.

3.2 All gases are stored in ventilated, external compounds and that only competent, authorised personnel (Estates Manager / science technicians) are permitted 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 contractors 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.

3.7 Records of all work undertaken on gas systems / appliances will be kept by the Estates 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.

3.9 Where Liquefied Petroleum Gas (LPG) Cylinders are in use, the following precautions should be observed:

* spare or empty cylinders should be stored outside
* cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
* warning notices should be displayed (eg Highly flammable - LPG)
* smoking or naked flames must not be permitted in or near storage areas
* cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
* regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks
* no valves on any cylinder should be left open and they should not be dropped or roughly handled
* accommodation in which gas is used must be adequately ventilated
* portable gas heaters should only be used for emergency purposes.

# 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 students 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 students.

### 3. Guidance

3.1 The Estates Manager, with the support of the Bursar, 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 station
	+ be regularly inspected and assessed
* Safe access and egress will be maintained in each workplace, including for the disabled
* 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, eg no access
	+ warning signs, eg danger electricity
	+ mandatory signs, eg eye protection must be worn
	+ emergency or first aid
* The school noticeboard will also display:
	+ health & safety policy statement
	+ HSE Health & Safety Law poster
	+ emergency procedures
* The school ensures that any glass that is likely to cause injury if it is broken is either replaced or made safe. A safety material (e.g. laminated or toughened glass) is specified.
* The rubbish bins are located in a secure area by the entrance, away from the building.
* Any identified hazards or faulty equipment should be reported to the Estates Manager for removal/replacement using the school’s reporting procedure
* Procedures are in place for extreme weather and communicated to staff in the ‘A-Z of Useful Information’. Extreme weather is also identified as a hazard on the school’s risk assessment.

3.4 Risk Assessment

The Bursar will conduct risk assessments on the safety of the grounds and all the buildings.  A copy of these risk assessments, together with a copy of this policy is retained in the school's intranet and hard copies in the Bursar's office and Maintenance Department. These risk assessments are included on the site Risk Assessment Register.

3.5 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.

When large numbers of visitors are at the school for open days, productions, 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.

3.6 Maintenance / Inspection of Equipment

The school ensures that regular maintenance is carried out, in accordance with best practice and as required by legislation including the following;

1. Air Conditioning units checks
2. Boiler maintenance
3. Electrical appliances checks
4. Fixed electrical installation testing
5. Emergency lighting testing
6. Local Extraction Ventilation maintenance
7. Fire risk assessments
8. Fire alarm testing
9. Fire door checks
10. Fire extinguisher checks
11. Gas appliances safety checks
12. Gas pipe soundness checks
13. Lift safety checks
14. Machinery tooling checks

All equipment is to be inspected prior to use by members of staff. The Fire Alarms are tested weekly. Fire Extinguishers are checked annually. Inspections of the kitchens are carried out by Environmental Health.

# Hot Works

### 1. Scope

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

### 2. Objectives

To ensure that the school manages risks associated with hot works and that:-

2.1 All work is planned and is not commenced until a permit is in place

2.2 All work is carried out in a safe manner

2.3 The area where the work has taken place is safe for reuse

**3. Guidance**

3.1 The School will appoint a person (Estates Manager) to act as the responsible person for ensuring that no hot work is undertaken without prior agreement.

3.2 Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

3.3 Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress

3.4 When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks / hot particles are generated.

3.5 Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.

3.6 If bitumen boilers or similar equipment are used on a roof a non-combustible, heat insulating base must be used, a competent operative be in attendance and suitable fire fighting and emergency spillage equipment provided.

3.7 Where hot materials are taken to roof level extreme care must be taken during the transporting of them.

3.8 The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

3.9 A permit will be completed for all hot works; available from the Bursar/Estates Manager.

# Infection Control

### 1. Scope

This guidance is applicable to all employees and / or contractors of the school who undertake activities associated with infection control.

### 2. Objectives

To ensure that the school prevents the spread of infection by:-

2.1 Maintaining a clean environment

2.2 Practising good standards of personal hygiene

### 3. Guidance

3.1 The Bursar and School Nurse will be responsible for the implementation and review of this guidance

3.2 Good hygiene practice will be followed by all those involved with:

* General cleaning
* Cleaning of blood and body fluid spillages
* Clinical waste
* Laundry
* Use of personal protective equipment
* Catering

3.3 Bites, injuries and sharps:

* Where skin is broken, make the wound bleed and wash thoroughly with soap and water.
* Report to the School Nurse / Health Centre for treatment

3.4 Vulnerable Students

* Some medical conditions make children vulnerable to infections that would not normally be serious by reducing immunity. These may include cancers and those on steroids. Such individuals are particularly vulnerable to chickenpox and measles. If they are exposed contact the School Nurse / Health Centre immediately.
* Shingles is caused by the same virus as chickenpox and therefore anyone who has not had chickenpox is potentially vulnerable if they have had contact with a case of shingles.
* If in any doubt seek advice from the School Nurse / Health Centre.

3.5 Pregnancy

* If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash then the School Nurse / Health Centre should be contacted immediately. Points to consider include:
	+ German measles (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and ante-natal carer immediately.
	+ Slapped cheek disease (Parvovirus B19) can occasionally affect an unborn child. Any potential exposure should be reported to the ante-natal carer.
	+ Chickenpox can affect the pregnancy if a woman has not already had the infection. Any potential exposure should be reported to the GP and ante-natal carer.

3.6 Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Any immunisations that have been missed should be addressed via the School Nurse / Health Centre.

Annual ‘Flu vaccination is available to all members of staff. Staff are encouraged to receive the vaccination.

Special Measures have been implemented for the prevention and control of COVID-19 as a result of the Coronavirus Pandemic. Please refer to the Risk Assessment and Policy directly related to this.

# Lightning Protection

### 1. Scope

This guidance is applicable to those with responsibility for the maintenance of school premises in relation to the protection of structures against lightning.

### 2. Objectives

2.1 To ensure that people are protected against potential lightning strikes

2.2 To ensure that any control measures put in place are adequately maintained.

### 3. Guidance

3.1 The Estates Manager will be responsible for the implementation of this policy.

3.2 Lightning protection is required (in accordance with BS6651) where:

* large numbers of people congregate
* essential public services are concerned
* the area is one where lightning is prevalent
* there are very tall or isolated structures
* there are structures of historic or cultural importance
* there are structures with explosive or flammable contents

3.3 The Estates Manager will arrange for a specialist contractor to undertake a risk assessment. A summary of the factors to be taken into consideration is:

* the number of flashes to ground per square kilometre per year (lightning flash density)
* the effective collection area (the area of the roof added to the side walls plus the area of quadrants having the radius of the height of the building; a quadrant occurs at each corner of the building.
* use of the structure
* type of construction
* contents and consequential effects
* degree of isolation
* type of country

3.4 Where the risk assessment indicates that lightning protection is required:

* appropriate protection should be installed
* a regime for maintenance of the protection should be implemented

3.5 Any new buildings which are constructed should have the need for lightning protection assessed.

# 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 Heads of Department (including support departments) 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
* Moving gas cylinders, chemicals etc
* General movement of workplace equipment

3.3 Heads of Department will:

* Consider whether the object needs to be moved at all
* Where it does need to be moved can this 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

# Minibus Use and Safety

### 1. Scope

This guidance considers the areas to address when using a minibus as part of activities undertaken by the school.

### 2. Objectives

2.1 To ensure that there is a suitable vehicle in a satisfactory condition for use.

2.2 To ensure that those using the vehicle are competent to do so.

2.3 To ensure that the use of the minibus has been appropriately planned.

### 3. Guidance

3.1 The Estates Manager is the Transport Manager and will be responsible for the co-ordination of the use of the minibuses and their maintenance, including first aid kits. The Bursar will maintain a list of those eligible to drive a minibus.

3.2 The driver of a minibus must have an appropriate and valid driving licence.

Points to consider:

1. an individual with a pre 1997 driving licence is automatically deemed to be entitled to drive a minibus with up to 16 passengers (until the age of 70)
2. an individual with a post 1997 licence must hold a D1 licence
3. Government policy (updated Nov 2014) is outlined in "Driving school minibuses: advice for schools and local authorities" which states:
4. "there are circumstances in which a member of school staff with a car driving licence (category B) can drive a minibus"; "schools are advised to check their insurance and any employers policies on the matter"
5. the key point is whether a teacher’s contract of employment states that driving a minibus is / is not part of their duties and whether or not they receive payment if it is not part of their contractual duties (excluding fuel, parking, tolls etc)
6. parts (i) and (ii) should be checked on a case by case basis and legal advice sought as required

3.3 Suitable insurance must be in place

3.4 The vehicle must be in a satisfactory condition.

3.5 Consideration should be given to planning the journey, including:

1. route (and availability of map)
2. length of journey and travelling time
3. driving time and driver rest breaks
4. weather conditions
5. more than one driver required?

3.6 Supervision needs must be assessed and the rules for any passengers, eg wearing of seatbelts, driver not to be distracted.

3.7 An emergency plan should be in place to include:

1. means of communication
2. dealing with road accidents
3. dealing with illness of a passenger / driver
4. arrangements for dealing with mechanical incidents, eg breakdowns & punctures

3.8 The driver of the vehicle must report any defects on completion of the journey.

3.9 All minibus drivers are expected to attend annual CPC update training to ensure they comply with the requirement for 35 hours of training every 5 years.

# New and Expectant Mothers

### 1. Scope

This policy is applicable to all those employees who give written notification to the Bursar that they are pregnant, have given birth within the last six months or are breastfeeding.

### 2. Objectives

2.1 To identify those employees who are new & expectant mothers.

2.2 To ensure that a risk assessment of their work activities is undertaken.

2.3 To ensure that suitable arrangements are in place to protect the health, safety and welfare of such individuals.

### 3. Procedure

3.1 The Bursar will undertake / arrange for a specific Risk Assessment for the employee.

3.2 The Risk Assessment will be carried out using the standard forms, available for download on the school intranet. It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.

3.3 Once the Risk Assessment has been completed a copy must be retained by the Bursar and treated as confidential.

3.4 The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations with will discussed with the Deputy Head - Personnel and /or Head of Department as appropriate.

3.5 The Risk Assessment should be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee, the Deputy Head - Personnel and Head of Department.

3.6 The individual assessed should:

* inform their doctor of the nature of their work
* follow any arrangements implemented for their protection at work
* not act in a manner that could adversely affect their own health and safety, or that of their child
* keep the Bursar / Deputy Head - Personnel / Head of Department informed of any concerns or difficulties they may have

3.7 The individual will be given a copy of the HSE leaflet "A guide for new and expectant mothers who work"   ([www.hse.gov.uk/pubns/indg373.pdf](http://www.hse.gov.uk/pubns/indg373.pdf))

# Noise

### 1. Scope

This guidance is applicable to all employees and students of the school who may come into contact with activities which may expose them to noise levels above the 2nd action level as defined in the Noise at Work Regulations 2005.

### 2. Objectives

2.1 To ensure that foreseeable working activities where individuals have the potential to come into contact with significant noise levels 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 School activities.

### 3. Guidance

3.1 The School will undertake an assessment of noise levels within its premises where staff are considered to be at risk of hearing damage. Noise surveys will be arranged by the Bursar.

3.2 Any noise survey that is undertaken will:-

* identify which areas are affected;
* who is affected;
* the frequency of the noise;
* the engineering controls that could be implemented to reduce the noise levels

3.3 Areas which will be considered for noise surveys will include:

* Computer rooms
* Construction activities
* Music rooms
* Maintenance work
* Refurbishment activities
* Special events (eg school discos, karaoke, firework displays)
* General guidance
	+ do your employees need to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day?
	+ is noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
	+ do your employees use noisy powered tools or machinery for more than half an hour each day?
	+ are there noises due to impacts (hammering, drop forging, pneumatic impact?)

3.4 Where reasonably practicable, engineering controls to eliminate, or reduce the effect of noise will be implemented by the Heads of Department in conjunction with the Bursar.

3.5 Where noise levels cannot be reduced below the 2nd action level, staff will be required to wear suitable ear protection

3.6 Where noise levels cannot be reduced, hearing protection zones will be identified – areas of the workplace where access is restricted, and where wearing suitable ear protection is compulsory.

3.7 Details of assessments will be held by the Bursar / Estates Manager. Details will also be supplied to employees and their representatives as appropriate.

3.8 When hiring or buying equipment, the school should consider noise alongside other factors (eg general suitability, efficiency) to ensure the purchase of equipment which is less noisy.

3.9 If staff are suspected of suffering from hearing impairment due to work activities then the Bursar will arrange for an occupational health evaluation.

**Occupational Health**

### 1. Scope

This guidance is applicable to all employees of the school. The school places great importance on the well being of its staff.

### 2. Objectives

2.1 To ensure that statutory requirements are met.

2.2 That health risks are identified and controlled as soon as possible

2.3 To ensure, so far as is reasonably practicable, the continued well being of employees

### 3. Guidance

3.1 The Deputy Head - Personnel, supported by the School Nurse, will be responsible for the implementation of this policy. Heads of Department (including support departments) will be responsible for assisting with the identification of requirements within their areas of control.

3.2 The school will establish and maintain appropriate standards of health and hygiene relevant to each employee.

3.3 The school will identify possible health hazards within the working environment and ensure they are removed or if this is not possible, that control measures are put in place to ensure the risks to members of staff are minimised.

3.4 The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

* There is a known risk to the health of employees
* Where the health risk can be identified at an early stage; and
* Where the identification of the condition will allow successful treatment

3.5 Areas where consideration of health surveillance is required will include exposure to:

* Noise or vibration
* Solvents, dusts, fumes, biological agents and other substances hazardous to health
* Asbestos, lead or work with compressed air
* Ionising radiation

3.6 Health surveillance may take the form of:

* Annual self-certification
* Periodic health questionnaires
* Pre-employment health questionnaire. Where pre-employment questions are asked, employers can only ask them to help:
	+ - establish whether any reasonable adjustments need to be made for applicants during the selection process
		- decide whether an applicant can carry out a function essential to the job
		- monitor diversity among job applicants
		- take positive action to assist disabled people
* Pre-employment and return to work (after long-term illness / injury) medical examinations
* Return to work discussions and adaptations to work, where appropriate
* Prescribed health surveillance required under specific legislation, which may include
	+ Skin inspections
	+ Audiometry
	+ Lung function tests

3.7 All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken. Reference should also be made to:

* Alcohol, drugs and substance misuse policy
* Display Screen Equipment policy
* Stress Management policy

3.8 The Health Centre / School Nurse will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement.eg under the Control of Substances Hazardous to Health Regulations).  Information kept should include:

* Surname
* Forename
* Gender
* Date of birth
* Permanent address including post code
* National insurance number
* The date the check was carried out and by whom
* The outcome of the test / check
* Factual details of any decision taken by the occupational health professional in relation to the individuals work

3.9 The results of any health surveillance will remain confidential. Any medical records associated with health surveillance will be subject to the provisions of the Data Protection Act.

# Student Supervision

### 1. Scope

This guidance is applicable to all those involved in student supervision at the school.

### 2. Objectives

2.1 To ensure that students are appropriately supervised during school activities

2.2 To consider supervision on arrival and departure from the school

2.3 To consider the supervision of boarders

### 3. Guidance

3.1 The Deputy Head - Personnel will be responsible for the implementation of this policy.

3.2 The school is required to ensure, as far as is practicable, adequate supervision of students throughout term time to ensure their health, safety and welfare. The school does this by implementing the following:

1. Before School – Housemaster/mistress (HsMs) or designated duty staff, is responsible for the students at their house and transporting them to and from the main school campus. Day Students arrive in time for the first lesson at 8:50 am.
2. Mealtimes - Duty staff supervise the meal queue and the Dining Room on a rota basis, for breakfast, lunch and dinner each day.
3. Break times, afternoon activities and private study - Students are supervised by duty staff on a rota basis. Students on sporting or off site activities are supervised by the members of staff/coaches running the activity. All sporting activities and those that take place off site must be suitably risk assessed prior to commencement.
4. Lessons – Teachers are responsible for the supervision of their classes. The School has a protocol for reporting missing students which all teaching staff are aware of and adhere to.
5. After School – Students return to their boarding houses after dinner and the supervision of students is then the responsibility of the HsMs or designated duty staff. Day Students return home.
6. Evenings - Housemaster/mistress (HsM) and designated duty staff, are responsible for the students at their house on a rota basis. The HsM and/or resident tutor sleeps in the boarding house overnight and is responsible for the students in the house.
7. Weekends - Housemaster/mistress (HsM) or designated duty staff, is responsible for the students at their house on a rota basis.
8. School trips/away matches – Supervision of students on school trips is detailed in the ‘Guidelines for School Trips’ booklet.
9. Concert/Show performances - Separate arrangements will be made for supervision during performances / concert rehearsals or similar events.

Details of expectations, missing student protocol and duties are contained in the ‘Handbook for Teaching Staff’ distributed to all teaching staff and updated annually.

3.3 For Boarders school procedures will be in place for:

* time expected for return for prep
* escort arrangements for leaving the boarding house after prep
* agreed time of return where they are allowed to leave the boarding house after prep

3.4 Registration:

* a register is taken of students at the start of the morning sessions. Parents of day students are responsible for notifying the school if their child is absent for any reason. The school will contact the parent if a child fails to arrive at school without an explanation.
* for Boarders, a signing in / out system is in place for leaving the school and a register of attendance at the boarding house

3.5 Medical Support:

* a qualified nurse is on duty during the week, in term time, in the Health Centre to administer first aid and deal with accidents and emergencies, including illness
* a number of staff are trained first aiders and are available to give emergency first aid treatment

3.6 Students will not have unsupervised access in designated areas which will include:

* science laboratories
* theatre
* workshops
* grounds, maintenance, catering and caretaking areas

3.7 Designated areas will be kept securely locked when not in use. Areas designated as ‘out of bounds’ are clearly marked on a map and given to students at the start of the year. See ‘Student Access and Risk Assessment’ for more details.

3.8 Travelling to and from school:

* Parents of day students are responsible for ensuring that their children travel safely to and from school.
* School duty staff/minibus drivers are responsible for the safety of students travelling to and from the boarding houses.

3.9 Educational Visits:

Arrangements are detailed in ‘Trips and Visits Policy’ and ‘Guidance for School Trips’.

3.10 All staff will be given details of this policy on induction and when any significant changes occur.

# Radon

### 1. Scope

This guidance is applicable to all those on school premises who may be potentially exposed to radon. Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces.

### 2. Objectives

2.1 To ensure that exposure to radon is considered where appropriate

2.2 That where radon is identified as a risk that appropriate control measures are put in place.

### 3. Guidance

3.1 The Bursar will be responsible for the implementation of this policy.

3.2 The Bursar will consult the definitive radon dataset at [www.ukradon.org](http://www.ukradon.org/) to see if their premises are located in an affected area.

3.3 Where premises are located in an affected area, the Bursar / Estates Manager will arrange for a radon survey to be undertaken by a competent person. This may be by the supply of passive detectors from a validated laboratory. The Health Protection Agency website contains up to date details of validated laboratories.

3.4 The survey should be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible.

3.5 Where results indicate levels above 400 bequerels per cubic metre a specialist radon removal contractor should be consulted. The contractor should consider guidance from the Building Research Establishment website "Descriptions of Radon Solutions".

3.6 The risk from radon in affected areas should be reviewed when significant building / new building works are undertaken.

3.7 Hurwood House is in the lowest band of Radon potential. It is not in an affected area. (As at 26/1/2015)

# 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 & 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 will be given safety induction training by the Bursar 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 policies and procedures;
* specific topics relating to that person's role and their place of work, including departmental policies and risk assessments
* 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.
* arrangements for late and lone working
* staff consultation arrangements and the remit of the Health & Safety committee
* reporting arrangements for defective equipment and hazards
* the location of guidance documents, copies of risk assessments and departmental health & safety policies

The briefing also covers:

* The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
* The procedure for signing in visitors and escorting them.

3.2  Specialist job related training will be conducted / organised as follows:

* Minibus – External trainer
* Science related - Head of Department
* Cleaning – Domestic Bursar / Assistant Domestic Bursar
* Catering – Chef Manager
* First Aid - School Nurse / Deputy Head - Students
* Any individual requirements for subject  / activity specifics  - Head of Department / Line Manager
* Supervising students, where new members of the teaching and boarding staff are given training in registration, in the arrangements for supervising students – SMT
* The regime of login and password protection for electronic equipment – Head of IT

3.3 Before entrusting any task to a member of staff, the school will take into account their capabilities to ensure the work demands do not exceed their ability without risk to themselves or others.

3.4 Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

3.5 Records of training will be kept by the Bursar / Head of Department / training organiser as appropriate

# Security, Access Control, Lone Working and Violence to Staff

### 1. Scope

This guidance is applicable to all those on school premises and to ensure the safety and security of the buildings and grounds.

### 2. Objectives

2.1 To provide a safe and secure environment to work and study.

2.2 To protect the buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

### 3. Guidance

3.1 All  visitors and contractors are required to sign in at the main school Reception, where they will be 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 must wait in the Reception area to be 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.

3.2 The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel is physically located in the main corridor in Hurtwood House ground floor.  The staff are given advance warning of fire practices.  If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services.

3.3 If a member of staff wishes to work after the normal school closure time on their own (lone working), they must arrange to do so in advance with their Head of Department. The individual must be fully aware of how to lock the final door and set the alarm and advised to keep others informed of their whereabouts and likely time of return. Further details are in the ‘Staff Handbook’ and Staff ‘A-Z of Useful Information’.

3.4 The school usesPSHE discussions to promote awareness of personal safety to students. Every student is provided with a locker for the secure storage of their personal possessions and boarders have lockable storage facilities in their boarding houses and hotel-style safes in their bedrooms. The school encourages students not to bring large amounts of money or valuables to school or on trips or excursions.

3.5 All external doors and windows are fitted with locks.  The windows that give access to the IT suites and to other areas containing valuable equipment are fitted with grilles and blinds, which are closed every evening.

3.6 Security alarms are regularly maintained and conform to British standards. They are operated in accordance with the recommended code of practice.

3.7 Students do not have unsupervised access to potentially dangerous areas, such as the science laboratories and workshops.  Doors to these areas are kept locked at all times when not in use.  All flammables are kept securely locked in appropriate storage facilities.  Students do not have access to the Grounds, Maintenance and Catering areas of the school. (See our separate policy on the supervision of students).

3.8 Security lights are used to protect the outside of buildings.

3.9 CCTV cameras are in use on the school site, in the main entrance used by visitors, the drives and in the bandstand.  There are no CCTV cameras inside any buildings.

The Information Commissioner has been notified that the school operates a CCTV system for the prevention and detection of crime and for the protection of students, staff and visitors.  In accordance with the law, CCTV is not used for any other purposes, images are not provided to any third party, save to law enforcement bodies if requested.  Signs are displayed, warning of CCTV usage.  The main monitors are in the IT office to which access is restricted.  The IT technicians are trained in operating, recording and retaining images taken.

The CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images. An annual checklist of the system is carried out using the checklist at Appendix 2 to the ICO's CCTV Code of Practice, 2008 ([www.ico.gov.uk](http://www.ico.gov.uk/)).

3.10 Physical control measures are regularly maintained and are regularly checked to ensure they are functioning. All doors and windows are checked by the duty staff when locking up.

3.11 Violence to members of staff from visitors, students and other members of staff will not be tolerated in any circumstances. Any proven case will result in police being called and disciplinary action being taken (in the case of staff and students).

# Smoking

### 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 tobacco smoke in the workplace

2.3 To demonstrate the school’s commitment to promoting the health of students and staff

### 3. Guidance

3.1 The Deputy Head – Students will be responsible for the implementation of this policy.

3.2 Smoking is prohibited on school premises as specified in the Smoke-free (Premises and Enforcement) Regulations.

3.3 The school shall be a smoke free site. Signage to this effect is displayed in the main reception of the school and boarding houses.

3.4 The prohibition of smoking will apply during school related activities which are undertaken outside school premises.

3.5 The School provides information and support for smokers to quit.

3.6 Disciplinary measures are in place for the breach of this policy, for staff and students.

# Vehicle and on-site Movements

### 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 Estates Manager will have responsibility for the implementation of this guidance.

3.2 The following areas will be addressed:

* School Minibuses
* Vehicles on site
* Parking and deliveries
* Access control and security

3.3 Signage is in place to designate speed limits, access areas, prohibited areas and parking facilities.

3.4 Parking arrangements will be specified for:

* staff
* students
* visitors
* major events
* contractors

3.5 Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated areas. Deliveries should be arranged in advance wherever possible with the responsible school manager.

3.6 School minibuses transport students to and from the school at agreed times. The Estates Manager will supervise the arrival and departure of the minibuses.

3.7 All use of the school minibuses must be arranged via the Estates Manager who is the Transport Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

3.8 Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards and road markings. Lighting is provided as appropriate.

3.9 Cyclists should dismount once they arrive on site and use pedestrian access routes.

# 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 Estates Manager / Head of Department 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

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

3.6 Scaffold towers and mobile access towers will be erected and used in accordance with PASMA regulations and will be inspected prior to use by a competent person.

3.7 Mobile elevated work platforms (Genie Lift) will be maintained and inspected under Lifting Operations and Lifting Equipment Regulations, by a competent person.

3.8 Any contractors used by the school will be expected to follow the principles of this guidance.