



HEALTH AND SAFETY POLICY

Harrogate Ladies' College family of Schools:
Highfield Pre School, Highfield and College

Last Reviewed: September 2021
Next Review Date: September 2022

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Since 1893

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Record of latest amendments

Date of amendment	Rev N°	Made by	Reason for amendment
July 2019	21	C Briscoe in consultation with Strathmore Services	Update of Management arrangements on – Emergency arrangements and Fire precautions. Update of Appendices for Fire and emergency procedures.
April 2020	22	C Briscoe in consultation with Strathmore Services	Update of Foreword to include Ellis Whittam as new external H&S advisors and Competent Person and change of role for Strathmore Services. Update of external H&S advisor organisation chart. Inclusion of additional section on Coronavirus Covid-19 pandemic arrangements. Update of Management arrangements on – Emergency Arrangements, Fire Precautions, First Aid and Lone Working. Update of list of associated policies – Coronavirus Covid-19 policy added Update of Appendices for - Fire and emergency procedures, General Risk Assessment
September 2020	23	C Briscoe in consultation with Strathmore Services	Update of management arrangements for Coronavirus Covid-19 in line with current Covid-19 policy and associated arrangements Update of responsibility structure charts Update of Appendices for Fire and emergency procedures
September 2021	24	C Briscoe in consultation with Strathmore Services	Update of management arrangements for Coronavirus Covid-19 in line with current Covid-19 policy and associated arrangements Update of Appendices for Fire and emergency procedures

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FOREWORD

Competent Person

This Health and Safety Policy document is kept under regular review in accordance with Regulation 7 of the Management of Health & Safety at Work regulations 1999. The policies and procedures are revised in consultation with our external Health and Safety advisers Ellis Whittam who we have engaged to fulfil the role of 'Competent Person' providing the school with advice and assistance on Health and Safety issues.

Ellis Whittam advise the school on the legal requirements for health and safety and on current best practice. They also advise on any changes to Health and Safety Legislation as it becomes applicable to the School's activities and operations in order to meet our statutory obligations. Ellis Whittam representatives also hold review meetings with designated School personnel. In addition, they are available in person or on the phone to consider and advise on any safety matters when they arise.

We have also appointed Strathmore Services to provide specialist Health and Safety advice with specific responsibility for advising on risk assessments and undertaking Health & Safety monitoring inspections across the school site.

Further details on the specific duties of the External Health and Safety Advisers are included within Part 2 – Health and Safety Duties.

Consultation and Review

Staff at all levels are encouraged to take an active interest in safety and to use the consultation form provided within Part 3 should they have any queries or suggestions for improvement. Staff are also encouraged to attend or input into the School's Health and Safety Management Sub Committee which meets termly to consider views and comments from members of staff and any revisions required to the Health and Safety Policy.

The Health and Safety Policy will be reviewed at least annually by the Board of Governors and revised as necessary to reflect changes to school activities and legislation. Any changes to the Policy will be advised to all employees.

Coronavirus Covid-19 pandemic arrangements.

Following the outbreak of the Coronavirus pandemic in the UK in early 2020, the school developed and put in place a specific Coronavirus Covid-19 policy, risk assessments, controls and procedures. An additional section summarising our Coronavirus Covid-19 pandemic arrangements has been in this policy but reference should be made to the detailed Coronavirus Covid-19 policies and procedures, the latest versions of which are published on the school website.

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END



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

HEALTH AND SAFETY POLICY STATEMENT OF INTENT BY THE BOARD OF GOVERNORS

This policy applies to the Harrogate Ladies' College Family of Schools - Highfield Pre School, Highfield and College - hereafter referred to as "HLC".

As an employer, Harrogate Ladies' College Limited, which operates Harrogate Ladies' College, Highfield and Highfield Pre School (HLC), has overall responsibility for health and safety across the Schools. The Board of Governors on behalf of HLC recognises under the Health & Safety at Work etc. Act 1974, HLC has a duty to ensure, so far as is reasonably practical, the health, safety and welfare of all persons affected by its activities, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using HLC premises or participating in HLC activities.

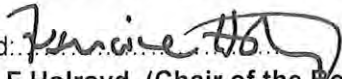
The Board of Governors aims to provide a safe and healthy working and learning environment for staff, pupils and visitors. In pursuit of this, we seek to ensure, so far as is reasonably practicable:

- The provision and maintenance of safe and healthy conditions for pupils, employees and others who may be affected by the schools activities.
- The provision and maintenance of safe workplaces and safe systems of work.
- Clear definition of responsibilities of employees at all levels.
- Provision of appropriate information, instruction, training and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Provide the necessary resources in the form of finance, equipment, personnel and time to implement this policy. Expert advice and assistance will be obtained where the necessary skills are not available within the school.
- Regular review and evaluation of the Health and Safety Policy to ensure its objectives are met and to revise the policy as necessary in light of new legislation or changing circumstances
- Co-operation with other organisations in respect of health and safety.

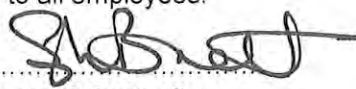
The arrangements outlined in this policy and the various other safety provisions made by the Board of Governors will not prevent accidents nor ensure safe and healthy working conditions on their own. The Board of Governors strongly believe that only the adoption of safe methods of work and good practice by every individual member of the HLC Staff can ensure everyone's personal health and safety. The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on HLC premises or while taking part in HLC-sponsored activities.

All Governors will take an active interest in health and safety matters. The Chairman for the Board of Governors will appoint a nominated governor(s) to attend the termly meetings of School's Health and Safety Management Committee and receive a health and safety report including details of any new or revised policies and procedures. The minutes of the Health & Safety Management Committee's discussions are to be tabled at each meeting of the full Governing Board together with any other issues that the Health and Safety Management Committee Chairman wishes to bring to the Boards attention.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to school activities and legislation. Any changes to the Policy will be advised to all employees.

Signed: 
Dame F Holroyd, (Chair of the Board of Governors)

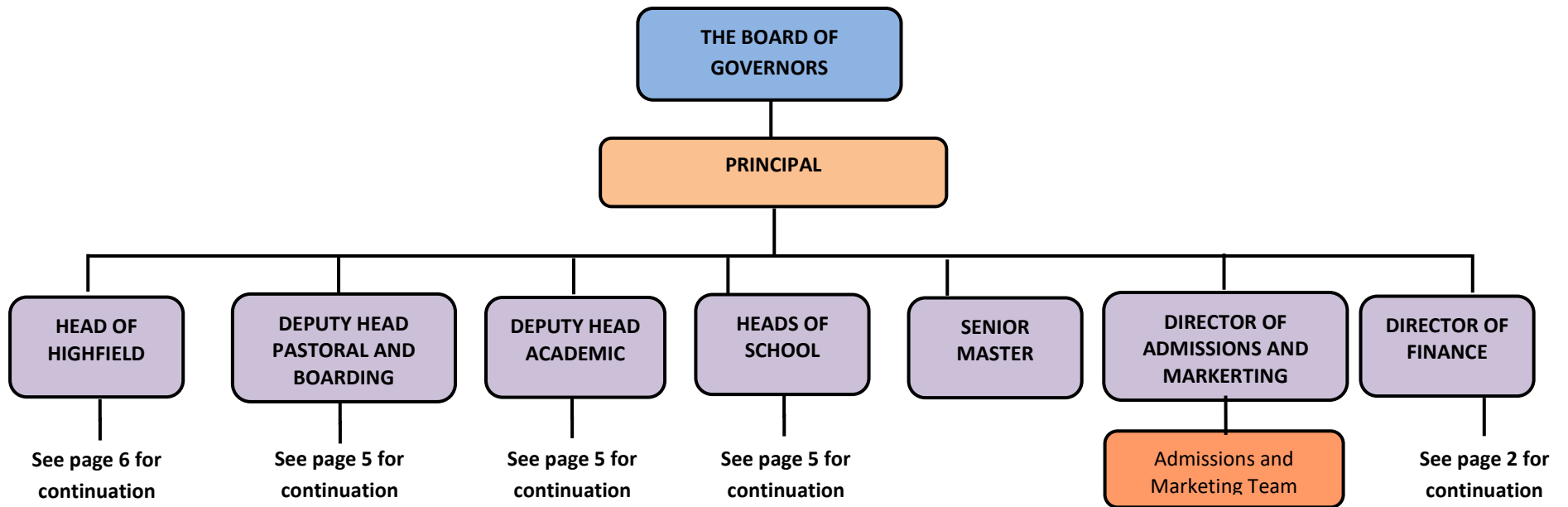
Date: 10/9/21

Signed: 
Mrs S Brett, (Principal)

Date: 10/9/21

HARROGATE LADIES' COLLEGE
ORGANISATION RESPONSIBILITY STRUCTURE CHARTS

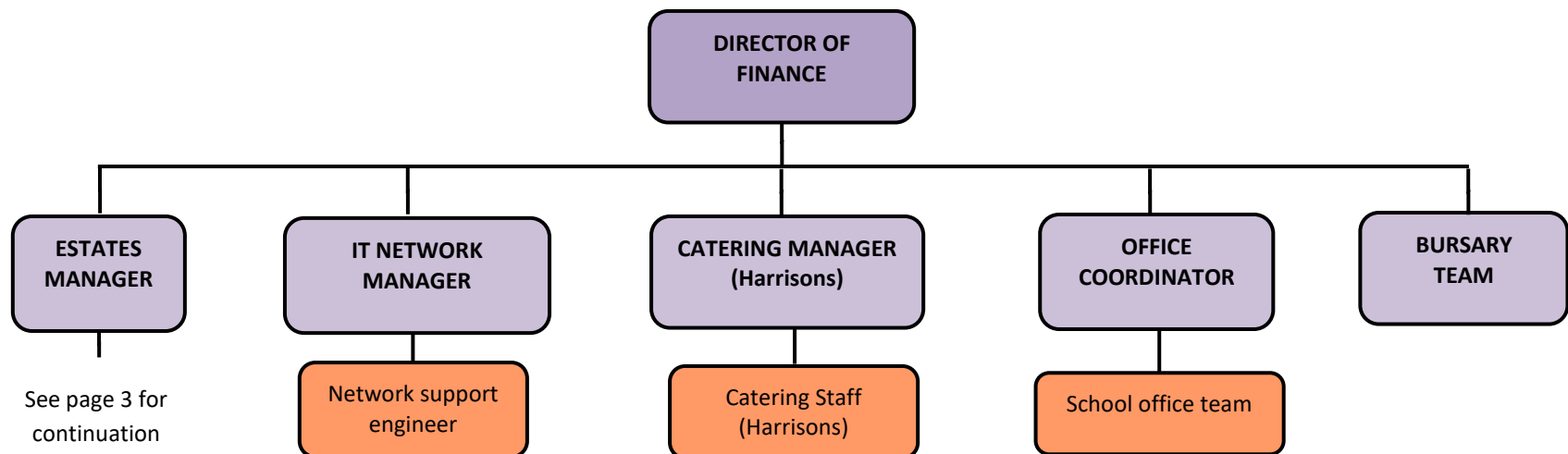
Whole School Leadership structure



This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE
ORGANISATION RESPONSIBILITY STRUCTURE CHARTS

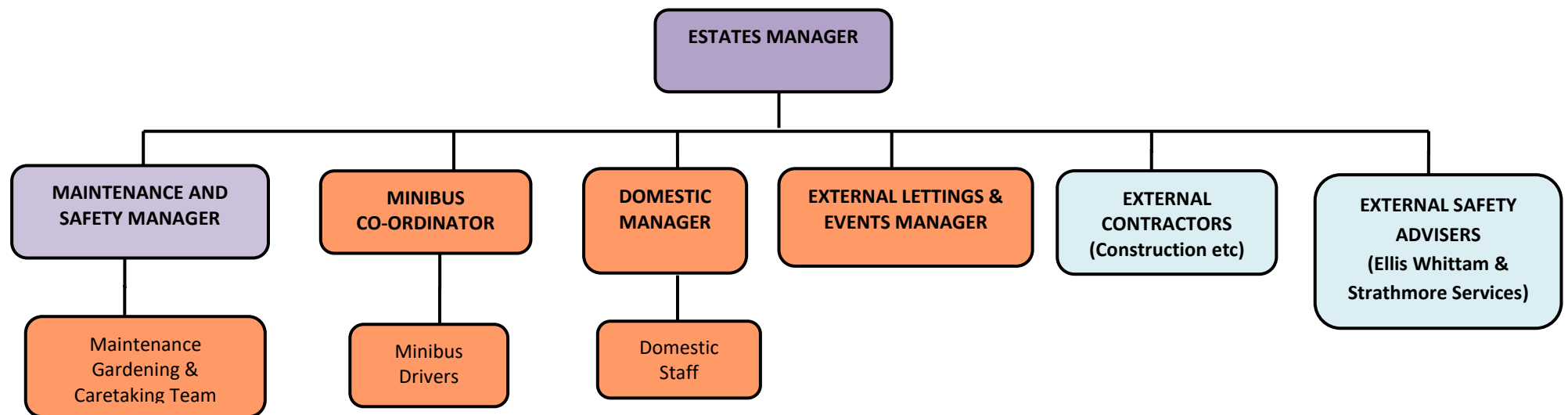
Support Leadership structure



This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE
ORGANISATION RESPONSIBILITY STRUCTURE CHARTS

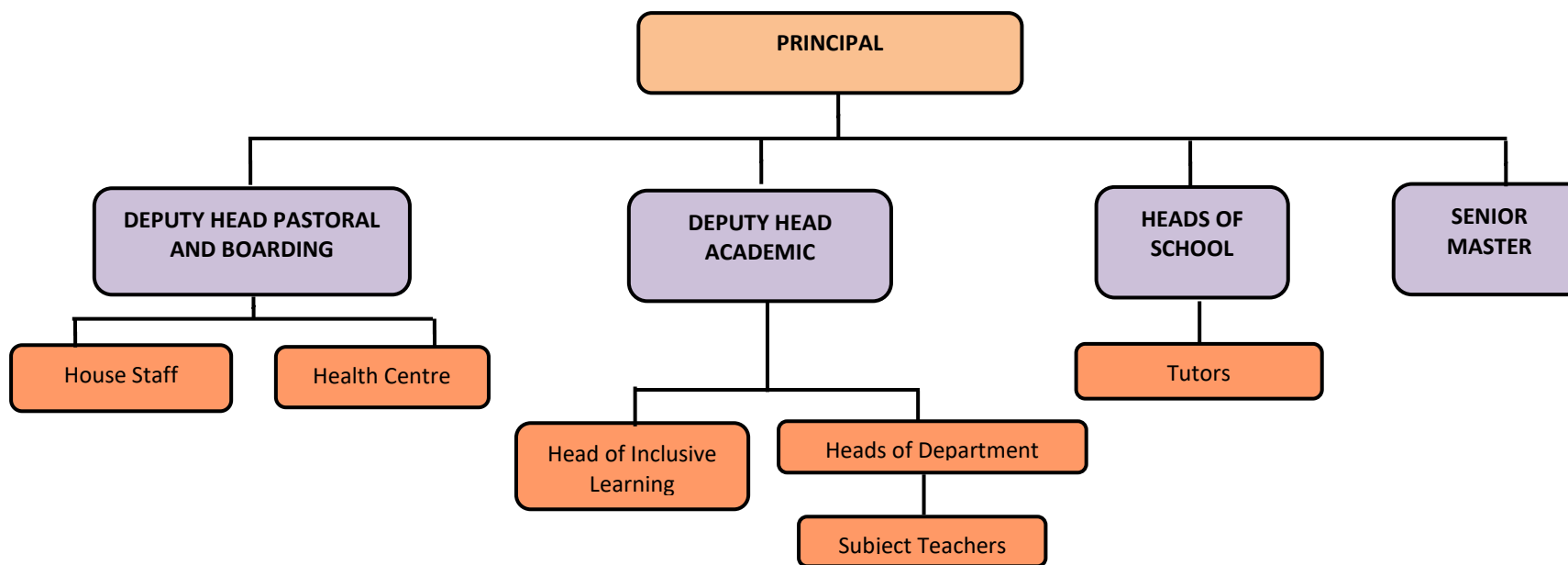
Estates Leadership structure



This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE
ORGANISATION RESPONSIBILITY STRUCTURE CHARTS

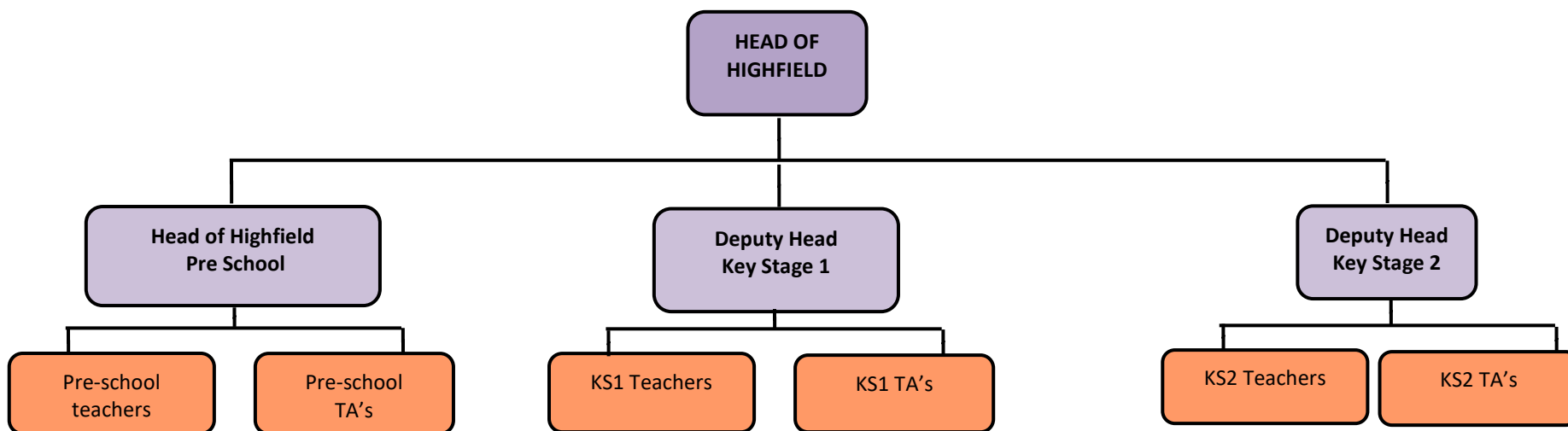
College Leadership structure



This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE
ORGANISATION RESPONSIBILITY STRUCTURE CHARTS

Highfield Leadership structure



This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE

HEALTH AND SAFETY DUTIES

OF

THE BOARD OF GOVERNORS

- 1.1 In the discharge of HLC's duties the Board of Governors, in consultation with the Principal and the Estates Manager, will:
- (a) make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and approved codes of practices (ACoPs) which are relevant to the work of HLC, in particular the Management of Health and Safety at Work Regulations 1999.
 - (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout HLC.
 - (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made to achieve continuous improvement.
 - (d) ensure that systems are in place to identify and evaluate all risks relating to:
 - (i) accidents.
 - (ii) health.
 - (iii) HLC-sponsored activities (including work experience).
 - (e) ensure that systems are in place to identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
 - (f) create and monitor the effectiveness of the management structure.
- 1.2 In particular the Board of Governors undertakes to provide:
- (a) a secure environment which prioritises pupil health, safety, wellbeing and safeguarding and health, safety and wellbeing of staff and others who may be affected by HLC activities.
 - (b) a safe place for staff and others to work including safe means of entry and exit.
 - (c) plant, equipment and systems of work which are safe.
 - (d) safe arrangements for the handling, storage and transport of articles and substances.
 - (e) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements.
 - (ii) codes of practice whether statutory or advisory.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (f) supervision, training and instruction so that all staff and pupils can perform their HLC-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Board of Governors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the HLC-related activities which they are carrying out. All training will be regularly updated.
 - (g) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
 - (h) adequate welfare facilities.
- 1.3 In so far as is reasonably practicable the Board of Governors, through the Principal and Estates Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
- (a) this policy.
 - (b) all other relevant health and safety matters.
 - (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

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HARROGATE LADIES' COLLEGE

HEALTH AND SAFETY DUTIES

OF

THE PRINCIPAL

- 2.1 As well as the general duties which all members of staff have (see 7.0), the Principal has responsibility for the day-to-day implementation of the policy and development of safe working practices and conditions for academic staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by HLC and will take all reasonably practicable steps to achieve this end through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- 2.2 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 2.3 In particular, the Principal will:
- (a) have a working knowledge of the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of HLC.
 - (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using HLC premises or facilities or services or attending or taking part in HLC-sponsored activities.
 - (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using HLC premises and facilities.
 - (d) ensure safe working practices and procedures throughout HLC including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
 - (e) act as the responsible person with regard to fire safety
 - (f) act as the nominated person with regard to first aid provision
 - (g) consult members of staff, including the safety representatives, on health and safety issues.
 - (h) ensure that risk assessments are carried out for activities within their area of responsibility by the relevant Heads of Department.
 - (i) carry out periodic reviews to ensure that the requirements of the policy are being met and to identify areas for the improvement of health and safety performance.
 - (j) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
 - (k) encourage staff, pupils and others to promote health and safety.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (l) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
 - (m) encourage all employees to suggest ways and means of reducing risks.
 - (n) collate accident and incident information and, when necessary, carry out accident and incident investigations.
 - (o) ensure active monitoring of health and safety performance promoting a positive safety culture. The Principal will address any safety performance related issues or breaches of policy in an appropriate and timely manner
 - (p) monitor first aid and welfare provision.
 - (q) monitor the management structure, along with the governors.
- 2.4 To enable the Principal to meet the above duties she will appoint senior supervisory staff to assist her with the day to day implementation of the policy.

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HARROGATE LADIES' COLLEGE

HEALTH AND SAFETY DUTIES

OF

THE DIRECTOR OF FINANCE

- 3.1 The Director of Finance will make herself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work within her area of responsibility.
- 3.2 In addition to the general duties which all members of HLC Staff have (see 7.0), she will be directly responsible for the implementation and operation of HLC's health and safety policy within her areas of responsibility.
- 3.3 She will take a direct interest in HLC's health and safety policy and in helping other members of staff within her areas of responsibility to comply with its requirements.
- 3.4 As part of her day-to-day responsibilities she will ensure, within the area under her control that:
 - (a) safe systems of work are devised, communicated and implemented.
 - (b) health and safety regulations, rules and procedures are being applied effectively.
 - (c) staff and others under her jurisdiction are instructed in safe working practices.
 - (d) new employees working in her department are given instruction in safe working practices.
 - (e) regular safety inspections are made of her area of responsibility as required by the Policy or as necessary.
 - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
 - (g) all office machinery and equipment in the department is adequately guarded.
 - (h) all office machinery and equipment in the department is in good and safe working order.
 - (i) there is active monitoring of health and safety performance, promoting a positive safety culture. Address any safety performance related issues or breaches of policy in an appropriate and timely manner.
 - (j) all health and safety information is communicated to the relevant persons
- 3.5 She will ensure that risk assessments are carried out for activities within her area of responsibility and that the findings of the assessments are communicated to all those who may be affected by the work

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- 3.6 As the Director of Finance, she will ensure that sufficient funds are kept available to enable the requirements of this policy to be met. She will also ensure that where works required on campus involve the use of external contractors, that sufficient funds are made available for the work to be carried out safely.

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HARROGATE LADIES' COLLEGE

HEALTH AND SAFETY DUTIES

OF

THE ESTATES MANAGER

- 4.1 As well as the general duties which all members of staff have (see 7.0), the Estates Manager has responsibility for the day-to-day implementation of the policy and development of safe working practices and conditions for non-teaching staff, ancillary staff, visitors and any other person using the premises or engaged in activities sponsored by HLC and will take all reasonably practicable steps to achieve this end through the Heads of the appropriate departments, senior members of staff and others as appropriate.
- 4.2 The Estates Manager will make himself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the activities of HLC under his area of responsibility.
- 4.3 He will take a direct interest in HLC's health and safety policy and in helping other supervisors, members of staff, and others to comply with its requirements.
- 4.4 As part of his day-to-day responsibilities he will monitor that Heads of Departments within his area of responsibility are ensuring that:
- (a) safe systems of work are devised, communicated and implemented.
 - (b) ensure the health, safety, wellbeing and safeguarding of pupils is treated as a priority.
 - (c) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - (d) staff, pupils and others under their jurisdiction are instructed in safe working practices.
 - (e) new employees working within their department are given instruction in safe working practices.
 - (f) regular safety inspections are made of their area of responsibility as required by the Policy or as necessary.
 - (g) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
 - (h) all plant, machinery and equipment in the department in which they work is adequately guarded.
 - (i) all plant, machinery and equipment in the department in which they work is in good and safe working order.
 - (j) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work and that appropriate protective clothing and equipment, first aid and firefighting equipment are provided and readily available in the department in which they work.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as directed in the HLC Policy on the Control of Substances Hazardous to Health.
 - (l) there is active monitoring of health and safety performance, promoting a positive safety culture. The Estates Manager will address any safety performance related issues or breaches of policy in an appropriate and timely manner.
 - (m) all the signs used meet the statutory requirements.
 - (n) all health and safety information is communicated to the relevant persons.
- 4.5 He will receive any health and safety inspection reports of either internal or external origin and ensure they are distributed as necessary and are acted upon.
- 4.6 He will ensure that risk assessments are carried out for activities within his area of responsibility by the relevant Head of Department and will monitor that risk assessments are being submitted to, and checked by, the Maintenance and Safety Manager where they are required from contractors working on the campus. He will also assist the Principal and Senior Master with the checking of risk assessments for pupil activities taking place off campus.
- 4.7 The Bursary will maintain all documentation relating to HLC vehicles to ensure that they remain serviceable and road legal. The Estates Manager will make periodic checks to ensure that such documentation remains current.
- 4.8 Should an accident occur on campus which is reportable to the Health and Safety Executive, the Estates Manager shall liaise with the External Health & Safety Advisor to make the necessary report. He will also ensure that the correct level of accident investigation is carried out which will be commensurate with the severity of the accident.
- 4.9 The Estates Manager is to liaise with the External Lettings Manager to ensure that hirers, contractors and others who use the HLC premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

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HARROGATE LADIES' COLLEGE
HEALTH AND SAFETY DUTIES
OF
THE MAINTENANCE AND SAFETY MANAGER

- 5.1 The Maintenance and Safety Manager will make himself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work within his area of responsibility (including that carried out on HLC property by contractors).
- 5.2 In addition to the general duties which all members of HLC Staff have (see 7.0), he will be directly responsible to the Estates Manager for the implementation and operation of HLC's health and safety policy within his areas of responsibility.
- 5.3 He will take a direct interest in HLC's health and safety policy and in helping other members of staff and others to comply with its requirements.
- 5.4 He will ensure, so far as is within his control, that the campus buildings are maintained in good order and in compliance with any health and safety statutory requirements.
- 5.5 He is to ensure that electrical safety is maintained on campus through a rolling programme which will include the test and examination of both the fixed electrical installation and portable appliances by a competent person.
- 5.6 As part of his day-to-day responsibilities he will ensure that:
 - (a) safe systems of work are devised communicated and implemented throughout his area of responsibility.
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - (c) staff, and others under his jurisdiction are instructed in safe working practices.
 - (d) new employees working within his area of responsibility are given safety induction training, including instruction in safe working practices.
 - (e) regular safety inspections are made of his area of responsibility as required by the Estates Manager or as necessary to meet the requirements of the policy.
 - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
 - (g) all plant, machinery and equipment within his area of responsibility is adequately guarded.
 - (h) all plant, machinery and equipment within his area of responsibility is in good and safe working order and that any statutory inspection or examination requirements are met.
 - (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment within his area of responsibility.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (j) adequate stocks of appropriate Personal Protective Equipment (PPE) for the use of HLC staff within his area of responsibility are maintained and readily available.
 - (k) toxic, hazardous and highly flammable substances within his area of responsibility are correctly used, stored and labelled as directed in the HLC Policy on the Control of Substances Hazardous to Health.
 - (l) there is active monitoring of health and safety performance promoting a positive safety culture. The Maintenance and Safety Manager will address any safety performance related issues or breaches of policy in an appropriate and timely manner.
 - (m) all signs used meet the statutory requirements.
 - (n) all health and safety information is communicated to the relevant persons.
 - (o) any safety related training requirements identified as necessary, for persons within his area of responsibility to carry out their duties under the policy, are brought to the attention of the Estates Manager.
 - (p) he reports, as appropriate, any health and safety concerns to the Estates Manager.
- 5.7 He will carry out risk assessments (and where applicable produce method statements) for the work carried out by staff within his area of responsibility. These will include general risk assessments as required by the Management of Health and Safety at Work regulations 1999 and specific assessments as detailed in other health and safety regulations (COSHH, manual handling, noise etc).
- 5.8 He will assess the competence of all contractors employed to work on campus and will ensure that prior to their starting, they have adequate risk assessments in place for the work to be done, which provide sufficient controls for the protection of all HLC pupils, staff and visitors.
- 5.9 The Maintenance and Safety Manager is the designated Fire Safety Officer on campus. In carrying out this role he is to liaise with the Estates Manager to ensure that:
- (a) fire risk assessments are in place for all HLC premises and are regularly reviewed as necessary.
 - (b) adequate precautionary measures as identified as necessary by the fire risk assessments are maintained. Specifics of such measures will be detailed in the fire risk assessments for each area but will, as a minimum, cover:
 - (i) provision and maintenance of means of detecting fire and raising the alarm.
 - (ii) provision and maintenance of means of fighting fire in order to enable safe evacuation of the buildings.
 - (iii) provision and maintenance of clearly signed escape routes (including emergency lighting where applicable) which are free of obstruction.
 - (c) emergency action plans are in place and that fire drills are regularly practiced.
 - (d) adequate numbers of staff are trained in the use of any firefighting equipment provided.
 - (e) adequate number of fire marshals are trained to enable the safe evacuation of all areas of the campus.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (f) a fire log is maintained to record that regular checks are made to ensure that the fire precautions required remain effective.
- (g) any deficiencies in the above provisions are brought to the attention of the Estates Manager.
- (h) where temporary works are being carried out that a temporary works co-ordinator and a temporary works supervisor must be appointed prior to activities commencing.
- (i) where temporary works undertaken by either HLC maintenance staff or external contractors may introduce additional fire risks that are not included within the existing fire risk assessments, a temporary works fire risk assessment must be completed. Such works may also require the use of a permit to work, the system of which will be in the control of the Maintenance and Safety Manager.

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HARROGATE LADIES' COLLEGE

HEALTH AND SAFETY DUTIES

OF

SUPERVISORY STAFF

- 6.1 Supervisory staff (e.g. Heads of Departments, co-ordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 6.2 In addition to the general duties which all members of HLC Staff have (see 7.0), they will be directly responsible to either the Principal (for educational and boarding staff) or the Estates Manager (for non-educational support staff) as necessary. They have day-to-day responsibility for the implementation of the relevant aspects of the policy within their departments and areas of responsibility.
- 6.3 They will take a direct interest in HLC's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 6.4 As part of their day-to-day responsibilities they will ensure that:
- (a) safe systems of work are devised, communicated and implemented throughout their department.
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - (c) staff, pupils and others under their jurisdiction are instructed in safe working practices.
 - (d) new employees working within their department are given safety induction which will include instruction in safe working practices.
 - (e) regular safety inspections are made of their area of responsibility as required by the Principal or Estates Manager as applicable, or as necessary to meet the requirements of the policy.
 - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
 - (g) all plant, machinery and equipment in the department in which they work is adequately guarded.
 - (h) all plant, machinery and equipment in the department in which they work is in good and safe working order.
 - (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
 - (j) adequate stocks of appropriate Personal Protective Equipment (PPE) for the use of HLC staff and pupils, as appropriate, within their area of responsibility are maintained and readily available.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (k) first aid arrangements and firefighting equipment are provided and readily available in the department in which they work.
 - (l) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as directed in the HLC Policy on the Control of Substances Hazardous to Health.
 - (m) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
 - (n) all signs used meet the statutory requirements.
 - (o) all health and safety information is communicated to the relevant persons.
 - (p) any safety related training requirements identified as necessary, for persons within their area of responsibility to carry out their duties under the policy, are brought to the attention of the Principal or Estates Manager as appropriate.
 - (q) they report any health and safety concerns to the Principal, Estates Manager or Director of Finance, as appropriate.
- 6.5 They will carry out risk assessments for the work or activities carried out by staff or pupils within their area of responsibility. These will include general risk assessments as required by the Management of Health and Safety at Work regulations 1999 and specific assessments as detailed in other health and safety regulations (COSHH, manual handling, noise etc).
- 6.6 Educational supervisors organising off site visits are to ensure that the relevant arrangements within this policy are adhered to. Risk assessments for visits/activities are to be submitted to the Deputy Head (Pastoral and Organisation) for approval prior to the event. These will then be submitted to the Estates Manager for checking. Where the visit/activity is to take place abroad, the Deputy Head (Pastoral and Organisation) will again submit the risk assessments to the Estates Manager for checking, before they are then passed to the Principal for final approval prior to the event.

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HEALTH AND SAFETY DUTIES

OF

ALL MEMBERS OF STAFF

7.1 All HLC staff are to make themselves familiar with:

- (a) the general requirements of the Health and Safety at Work, etc, Act 1974.
- (b) any other health and safety legislation and codes of practice which are relevant to the department in which they work.
- (c) the arrangements detailed within part 3 of this policy which are applicable to their work.

7.2 All HLC staff are:

- (a) to assist in the provision of a secure environment which prioritises pupil health, safety, wellbeing and safeguarding.
- (b) to promote a positive safety culture and aspire to best practice with regard to health and safety performance.
- (c) to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- (d) to co-operate with the employer (HLC Board of Governors) so far as is necessary, to enable the employer to meet his statutory duties regarding health, safety and welfare.
- (e) not to knowingly or recklessly interfere with, misuse or abuse anything provided by the employer in the interests of health and safety.

7.3 All HLC staff are to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

7.4 In particular all members of HLC staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the Board of Governors.
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively.
- (c) see that all plant, machinery and equipment is adequately guarded.
- (d) see that all plant, machinery and equipment is in good and safe working order.
- (e) not make unauthorised or improper use of plant, machinery and equipment.
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) ensure that all substances are correctly used, stored and labelled. All substances which fall under the scope of the current COSHH regulations should have a suitable and sufficient risk assessment completed using information from the current version of the Manufacturer's Safety Data Sheet.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (h) report any defects in the premises, plant, equipment and facilities which they observe.
 - (i) take an active interest in promoting health and safety and suggest ways of reducing risks.
 - (j) work in compliance with the control measures indicated within the risk assessment for the work they are doing. If you have not seen the risk assessment for the work you carry out, bring this to the attention of your line manager.
- 7.5 Staff should advise HLC personnel department of any medical conditions which may adversely impact on their own Health Safety and Wellbeing or that of others.

All members of staff are reminded that 7.2 (a) to (c) are legal duties placed on employees by the Health and Safety at Work, etc, Act 1974. Breach of these duties could therefore lead to disciplinary measures and could result in legal action.

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HEALTH AND SAFETY DUTIES

OF

MAINTENANCE STAFF

- 8.1 The maintenance staff must remain particularly alert to the additional hazards posed by their work and the effect it could have on themselves, their fellow staff, pupils and visitors. As such, in addition to the general duties of all HLC Staff (see 7.0) the maintenance staff are also to:
- (a) ensure that they have read and understood the risk assessment (and method statement where applicable) for the task they are to carry out before starting work.
 - (b) before starting, ensure that the work area is adequately segregated (by barriers or warning signage as applicable to the task) from those not involved in the task.
 - (c) ensure that where the work involves using or producing hazardous substances, that you have read the COSHH assessment and comply with the controls required. You must also consider the potential for airborne substances to reach those not involved in the work and as such will not be protected against their effects. Pay particular attention to the section within the COSHH assessment which details anyone particularly at risk. Some hazardous substances which may have little effect on an adult can be very damaging to young persons.
 - (d) carry out the work strictly in accordance with the risk assessment (and method statement where applicable), implementing all of the control measures identified as required within it.
 - (e) if in any doubt that the work can be carried out safely report the fact to the Maintenance and Safety Manager so that another method of work can be identified.
 - (f) should an unforeseen hazard or situation occur while carrying out the work, which has not been identified in the risk assessment, **stop work** and report the fact to the Maintenance and Safety Manager so that the additional control measures required can be identified.
 - (g) remain particularly alert to your surroundings, ensuring that you do not inadvertently put yourself in a position where you may be exposed (or expose others) to a high risk situation (potential fall from height, contact with electricity, confined spaces, disturbing asbestos etc).

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HARROGATE LADIES' COLLEGE
HEALTH AND SAFETY DUTIES
OF
HIRERS, CONTRACTORS AND OTHERS

- 9.1 When HLC premises or facilities are being used out of normal HLC hours for an HLC-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 9.2 When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirers, contractors and others using the HLC premises or facilities that they comply with all safety policies and directives issued by HLC personnel and that they will not without the prior consent of the Estates Manager:
- (a) introduce equipment for use on the HLC premises.
 - (b) alter fixed installations.
 - (c) move or remove fire and safety notices or equipment.
 - (d) take any action that may create hazards for persons using the premises or the staff or pupils of HLC.
- 9.3 All contractors who work on HLC premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with its requirements.
- 9.4 The Estates Manager or other responsible person will monitor the activities of all third party contract service providers on site dealing with any unsatisfactory health and safety performance in an appropriate and timely manner.
- 9.5 Contractors carrying out work on campus must provide the HLC Maintenance and Safety Manager with all relevant documentation relating to their safe working procedures and methods of work on site (i.e. Risk Assessments and Method Statements) prior to starting work.
- 9.6 Certain specialist contractors (e.g. asbestos removal) may be asked to provide additional information relevant to legislation for their particular sphere of activity.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE
HEALTH AND SAFETY DUTIES
OF
EXTERNAL HEALTH AND SAFETY ADVISERS

- 10.1 Fulfil the requirements of a competent person and Health and Safety advisor in accordance with Regulation 7 of the Management of Health & Safety at Work regulations 1999.
- 10.2 Advise the Board of Governors on the preparation and review of the company's safety policy for health, safety and welfare, including the organisation and arrangements for carrying out the policy.
- 10.3 Give advice to HLC as requested on:
 - (a) legal requirements affecting health, safety and welfare including advising on the implications of changes in legislation or HSE (Health and Safety Executive) guidance.
 - (b) prevention of injury and damage.
 - (c) provision, selection and use of protective clothing and equipment.
 - (d) working methods, equipment or materials which could reduce risks.
 - (e) health and safety factors affecting the selection of plant, equipment and contractors.
- 10.4 Assist HLC in informing the Health and Safety Executive of dangerous occurrences, major injury accidents when requested.
- 10.5 Assist in any communications with enforcement agencies, regulatory bodies or other stakeholders when requested.
- 10.6 Carry out investigations of accidents and incidents determining underlying causes, trends and recommend corrective strategies.
- 10.7 Provide advice on training requirements and arrange training courses where requested.
- 10.8 Undertake inspections and safety audits providing recommendations on any actions required.
- 10.9 Assist in preparing and reviewing the School's risk assessments and method statements, working closely with the School's Health and Safety Officer and Heads of Department to review activities and develop safe systems and procedures.
- 10.10 When required attend Health and Safety management committee meetings and meetings with HLC Senior Management and Heads of Department to review safety performance and to develop strategies for continuous improvement.
- 10.11 Keep HLC advised on safety matters and information which is relevant, safety training required, meetings attended, general comments and recommendations.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Health and Safety Policy

Part 3, A

Arrangements for the General Health Safety and Welfare of
both pupils and staff on Campus

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

HARROGATE LADIES' COLLEGE

HEALTH AND SAFETY PART 3, A

INTRODUCTION

This part of the policy lays out the arrangements in place in order to ensure, so far as is reasonably practicable, the health, safety and welfare of the staff and pupils of Harrogate Ladies' College and that of others who have reasonable cause to be on the campus. It deals with the foreseeable aspects of life and work on campus for all concerned. Some of these elements will affect both staff and students but from different aspects. Where this is the case, this will be made clear in the arrangements.

The arrangements in this section have not been listed in any order of priority or by level of risk; they are merely listed in alphabetical order by subject.

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ABRASIVE WHEELS

1. There will be a requirement for both staff and pupils to use abrasive wheels. In the case of pupils this will be the use of bench mounted abrasive wheels during lessons in some of our Design Technology (DT) classes (*Note: The school currently does not teach DT, so this equipment is not currently used by pupils*). In the case of staff, it will be during maintenance activities which may involve the use of both bench mounted abrasive wheels and those mounted in hand held tools.
2. The Maintenance and Safety Manager will ensure that all abrasive wheels (used by pupils or staff) are maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Abrasive wheels will only be changed or dressed by a competent member of staff.
3. Where abrasive wheels are bench mounted the necessary statutory notices will be posted to remind users of the requirements for the necessary Personal Protective Equipment (PPE).
4. Where abrasive wheels are used by pupils, the Head of Department must include their use in the risk assessment for the activity. (*Note: The school currently does not teach DT, so this equipment is not currently used by pupils*).

This will include measures for:
 - (a) Pre use checks by a member of staff.
 - (b) Adequate levels of supervision for class numbers.
 - (c) Provision of the correct types of PPE (correct mechanical strength of eye protection, and attenuation characteristics of hearing protection) in sizes that will correctly fit the pupils.
 - (d) Reduction of entanglement hazards (loose clothing, long hair, jewellery etc).
5. Where abrasive wheels are used by members of staff, the Maintenance and Safety Manager will ensure that the use of the tool (bench mounted or hand held) is included within the risk assessment for the task and that they are only used by competent persons. He will also monitor that the tools are being used in accordance with the risk assessment. The risk assessments for staff using abrasive wheels must also cover the additional hazards that are applicable to the changing and dressing of wheels and the use of portable hand held tools.
6. DT teachers and maintenance operatives are to ensure that any abrasive wheel, machine or tool being used with any defect which could give rise to injury, is taken out of use immediately and the fact is reported to the Maintenance and Safety Manager so that the fault can be rectified.

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ACCESS AND EGRESS

1. All staff, pupils and visitors are entitled to safe access to and safe egress from any place at which they are reasonably expected to be on campus.
2. HLC will seek to ensure that access and egress are safe in all situations by adhering to the following:
 - (a) All halls, corridors, walkways, steps, stairs, doorways etc will be kept free of obstructions. All members of staff are to monitor this on an ongoing basis when moving around campus. Where obstructions are noted they are to be brought to the attention of the Head of the Department concerned.
 - (b) Surfaces and coverings will be kept in a good state of repair to reduce slip and trip hazards. Any defects noted in surface coverings by members of staff which could constitute a slip or trip hazard, are to be brought to the attention of the Maintenance and Safety Manager.
 - (c) All access routes will be kept adequately lit to allow safe passage at all times. Any failure of artificial lighting is also to be brought to the attention of the Maintenance and Safety Manager.
 - (d) Steps, stairways and ramps will be fitted with secure hand rails to offer support to those using them where necessary.
 - (e) Any access equipment (ladders, stepladders etc) required will be of the correct quality, of good construction and safe to use. It will also be inspected by maintenance staff at the frequency required by current legislation. A register of such inspections will be held by the Maintenance and Safety Manager using the form at [Appendix 1](#).
 - (f) Where temporary measures are required to enable maintenance activities, raised platforms (ramps) will not exceed a 1 in 4 slope and will be wide enough for safe passage and properly supported, with foot treads where conditions may be slippery. Maintenance operatives carrying out the work are to ensure that the general 'going' around the work area will not be made hazardous because of accumulated debris or storage of materials, plant and equipment.
 - (g) Where required the school will make reasonable adjustments to the workplace for any individual whose requirements fall within the scope of the Equality Act 2010
3. Refer to the HLC 'Security, Access Control, Workplace Safety and Lone Working Policy' for full details on the access and egress arrangements for the site.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

ACCESS RESTRICTIONS

1. Arrangements are fully detailed in the HLC 'Security, Access Control, Workplace Safety and Lone Working Policy'.
2. Under these arrangements all staff are issued with a photographic ID card as a means of identification which must be worn at all times while on HLC premises.
3. To prevent intruder access, an electronic access control system is installed to the external entrance doors of all buildings on the site, including the boarding houses. The system operates using electronic cards programmed with specific access restrictions appropriate to the staff member or pupil.
4. There is a CCTV system installed for the prevention and detection of crime and for the protection of pupils, staff and visitors which is managed by the Director of Finance as Data Protection Officer (DPO). The school is registered to use CCTV with the Information Commissioners office in accordance with the CCTV Codes of Practice.
5. Visitors are unable to gain access into the buildings due to the access control system and they are required to report to college reception and sign in under our Visitors Policy.
6. Intercoms are fitted to College, Highfield and Highfield Pre School entrance reception doors. All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times. 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.
7. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.
8. To protect against intruders on the school premises all staff are advised to issue a polite challenge to any person they believe has no reasonable cause to be on our premises or is not accompanied by another member of staff. Such persons should be requested to either accompany the member of staff to reception or leave the premises. If any member of staff feels uneasy about the presence or behaviour of such persons, they should report their concerns immediately to the Principal (or the Senior Master in their absence) so that support can be given to the member of staff. If any pupil feels uneasy about the presence or behaviour of such persons, they should report their concerns immediately to the nearest member of staff.
9. It is the responsibility of all Contractors, their Employees and Self-Employed individuals or groups to comply with the requirements of HLC's Contractor Policy which details our safeguarding and supervision arrangements.
10. Where contractors are working on campus, they are responsible for ensuring adequate measures are in place to restrict access to their work areas and that any statutory notices are displayed. Their intended measures to prevent unauthorised access to the work area are to be agreed with the Maintenance and Safety Manager before work commences.
11. For the purposes of this guidance Pupils are understood to also include all those persons participating in Outside Lets activities.
12. Staff and pupils will be made aware of any areas where their access is restricted during their induction on arrival at HLC. Generally, pupils should not encroach on areas around buildings which are not either gardens or pathways.
13. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. Regular checks are made by the Caretaker to ensure that restricted areas remain secured.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

14. We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool and science laboratories. Doors to these areas are therefore kept locked at all times when not in use. Other examples of areas where access is restricted to pupils or staff supervision is required are:
- Access to plant rooms will be restricted to essential maintenance staff.
 - Access to maintenance workshop, garage & stores will be restricted to maintenance staff.
 - Access to chemical or substance storage will be limited to those requiring it (teachers for chemicals used in lessons, maintenance staff for substances used for maintenance purposes, domestic staff for cleaning products etc).
 - Access to some classrooms containing hazardous equipment or items may be restricted when not in use to ensure the safety of the pupils.
 - Access to cleaning cupboards containing the Domestic Staff's cleaning equipment is restricted to the Domestic Staff.
 - Access to store rooms by pupils.
 - Access to the main kitchens by pupils.
 - Access to basements (in boarding houses this includes access to basement trunk rooms unless under the supervision of house staff) and floor voids by pupils.
 - Access to roof voids and their access hatches by pupils.
 - Access to Godolphin pond by pupils unless with a member of staff during clubs/lessons.
 - Access to the swimming pool and sports hall (including the area to the rear of the hall) by pupils unless with a member of staff during clubs or lessons.
 - Access to Water Feature by the main school building by pupils
 - Access to skip and waste disposal areas by pupils.
 - Access to the waste metal area to the rear of the IT suite by pupils.
 - Access to areas where personal information is stored to ensure data protection.
 - Access to temporary works areas will be restricted to those carrying out the work. This will be applicable to some maintenance activities carried out by our staff and to contractors working on campus. The Maintenance and Safety Manager will ensure any areas where temporary works are being carried out are adequately fenced off to provide a clearly segregated work area and prevent unauthorised access to the work area.
15. Staff have the authority to instruct any person who they reasonably believe to be unauthorised to be in a restricted area, to leave the area immediately. The member of staff responsible for the restricted area must take steps to ensure that access is only available to authorised persons and that the entrance to that area is secure when unattended.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

ACCIDENTS

1. Staff will be told at induction about accident/incident reporting procedures. Members of staff are to report all accidents to their line manager. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of all accidents/incidents is in their own interests.
2. An accident form should be completed after any accident, dangerous occurrence, or sudden illness requiring immediate resuscitation or occasion of reportable illness. The form should be completed by the person involved, or if they are unable to complete it themselves, then by an adult witness or the person the incident is reported to. Pupils are not expected to complete accident forms alone. In the case of accidents involving young person's then the Health Centre, Teaching or other responsible staff members will manage the reporting process.
3. **Accident books which are data protection compliant are located in each department throughout the campus.** Should for some reason, an accident book not be available the accident report form at [Appendix 2](#) can be copied and used.
4. The accident form will detail the date, time and place of the incident, personal details of the person(s) involved and person completing the accident form, brief description of how the accident occurred and the cause if known together with details of any injury suffered.
5. All completed accident reports are to be submitted to the Health Centre for review and collation.
6. If the person involved attends the Health Centre, details of any treatment given there are also recorded on the pupil's medical file (if a pupil), or in the Health Centre accident book if a member of staff or visitor.
7. Parents or Guardians of pupils will normally be contacted and informed of the incident by Health Centre staff unless they are Gillick competent and expressly ask the matter is kept confidential.

INCIDENT REPORTING

8. Members of staff are to report all accidents or incidents to their line manager. The manager and other identified staff below will then take the following steps:
 - (a) Ensure any reported accident, no matter how minor and regardless of who the victim is, has been recorded in an accident book and the completed accident report has been submitted to the Health Centre.
 - (b) Heads of departments and line managers will carry out short investigations where the accident requires a level 1 or 2 investigation (see table later in this section for these levels).
 - (c) The Health Centre will forward any reports which require to be reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Estates Manager.
 - (d) The Estates Manager, with the assistance of our external Safety Advisers if required, will make all RIDDOR reports as soon as possible. Where possible the report will be made electronically at: www.hse.gov.uk/riddor
 - (e) Fatal and specified injuries only can be reported on 0845 3009923.
 - (f) The Estates Manager will then decide what further action/investigation is necessary and inform the Board of Governors and our external Safety Advisers if the severity of the accident requires it.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (g) Where accidents require investigation, the details will be recorded on the documentation at [Appendix 3](#), which will be submitted to the Board of Governors as soon as possible.
9. All staff and in particular, heads of departments and line managers, are to be aware of injuries which are reportable to the enforcing authority to ensure that timely reporting takes place. The following are reportable under RIDDOR:
- (a) Fatalities as follows:
 - i. Death as a result of a work related accident.
 - ii. Death as a result of occupational exposure to a biological agent.
 - iii. Where an employee has suffered a reportable specified injury (see below) which is the cause of his death within one year of the date of the accident (whether or not the accident was reported when it happened).
 - (b) Specified injury as a result of an accident connected with work (including the specified injury resulting from physical violence at work). Reportable specified injuries are:
 - i. Fracture diagnosed by a registered medical practitioner (apart from fingers, thumbs and toes).
 - ii. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
 - iii. Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes.
 - iv. Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.
 - v. Any burn injury which covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs.
 - vi. Any degree of scalping requiring hospital treatment.
 - vii. Loss of consciousness caused by head injury or asphyxia.
 - viii. Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness; or requires resuscitation or admission to hospital for more than 24 hours.
 - (c) A pupil or visitor (member of the public) being killed or taken from the site of the accident to hospital for treatment in respect of that injury as a result of an accident related to the work of HLC. Examinations and diagnostic tests do not constitute treatment and there is no need to report incidents where people are taken to hospital purely as a precaution where there is no apparent injury. An accident will be reportable if it is attributable to the work organisation (e.g. the supervision of a field trip etc), plant or substances (e.g. machinery, experiments etc) or the condition of the premises. Accidents in relation to curriculum sports activities resulting in a pupil being killed or taken to hospital for treatment are reportable. Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen as a result of work or in connection with work (e.g. because of the condition of the premises or equipment or due to inadequate supervision).

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (d) Over 7 day injuries. If a member of staff suffers an accident connected with work (including an act of physical violence), which results in an over 7-day injury, this must be reported to the enforcing authority within 15 days on an F2508. An over 7-day injury is where the person is away from work OR is at work but cannot carry out their full range of normal duties, for over 7 consecutive days. When calculating the over 7-day injury, do not count the day of the accident, but do count the following 7 consecutive days including weekends and rest days.

DANGEROUS OCCURRENCES

10. Certain incidents that occur may be classified as 'dangerous occurrences' as defined in RIDDOR and are also reportable. The activities at HLC may not be directly susceptible to all of the dangerous occurrences listed in RIDDOR from its own work. The following are those listed which could be foreseeable considering our activities. Other dangerous occurrences listed in RIDDOR, but not listed here, could be applicable on campus where work carried out by contractors introduces equipment not normally used by HLC. Where this is the case any dangerous occurrence relating to such equipment would be reportable by the contractor using it, as the employer.

Pressure systems

11. This covers the failure of closed pressure vessels and any associated pipework forming part of a pressure system where failure could cause the death of any person.
12. Incidents that have the potential to cause death would include: Scalding or burns arising from contact with steam, hot water or other hot liquids, liquors, products or substances; and immersion or splashing with chemicals.
13. It applies to any such vessel regardless of its content and includes moveable vessels as well as fixed equipment.
14. Other examples may include people being struck by any object being omitted by the system due to failure or explosion. This would also include people being struck by secondary debris such as glass and other materials as a result.

Electrical incidents causing fire or explosion

15. This type of incident would involve the failure of an electrical piece of equipment leading to a fire or explosion. In this instance, the failure is reportable as a dangerous occurrence if the equipment is rendered useless for 24 hours, or if the occurrence was one with the potential to cause death.

Biological agents

16. Any incident which results, or could have resulted, in the release or escape of a biological agent likely to cause severe human infection or illness. This has been included as exposure to such agents could be possible when carrying out off-site visits/activities either in the UK or abroad. Such agents would include:

Biological Agent	Possible means of infection
Anthrax	Can be caused by exposure to infected animals.
Brucellosis	Exposure to infected animals.
Avian Chlamydiosis	Contact with birds infected with psittaci, through their droppings, or through the remains of such birds.
Ovine Chlamydiosis	Contact with sheep infected with psittaci.
Hepatitis	Contact with human blood or blood products or any source of viral hepatitis.
Legionellosis	Exposure from hot water systems that may be a source of contamination.
Leptospirosis	Activities in areas that are likely to be inhabited by rats or other vermin. Activities in an environment and coming into contact with bovine animals, such as cows and pigs.
Lyme Disease	Exposure to ticks in agricultural areas.
Q Fever	Exposure to infected animals.
Rabies	Exposure to infected animals.
Streptococcus suis	Contact with soil likely to be contaminated by animals.
Tuberculosis	Exposure to animals or persons that may be infected.

Structural collapse

17. The unintentional collapse or partial collapse arising from construction work (including demolition refurbishment and maintenance) of any structure involving.
 - (a) The fall of more than 5 tonnes of material.
 - (b) The collapse of any floor or wall of any place of work.
18. The unintentional collapse or partial collapse of any falsework.

Explosion or fire

19. Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or suspension of normal work in those premises for more than 24 hours.

Occupational diseases

20. The following occupational diseases are reportable under RIDDOR once the diagnosis is received by HLC:
 - (a) Carpal Tunnel Syndrome where the person's work involves regular use of percussive or vibrating tools.
 - (b) Cramp in the hand or forearm where the person's work involves prolonged periods of repetitive movement of the fingers hand or arm.
 - (c) Occupational dermatitis where the person's work involves regular or significant exposure to a known skin sensitiser or irritant.
 - (d) Hand Arm Vibration Syndrome where the person's work involves regular use of percussive or vibrating tools, or the holding materials which are subjected to processes causing vibration.
 - (e) Occupational asthma where the person's work involves regular or significant exposure to a known respiratory sensitiser.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (f) Tendonitis or tenosynovitis in the hand or forearm where the person's work is physically demanding and involves frequent repetitive movements.
- (g) Any cancer attributable to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation).
- (h) Any disease attributable to an occupational exposure to a biological agent.

NEAR MISSES

21. Staff are also to report near misses (incidents which could have resulted in injury) to their line managers so that they can be investigated. The importance of this is to be stressed to all members of staff so that steps can be taken to prevent further occurrences which could result in injury. The level of investigation into a near miss will be dependent on the severity of the potential outcome. The documentation at [Appendix 3](#) will be used to investigate dangerous occurrences and near misses in addition to accidents (an example completed form can also be found at [Appendix 4](#)).

LEVEL OF ACCIDENT OR INCIDENT INVESTIGATION

22. The decision as to the level of investigation required into accidents and incidents which will be taken by the Estates Manager based on HSE guidance HSG245 (Investigating accidents and incidents). When using the table below to determine the level of investigation required he will consider the worst potential consequences of the event.

Likelihood of incident recurring	Potential worst consequence of the incident			
	Minor injury	Over 3 day injury	Major reportable injury	Fatality
Certain	Level 2	Level 3	Level 4	Level 4
Likely	Level 2	Level 3	Level 4	Level 4
Possible	Level 2	Level 3	Level 4	Level 4
Unlikely	Level 1	Level 2	Level 3	Level 4
Rare	Level 1	Level 2	Level 3	Level 4

Level of investigation	Outline
Level 1	Relevant line manager to look into the circumstances of the event to learn lessons from it which will prevent further incident.
Level 2	A short investigation by the line manager or head of department into the circumstances and immediate and underlying causes of the incident, to prevent reoccurrence and learn general lessons.
Level 3	A more detailed investigation by the Estates Manager, line manager and relevant employee representatives looking for immediate, underlying and root causes.
Level 4	A team based investigation involving the Estates Manager, the Principal, head of department, line manager, Safety Adviser, and any relevant employee representatives. The team will be headed by the Estates Manager and will look for immediate, underlying and root causes.

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ALCOHOL AND DRUGS

The following is applicable to HLC staff only. HLC has produced a separate Smoking Alcohol and the Misuse of Drugs and Substances Policy applicable to our pupils, which details procedures to be followed should a pupil be suspected of substance abuse and the control of any prescription drugs required by pupils.

Alcohol and substance abuse can be significantly detrimental to our workplace health, safety and wellbeing. It is our policy that staff shall **never** be under the influence of any alcohol or substances: -

- a) in the workplace or
- b) during a period prior to work where the effects may carry over to the workplace.

This includes any business or promotional functions where the employee is representing HLC.

*Special rules may apply in relation **only** to alcohol, where HLC sponsors an event.*

In these circumstances any variation to these Management Arrangements will be communicated in advance of any event.

N.B. No such exceptions will be made regarding the use of Substances

1. HLC proactively engages with sufferers of addiction by participating in health and wellbeing initiatives and providing staff and others effective information on the dangers of alcohol and substance abuse. HLC will engage with registered, competent medical / counselling support services where appropriate.
2. No-one appearing to be under the influence of drugs or alcohol will be allowed on HLC grounds. This is to be determined by line-manager, member of the School Senior Management team and Health Centre staff where appropriate.

ALCOHOL

3. Alcohol is not allowed on campus unless it is part of a properly organised and authorised function (i.e. Christmas, Ceremonies etc). All functions are a work activity and must be planned and managed accordingly, with correct numbers of staff to effectively manage the event. Staff attending in a supervisory capacity shall abstain from the consumption of alcoholic beverages.

DRUGS

4. HLC adopt a robust zero tolerance policy regarding abuse of controlled drugs other substances
5. Prescription and Over the Counter (OTC) drugs may legitimately be used. Prescription drugs must be in accordance with a treatment plan under the direction of a qualified Medical Practitioner.
6. In all cases the correct dosage according to treatment plan or manufacturer's guidelines is to be followed. This particularly applies when self-medicating with OTC products.
7. Staff returning to work after leave of absence over seven days must have obtained a fit-note from a medical practitioner. In addition, an agreed return to work strategy should be implemented. This should include information on any medication in order that the school can assess any risks and prevent poor safety outcomes for all who may be affected.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

ASBESTOS MANAGEMENT

DUTY TO MANAGE ASBESTOS

1. HLC recognizes its duty to manage asbestos and as such a survey of all of our premises has been carried out by competent persons to identify any potential Asbestos Containing Materials (ACMs) and establish an asbestos “register”.
2. The above register identifies any ACMs, their location, type, condition and the management action needed to prevent persons who may enter the premises from being exposed to asbestos. The main register is held by the Estates Manager and is freely available for inspection by anyone who needs this information. (For example, if work is to be carried out on the building). ACM identified is also subjected by periodic re-inspection by a competent person to identify any deterioration. Removal or encapsulation works have also been prioritised in liaison with our asbestos advisers (AMS).
3. Members of staff are also to be made aware of any ACMs identified within their department and are to report any noted damage to them immediately to the Maintenance and Safety Manager who will arrange for any remedial action necessary, to be taken.

USE OF SPECIALIST CONTRACTORS

4. Should specialist contractors be engaged to work on, or remove, ACMs for us, their competence to carry out this type of work at the required scale will be assessed by the Maintenance and Safety Manager. They will be required to provide all relevant documents under the relevant current regulations and to provide detailed method statements of proposed works involving asbestos. To obtain this information the form at [Appendix 5](#) will be used. The requested documentation must be returned to HLC by the contractor, along with the original form and signed declaration.

WORK WITH POTENTIAL FOR EXPOSURE TO ASBESTOS

5. As a general policy, HLC maintenance staff will avoid working with asbestos where possible and will engage specialist licensed contractors to deal with asbestos removal when it is encountered.
6. Our maintenance staff will only carry out non-licensed tasks where the asbestos product has been PROPERLY identified and the criteria for carrying out non-licensed tasks are fully met.

Training

7. In compliance with the Control of Asbestos Regulations 2012, where our risk assessment shows that there is a possibility that our maintenance staff are liable to disturb asbestos in the course of their normal everyday work, the operatives and their supervisors will be given asbestos awareness training. The training will cover the subjects listed at [Appendix 6](#). Staff who have not had such training will only carry out maintenance work in areas which we can demonstrate are free of ACM.
8. Should maintenance staff carry out any tasks involving asbestos, which are classed as non-licensed tasks, all employees involved (operatives and supervisors) will be correctly trained. The training for these employees will cover the asbestos awareness training, plus additional subjects as listed at Appendix 6.
9. All asbestos training will be delivered by a competent trainer who will be required to issue a traceable certificate of training. This certificate will be valid for no more than one year. At the end of one year the employee will be given refresher training and a new certificate will be issued as necessary.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Non-licensed tasks

10. For maintenance staff to carry out non-licensed work with ACM the following criteria must apply:
 - (a) The type of ACM must have been properly identified.
 - (b) All employees involved in planning, supervising and carrying out the task are trained to the relevant level.
 - (c) Where the ACM are insulation or insulating board, the task must not take a single employee more than 1 hour in a period of 7 consecutive days and the total time spent on the task by all employees is not to exceed 2 hours. These times include any preparation which may disturb the ACM.
 - (d) A written plan of work is followed, which uses the relevant task guidance sheets and equipment and method guidance sheets from the Asbestos Task Manual These can be downloaded at : <http://www.hse.gov.uk/asbestos/essentials/index.htm>). They will be issued to those planning and carrying out the work.
 - (e) All necessary equipment laid down in the plan and the Asbestos Task Manual guidance sheets, is available.
11. When considering carrying out a non-licensed task, this will be planned to take place during school holidays to minimise the potential for inadvertent exposure to fibres. We will determine whether the task is Non-Licensed Work (NLW) or Notifiable Non-Licensed Work (NNLW). To enable this to be determined, the following will be considered:
 - (a) The type of work to be done. Our employees will only carry out maintenance (e.g. drilling holes to attach fittings or pass cables through, painting, cleaning, or removal of ACM (such as a ceiling tile) to allow inspection).
 - (b) The type of asbestos. Is it friable? The more friable it is, the more likely it will release asbestos fibres when worked and the greater the risk of exposure (e.g. materials such as asbestos insulation are more friable than materials such as asbestos cement).
 - (c) The condition of the material. Is it badly damaged or in poor condition?
12. Once the above aspects have been considered the flow chart and accompanying illustration of work categories at [Appendix 7](#) will be used to determine if the task is either Notifiable Non-Licensed Work or Non-Licensed Work.
13. Where it is determined that the Non-Licensed work is Notifiable the following actions will be carried out (in addition to the general requirements for Non-Notifiable work previously listed):
 - (a) The enforcing authority will be notified of the work in advance of it starting, by completion and submission of the HSEs electronic notification form available at:
<https://extranet.hse.gov.uk/lfserver/external/asbnnlw1>

- (b) A register (Health Record) will be kept of each employee carrying out Notifiable Non-Licensed Work. The following information will be included:

- i. The nature and duration of the work with asbestos and estimated exposure for individual workers.
- ii. Dates of the worker's medical examinations (see 'c' below).

The record may be kept as a copy of the Notification form with the names of the workers written on it. These records must be kept for 40 years.

- (c) By the 30th April 2015, all workers carrying out Notifiable Non-Licensed Work with Asbestos need to have a medical examination. Examinations are then to be repeated every 3 years as long as the worker continues to carry out Notifiable Non-Licensed Work with Asbestos. After April 2015, workers carrying out Notifiable Non-Licensed Work with Asbestos for the first time will require an examination before starting this work. Medical examinations will:

- i. Include an examination of the chest and a lung function test.
- ii. Be carried out by a licensed medical practitioner, e.g. a GP.
- iii. Be carried out in work time at the company's expense.

The doctors' certificate confirming that the medical examination has been carried out will be retained for 4 years.

Risk assessment

14. The risk assessment for non-licensed work with asbestos is to include the following:

- (a) A statement of the reason why the work fits into the category of non-licensed work.
- (b) A description of the work and the expected scale and duration.
- (c) A description of the type of asbestos present and the results of its analysis.
- (d) A description of the quantity, form, size, means of attachment, extent and condition of any ACM present.
- (e) Details of expected exposure, noting:
 - i. Whether liable to exceed the exposure limit and the number of people likely to be affected.
 - ii. Level of expected exposure to determine the level of respiratory protection required.
 - iii. Potential for others to be exposed and expected exposure.
 - iv. Whether intermittent higher exposures can be expected.
 - v. Any results already available from monitoring of similar tasks.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (f) Steps to be taken to control exposure to as low a level as reasonably practicable.
- (g) Steps to be taken to control the release of asbestos into the environment.
- (h) Details of decontamination procedures.
- (i) Details of selection, provision, use and decontamination of all PPE.
- (j) Procedure for removal of waste and contaminated tools and equipment from the area.
- (k) Procedures for dealing with emergencies.
- (l) Any other information relevant to the working practices (work at height etc).
- (m) Management arrangements to control the risk.

UNINTENTIONAL EXPOSURE TO ASBESTOS

- 15. If any person discovers, damages, or is otherwise unintentionally exposed to asbestos, work is to stop immediately and entry to the area is to be prevented to avoid further exposure. The procedure at [Appendix 8](#) is then to be followed.
- 16. If any ACM are identified no further work will be carried out, or access allowed, until they have been removed or encapsulated and/or a safe method of management has been established and communicated to all those affected.

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CONSTRUCTION DESIGN AND MANAGEMENT

1. The Construction (Design and Management) Regulations 2015 (CDM15) aim to bring Health and Safety into the management of every project so that everyone will work together to improve planning and management from the start. This allows early identification of hazards so that they can be eliminated or reduced before work starts on site, and those remaining can be properly managed. Aspects of CDM 15 apply to the work carried out by our maintenance staff as this is classed as construction work as defined in Regulation 2. In addition, construction work may be carried out for HLC by contractors. Where this is the case the Board of Governors of HLC have the duties of the client.

NOTIFIABLE PROJECTS

2. Any construction work carried out on HLC premises must be notified to the HSE if the work is expected to:
 - a. Last more than 30 working days and have more than 20 workers working simultaneously at any point; or
 - b. Involve more than 500 person days (for example 50 people working more than 10 days).
3. When calculating this, all days when construction work is to be done are to be counted. Holidays and weekends do not count if no construction work is being done.
4. Notification of the project is the duty of the Client

GENERAL DUTIES

5. The Maintenance and Safety Manager will ensure that the requirements of CDM15 are applied to maintenance work carried out by our staff.
6. The Board of Governors are to make themselves aware of the duties of the client when commissioning construction work on HLC premises. These duties are summarised at [Appendix 9](#).

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CONSULTATION WITH EMPLOYEES

1. HLC recognizes its obligations to consult employees on matters which may affect their Health and Safety.
2. The following is based on the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) and the Safety Representatives and Safety Committees Regulations of 1977 (as amended).
3. HLC will consult with its employees either:
 - (a) **Directly** - face to face with each employee or;
 - (b) **Indirectly** - with a representative elected by the employees under either of the regulations named above. Employees may also request further information on Health and Safety matters by using the form at [Appendix 10](#) which should be submitted to the Estates Manager.
4. Two levels of Health and Safety Committee meeting will facilitate consultation as follows:
 - (a) The HLC Health and Safety Committee meeting will be held each term. This meeting will focus on the development of the Health and Safety policy to ensure it meets current legislative requirements and remains achievable. It will also table the minutes of the HLC Health and Safety Sub Committee meeting to ensure that issues raised regarding policies are given due consideration when developing the policy. This meeting will be chaired by a nominated Governor who has been designated responsibility to chair the HLC Health and Safety Committee. It will be attended by:
 - i. The Estates Manager.
 - ii. The Deputy Head (Pastoral and Organisation).
 - iii. Governors as designated (minimum of two).
 - iv. External Health and Safety Adviser (on invite).
 - (b) The HLC Health and Safety Sub Committee will sit each half term. This Sub Committee will focus on day to day implementation of the policy throughout the campus and safety performance of the various departments across campus. It will also act as the forum to discuss issues of concern raised by employees and proposed changes to policies and procedures. This committee will be chaired by the Estates Manager and will consist of the following members:
 - i. Maintenance and Safety Manager.
 - ii. Heads of Department (Art, Technology, Pastoral/Boarding, PE, Science).
 - iii. Heads of Highfield Prep School and Highfield Pre School.
 - iv. Managers from the Health Centre, Domestic Staff and Catering Staff.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

MATTERS FOR CONSULTATION

5. The following matters may be included in any consultation:

- (a) Measures proposed in the workplace which may affect Health and Safety.
- (b) The arrangements that the Company has made to have assistance of a "Competent Person" to advise on Health and Safety.
- (c) How Health and Safety information already required by law is passed to employees.
- (d) How the Company arranges Health and Safety training to meet new or increased risks.
- (e) The possible consequences of introducing new technology into the workplace.
- (f) Any other matter which may affect employee's Health and Safety.

TIME OF CONSULTATION

6. Employees will be consulted:

- (a) When it is PROPOSED to arrange or amend any of the items above and;
- (b) In time to allow the employees an opportunity to give their views in the light of receiving the information.

INFORMATION

7. When an employee is consulted, we will ensure that the employee has access to the relevant information which he/she needs in order to allow effective participation. This may comprise of information which HLC already provides under other existing legislation.

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CONTRACTORS

1. It is the responsibility of all Contractors, their Employees and Self-Employed individuals or groups to comply with:
 - (a) The requirements of HLC Health, Safety and Welfare Policy.
 - (b) All relevant Statutory Regulations and Codes of Practice and Guidance notes issued by the Health and Safety Executive.
 - (c) All pupil Safeguarding policies and procedures implemented by HLC
 - (d) All relevant Safety Instructions issued by HLC staff.

CONTROL OF CONTRACT SERVICE PROVIDERS

2. HLC will maintain a database of all approved providers of contract services, this will be reviewed by a competent person periodically. In order to appear on the List of Approved Contractors, the School must have received prior confirmation that a DBS check has been performed.
3. Contractors who are to be working in the general HLC population unsupervised by HLC core staff must be subject to successful DBS checks as part of this due diligence process. No activities will commence until all certificates have been examined and approved.
4. Peripatetic/temporary academic, coaching or professional support staff will be integrated into the department for the duration of their contract. Tradesmen will be checked against a list of approved DBS checked contractors upon arrival.
5. In all cases appropriate photo identification is to be worn at all times.
6. Contractors will be issued with a blue contractor's ID badge which is to be obtained from reception on arrival on campus. This is to be worn at all times while on campus and is to be returned to reception once their work for the day is finished. Where the work exceeds one day's duration badges are to be collected and returned on a daily basis.
7. If employees of contractors are occasional or temporary, then it may not be possible for them to be DBS checked. In these circumstances, before the individual begins his/her employment, a full Safeguarding Risk Assessment will be carried out by the HR Manager. Moreover, any contractors who are working in School and have not been checked must be supervised at all times. It is the responsibility of the person bringing the contractor into school to arrange for adequate supervision. The use of employees of contractors who have not been DBS checked should be avoided if possible.

CONTRACTORS REPRESENTATIVE FOR SAFETY

8. Each Contractor must nominate a person to be responsible for the safety of his own employees. Normally, this will be the Contractor's Site Supervisor.
9. The Contractor must provide a Risk Assessment and where applicable, a "Safety Method Statement" for their work with an explanation of the manner by which it will be put into effect, in addition to other specific information requested by HLC to assist in assessing any Contractors competence. The suitability of the documentation received and competence of the contractor will be assessed by the Maintenance and Safety Manager prior to work commencing. The documentation at [Appendix 11](#) will be used to gain and assess the documentation and contractor competence.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

10. Where contractors are carrying out construction work for HLC, when deemed required the work area will be established as a construction site and will be fully fenced off to provide a clearly segregated work area for the contractors and prevent unauthorised access. The boundaries of the work area will be agreed between the contractor carrying out the work and the Maintenance and Safety Manager. If contractors require access within campus but outside of the segregated area, they are to contact the Maintenance and Safety Manager to arrange for the personnel who require to be outside of the site boundary, to be escorted by a member of staff.

CONTRACTORS RESPONSIBILITY TO INFORM THEIR EMPLOYEES

11. In addition to the duties imposed by statutory obligations the contractor must ensure that safe systems of work have been designed, communicated and implemented for all activities and all of his employees know their duties to promote safe working.

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. HLC acknowledges its duty to manage the risk arising from the storage, handling and use of substances which are potentially hazardous to health
2. Some substances do not come under the scope of the COSHH regulations; Asbestos and Lead have their own set of regulations, substances which are hazardous only because they are: - radioactive, at high pressure, at extreme temperatures or - have explosive or flammable properties (other regulations apply to these risks) biological agents that are outside the employer's control, e.g. catching an infection from a colleague.
3. Such substances may be as simple as a common cleaning product but nevertheless may be harmful to both pupils, staff and others if not used, handled and stored correctly. It is therefore our objective to ensure safety when using any substance. Suitable arrangements for COSHH must be designed and communicated and implemented for both academic and non-academic areas.
4. Some common areas where hazardous substances may be encountered at HLC are:
 - (a) Substances used during lessons (in particular Science and Design Technology).
 - (b) Substances used by domestic staff for cleaning.
 - (c) Substances used by maintenance staff carrying out repairs.
 - (d) Substances used for water treatment at the swimming pool.
 - (e) Substances used on campus by contractors carrying out work.
5. Our main objective is to AVOID using hazardous substances wherever possible. However, some use of hazardous substances will be inevitable and the following rules apply:
 - (a) Each substance requires a COSHH assessment. These assessments shall be completed by the head of the department using the substance.
 - (b) The Material Safety Data Sheet (MSDS) will be sourced by the head of department from the substance supplier so that an assessment can be made using the form at [Appendix 12](#). The findings of the assessment will be communicated to anyone who may use, or come into contact with the substance.
 - (c) In the case of science materials, elements and samples approved guidance provided by CLEAPPS should be used
 - (d) Particular attention to be paid to managing the risk arising from; handling, use and storage of sources of radiation used in science lessons
 - (e) Teaching staff and supervisors at all levels must enforce the implementation of the control measures required by the assessment.
 - (f) Contractors working on campus will be required to provide COSHH assessments for all substances used by them before starting work. The content of the assessment provided will be reviewed by the Maintenance and Safety Manager before the substance is used.
6. No delivery of materials substances or agents will be permitted without proper MSDS, COSHH risk assessment or other proof of adequate control (in the case of scientific educational supplies)
7. All materials, samples substances and agents must be delivered in the correct containers which are fit for purpose, undamaged and appropriately marked.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

8. There may be occasions during maintenance activities or when work is carried out by contractors that common materials are worked in such a way that a harmful substance is produced as a result (for example, the cutting or drilling of stone, brick, concrete etc., will produce Respirable Crystalline Silica, which can cause serious respiratory problems and has been assigned a Workplace Exposure Limit (WEL)). For this type of substance, which is a by-product of working a natural material there will be no MSDS, but a COSHH assessment will still be required. The Maintenance and Safety Manager will monitor any such potential hazards and ensure that assessments are in place where they exist.
9. In the case of buildings works all projects will follow guidance for control of dust as found in the following links
<http://www.hse.gov.uk/pubns/cis36.pdf>
<http://www.hse.gov.uk/pubns/cis69.pdf>
10. COSHH risk assessments must be completed for activities such as the emptying of collection bags for LEV plant.
11. When carrying out risk assessments in the Science Department the head of department will pay particular attention to the guidance in CLEAPPS for all lesson planning, handling and safe storage of Chemicals and Substances. This to include inventory checks and stock rotation to prevent deterioration of any substances to a volatile state.
12. The Maintenance and Safety Manager will also review contractor's assessments to ensure that the substance proposed to be used, is suitable for use on campus.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

13. PPE is the lowest in the hierarchy of control. The use of PPE as a control measure where hazardous substances are used will be a last resort and other means of controlling exposure will be given priority.
14. Where an assessment has identified a requirement for PPE it will give details of the type and standard of PPE needed. You must ascertain what the appropriate equipment is. It must be to the correct specification and fit for purpose.
15. PPE must also suit individual requirements i.e. not cause allergic reactions in the case of protective gloves or barrier creams, not restrict vision for eye protection devices for those using glasses, not have the correct seal for those with facial hair.
16. If RPE (Respiratory Protective Equipment) is to be used it must be for the correct specification. If it is negative seal RPE then it must have been subject to face fit testing and pre use checks by competent operatives.

NB using sub-standard or inappropriately chosen equipment, not monitoring and managing the correct use of PPE is exposing your workforce to risk of harm.

SPILLAGES

17. HLC will take steps to ensure so far as is reasonably practicable, that the risk of spillages occurring is reduced to the lowest possible level. We will also ensure that in the unlikely event of a spillage, there are procedures in place to deal with it quickly in accordance with the measures identified in the COSHH assessment for the substance and that any waste materials are correctly disposed of.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

CORONAVIRUS COVID-19 PANDEMIC

To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level during the pandemic the school will:

1. Apply and communicate sensible risk management and safe working practices. This will involve:
 - Regular assessment of hazards and associated risks.
 - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
 - Monitoring the effectiveness of those measures by senior leaders.
 - Provision of information, instruction, training and protective equipment to staff (and pupils where required).
 - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
2. Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
3. Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
4. Operate an enhanced cleaning regime for the duration of COVID-19.
5. Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
6. Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
7. Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
8. Require staff to exercise increased due care and attention and observe safe working methods.
9. Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
10. Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
11. Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times.
12. Put in place measures to check on staff wellbeing (including for leaders).
13. Draw up contingency plans for:
 - Someone falling ill or demonstrating symptoms on site
 - Deep cleaning in the event of an outbreak of COVID-19 on site
14. Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
15. Put in place arrangements for the continuing education of those children who are isolating and/or learning away from school.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

16. Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:

- The most up to date copy of the Whole School Covid-19 Risk assessment – this is posted on the school website and staff will be emailed to be advised of any updates.
- The whole school Coronavirus Covid-19 Policy– this is posted on the school website and staff will be emailed to be advised of any updates.
- Government guidance regarding actions for schools during the coronavirus outbreak. These documents can be found here: <https://www.gov.uk/coronavirus/education-and-childcare>

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DIVERSITY & EQUALITY

1. HLC aspires to being a fully inclusive environment both as an employer and educator. As such HLC is committed to providing a safe and suitable workplace for staff and learning environment for pupils who have challenges falling within the scope of the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice 0 to 25 years 2015 (SEND CoP 2015).
2. The school accepts that failure to comply with their duty to make reasonable adjustment can constitute a breach of the Equality Act 2010.
3. The school has Policy and Guidance which responds positively to the requirements of the Equality Act 2010 and SEND CoP 2015. It details how we look to meet and respond to individual needs. This guidance applies to staff, pupils, visitors and members of the public. As an organisation we aspire to maintaining an enabling strategy to allow for the inclusion of everyone in the activities of the school, so far as is practicable.
4. All reasonable adjustment will be made to facilitate safe and healthy working environment for staff who may require them. All reasonable adjustments will be made to ensure that training of staff can be effectively delivered.
5. Where an employee is unable to continue in their substantive role, despite reasonable adjustments being explored, then every effort for redeployment to an appropriate alternative role will be made.
6. Where appropriate, provisions for reasonable adjustment to the workplace will be put in place for part time staff, visitors and members of the public requiring them. These will be implemented prior to them arriving on site so far as is practicable.
7. Personal Emergency Evacuation Plans will be formulated in consultation with all who will be affected by them. All such emergency plans will be fully rehearsed prior to any activities being undertaken, in order to ensure familiarity and confidence in all arrangements. All such plans will be periodically reviewed, revised and updated if circumstances change.
8. HLC recognises that some personal situations are dynamic and therefore some workplace adjustments should be reviewed and revised in order to remain relevant and effective.
9. Where appropriate HLC, in conjunction with our external Safety Advisers, may carry out personal risk assessments, access audits and monitoring programmes, in order to assure a safe workplace environment.
10. HLC may also liaise with primary health care professionals, Occupational Health Advisors and specific support organisations in order to obtain specialist advice. In all cases all necessary permissions/approvals will be sought prior to contacting such health care specialists or support organisations.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

DISPLAY SCREEN EQUIPMENT

1. Heads of departments where display screen equipment is used and members of staff using the equipment are classed as visual display screen 'users', will ensure that each individual 'user' has a workstation assessment in place. The assessment will be carried out jointly between the user and a competent person and will be recorded on the form at [Appendix 13](#).
2. The head of the department will also ensure that 'users' are provided with all necessary training in the correct use (including adjustment) of the workstation as a whole.
3. A 'user' is defined as a person who habitually uses display screen equipment for a significant part of their normal working day where the work:
 - (a) Is highly dependent on the use of a display screen.
 - (b) Involves frequent prolonged spells of use on a daily basis (spells over one hour).
 - (c) Requires significant training in the use of the workstation and software.
4. At their request, arrangements will also be made for eyesight testing for 'users'.
5. Where 'users' require **special** corrective appliances (usually spectacles) **specifically for use with the display screen**, HLC will pay the cost of a **basic** appliance. This applies only where special appliances are required and we are not liable for employees 'normal' appliances. Should the employee require a specific special appliance, HLC will contribute the cost of a basic appliance.

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DRIVERS OF HLC VEHICLES

DRIVER COMPETENCE

1. HLC will only use competent drivers to drive our vehicles. We will ensure that drivers have the necessary licences or permits applicable for the vehicles that they are required to drive. Driving licences will be subject to regular periodic review. Where appropriate driver refresher training may be considered.
2. The form found at [Appendix 14](#) will be used to assist with this for members of staff contracted to drive our vehicles.

GENERAL RULES

3. All drivers must be aware of and comply with current road traffic legislation and HLC guidance.
4. Drivers must hold a valid driver's licence, appropriate to the class of vehicle.
5. Vehicle Excise Duty must be paid and there must be the appropriate level of motor insurance in place.
6. All HLC vehicles will be serviced regularly and maintained to a high standard. Servicing and scheduled inspections will be arranged by the Mini Bus Co-ordinator. Documentation relating to HLC vehicles (records of vehicle serviceability, inspection, roadworthiness, road fund licence and insurance) will be maintained by the Bursary.
7. It is the responsibility of all drivers to check their vehicle prior to use to ensure that it is road worthy. Care should be taken to ensure that the brakes and lights are in full operation. The check list at [Appendix 15](#) is to be used to record drivers vehicle checks.
8. The driver, and passengers where applicable, irrespective of the length of the journey are to use the seat belts provided in HLC vehicles. Drivers should ensure that they take regular breaks during long journeys.
9. A first aid box and small fire extinguisher shall be kept in the vehicle.
10. All HLC drivers will be given additional guidance in the form of a driver's handbook which can be found at [Appendix 17](#). All drivers are to ensure that a copy of the handbook is kept in the vehicle at all times.
11. If you drive a HLC vehicle you must make sure that:
 - (a) Any defects to HLC vehicles are reported immediately to the Maintenance and Safety Manager via the Minibus Coordinator.
 - (b) Daily inspections of the vehicle are carried out for obvious defects.
 - (c) You report accidents or damage, however minor, to the Maintenance and Safety Manager via the Minibus Coordinator. The report form at [Appendix 16](#) to this procedure is to be used for all traffic accidents. Part one is to be filled out at the scene of the accident and part 2 is to be completed and given to third party.
 - (d) Any load on the vehicle is well secured: also that the vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
 - (e) You do not either make or receive mobile telephone calls or text messages when driving the vehicle even when a hands free facility is available.
 - (f) In order to receive authorisation, you will be asked to produce a current valid driving licence or certificate as applicable, for the class of vehicle involved.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (g) Drivers must keep the company informed of any changes to the circumstances of the licence (endorsements, bans etc) to ensure that authorisation remains valid.
- (h) Specifically, drivers of HLC vehicles are personally responsible for:
 - i. Keeping the vehicle in good order whilst it is in their care.
 - ii. Carrying out daily routine checks for safety – lights, brakes, wipers, steering, etc.
 - iii. Working within the safe load and capacity of the vehicle.
 - iv. Complying with the UK Road Traffic Act or local Regulations and customs at all times.

NOTE: Breaches of the Road Traffic Act or any other local rules and regulations by an individual are deemed to be that persons responsibility.

MINIBUSES

In addition to the above all drivers and users of the Minibuses are to refer to the Minibus Policy and Operation Procedures section

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DUST CONTROL

1. Various processes can create dusts and some of these dusts may be harmful to health. The processes which create dust may be carried out by:
 - (a) Pupils during practical lessons.
 - (b) Cleaning staff during the course of their duties
 - (c) Maintenance staff during maintenance activities.
 - (d) Contractors working on campus.
2. Whichever dust is created, if it is hazardous to health, a COSHH assessment will be carried out to determine the specific controls required.
3. Where pupils create hazardous dusts during lessons, these will be controlled by extraction. The extraction systems in place within the Design Technology classrooms are Local Exhaust Ventilation (LEV) systems. They are maintained under the control of the Maintenance and Safety Manager. He will arrange that they be also subjected to inspection and testing by a competent person to confirm that adequate capture velocity is maintained to ensure the effectiveness of the system. These inspections and testing will be carried out at least every 14 months as per the statutory requirement or sooner if manufacturers guidance from the indicate this is necessary.
4. Where dusts are created by maintenance activities, the Maintenance and Safety Manager will carry out the COSHH assessment and will ensure that systems are in place to minimise the exposure of maintenance staff and others who may be affected. Depending on the individual situation this may require the use of portable LEV, damping down to suppress the dust or screening off work areas to contain the dust created.
5. Where contractors are working on campus they will be required to liaise with the Maintenance and Safety Manager prior to carrying out work which will create hazardous dusts, to determine that their proposed control methods are adequate for the protection of HLC staff, pupils and visitors.
6. All contractors engaged in construction work will work to the guidelines laid out for control of construction dust in information sheet CIS 36 <http://www.hse.gov.uk/pubns/cis36.pdf> and information sheet CIS 69 <http://www.hse.gov.uk/pubns/cis69.pdf>

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ELECTRICAL SAFETY

FIXED ELECTRICAL SYSTEMS

1. HLC will ensure that any fixed electrical system in any of the buildings on campus will be subject to test, inspection and maintenance at periodic intervals and ensure that, where applicable, protective devices are supplied. A qualified, competent person will carry out any such inspection at a period not exceeding five years. Three years is recommended time period between testing for any three phase supply.
2. All fixed electrical systems and equipment will be correctly earthed as should all portable equipment unless it is of an approved double or fully insulated type.
3. HLC will ensure that all electrical systems are correctly installed and will take appropriate steps to ensure that circuits are not overloaded. Such steps will consist of monitoring of the use of electrical equipment by the Maintenance and Safety Manager, his maintenance team and heads of departments.
4. HLC staff and contractors are encouraged to identify faulty or broken outlets as a part of their general hazard reporting duties.
5. Broken or faulty outlets will be isolated and remedial work carried out as soon as is practicable.

PORTABLE ELECTRICAL EQUIPMENT

6. HLC operates a rolling programme of inspections for its electrical equipment. We employ a qualified electrician as part of the maintenance team who carries out testing and inspection and any repairs within his capability.
7. We will ensure that all portable electrical equipment used on campus is in good condition, has been tested on a regular basis (see [Appendix 18](#) for the HSE table of recommended frequency of inspection) and are as low a voltage as practicable. In addition to testing, all electrical equipment will be inspected by the user before use to ensure that casings are intact, connections are sound (cable connections must be properly made, under no circumstances is insulation tape to be used for any repair or joint in extension cables) and labels are fitted showing latest test date. There will also be a regime of formal visual inspections carried out by our competent person periodically between tests. These inspections will be recorded on the form at [Appendix 19](#). The Maintenance and Safety Manager will monitor that the records of inspections are maintained up to date.
8. All cables and leads should be positioned so as not to create additional hazards i.e. trailing leads creating trip hazards, being subject to crushing and trapping etc.
9. A member of staff who notices any damage to any electrical equipment is to report the fact to the Maintenance and Safety Manager immediately so that the equipment can be taken out of use until it can be either repaired by the electrician or replaced.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

EMERGENCY ARRANGEMENTS

1. The following arrangements have been implemented to cope with emergencies on campus. Within this policy this deals with emergencies which may affect the safety of our pupils and staff. We also have a separate Crisis Management Plan which covers some of these issues along with wider issues such as infectious diseases, computer failures, adverse weather conditions etc. The arrangements contained here deal with the following:
 - (a) Fire
 - (b) Accidents requiring the emergency services
 - (c) Intruders on school premises
 - (d) Emergency in connection with non-routine activities

FIRE

2. Staff and Pupil Briefings

- (a) All pupils and staff are expected to know what to do in the event of a fire and what measures are required to reduce the fire risk as far as possible. To assist in achieving this:
 - i. All our new staff are given a briefing during the new academic year Inset or their new staff Induction on the school's emergency evacuation procedures advising them where the emergency exits and escape routes are located together with the outside assembly points. Pupils are briefed on the school's emergency evacuation procedures during a school assembly.
 - ii. Fire action notices are displayed above each manual call point together with means of escape plans. Everyone is advised to refer to these so they know where they should go on hearing the fire alarm.
 - iii. The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. Our staff and pupils are advised that no one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training, including the basic use of fire extinguishers, to all staff together with regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

3. Arrangements for Disabled Staff, Pupils or Visitors

- (a) We undertake one to one reviews / inductions on fire safety for disabled pupils and their carers and for disabled members of staff or visitors advising them on the arrangements to be put in place. Where required Personal Emergency Evacuation Plans PEEP's are then prepared detailing the arrangements.

4. Arrangements for Visitors and Contractors

- (a) All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The signing in book and visitors badge advises them on our emergency evacuation procedure, informing them that that if the fire alarm sounds they are to leave the building by the nearest safe exit and proceed to the assembly point. Reception staff, or the members of staff who the visitors or contractors were seeing will assist them at the assembly point.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (b) When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc 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.
- (c) Safety briefing sheets have been prepared for all the school venues used by the public. These briefing sheets are issued to the event organiser to enable them to brief attendees at the start of the event on the fire evacuation procedure, escape route, evacuation instructions, assembly point location and No Smoking policy.

5. Arrangements for Outside Lettings

- (a) The External Lettings Manager is responsible for ensuring that organisers from external organisations who are using / staying in HLC facilities are fully briefed and understand the school's fire safety policy and procedures. In addition, a duty caretaker is always on call when the school is let or hired for an outside event or group residential stay.

6. Emergency Evacuation Notices

- (a) Fire notices and means of escape signage are displayed in appropriate positions in rooms, corridors and stairwells throughout the school.
- (b) The following Emergency Evacuation Notice is contained in the HLC Staff Handbook which all staff are instructed to read:

Emergency Evacuation Procedure

If you discover a fire, you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

On hearing the fire alarm, you should remain calm and walk quickly, without running, evacuate the building immediately following the instructions of the senior staff. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

All members of HLC staff are to be fully conversant with the procedures for orderly evacuation of buildings. To this end all members of staff are to ensure that all pupils and boarders are directed to the respective assembly areas for each building via the pre-determined escape routes and alternative escape routes, as detailed on the Fire Notices and/or Means of Escape Plans displayed in classrooms and bedrooms. Assembly points are suitably marked outside respective buildings by a green Assembly Point sign. The senior staff member present is responsible for the effective evacuation of their designated areas. In the event of a suspected fire or fire alarm you must follow their instructions.

You should notify the Health and Safety Officer or your line manager as soon as possible if there is anything (e.g. impaired mobility) that might impede your evacuation in the event of a fire.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

Exit routes are to be kept clear at all times. Any defects identified to fire doors, glass fire safety screens and smoke control doors should be reported immediately to the Maintenance & Safety Officer.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

7. **Emergency Evacuation Procedure – Detailed Method Statements**

- (a) Detailed Evacuation Method Statements and Flow Charts have been produced to fully detail each stage of the emergency evacuation procedures across the various school premises as follows:
 - i. College and Highfield academic buildings during school hours (8.30am-4.30pm)
 - ii. College and Highfield academic buildings outside of school hours (4.30pm-8.30am)
 - iii. Boarding house when occupied by HLC boarding pupils
 - iv. Boarding House when occupied by Outside Groups/Let's
 - v. Highfield Pre School during school hours
 - vi. Sportshall, swimming pool or squash courts during school hours

The Evacuation Method Statements are included in [Appendix 20](#).

- (b) All persons on site are advised that if they discover a fire, they should not attempt to tackle it unless they have been trained or feel competent to do so. They should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire. On hearing the fire alarm, you should remain calm and walk quickly, without running, evacuate the building immediately following the instructions of the senior staff. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.
- (c) All members of HLC staff are to ensure that all pupils and boarders are directed to the respective assembly areas for each building via the pre-determined escape routes and alternative escape routes, as detailed on the Fire Notices and/or Means of Escape Plans displayed in classrooms and bedrooms. Assembly points are suitably marked outside respective buildings by a green Assembly Point sign. The senior staff member present is responsible for the effective evacuation of their designated areas.
- (d) Exit routes are to be kept clear at all times. Any defects identified to fire doors, glass fire safety screens and smoke control doors should be reported immediately to the Maintenance & Safety Officer.

8. **Fire Practices / Drills**

- (a) Fire drills are held once a term to ensure that pupils and staff are familiar and fully aware of the emergency evacuation procedure and of any changes as they are updated. An additional night time fire practice evacuation is also held in each boarding house every term.
- (b) Where appropriate Personal Emergency Evacuation Plans will be devised and implemented, in consultation with the individuals requiring them. All emergency evacuations will be timed and significant findings recorded. Remedial actions to be implemented where necessary.
- (c) This combined with a programme of inducting new staff and pupils with emergency escape procedures and providing staff with fire safety training helps to ensure that the school can be safely evacuated in the event of a fire.
- (d) Records of fire evacuation drills are to be produced by the Estates Manager or House Staff (boarding house drills) and kept in the relevant Fire Log File.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

ACCIDENTS REQUIRING THE EMERGENCY SERVICES

9. The arrangements for reporting accidents and incidents are detailed in the relevant section of this policy. The procedure below is to be followed when dealing with an accident where the injuries are serious enough to warrant summoning the emergency services:
 - (a) The person witnessing the accident or discovering a casualty is to immediately shout for help. They should not approach a casualty if there is any reason to believe that they may put themselves in danger by doing so.
 - (b) The nearest first aider is to be summoned to the casualty. The first aider is then responsible for taking control of the situation in accordance with their training and summons the emergency services if required (taking into consideration the capabilities of the health centre staff). If the first aider cannot do this personally due to the treatment being given to the casualty, they are to instruct another member of staff to do this but must ensure that that person has the correct information required before making the call.
 - (c) The first aider will also designate a member of staff to meet the emergency services on arrival and direct them to the casualty.
10. In the unfortunate event of a fatality the police will also be notified. The Estates Manager will also notify the Health and Safety Executive if applicable (see accident and incident reporting and investigation).
11. It is the responsibility of the police to advise the parents/carers, or next of kin of the staff member, of the tragedy. The HLC Crisis Management Plan addresses dealing with the press etc and the post incident aspects of dealing with a tragedy during a school visit.

LOCKDOWN PROCEDURE

12. The school has a Lockdown procedure in place for any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. The lockdown procedure aims to ensure the safety of all pupils and staff as far as possible until external agencies become involved.

Incidents can occur with or without warning. With warning incidents will trigger the schools Crisis Management Plan and Crisis Management Team (CMT). Without warning incidents are dynamic and fast moving and will be dealt with by the most appropriate person available working within the procedures detailed below.

Lockdowns will be triggered by activating the whole school lockdown alarm and will end when a senior member of staff advises that lockdown is over. There are two types of lockdown:

1. External Lockdown

This is in response to a threat that occurs outside the school buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the school or an external health hazard such as a toxic cloud. In these cases, at least initially, normal practice can continue undisturbed within the buildings but the community needs to be alerted to the fact that they cannot go outside at breaks or lunchtimes or at any time until the all clear is given. The goal of this lockdown is to prevent the threat from entering the building.

2. Full Lockdown

This threat usually exists when the danger is inside a school building or on site. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to pupils or staff. This scenario involves a serious and immediate threat that requires urgent action. This high level threat could come from such things as an attacker or a dangerous out of control intruder.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate your pupils to a designated safe space. The first choice location would always be the car park by the Sports Field for College and Highfield and the carpark of St Wilfrid's Church for Pre-School.

INTRUDERS ON SCHOOL PREMISES

13. All staff should feel confident in issuing a polite challenge to any person they believe has no reasonable cause to be on our premises or is not accompanied by another member of staff. Such persons should be requested to either accompany the member of staff to reception or leave the premises. If any member of staff feels uneasy about the presence or behaviour of such persons, they should report their concerns immediately to the Principal (or the Senior Master in their absence) so that support can be given to the member of staff. If any pupil feels uneasy about the presence or behaviour of such persons, they should report their concerns immediately to the nearest member of staff.
14. Where there is a serious concern or threat, those concerned should follow the guidance below:
 - (a) Do not stand too close or invade personal space.
 - (b) Be polite. Stay calm; speak gently, slowly and clearly.
 - (c) Do not turn your back, and if you leave a room, do so backwards.
 - (d) Try to leave yourself an escape route which you have planned on entry to the area.
 - (e) Be on the lookout for weapons.
 - (f) If there is more than one intruder, do not confront them on your own, seek support first.
 - (g) If you do not feel sufficiently confident to challenge an intruder, do not do it. Seek help.
15. Emergency Services are to be contacted if there is:
 - (a) Any danger to life.
 - (b) An actual or expected threat of violence.
 - (c) A threat of damage to property.
 - (d) A crime in progress.

EMERGENCIES IN CONNECTION WITH NON ROUTINE ACTIVITIES

16. Non routine activities on campus, such as construction work, could give rise to various emergency situations for which there is no standard plan in place by HLC. For example, if work is carried out on the gas mains supply by contractors, this could give rise to an emergency situation which HLC has no provision for. Wherever possible, we will arrange for non-routine works to be carried out during school holidays to minimise exposure to such situations.
17. Prior to contractors working on campus, where their risk assessment identifies a possible emergency situation which is not accounted for within this policy, the contractor will be required to brief our staff on this and the additional measures required. HLC will cooperate with any additional emergency arrangements that require implementing by the contractor and if necessary will brief our pupils on such arrangements.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

FIRE PRECAUTIONS

1. Our priority is to minimize the risk to life and to reduce injury by maintaining the physical fire safety of the school through safe evacuation of our buildings if a fire breaks out and ensuring that staff, pupils and visitors do not add to the fire risk. The fire safety policy, procedures and risk assessments at the school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.
2. The school therefore has procedures in place for:
 - i. carrying out fire risk assessment;
 - ii. preventing fires;
 - iii. evacuation in the event of a fire;
 - iv. maintaining and checking all fire detection, alarm and fighting systems.
3. The legal responsibility for all aspects of fire safety within the school rests with the employer, namely the HLC Board of Governors. However, responsibility for fire safety is then delegated to the Principal known as the “responsible person” who, by reference to job description, delegates day-to-day responsibilities to both the Estates Manager and Maintenance and Safety Officer.
4. The Estates Manager is the designated School Fire Safety officer and has responsibility for:
 - i. maintaining and ensuring implementation of the school fire procedures and that these are promulgated to the entire school community
 - ii. implementing and regularly testing procedures and arrangements for emergency evacuation with records kept of all fire practices and any lessons learnt absorbed
 - iii. fire risk assessments are regularly reviewed and updated
 - iv. arranging induction and fire safety training
5. The Maintenance and Safety Officer has responsibility for the installation and maintenance of all fire fighting systems and equipment, including day to day responsibility for:
 - i. inspection, maintenance and testing of all fire safety systems and equipment including the testing of alarm and detection systems, emergency lighting, maintenance of test log sheets and servicing of fire-fighting equipment.
 - ii. inspection and maintenance of fire doors and fire escapes
 - iii. ensure means of escape are kept clear of obstructions
 - iv. ensuring all fire safety equipment records and certificates are kept up to date
 - v. ensuring the control measures identified by the FRA’s are implemented and maintained
6. Each building has a designated Building Fire Control Officer with responsibility for overseeing evacuation of the building. The Buildings Fire Control Officers are listed at [Appendix 20](#).
7. Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for taking a register on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Senior in Charge at the assembly point. It is the responsibility of Senior in Charge to then ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

FIRE RISK ASSESSMENT (FRA)

8. All of the School premises are subject to a fire risk assessment by a competent person / external consultant to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. Keybury Fire and Security (BAFE accredited) currently undertake all the Fire Risk Assessments on behalf of the school.
9. The Fire Risk Assessments (FRA) are produced following an inspection of all the premises under the schools control to consider and assess the risk of fire to all relevant persons (employees and non-employees) who may be affected by a fire at the premises. Specifically, the FRA identifies:
 - i. The hazard
 - ii. The people at risk
 - iii. The measures provided to prevent the occurrence of fire and protect the premises
 - iv. The measures to allow effective evacuation and ensure a secure means of escape
 - v. The recommended actions to be implemented to eliminate or reduce the risk
 - vi. The arrangements for reviewing the assessment
10. The person undertaking the assessment should liaise closely with the School Fire Safety Officer and provide a prioritised action list for each building to enable fire hazards to be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
11. The risks identified by the Fire Risk Assessments are addressed using the following general fire precautions, along with specific control measures or safe systems of work to enable the fire hazard to be eliminated or the risk reduced to minimum level practicable:
 - i. Measures to prevent the occurrence and spread of fire
 - ii. Measures to ensure a secure means of escape
 - iii. Measures for a means of fighting fires
 - iv. Measures for detecting fires and warning personnel
 - v. Measures for emergency procedures and training of employees.
12. The Maintenance & Safety Officer will ensure that the control measures identified by the FRA's are implemented and maintained, including the testing of alarm and detection systems, emergency lighting, maintenance of test log sheets and servicing of fire-fighting equipment.
13. Any additional training requirements identified as required by the FRA (fire marshals, use of fire extinguishers etc) will be arranged by the Estates Manager.
14. The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage a re-inspection of the premises will be undertaken with updated FRA documents produced to reflect the current findings and recommendations.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

FIRE PRECAUTIONS

Fire Detection

15. All of the School premises must have adequate means of fire detection. The following means of fire detection are in place across the school site. All fire detection equipment will be regularly checked and maintained by competent persons as detailed in the Fire Precautions Maintenance and Testing Procedure schedule in [Appendix 20](#).

Fire Alarm

16. Each of the School premises has an adequate means of raising the alarm to warn the occupants in the event of fire.
17. The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE) to ensure the regular integrity of the system.
18. The fire alarm system in each building is to be tested weekly. This will be managed by the Maintenance & Safety Officer with weekly testing of the fire alarms in the boarding houses delegated to the House Staff. The alarm in each building will be activated using a different call point each week, where this is practicable.
19. Records of the fire alarm tests and servicing are maintained in the fire alarm log books held by the Estates Department.

Portable Fire Fighting Equipment

20. The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises to provide the means to fight fire namely, portable fire extinguishers or fire blankets of a type appropriate for the risk.
21. All portable fire fighting equipment is to be serviced annually by a competent contractor (e.g. ISO 9001 / BAFE) to ensure the integrity of the equipment, replacement or renewal should be considered and implemented on the basis of risk assessment.
22. All teachers and non-teaching staff should be familiar with the different types of fire fighting equipment kept on the premises. Specialist fire extinguishers and blankets are required in places such as laboratories and workshops and staff who work in these areas are to be aware of the particular hazards which exist. All staff must also be aware that their primary duty under health and safety legislation is to themselves and other employees. They also have a duty to visitors, parents, contractors and pupils. It is HLC's policy that the primary action in the event of fire is to raise the alarm and evacuate premises quickly and safely and not to fight the fire.
23. Records are to be kept of the service history of all portable fire-fighting equipment and the service date is to be recorded on each extinguisher / fire blanket.

Emergency Lighting

24. Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
25. Battery operated emergency lighting will be tested monthly (charge & illumination) and a full discharge test annually.
26. Records of testing and servicing of emergency lights will be kept and maintained by the Site Electrician.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Electrical Safety

27. The school will ensure that any fixed electrical system in any of the buildings will be subject to test, inspection and maintenance at periodic intervals and ensure that, where applicable, protective devices are supplied. A competent person will carry out any such inspection at a period not exceeding five years and records of all tests held by the Estates Department.
28. All fixed electrical systems and equipment will be correctly earthed as should all portable equipment unless it is of an approved double or fully insulated type.
29. The Site Electrician will ensure that all electrical systems are correctly installed and will take appropriate steps to ensure that circuits are not overloaded by monitoring of the use of electrical equipment.

Portable Electrical Equipment

30. The school operates a rolling programme of inspections and testing on portable appliances which is undertaken by the Site Electrician and a competent electrical contractor to ensure that all portable electrical equipment used on campus is in good condition.
31. In addition to testing, all electrical equipment will be inspected by the user before use to ensure that casings are intact, connections are sound (cable connections must be properly made) and labels are fitted showing latest test date. All cables and leads should be positioned so as not to create additional hazards i.e. trailing leads creating trip hazards etc.
32. A member of staff who notices any damage to any electrical equipment is to stop using the equipment and report this to the Maintenance and Safety Manager immediately so that the equipment can be taken out of use until it can be either repaired or replaced.

Portable Heating Appliances

33. The school has a policy on the provision, safe use and testing for any portable heating appliances being used on the premises.

Gas Safety

34. The Maintenance and Safety Manager will ensure that the mains gas installation and all gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced annually by Gas Safe Registered engineers.
35. Where mains gas is supplied to classrooms, the teacher using the classroom is to ensure that the supply to the classroom is switched off at the end of every lesson so that it cannot be turned on at the appliance when the classroom is not in use.
36. The Catering Manager is to put in place procedures to ensure all kitchen equipment is switched off at the end of the final serving.
37. Records of all gas installation tests are to be held by the Estates Manager.

Lightning Protection

38. All lightning protection and earthing is tested annually by a specialist contractor.
39. Records of all lightning conductor tests are to be held by the Estates Manager.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

FIRE AND EMERGENCY EVACUATION PROCEDURES

40. Staff and Pupil Briefings

- (a) All pupils and staff are expected to know what to do in the event of a fire and what measures are required to reduce the fire risk as far as possible. To assist in achieving this:
 - i. All our new staff are given a briefing during the new academic year Inset or their new staff Induction on the school's emergency evacuation procedures advising them where the emergency exits and escape routes are located together with the outside assembly points. Pupils are briefed on the school's emergency evacuation procedures during a school assembly.
 - ii. Fire action notices are displayed above each manual call point together with means of escape plans. Everyone is advised to refer to these so they know where they should go on hearing the fire alarm.
 - iii. The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. Our staff and pupils are advised that no one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training, including the basic use of fire extinguishers, to all staff together with regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

41. Arrangements for Disabled Staff, Pupils or Visitors

- (a) We undertake one to one reviews / inductions on fire safety for disabled pupils and their carers and for disabled members of staff or visitors advising them on the arrangements to be put in place. Where required Personal Emergency Evacuation Plans PEEP's are then prepared detailing the arrangements.

42. Arrangements for Visitors and Contractors

- (a) All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. The signing in book and visitors badge advises them on our emergency evacuation procedure, informing them that if the fire alarm sounds they are to leave the building by the nearest safe exit and proceed to the assembly point. Reception staff, or the members of staff who the visitors or contractors were seeing will assist them at the assembly point.
- (b) When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc 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.
- (c) Safety briefing sheets have been prepared for all the school venues used by the public. These briefing sheets are issued to the event organiser to enable them to brief attendees at the start of the event on the fire evacuation procedure, escape route, evacuation instructions, assembly point location and No Smoking policy.

43. Arrangements for Outside Lettings

- (a) The External Lettings Manager is responsible for ensuring that organisers from external organisations who are using / staying in HLC facilities are fully briefed and understand the school's fire safety policy and procedures. In addition, a duty caretaker is always on call when the school is let or hired for an outside event or group residential stay.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

44. **Emergency Evacuation Notices**

- (a) Fire notices and means of escape signage are displayed in appropriate positions in rooms, corridors and stairwells throughout the school.
- (b) The following Emergency Evacuation Notice is contained in the HLC Staff Handbook which all staff are instructed to read:

Emergency Evacuation Procedure

If you discover a fire, you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

On hearing the fire alarm, you should remain calm and walk quickly, without running, evacuate the building immediately following the instructions of the senior staff. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

All members of HLC staff are to be fully conversant with the procedures for orderly evacuation of buildings. To this end all members of staff are to ensure that all pupils and boarders are directed to the respective assembly areas for each building via the pre-determined escape routes and alternative escape routes, as detailed on the Fire Notices and/or Means of Escape Plans displayed in classrooms and bedrooms. Assembly points are suitably marked outside respective buildings by a green Assembly Point sign. The senior staff member present is responsible for the effective evacuation of their designated areas. In the event of a suspected fire or fire alarm you must follow their instructions.

You should notify the Health and Safety Officer or your line manager as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

Exit routes are to be kept clear at all times. Any defects identified to fire doors, glass fire safety screens and smoke control doors should be reported immediately to the Maintenance & Safety Officer.

45. **Emergency Evacuation Procedure – Detailed Method Statements**

- (a) Detailed Evacuation Method Statements and Flow Charts have been produced to fully detail each stage of the emergency evacuation procedures across the various school premises. The Evacuation Method Statements are included in [Appendix 20](#) as follows:
 - i. College and Highfield academic buildings during school hours (8.30am - 4.30pm)
 - ii. College and Highfield academic buildings outside of school hours (4.30pm - 8.30am)
 - iii. Boarding house when occupied by HLC boarding pupils
 - iv. Boarding House when occupied by Outside Groups/Let's
 - v. Highfield Pre School during school hours
 - vi. Sportshall, swimming pool or squash courts during school hours

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (b) All persons on site are advised that If they discover a fire, they should not attempt to tackle it unless they have been trained or feel competent to do so. They should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire. On hearing the fire alarm, you should remain calm and walk quickly, without running, evacuate the building immediately following the instructions of the senior staff. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.
- (c) All members of HLC staff are to ensure that all pupils and boarders are directed to the respective assembly areas for each building via the pre-determined escape routes and alternative escape routes, as detailed on the Fire Notices and/or Means of Escape Plans displayed in classrooms and bedrooms. Assembly points are suitably marked outside respective buildings by a green Assembly Point sign. The senior staff member present is responsible for the effective evacuation of their designated areas.
- (d) Exit routes are to be kept clear at all times. Any defects identified to fire doors, glass fire safety screens and smoke control doors should be reported immediately to the Maintenance & Safety Officer.

46. **Fire Practices / Drills**

- (a) Fire drills are held once a term to ensure that pupils and staff are familiar and fully aware of the emergency evacuation procedure and of any changes as they are updated. An additional night time fire practice evacuation is also held in each boarding house every term.
- (b) Where appropriate Personal Emergency Evacuation Plans will be devised and implemented, in consultation with the individuals requiring them. All emergency evacuations will be timed and significant findings recorded. Remedial actions to be implemented where necessary.
- (c) This combined with a programme of inducting new staff and pupils with emergency escape procedures and providing staff with fire safety training helps to ensure that the school can be safely evacuated in the event of a fire.
- (d) Records of fire evacuation drills are to be produced by the Estates Manager or House Staff (boarding house drills) and kept in the relevant Fire Log File.

47. **Summoning the Fire Brigade**

- (a) All of the school fire alarm systems are monitored via a central call station (Custodian Monitoring). When an alarm is activated the monitoring station will immediately be alerted and automatically dial an agreed sequence of contacts at HLC to alert them to the fire alarm (generally Duty Caretaker, House Staff / School Office, Maintenance & Safety Manager). If there is no response from the HLC contact the monitoring station will immediately call out the emergency services and request they attend the premises. If the call from the monitoring station is answered by the HLC contact, they will be requested to advise whether the emergency services are required to be called out. This will depend on if it is a real or suspected fire or if it is already known to be a false alarm. If there is any doubt the emergency services are to be immediately requested.
- (b) If any other member of staff is alerted to a fire alarm or suspects a fire they have standing instructions to call out the emergency services using 999.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

48. Fire Prevention Measures

- (a) The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the school has the following procedures in place:
 - i. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials and hazardous substances;
 - ii. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
 - iii. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
 - iv. Consult regularly with the local Fire Authority (North Yorkshire Fire Brigade)
 - v. Include fire prevention and evacuation procedures during the induction process with all new starters;
 - vi. Pay close attention to the activities of contractors as appropriate.
- (b) The school also has the following Basic Fire Safety Rules in place for all staff:
 - i. Highly flammable liquids or gases used in teaching or maintenance are to be kept to a minimum and stored in secured appropriate flame proof containers. When in use they are to be strictly controlled and used in accordance with the manufacturers recommendations.
 - ii. Combustible materials, such as cardboard boxes and packaging materials, should not be kept about the school unless they are specifically required for some purpose. When such materials are not in use, they are to be kept in a designated storage area.
 - iii. Corridors, stairways, entrances and exits are to be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, **must always** be kept clear.
 - iv. Classroom displays and work displayed in corridors are to be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
 - v. Waste-paper bins are to be used and waste paper is not to be left lying around. Rubbish is not to be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
 - vi. HLC operates a **NO SMOKING** policy for the whole site and a number of No Smoking signs are displayed around the site.
 - vii. Stock rooms for stationery and other combustible materials are to be kept securely locked.
 - viii. Boiler rooms must be kept clean, clear and locked.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- ix. Electrical equipment must be used properly and kept in a safe working order. Electrical points are never to be overloaded and wiring must be checked regularly.
- x. Clothing and costumes used for school plays and shows are highly inflammable. These must never be placed close to any heat source, e.g. floodlights or other stage lighting.

49. Fire Training

- (a) All staff are informed of the school's emergency evacuation procedures either during Inset or their Induction advising them on:
 - i. action to take if they discover a fire, including how to activate the fire alarm;
 - ii. action to take on hearing the alarm, including location and use of exits, escape routes and assembly points
- (b) Pupils are informed of the school's emergency evacuation procedures during a school assembly informing them on:
 - i. action to take if they discover a fire, including how to activate the fire alarm;
 - ii. action to take on hearing the alarm, including location and use of exits, escape routes and assembly points
- (c) All teaching staff are trained in Fire Safety and use of Fire Extinguishers during Staff Inset at the start of the academic year, this includes:
 - i. emergency evacuation procedures;
 - ii. use of fire extinguishers;
 - iii. emergency procedures;
 - iv. how to spot fire hazards.
- (d) The Estates Manager is to maintain a record of all fire training.

50. Consultation with Local Fire Authority

- (a) The school is to consult with the local fire authority and building control on any proposed changes to fire safety.
- (b) The local fire authority, North Yorkshire Fire & Rescue Service undertakes Fire Safety Audits on the premises with any recommendations to be appropriately acted upon by the school.
- (c) The school also arranges familiarisation visits of the various premises with North Yorkshire Fire & Rescue Service.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

51. **Fire Records**

- (a) The following records are kept of inspections, evacuations maintenance and testing of systems and equipment:
- i. **Fire Evacuation Drills**
College, Highfield and Highfield Pre School academic building drill records are managed by the Estates Manager and kept in the Fire Safety Procedures Log Book
Boarding House drill records are managed by the House Staff for each boarding house and kept in the Fire Log File for the boarding house
 - ii. **Fire Extinguishers -Test & Inspection Records**
Refer to Keybury Fire Extinguisher servicing reports
 - iii. **Fire Alarm System -Test & Inspection Records**
Refer to Fire Drill Test Sheets
Refer to Keybury Fire Alarm Inspection and Servicing Reports in Fire Alarm File
Weekly Fire Alarm test sheets
 - iv. **Emergency Lighting - Inspection Records**
Site electrician keeps copies in emergency lighting test files for each building
 - v. **Fixed Electrical Wiring Installation -Test & Inspection Records**
Refer to ICH Fixed Wiring Test report sheets in Fixed Wiring Test File
 - vi. **Portable Appliance Tests - Inspection Records**
Test labels are fixed to appliances and test data is held within the PAT Megger test machine
 - vii. **Gas Installations – Test & Inspection Records**
Estates Manager keeps copies in the Maintenance file.
 - viii. **Lightning Conductor – Test & Inspection Records**
Estates Manager keeps copies in the Maintenance file.

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FIRST AID

1. The School has a detailed First Aid policy: 'Health Centre - First Aid Policy Whole School' which fully details the first aid arrangements, a copy of this policy is available for download on the school website.
2. The Principal has overall responsibility for first aid provision. Responsibility for day to day first aid procedures, however, has been delegated to the Health and Safety Management Committee (see section on consultation with employees) who in liaison with the School Nurses and Health & Safety Officer reviews the school's first aid needs to ensure that provision is adequate. In undertaking these reviews they specifically look to:
 - Review first aid requirements according to the nature of activities within each department and as processes, staff or the environment change
 - Determine the number of first aiders to appoint.
 - Identify if any departments present special/unusual hazards, and whether any additional; and specific training in first aid treatments is required.
 - Co-ordinate first aid training details for each department; keeping up to date records of training and expiry dates for first aiders within each department.
 - Inform everyone within each department of arrangements made for first aid, keeping them informed of any changes.
 - Ensure that procedures are in place so visitors to each department are aware of how to summon first aid assistance.
 - Check that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places.

FIRST AIDER TEAM

3. The school recognizes that teachers' conditions of employment do not include giving first aid. However, teachers and other staff in charge of pupils are expected to use their best judgement at all times to ensure the welfare of the pupils is paramount. The school therefore ensures that in addition to the School Health Centre we also have an adequate number First Aiders in place across the site comprising teachers, non-teaching staff, resident and non-resident house staff with the appropriate level of First Aid training.

Health Centre

4. By October half term each academic year, the Health Centre will provide the Principal and School office with a confidential list of new pupil's known medical conditions. The Health Centre will maintain a file of up to date medical consent forms for pupils (once completed by parents) and ensure that this information is readily available for staff responsible for school trips and outings.
5. Health Centre staff will be on hand during term time to treat any minor medical condition for pupils, staff or visitors within their professional capability or to refer a casualty to the appropriate health services. Anyone with a serious injury and/or requiring emergency treatment should be sent or taken directly to hospital.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

First Aiders

6. First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. When arranging first aid courses we will ensure that first aiders for specific areas will also be trained in any specific requirements for that area. For example, resuscitation techniques differ depending on the size and physical development of the body. As such, first aiders providing cover for Highfield Pre School will require training in paediatric first aid and those providing cover for Highfield Prep School will require a combination of both skills due to the age group concerned (4-10).
7. The number of first aid personnel is based on the number of pupils and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g. Science, Physical education) etc. Ideally, due to the increased risk of sports injuries, all PE staff should have awareness of first aid, with a number of key personnel trained to a higher level.
8. The DfEE recommends one first aider for every 50 people in a medium risk environment and one for every 100 people in a low risk environment: a school will have a mixture of both. The School has about 750 people on site during term time and therefore should have a minimum of 8 first aiders. Numbers will vary during school holidays: it is estimated that about 50 people will be on site, and therefore at least 1 first aider should be available (more will be required if there are other events/activities taking place). At least one person with a paediatric first aid certificate will be on the premises at all times when Early Years pupils are present.
9. All First Aiders have completed a training course as approved by the Health and Safety Executive (HSE). This means that they must hold a valid certificate of competence in either:
 - a. First Aid at Work (FAW) issued by a training organisation approved by the HSE or
 - b. Emergency First Aid at Work (EFAW) issued by a training organisation approved by HSE or a recognised Awarding Body of Ofqual / Scottish Qualifications Authority.
 - c. Other qualifications recommended include:
 - Paediatric First Aid Certificate
 - National Pool Lifeguard Qualification
 - National Teacher Rescue Award
10. The main duties and responsibilities of a First Aider are to:
 - a. give immediate help to casualties with common injuries and illnesses and those which occur as a direct result of specific hazards within schools; and where necessary ensure that an ambulance is called.
 - b. In all instances the First Aider should notify the Health Centre of any incidents at the earliest opportunity
 - c. Ensure that an accident form is completed appropriately and handed in to the Health Centre.
 - d. To safeguard the patient's clothing and possessions.
 - e. To respect patient confidentiality.
 - f. To know their own work area well, paying special attention to potential hazards, and know the correct treatment for injuries common to that area.

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- g. To keep their first aid box(es) clean and liaise with the Health Centre to ensure they are adequately stocked at all times, disposing of any damaged, open or expired materials in the appropriate manner.
 - h. To clean and maintain in a good state of repair all ancillary equipment within their area, e.g. eye wash bottles etc.
 - i. To promote accident prevention and safe working practice.
 - j. First Aiders are required to update their training every three years. This is coordinated by the Health Centre.
11. The Health Centre will also ensure that the list of First Aiders within the school is kept up to date at all times, the list of First Aiders together with contact numbers is available in the School Office.
 12. The Health Centre is responsible for ensuring that this list is distributed to staff delegated to restocking first aid boxes, to be displayed with each box.
 13. The Health Centre and Health Safety Officer regularly review the current number of First-Aiders on site and whether they are all trained to meet the standards required.

House Staff

14. House Staff also have a vital role to play in the provision of first aid treatment. In particular, they should investigate the circumstances of a pupil feeling unwell, especially in the case of headaches, to ensure that they are not caused by an injury. If in any doubt, the pupil must be referred to the Health Centre for examination.
15. All house staff should retain an up to date First Aid at Work qualification.

Appointed Person

16. An appointed person is there to support the first aiders. He/she should take charge when someone is injured or becomes ill until a suitable qualified person is available; and ensures that an ambulance or other professional medical help is summoned when appropriate.
17. The appointed person at HLC is usually the Nurse on duty.

FIRST AID 'OUT OF HOURS'

18. As HLC is a boarding school, first aid cover during term time will be office hours 8.30 am – 5.30 pm. During school holidays, first aid cover will be provided for and by the staff who remain on site. First aiders will be appointed with school holiday cover in mind, so that the closure of the Health Centre during the holidays does not lead to less effective cover.
19. Staff organising events should ensure that all external organisations hiring parts of the School are required to familiarise themselves with the first aid procedures and locations of first aid kits in relevant areas of the school.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

'OFF-SITE / TRIPS' FIRST AID COVER

20. When pupils are on approved school trips, first aid arrangements are detailed in the risk assessment. Insurance details are provided to those organising trips. A designated member of staff should have a suitably equipped first aid box, accident book and appropriate telephone numbers to summon aid if required. First Aid boxes are available upon request from the Health Centre based on the number of persons on the trip.
21. Medical contact and information forms are sent to all parents asking them to supply detailed information on their child's medical conditions. Staff in charge should ensure that for every pupil taken on a School trip they have a completed medical consent form indicating any specific conditions or medications of which they should be aware. Medical consent forms for boarders can be obtained on request from the Health Centre.
22. If pupils are ill or injured abroad, the local emergency services or hospital/medical centre should be contacted.
23. When at the premises of a third party where first aid arrangements are assessed to be adequate to cover the School's needs, those concerned should obtain details of the first aid arrangements in advance and familiarise themselves with them on arrival at the premises.
24. It is the responsibility of the member of staff organising out of school trips to inform the Health Centre and Senior Master or Head of Highfield of the names of pupils, nature, and length of trip, preferably at least two weeks before planned trip
25. The Health Centre nurses will inform the trip leader of any specific health issues individual pupils have. If deemed appropriate, the Health Centre nurse will invite the trip leader to the Health Centre prior to the trip to discuss care plans and medication for pupils who have specific medical issues.
26. The school strongly recommends that trip leaders endeavour to ensure there is a first aider present on all trips.
27. After consideration of the nature of the trip and possible health issues of pupils attending, the Health Centre will inform the trip leader if it is felt that additional first aiders must be present.
28. On the day before the trip, the trip leader or delegated member of staff will collect from the Health Centre the trips first aid bag or bags, and emergency asthma pack if required.

PUPILS WITH SPECIFIC FIRST AID NEEDS

29. Staff have access to a list of pupils who are subject to severe allergic reactions or other potentially life threatening conditions (asthma, epilepsy, diabetes) both on the School intranet (iSAMS) and on a paper copy held in the staff room.

FIRST AID MATERIALS AND EQUIPMENT

30. First aid boxes are provided by the Health Centre. Items used should be accounted for and reported in the accidents log, as well as to the Health Centre where stocks can then be reissued. Boxes are checked on a termly basis by the Health Centre Team and restocked as reported.
31. Where there is no special risk identified, a minimum provision of first aid items would be:
 - a. A leaflet giving general advice on first aid.
 - b. 20 individually wrapped sterile adhesive dressings (assorted sizes).
 - c. Two sterile eye pads.

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- d. Four individually wrapped triangular bandages (preferably sterile).
 - e. Six safety pins.
 - f. Six medium (approx. 12 x 12cm) individually wrapped, sterile unmedicated wound dressings.
 - g. Two large (approx. 18 x 18cm) individually wrapped sterile unmedicated wound dressings.
 - h. One pair of disposable gloves.
32. Further First Aid Boxes are kept in the following locations: Kitchen, Sports Hall, Highfield, Science Block, Office, Swimming Pool, Highfield Pre School, Squash Courts, Gym, Art Room, Textiles and Maintenance.
33. All School vehicles are to carry an appropriately stocked first aid kit which is to be checked and by the person responsible for the general maintenance of the vehicle and as the main driver.
34. Science Department: Due to specific potential dangers within the Science department, the Heads of Department should ensure that science staff have received training to deal with potential accidents with chemicals, fire and the less usual circumstances where staff/pupils may be injured. This is reviewed annually.

ACCIDENT BOOK REPORTS

35. Staff will be told at induction about accident/incident reporting procedures. Members of staff are to report all accidents to their line manager. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of all accidents/incidents is in their own interests.
36. An accident form should be completed after any accident, dangerous occurrence, or sudden illness requiring immediate resuscitation or occasion of reportable illness. The form should be completed by the person involved, or if they are unable to complete it themselves, then by an adult witness or the first person they are able to report the accident to.
37. Accident books which are data protection compliant are located in each department throughout the campus. Should for some reason, an accident book not be available the accident report form at Appendix 2 of the HLC Health & Safety Policy can be copied and used.
38. The accident form will detail the date, time and place of the incident, personal details of the person(s) involved and person completing the accident form, brief description of how the accident occurred and the cause if known together with details of any injury suffered.
39. All completed accident reports are to be submitted to the Health Centre for review and collation.
40. If the person involved attends the Health Centre, details of any treatment given there are also recorded on the pupil's medical file (if a pupil), or in the Health Centre accident book if a member of staff or visitor.
41. Parents or Guardians of pupils will normally be contacted and informed of the incident by the Health Centre staff unless they are Gillick competent and expressly ask that the matter is kept confidential.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

FLOOR OPENINGS

1. From time to time it may be necessary for our maintenance team to access under floor areas and it would be impractical to restrict such access. Many injuries are caused by persons tripping over or falling down floor openings which are left open and that can create substantial trip hazards. Some of these injuries can be very serious.
2. Any member of the maintenance team who creates a floor opening **MUST** make sure that it is barriered, screened or adequately covered and that notices are posted or visual warning tape is used to warn others of the risk.
3. All maintenance staff have a duty to replace covers if they have moved them in the course of their work, and all staff have a duty to report neglected openings to the Maintenance and Safety Manager so that action can be taken.
4. Danger can arise though, if floor openings are covered or surrounded with materials which LOOK strong but are not capable of bearing a person's weight.
5. Covers over floor openings are only to be of a material which is strong enough and which cannot be easily displaced.
6. Barriers must be capable of bearing the weight of someone falling against them. The Maintenance and Safety Manager is to monitor that such matters are under control.

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GENERAL MECHANICAL PLANT AND EQUIPMENT

1. This section deals with arrangements for the use of general mechanical plant by non-teaching staff. Machinery used by pupils such as those used in Design Technology are covered in the section on workshop machinery.
2. Mechanical plant and equipment may be used by many of our non-teaching staff during maintenance, tending the grounds, carrying out housekeeping duties or preparing food.
3. The Maintenance and Safety Manager is responsible for ensuring that all mechanical plant and equipment is maintained and inspected in accordance with the manufacturer's instructions. Where formal inspections are required these will be recorded on the form at [Appendix 21](#).
4. Heads of departments are to ensure that all members of staff required to use mechanical plant and equipment are competent to do so and have received any necessary information, instruction and training on the use of the equipment. This will include any pre use user checks required. They are also to ensure that the use of the equipment has been risk assessed and that the user is aware of the findings of the assessment.
5. If any faults are identified by the user of an equipment they are to take it out of use, isolating it from any power supply where applicable and if safe to do so and report it to the head of the relevant department who will ensure that a sign is placed on the equipment warning that it is faulty. Any faults in equipment are then to be reported to the Maintenance and Safety Manager using the defect report at [Appendix 22](#) by the head of the department. This includes equipment supplied by HLC for the use of contract catering staff.
6. If maintenance work should require the use of equipment which is not already held and equipment needs to be hired for temporary use, the Maintenance and Safety Manager will ensure it is only used by a competent member of staff and it comes complete with:
 - (a) Operators Manual.
 - (b) Current Test Certificate (if applicable).
 - (c) Relevant maintenance log or Statutory register.

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HEALTH SURVEILLANCE AND HEALTH MONITORING

1. Each year thousands of people become ill because of the work they do. Business loses billions of pounds through sickness absence and lost production. But occupational ill health is preventable, and health surveillance is one measure, which may be required to help prevent it.

HEALTH SURVEILLANCE

2. Health surveillance may be a requirement of a specific set of Regulations (such as required for exposure to noise or vibration), under the Management of Health and Safety at Work Regulations or the Control of Substances Hazardous to Health Regulations.
3. Health surveillance is the implementation of a programme of systematic, regular and appropriate procedures to identify early signs of work related ill health amongst employees exposed to certain health risks and acting on the results.

HEALTH MONITORING

4. Health monitoring must not be confused with health surveillance. Health surveillance is carried out where there is a certain link between the employees work activity and an ill health effect and there is a valid method of detecting ill health conditions associated with the hazard. Health monitoring on the other hand may be required where employees are exposed to hazards which may affect their health, but currently there is no valid way to detect the ill health conditions and/or the link between the work activity and the ill health effect is uncertain. In these cases, the health monitoring may consist of self-reporting by the employee and the checking of sickness absence records. Looking at collective sickness records may identify where there is a general problem, whereas looking at individual sickness records may indicate whether the work is affecting an individual's health. This type of health monitoring may be required for hazards such as:
 - (a) Manual handling.
 - (b) Work related stress.
 - (c) Work related upper limb disorders.
 - (d) Whole body vibration.
5. HLC will use the services of a specialist occupational health consultant to assist us with identifying any requirements for health surveillance and monitoring, and the planning and implementation of suitable programmes for these where required.

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HIGHLY FLAMMABLE LIQUIDS AND GASES

1. There is a requirement for the use of highly flammable liquids and gases both by staff and pupils. In the case of pupils this may range from the use of gas appliances in Food or Design Technology to the use of substances when carrying out experiments in science lessons.
2. Whether a highly flammable liquid or a gas, the substance will be treated as hazardous and a suitable and sufficient COSHH Risk Assessment will be completed by a competent person. The use of these substances will also be in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002.
3. The Maintenance and Safety Manager as the Fire Safety Officer will monitor that departments are using and handling highly flammable liquids and gases correctly in accordance with the COSHH assessment, risk assessment and in compliance with the Fire Risk Assessment.

HIGHLY FLAMMABLE LIQUIDS

4. Stocks of highly flammable liquids will be kept to a minimum and will be strictly controlled by the head or the department which requires their use. They will be stored in secured containers meeting the requirements identified for storage of the particular liquid in its relevant COSHH assessment. Its storage and use will also be in accordance with the requirements of the Fire Risk Assessment for that particular area.
5. In addition to the COSHH assessment, the use of the liquid will be included in the general risk assessment for the activity in which it is used. Should this be where the liquid is used by a pupil during a lesson (science experiments for example) the risk assessment will pay particular attention to the level of supervision required during the lesson. Where appropriate the most current version of CLEAPPS guidance is to be used for reference regarding Science lesson planning. CLEAPPS model risk assessments are used adapted and amended to suit local conditions.
6. Wherever highly flammable liquids are used on campus, fire resistant absorbent material is to be available to soak up any spillages of the liquid. Should the use of this absorbent material be required the Maintenance and Safety Manager is to be notified so that the contaminated material used can be disposed of and replaced.

HIGHLY FLAMMABLE GASES

Bottled gases

7. Highly flammable bottled gases may on occasion be required for maintenance purposes or during Design Technology lessons.
8. As with the use of highly flammable liquids, bottled gases will be strictly controlled by the head or the department which requires their use. They will be stored in secured containers meeting the requirements identified for storage of the particular liquid in its relevant COSHH assessment. Its storage and use will also be in accordance with the requirements of the Fire Risk Assessment for that particular area.
9. The use of the bottled gas will be included in the general risk assessment for the activity in which it is used. Should this be where the gas is used by a pupil during a lesson (Design Technology for example) the risk assessment will pay particular attention to the level of supervision required during the lesson and the head of department will carry out regular checks of conditions of hoses, couplings, regulators and gauges.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Mains supply gas

10. Mains supply gas will also be used by staff and pupils alike. In the case of pupils this would be during Food Technology or Science for example.
11. The Maintenance and Safety Manager will ensure that all statutory inspection requirements for the mains gas installation are carried out by a competent person and are recorded.
12. All heads of departments where mains gas is used are to ensure its use is covered in the risk assessment for the activity.
13. Where mains gas is supplied to classrooms, the teacher using the classroom is to ensure that the supply to the classroom is switched off at the end of every lesson so that it cannot be turned on at the appliance when the classroom is not in use.

CONTRACTORS CARRYING OUT TEMPORARY WORKS

14. Contractors carrying out temporary work on campus which require the use of highly flammable liquids or gases during their works are required to liaise with the Maintenance and Safety Manager regarding their proposals for use and storage of the substance on school grounds and any requirements for hot works permits.

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HOUSEKEEPING AND TIDINESS

1. It is accepted that untidy workplaces are hazardous and give rise to many accidents which could otherwise be avoided. HLC therefore places great importance in the need to maintain clean and tidy conditions in order to prevent accidents, reduce fire hazards and providing better working and learning conditions.
2. All members of staff, regardless of status, are required to keep their own work areas tidy.
3. Pupils are expected to keep their classrooms tidy, storing belongings in desks and lockers, not on the floor or in corridors. Teaching staff are to monitor this.
4. HLC employs a team of domestic staff to maintain a good standard of housekeeping throughout the premises. The Domestic Staff Manager is to be informed of any non COSHH spillages that require cleaning up (COSHH spillages are to be dealt with in accordance with the COSHH assessment for the particular substance). Where the spillage or subsequent cleaning creates a slip hazard, warning signage will be placed at all approaches to the area. Only authorised cleaning products will be used (with their required control measures) and warning signage will remain in place until normal levels of grip are resumed.
5. HLC expects that Supervisors will play their part in encouraging tidiness in the workplace by maintaining a clean and tidy working environment.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

INDUCTION

1. All new members of staff will undergo induction training to familiarise them with the relevant health and safety requirements on joining HLC. Induction will be given by the designated members of staff who have sufficient experience of HLC's safety requirements.
2. All members of staff are to be made aware of the location of the Health and Safety Policy and of the management systems in place. The relevant sections of the Policy should be read by the member of staff before they can sign page two of the induction form.
3. The following documents will be kept as evidence that staff induction has taken place:
 - (a) An Induction record for each individual (see [Appendix 23](#)). Sections A and B cover general issues relevant to all members of staff. Section C is to be completed for each individual dependant on the hazards to which they are exposed. This section must show that induction has included the findings of risk assessments carried out for the work of the individual and hazards from others to which they may be exposed (risk assessments, Personal Protective Equipment assessments, manual handling assessments, dusts, noise, vibration etc.).
 - (b) A signed Induction Register (see [Appendix 24](#)).
4. All staff must adhere to the safety rules set out during induction.
5. Pupils will be inducted on the general requirements applicable to them (emergency procedures, first aid, accident reporting, welfare etc.) when starting at HLC and when moving up to the next school. Induction will be delivered by designated members of staff and at a level that the pupil/child can understand appropriate to their stage of development, depending on which school on campus they are attending.

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LEGIONELLOSIS

1. HLC acknowledges its duty to manage risks from the risks posed by contracting Legionnaires Disease. Legionella bacteria are common and can be found naturally in environmental water sources such as rivers, lakes and reservoirs, usually in low numbers, but they can colonise manufactured water systems. Legionella bacteria can survive under a wide variety of environmental conditions but water temperatures in the range 20°C to 45°C seem to favour growth.
2. A legionella risk assessment, maintenance and monitoring contract has been implemented at our premises with Hydro-X who carry out a monitoring and test regime and undertake any remedial works required.
3. We will ensure all Air Conditioning, Air Cooling systems and Heating and Plumbing systems are regularly maintained and inspected, and a record of such inspections is kept.
4. The Maintenance and Safety Manager will also implement and record a precautionary 'flushing' routine for any systems (including toilets, sinks and showers) not regularly used for any length of time (during school holidays etc.) to facilitate regular changes of water in the system in order to minimise the potential for growth of any legionella bacteria present. Where a system is not regularly used these outlets will be run for several minutes at least weekly.
5. The symptoms associated with the presence of the Legionella bacteria, are similar to those of flu, yet can develop into a form of Pneumonia and Legionnaires Disease/Pontiac Fever. Anyone experiencing such symptoms should report them immediately. By monitoring and maintaining records of such reports harmful bacteria may be detected, and the appropriate measures taken to eradicate them.
6. Smoking increases a person's vulnerability to the Legionella bacteria. HLC operates a 'No Smoking' policy throughout campus and endeavours to encourage all to give up or reduce their smoking levels.
7. Any maintenance staff required to work on, or maintain equipment, where the bacteria may gather or be suspected of incubating will be required to wear suitable protective clothing and equipment such as respiratory protection etc, as identified as a requirement during the risk assessment for the task. Where such a risk is suspected it may be necessary to have microbiological monitoring carried out to confirm the presence or absence of the bacteria.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

LONE WORKING

1. The definition of lone workers, is those who work by themselves without close or direct supervision. This could include something as simple as a member of staff working late in the staffroom for example (accidents can still happen in an office environment).
2. HLC has a responsibility for health, safety and welfare at work of their employees and the health and safety of those affected by the work. These responsibilities cannot be transferred to people who work alone. We will assess the risks to lone workers and will take steps to avoid or control the risks where necessary. Our lone working procedures are further detailed in the 'HLC Security, Access Control, Workplace Safety and Lone Working Policy'
3. Any member of staff intending to work alone must inform their head of department to ensure this is authorised and controlled. All lone working **MUST** be authorised by HLC.
4. Employees have a responsibility to take reasonable care of themselves and other people affected by their work and co-operate with the employer in meeting HLCs obligations.
5. HLC will inform the employee of all the relevant hazards that have been identified and that the appropriate controls have been chosen.
6. The control measures may include instruction, training, supervision, the use of protective equipment etc. Communications must be maintained with lone workers and a check in system by telephone is to be used. The frequency of the checks will be determined by the level of risk. We will take steps to check that the control measures are used and review the risk assessments from time to time to ensure they are still adequate.
7. Where risk assessments show that it is not possible for the work to be carried out safely by a lone worker, arrangements for providing help or back-up will be put in place.
8. If a member of staff wishes to work after the normal closure time in any building on the School site (generally after 6pm on weekdays or at any time on a Saturday, Sunday or Bank Holiday) or, if you believe you are the final person in the building, you must make it known to the Duty Caretaker that you are on the premises. This applies to those staff who are already in school at 6pm and also those staff who come into school after 6pm or during the weekend or Bank Holidays. The Duty Caretaker should be contacted on 07833 445344 and the employee must provide a contact number and advise the location where they will be working and the estimated time they will be leaving. Employees should then notify the Duty Caretaker once they have left the premises. If staff have not left by 9.30pm the Duty Caretaker may ask them to do so.
9. Whilst on the premises employees should keep within range of their phone at all times in case of an emergency. In the event of a medical emergency, if practicable, the employee should call the Duty Caretaker, who will seek medical attention and access a first aid kit.
10. In the event of a non-medical emergency or a fire alarm, emergency evacuation procedures must be followed. Emergency evacuation procedures can be found on iCommunity and all staff must familiarise themselves with these procedures before working alone.
11. No high risk activities (e.g. electrical work etc.) are to be carried out in HLC premises by lone workers. Working at heights must not be undertaken by lone workers. No young person under the age of 18 may work alone.
12. All staff are advised that if an employee has any known medical conditions that could make it unsuitable for him or her to work alone they must make the HR Manager aware of this so a review can be undertaken with the Health & Safety Officer.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

MANUAL HANDLING

1. This section deals with manual handling of loads under the Manual Handling Operations Regulations 1992 (as amended). It should not be confused with the safe handling of pupils where staff intervention is required. This is covered in a separate policy, the 'Safe Handling Policy'.
2. Manual handling is not restricted to lifting loads. It also includes carrying, pushing and pulling objects. Manual handling injuries are not always caused by handling heavy loads. Serious injuries can still occur when handling light loads, particularly where the task requires repeated bending and twisting. The main injuries associated with manual handling are:
 - (a) Back strain, slipped disc.
 - (b) Hernias.
 - (c) Lacerations, crushing of hands and fingers.
 - (d) Work Related Upper Limb Disorders (WRULD).
 - (e) Bruised or broken toes or feet.
 - (f) Various sprains, strains, etc.
3. Ideally, the need to handle objects manually should be avoided or "designed out" of tasks.
4. Where this is not possible, the head of department will ensure that materials are handled as far as possible by mechanical means. Where the use of mechanical assistance is impracticable the Maintenance and Safety Manager is to be contacted to ensure that sufficient labour is available to handle any heavy or awkward loads.
5. All heads of departments having responsibility for work involving manual handling should first assess the level of risk involved in the operation. This should be done using the HSE guidance in the Guidance on Manual Handling Regulations 1992 at:
<http://www.hse.gov.uk/pUbns/priced/l23.pdf>
and the Manual Handling Assessment Chart (MAC) tool at:
www.hse.gov.uk/msd/mac/index.htm.

This tool will assist managers to determine the level of risk involved so that tasks requiring a full Manual Handling Assessment can be identified. Where it is determined that an assessment is required, this should be prepared showing how the operation can be carried out safely. The form found at [Appendix 25](#) should be used to record the assessment. If there is no MAC tool available heads of departments should carry out a Manual Handling Assessment.
6. All heads of teaching departments are to ensure that any manual handling required during activities carried out by pupils, is included within the risk assessment for the activity. On no account are pupils to carry out manual handling activities beyond their own reasonable capability for their stage of physical development.
7. All members of staff will be given information on the correct methods of handling and lifting loads as part of their normal induction. A guide to safe kinetic lifting techniques is at [Appendix 26](#). Staff required as part of their job specification to manually handle loads on a regular basis will be given specific manual handling training. The selection of persons to carry out manual handling or lifting tasks will be based on their individual physical ability.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

MINIBUS OPERATION PROCEDURES

It is School policy that minibuses will be operated in a manner which meets or exceeds the statutory minimum requirements for vehicles of this type.

1. The School will:-

- 1.1. ensure that minibuses are maintained in a roadworthy condition, and are regularly serviced; (see Appendix B)
- 1.2. ensure that minibuses will not be used until defects which have safety implications are rectified;
- 1.3. ensure that the proper insurance, licences and permits are held and kept up to date;
- 1.4. ensure that all new minibuses are equipped with seat belts and conform to the relevant legislation;
- 1.5. maintain a list of authorised drivers approved in accordance with the School's insurers;
- 1.6. ensure that a sign indicating maximum permissible passenger capacity is displayed in each vehicle.

2. The School will not:-

- 2.1. pay fines for parking, speeding or other motoring offences;
- 2.2. provide legal support for staff charged with the above.

3. School Personnel will:-

- 3.1. operate minibuses in accordance with the Operation Procedures;
- 3.2. use minibuses (where appropriate) in preference to hiring buses;
- 3.3. not drive minibuses unless they are on the list of authorised drivers;
- 3.4. inform the School of any change in their health which affects their ability to drive;
- 3.5. refrain from consuming alcohol, for the twelve hours preceding and throughout the period of time in charge of the vehicle;
- 3.6. refrain from driving while taking medication which carries warnings to this effect.
- 3.7. refrain from smoking while in the vehicle.
- 3.8. ensure that the minibus(es) are cleared of litter at the end of each use and that any damage to interior fittings is reported in writing.

Minibus Operation Procedures

1. Authorisation to Drive

- 1.1. The applicant may not drive a minibus until the Bursary has confirmed that insurance arrangements are in place.
- 1.2. The proposed driver must then take a MiDAS test to ensure they have the appropriate skills required to drive a bus safely.
- 1.3. Once on the approved drivers list, drivers are obliged to advise the Bursary of any change in circumstances which might have a bearing on their insurability. This will include notification of motoring offences occurring between annual declarations.
- 1.4. Use of the minibus will not be considered to be "Authorised" unless the minibus booking form has been completed and submitted.
- 1.5. Keys are to be collected immediately before use and returned immediately after use. If, however, the vehicle is thought to have a potentially hazardous defect (see Appendix A) keys should be handed in to the Maintenance pigeon hole in the School Office with a note of the suspected defect. The Minibus Co-ordinator should also be advised so as to prevent further use of the bus.
- 1.6. Personal use of the minibuses is not permitted without the express permission of the Estates Manager.
- 1.7. Drivers must be in possession of a valid driving license allowing them to drive the appropriate vehicle (Category D1 for the 13 & 17 seater minibuses).

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

2. Safety

- 2.1. When taking charge of a minibus, drivers must satisfy themselves that the vehicle is in a fit condition for use undertaking the daily check-list which is kept in the vehicle. The following items are to be checked:
 - General condition of vehicle
 - Fuel level
 - Tyres – pressure and condition
 - Lights
 - Wipers and glass - particular attention to windscreen and rear windows
- 2.2. When in charge of a party and/or when driving a minibus, staff must ensure that:
 - the maximum permitted number of passengers is not exceeded,
 - seat belts are worn correctly at all times,
 - children under 135cm in height or under the age of 12 travelling in the front seats of a minibus must
 - use an appropriate child seat, booster seat or booster cushion
 - all luggage or other material is loaded securely in a safe manner and that it presents no danger to occupants of the minibus or to other road users,
 - all current road traffic legislation is observed
- 2.3. Drivers must ensure they are properly rested before starting a journey, plan appropriate rest stops and/or carry a relief driver.
- 2.4. A minibus must not be driven with a Category A Defect (see Appendix A).
- 2.5. Hazard warning flashers are for emergency use only.

3. Reporting and Recording

- 3.1. Drivers will sign for the keys and fuel card and make the necessary entries in each of the minibus Log Books, which are kept in the front of the buses, at the start and end of each journey.
- 3.2. Drivers will report all accidents, however minor, to the Minibus Co-ordinator and Estates Manager as soon as possible.
- 3.3. Drivers must report all Category A Defects (see Appendix A) to the Minibus Co-ordinator immediately, returning the keys in the maintenance pigeon hole, or directly to the Minibus Co-ordinator to prevent the use of the minibus and make an appropriate entry in the bus Log Book.
- 3.4. Drivers must report all Category B Defects (see Appendix A) to the Minibus Co-ordinator as soon as possible and make an appropriate entry in the minibus Log Book.
- 3.5. In the event of a minibus becoming unserviceable while away from School the following action must be taken:-
 - Report to School by telephone, as soon as possible, giving details of the location and the problem. Remember to give the school office the number from which you are calling.
 - **Call QBE in the event of a Breakdown on 0800 3891708** and quote the vehicle registration number.

4. Fuel

- 4.1. An ALLSTAR and/or Texaco Fast Fuel card is provided for each of our buses. The usual driver retains this and will ensure the bus is appropriately fuelled for short journeys. Should you require to refuel while you are using the bus, the card should be taken for that period of time. Fuel cards may be used to refuel vehicles belonging to School or hired by school in connection with official and properly authorized activities. The use of a fuel card to refuel a private vehicle is forbidden and doing so may lead to disciplinary action.
- 4.2. If it is not possible/not likely to be possible to refuel at a ALLSTAR station the member of staff must either make suitable arrangements to allow the purchase of fuel, or settle the fuel cost and present a receipt to the Finance Department for reimbursement.
- 4.3. In all cases at 4.1 and 4.2 above receipts for fuel purchased must be returned to the school office along with the keys and fuel cards(s).

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

APPENDIX A

Category A Defects

1. Defect to steering, brakes, clutch, tyres
2. Damage to swept portion of windscreen
3. Damage to doors which prevents their secure closure or which prevents them from being opened easily as intended by the manufacturer
4. Damage to the bodywork which results in loose panels or jagged projections
5. Damage to bodywork which results in restriction to steering lock or which otherwise results in contact with a tyre
6. Insecure seat(s)
7. Engine Oil light failing to extinguish within 5 seconds
8. Abnormal noise from engine, gearbox or rear axle
9. Difficulty in changing gear or clutch slip
10. Failure of lights or indicators
11. Defect to windscreen wipers which impairs their ability to clear the windscreen
12. Inoperable seat belts

Category B Defects

All items of cosmetic or minor nature which do not impair security and safety of driver and/or passenger, vehicle handling, drivers view of the road or the welfare of the engine and transmission.

APPENDIX B

Maintenance Procedures

Daily

The Minibus Driver will conduct a visual inspection of their vehicle completing the daily check-list which is kept in the vehicle. The following items are to be checked:

- General condition of vehicle
- Fuel level
- Tyres – pressure and condition
- Lights
- Wipers and glass - particular attention to windscreen and rear windows

Any defects are to be reported to the Minibus Co-ordinator as detailed below.

Weekly

The Minibus Driver will conduct a weekly inspection of their vehicle completing the weekly check-list which is kept in the vehicle. The following items are to be checked:

- Tyres - pressure, condition of sidewalls and tread
- Engine - oil level, coolant level, brake fluid level. Fluids should only be added in accordance with the manufacturer's specification.
- Bodywork (exterior) - general condition, door mirrors, fuel filler cap
- Bodywork (interior) - seat mountings, seat belts, interior rear-view mirror, general tidiness and condition
- Windscreen - condition
- Wipers - condition - inspect and replace as necessary
- Controls - check for unusual play / wear

Any defects are to be reported to the Minibus Co-ordinator as detailed below.

Defect reporting

Any defects identified by the driver either during a routine daily or weekly inspection, or whilst driving are to be noted on the checklist and reported to the minibus co-ordinator. If the defect renders the vehicle un-roadworthy the vehicle should not be driven and arrangements are to be made in liaison with the minibus co-ordinator for use of an alternative school minibus or a hire bus / taxi.

On receipt of a defect report the Minibus Co-ordinator will look to examine the vehicle to determine, as far as is possible, the nature of the defect and decide whether to effect a repair or to refer the matter to an approved workshop facility. If the defect renders the vehicle un-roadworthy the keys will be withdrawn and alternative vehicle arrangements made. Before any return to service, the vehicle must receive a 'weekly' check and be declared fit for use.

Routine Safety Inspections, Servicing and Repairs

Minibuses are to undergo the following programme of Inspections:

- Vehicle Safety inspection by an approved contractor every 10 weeks
- Annual Test Preparation including major service and inspection
- Annual MOT inspection

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MOBILE PHONES

1. This section deals with the use of mobile phones by HLC staff. The use of mobile phones by pupils is covered in a separate policy on 'Use of mobile phones, electronic music and games devices in school'.
2. The ban on the use of mobile phones whilst driving was widely publicised. There are however other occasions when the use of a mobile phone can be hazardous. All workplaces contain some hazard or another but the risk of that hazard causing injury may be low. The use of a mobile phone whilst working can distract the user from the task at hand and as such increase the risk of the hazard causing harm. Due to this fact, HLC may designate certain workplaces (or work practices) where the use of mobile phones will not be allowed, should it deem that their use will increase the risk involved.

DRIVING

3. It is illegal to use a hand held mobile phone whilst driving. This also includes when stopped at traffic lights, when in a traffic jam or any other hold up or when stopped at the side of the road with the vehicle's engine running. **Note:** Using mobile phones whilst driving also includes sending or receiving text messages.
4. The only time where a hand held mobile phone can be used is to make an emergency 999 call, only if it is safe to do so and the vehicle is stopped.
5. Any HLC employee required to contact a fellow employee by phone, knowing that they are likely to be driving, should, if possible, avoid making the call altogether, or use any message answer service if available and restrict the duration of any such calls.
6. Petrol stations must never be used for making or receiving mobile phone calls or messages, whether the kits are hands free or not. Therefore, you must never use mobile phones or similar devices when refuelling.
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MOBILE ACCESS TOWERS

1. All work at height will be planned and risk assessed. All risk assessments and supporting information will be effectively communicated prior to activities commencing.
2. Some aspects of maintenance work at our premises will require the maintenance staff to work off mobile access towers. The Maintenance and Safety Manager will ensure that mobile towers can be used safely and efficiently on the premises taking into account floors, ceiling heights, roof members, type of work etc.
3. Training will be provided to all those required to carry out inspections, erect, alter or dismantle mobile towers.
4. The Maintenance and Safety Manager will ensure that any person who is required to erect, alter, move and/or use a Mobile Tower, has had sufficient training, knowledge and is competent to carry out a pre-use inspection.

WORKING PLATFORM INSPECTIONS

5. Working platforms used for construction work (CDM15 includes maintenance work within the definition of construction work) are to be inspected by a competent person at the following frequency:
 - (a) Working platforms (including towers) from which a person could fall 2m or more:
 - i. After installation or assembly.
 - ii. After any occurrence liable to affect its safety.
 - iii. At intervals not exceeding 7 days.
 - (b) All other working platforms:
 - i. After installation or assembly.
 - ii. At suitable intervals.
 - iii. After any occurrence liable to affect its safety.
6. These inspections will be recorded on the form provided at Appendix 1.

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MONITORING AND INSPECTION

1. Monitoring and Inspections are an essential part of HLCs day to day activities.
2. The nature of Monitoring and Inspection can be both informal and formal. Informal Monitoring and Inspections may require no records to be kept, whilst formal monitoring inspections may result in the recording and reporting of certain information.

MONITORING

3. Informal monitoring of safety standards in each department is carried out on a day to day basis by the relevant head of that department.
4. In addition, the Estates Manager will conduct informal monitoring through a programme of unannounced safety tours of the premises. These tours will be aimed at monitoring that the requirements of this policy are being effectively implemented and maintained. The Estates Manager may ask other senior members of staff to accompany him during these tours at his discretion. The significant findings of these tours will be raised by the Estates Manager as an agenda item at the Health and Safety Committee meetings.

INSPECTIONS

5. Statutory inspections of aspects of the premises (electrical installation etc), plant, LEV, firefighting equipment etc. will be arranged by the Maintenance and Safety Manager as detailed in the relevant sections of this policy.
6. From time to time the Estates Manager may request our external safety advisers to carry out inspections of HLC premises to gain an independent view of our compliance with our policy and the requirements of current legislation. Where such inspections are requested, the safety adviser will brief the Estates Manager on the findings of the inspections and provide a written report to him. The findings of such inspections will be included as an agenda item at the next Health and Safety Management Committee meeting following the inspection.

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NEW AND EXPECTANT MOTHERS

1. HLC recognizes when carrying out risk assessments for its undertakings that in general, the risks to new and expectant mothers are to be considered and the findings of the assessment communicated to the employees. As soon as an employee has given HLC written notification that she is pregnant, has given birth in the last six months or is breast feeding, a specific risk assessment will be carried out for that person. This risk assessment must consider any medical advice given by the employees GP or midwife and is to pay particular attention to any of the following that may be applicable:
 - (a) Manual handling.
 - (b) Standing or sitting for long periods of time.
 - (c) Exposure to infectious diseases.
 - (d) Exposure to lead.
 - (e) Work related stress.
 - (f) Workstations and posture.
 - (g) Exposure to radioactive material.
 - (h) Threat of workplace violence.
 - (i) Long working hours.
 - (j) Excessive workplace noise.
 - (k) Exposure to hazardous substances.
 - (l) Compliance of employees with the Company's smoking policy.
2. This risk assessment is to be regularly reviewed to ensure that it remains valid. The flow chart at [Appendix 27](#) is to be followed to identify actions required once this specific risk assessment has been carried out.
3. Employees will be afforded the following maternity rights:
 - (a) Paid time off work for antenatal care. An appointment card or other document showing that an appointment has been made will be required (with exception of the first appointment).
 - (b) Maternity leave.
 - (c) Statutory maternity pay.
 - (d) Protection against unfair treatment in the workplace.
4. Employees returning to work after maternity leave should inform HLC in writing if they intend to breastfeed. Employees are requested to make this notification as early as possible to allow further risk assessment and arrange suitable facilities. This will be a private, safe and healthy location. Though not a legal requirement, HLC will endeavour, where required and possible, to also provide safe and hygienic storage for expressed milk.
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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

NOISE

1. The Control of Noise at Work Regulations 2005 require us, among other matters, to monitor noise levels at work and assess the risk from noise to our members of staff where the set action values are liable to be reached. On no account will pupils be subjected to noise levels generated by work at HLC which could potentially cause hearing damage.

ACTION VALUES

2. The current action values laid down by the above Regulations are:

- (a) Lower exposure action value:

- Daily or weekly exposure 80 dB (A).
- Peak sound pressure 135 dB (C).

- (b) Upper exposure action value:

- Daily or weekly exposure 85 dB (A).
- Peak sound pressure 137 dB (C).

- (c) Exposure limit:

- Daily or weekly exposure 87 dB (A).
- Peak sound pressure 140 dB (C).

RISK ASSESSMENT

3. Where staff are liable to be exposed to noise levels meeting the above values a Risk Assessment for the exposure to noise will be carried out using the form at [Appendix 28](#). The form at Appendix 28 is based on the Health and safety Executives publication L108, "Controlling Noise at Work", and will be used where HLC can make a reliable estimate of noise levels. If a reliable estimate cannot be made, a noise survey will be commissioned to measure the noise levels. The following table will be used as a test to decide if a Risk Assessment is required:

Test	Probable Noise Level	A Risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 Hours
You have to shout to talk to someone 2m away	85 dB	2 Hours
You have to shout to talk to someone 1m away	90 dB	45 Minutes

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

ELIMINATION OR CONTROL OF EXPOSURE TO NOISE

4. Where possible HLC will take steps to eliminate exposure to noise. Where this cannot be achieved steps will be taken to reduce exposure to noise to as low a level as reasonably practicable and under no circumstances will our staff or pupils be exposed above the exposure limit without adequate controls in place. Reduction of exposure will be achieved by:
 - a. Use of alternative processes, work methods and equipment to eliminate or reduce the risk of exposure.
 - b. Following good practice and industry standards.
 - c. Taking noise into account when selecting tools and machinery.
 - d. Maintaining machinery in accordance with the manufacturers' instructions.
 - e. Providing staff with periods of relief from exposure.

HEARING PROTECTION

5. Where other controls are unable to reduce noise levels below the exposure action values hearing protection will be used as follows:
 - a. Where noise levels reach the lower exposure action value HLC will provide the employee with suitable hearing protection which will be worn at the employees' discretion after being informed of the noise level.
 - b. Where noise levels reach the upper action value HLC will:
 - i. Designate the area a hearing protection zone, mark it as such and provide correct signage showing that hearing protection must be worn.
 - ii. Provide, and enforce the use of, suitable hearing protection.
 - iii. Monitor the use and maintenance of the hearing protection through line managers.
6. Hearing protection will be selected using the following criteria:
 - a. It must be compatible with all other Personal Protective Equipment required for the task e.g. it must fit correctly when worn with head, eye or respiratory protection where these are also to be used.
 - b. It must have a suitable protection factor. As a guide, the Single Number Rating (SNR) values provided with the hearing protection are likely to be suitable for the noise levels below:

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

A-Weighted noise level (dB)	Select hearing protection with a SNR of:
85 - 90	20 or less
90 - 95	20 – 30
95 - 100	25 – 35
100 - 105	30 or more

- c. The hearing protection will be selected in consultation with staff to determine their preference once the above criteria are met to increase user acceptance and use.

MAINTENANCE AND USE OF EQUIPMENT

7. Where equipment is provided to control noise exposure (including hearing protection), staff will receive relevant instruction, training and supervision in its use as deemed necessary depending on the complexity of its nature.
8. Such equipment will be subjected to a periodic maintenance programme which will include:
 - a. Scheduled maintenance according to manufacturers' instructions where applicable.
 - b. Periodic inspection to ensure it remains in an effective condition.
 - c. Monitoring of the equipment's effectiveness and reporting on the findings of these inspections.

HEALTH SURVEILLANCE

9. Health surveillance (in this case audiometric testing) will be provided by HLC through a specialist occupational health consultant for the following staff:
 - a. Those regularly exposed above the upper exposure action value (without taking account of exposure reduction provided by hearing protection).
 - b. Those exposed to noise levels between the lower and upper action values and those occasionally exposed above the upper exposure action value, where the employee brings it to HLCs attention that their hearing is already particularly sensitive to noise through an existing condition.
 - c. Where health surveillance is provided a health record will be maintained for the member of staff with the assistance of the specialist occupational health consultant.

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OFFICE SAFETY

1. HLC recognizes that if the office environment is not properly maintained some office workers may be affected resulting in them experiencing some forms of ill health (e.g. headaches, lethargy, eye, nose, throat problems) and with that in mind, we will monitor the office environment and investigate any adverse effects. To prevent such ill health in the office we will ensure the following issues are addressed.

VENTILATION

2. HLC will ensure there is adequate ventilation. For most of the offices requirements, opening windows or doors will provide adequate ventilation.

WORKSTATIONS

3. Workstations shall be comfortable with safe and suitable chairs and sufficient space. Workstations will be assessed in accordance with the relevant section of this policy.

TEMPERATURE

4. We will ensure a comfortable temperature is maintained. A temperature of 16°C should be a minimum temperature for sedentary workers and this must be achieved within the first hour of working, though 17.5°C is recommended by some health and safety authorities as a minimum for office workers. In addition, windows or glass partitions in offices should not allow excessive temperatures to be reached in hot weather. There is no maximum ceiling legislated for but HLC is aware that where temperatures are in excess of 24°C, accidents can increase and work productivity can diminish. Heating systems should not result in offensive or injurious fumes entering the office.

LIGHTING

5. We will provide adequate lighting. Where possible, the offices will have natural lighting where reasonably practicable. Where artificial lighting is used it should be sufficient so as to avoid visual fatigue and prevent glare and reflection into the employee's eyes.

NOISE

6. Office noise from printers, photocopiers etc. can increase the background level of noise which can heighten stress levels. HLC will take all reasonable and practicable steps to ensure these background noise levels in the office working environment are kept to a minimum.

MAINTENANCE

7. All offices are provided and maintained in accordance with the Workplace (Health and Safety) Regulations 1992 as a minimum.
8. HLC will ensure all office machinery is sited correctly and is maintained / serviced regularly.
9. Staff required to use office machinery must be given training and instruction in its use, relevant to the safety aspects of the equipment.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

STORAGE

10. High shelving should be avoided, or if not, proper facilities provided to enable staff to reach items safely. Storage units/shelving should be inspected at regular intervals for damage and overloading. The Maintenance and Safety Manager will ensure that shelving is marked with its Safe Working Load to ensure it is not overloaded.

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PERMIT TO WORK SYSTEMS

1. A Permit to Work procedure may be required during work at our premises carried out by contractors, as part of a safe system of work, when, because of potentially hazardous circumstances, there is a need to strictly control access into areas, rooms etc. and/or control specific work to be carried out.
2. Some examples are:
 - (a) Work on plant when guards have been removed.
 - (b) Work on electrical installations/electrical work.
 - (c) Welding or use of any tools in areas where there are flammable liquids, gases or dust.
 - (d) "Hot Work" which may increase the fire hazard.
 - (e) Floor void entry.
3. Where contractors working on campus are carrying out work which may require a permit to work system, in most cases the contractor will be expected to produce, operate and manage the system. In the case of hot works being carried out on our premises, a hot work permit will be issued by the Maintenance and Safety Manager. Should our electrician need to enter the floor void to route cables this will be done under an entry permit. The permit record, hot works permit and floor void entry permit can be found at [Appendix 41](#).
4. If the permit procedure does not cover our requirements for the protection of our staff, pupils, visitors and premises, improvements must be requested by the Maintenance and Safety Manager.
5. Work carried out by our maintenance team is unlikely to require a permit to work system. If the Maintenance and Safety Manager identifies unusual maintenance activities which he thinks may require a permit to work other than the hot works permit above, he will discuss this with our safety advisers prior to the work being carried out and take their advice on implementing a system if it is recommended.

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PERSONAL PROTECTIVE EQUIPMENT

1. The requirements for any Personal Protective Equipment (PPE) will be identified in the risk assessment for the work or activity being carried out by the head of department where it is taking place. This may either be identified when carrying out a general risk assessment for the task or when carrying out a specific assessment (such as COSHH, noise, vibration etc). Where a risk assessment identifies a requirement for an item of PPE to be worn it will also identify the specific type, standard or level of protection that is required (e.g. chemical resistance of gloves, mechanical strength of eye protection, protection factor against the relevant particulate size for respiratory protection etc)
2. Particular attention must be given within the risk assessments for activities carried out by pupils, to the specific requirements for their PPE. Where a pupil is required to use PPE during lessons (for example during science experiments or using machinery in Design Technology) the head of department carrying out the risk assessment is also responsible for ensuring that sufficient stocks of the PPE required are available to pupils, in a range of sizes to ensure that they fit correctly and provide adequate protection. Not only will poorly fitting PPE not give adequate protection, but it may also introduce an additional hazard. For example, wearing protective gloves that are too big reduces dexterity and could cause the wearer to drop an item being carried.
3. PPE for use by staff will range from protective gloves worn by domestic staff using cleaning products, to a combination of eye, hearing and respiratory protection worn by maintenance staff using power tools such as cut off saws etc. Wherever it is identified by a risk assessment that a member of staff is required to wear PPE to carry out their work, an assessment of their specific requirements will be recorded on the form at [Appendix 29](#). Where staff are required to wear more than one item of PPE, their assessment is to ensure that all items required are compatible with each other and each item used will not reduce the effectiveness of another. For example, when wearing safety spectacles for eye protection and hearing protection is also required, muff type hearing protection is not suitable as the arm of the safety spectacles over the ear prevents the ear muffs sealing around the outside of the ear.
4. Whether the PPE is to be used by pupils or members of staff, the head of the department responsible will ensure that the wearer receives adequate instruction in its correct use. Members of staff will also receive additional information on the care and maintenance requirements applicable to the type of PPE.
5. The responsibility for provision of PPE for contractors working on HLC premises (including contracted kitchen staff) lies with their employer along with identification of the PPE required through risk assessment. The Maintenance and Safety Manager will however monitor that it is being worn on the premises.
6. The assessment of the requirement for and the provision of, specialist PPE for use of pupils on off site visits such as required during adventure activities is the responsibility of the qualified adventure activity provider.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

RISK ASSESSMENT

1. Heads of Departments (both teaching and non-teaching) are to ensure that risk assessments are carried out for all health and safety risks associated with work and activities within their department. They **MUST** ensure that **ALL** significant risks have been identified (this is a strict legal duty) and, in all but the most minor cases, the results of your assessment have been recorded. A suitable format for recording the assessment is at [Appendix 30](#).
2. HLC has a separate policy on assessing risks to pupil welfare and wellbeing which can be obtained by contacting the School's Designated Safeguarding Lead.
3. The risk assessment must be "suitable and sufficient", meeting the following criteria:
 - (a) It should identify all significant risks arising from or in connection with, the work or activity.
 - (b) The level of detail in the risk assessment should be in proportion to the level of risk involved.
 - (c) It must consider all those that may be affected by the risk and in particular those who are more vulnerable such as younger pupils and those who fall under the scope of the Equality Act 2010.
 - (d) It should be appropriate to the nature of the work or activity and should show the period of time that it is likely to remain valid for.
 - (e) It should be reviewed and revised as necessary where there is reason to believe it is no longer valid. This could be due to a change in the nature of the work and the working environment.
4. Where a contractor is carrying out work on HLC premises they are required to provide a risk assessment for their works to the Maintenance and Safety Manager before starting work on campus.
5. The above paragraph also applies to the contracted kitchen staff. As the employer, the provider of the staff is to ensure that their activities are also risk assessed. A copy of their risk assessments are required to be provided to HLC for their work in our kitchens. We also expect the risk assessment to include their arrangements for food safety as a lack of control in this area has the potential to affect the whole school.
6. The contents of all risk assessment must be communicated to the staff carrying out the work, or supervising an activity, before they commence to ensure that they are aware of the risks involved and the control measures to be applied.
7. The risk assessment might identify the need for a more specific assessment under a particular Regulation. This may require specific aspects to be considered and in some cases may require specialist input. Common areas requiring a specific assessment may be (but are not limited to):
 - (a) Manual Handling.
 - (b) Hazardous substances (COSHH).
 - (c) Display Screen Equipment (DSE).
 - (d) Noise.
 - (e) Personal Protective Equipment (PPE).

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

8. Where there is a requirement for a more specific risk assessment, heads of departments are again required to ensure that this is in place prior to work or activity commencing.
9. For some works, such as maintenance tasks where a written risk assessment has been prepared and a task involves a number of aspects which require coordinating in a particular sequence to ensure the task is carried out safely, you should combine these assessments into a simple written Safe System of Work (sometimes known as a method statement). A format can be found at [Appendix 31](#). As with the risk assessment, the level of detail required should be proportionate to the level of risk involved.
10. The contents of the Safe System of Work (method statement) must also be communicated to the personnel carrying out the work before they commence.
11. All risk assessments and method statements provided by contractors should be checked by the Maintenance and Safety Manager to ensure they meet the criteria to be 'suitable and sufficient' and that they propose a safe method of work, before work starts. Combined risk assessments/method statements are only acceptable where they meet these criteria. It must be remembered that the legal requirement is the production of the risk assessment (standalone method statements often do not cover the risk assessment aspect adequately). If in doubt check with our external safety adviser.
12. Remember – it is a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (as amended) to prepare a Risk Assessment. This is the first step in establishing a safe system of work and where 5 or more people are employed, the significant findings are to be recorded.
13. Remember – your risk assessment must identify risks to "others", not necessarily in our employment, e.g. contractors on campus, public, visitor, etc.
14. Risk assessments for out of school visits are to be produced by the member of staff organising the visit. In cases where specialist activities are to be carried out during a visit (such as adventurous activities) the visit organiser is to obtain a copy of the risk assessment for the activity from the activity provider/organiser.

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SAFE STORAGE OF TOOLS AND MATERIALS

1. HLC will take measures to ensure that everything which needs to be stored on the school premises is stored safely and without risks to staff, pupils or visitors.
2. All staff site must follow the directions of the head of departments regarding safe storage. Attention should be focused:
 - (a) Security of items which may be harmful to pupils and staff if unauthorised access to them is gained.
 - (b) On height, weight, stability and safe working load of any storage shelving or racking.
 - (c) The requirements of the COSHH assessment for hazardous substances (any hazardous fumes, gases, liquids or other possible release of hazardous agents, including agents which might harm the environment.
3. Storage should be arranged in order to minimise manual handling and thus reduce hazards.
4. Where contractors require special storage rooms or temporary premises, they must provide this at their own cost and position the facility at the direction of the Maintenance and Safety Manager, unless otherwise agreed in writing with HLC.
5. Where practicable, storage will depend on mechanical handling devices in preference to manual handling to reduce and minimise accidents and to assist in the prevention of long term injuries, strains and sprains.

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SIGNS AND NOTICES

1. HLC will ensure that statutory signs and notices are clearly displayed for the information and safety of all staff, pupils and where relevant visitors.
2. Health and safety information for staff will be displayed on the notice boards at the three schools, main departments, and boarding houses. The following will be displayed for the information of our staff:
 - (a) A current, signed copy of our Health and Safety Policy found at part one of this policy (statutory requirement).
 - (b) A copy of our current Employers Liability Insurance certificate (statutory requirement).
 - (c) Completed Health and Safety Law poster (statutory requirement unless all employees are issued with the pocket card version).
 - (d) Minutes of the last Health and Safety Committee meeting.
 - (e) Copies of any relevant safety updates or safety alerts produced either internally or externally.
3. The Estates Manager will be responsible for ensuring that these notice boards are maintained up to date.
4. Additional safety signs and notices will be posted at the relevant locations where a requirement has been identified by the risk assessment for that aspect. Such notices will include (but not be limited to):
 - (a) Signage identifying first aid points and first aiders.
 - (b) Fire safety signage (emergency exit routes, alarm call points, fire extinguisher type/use, emergency assembly points etc).
 - (c) Mandatory requirements (signage instructing the use of specific PPE when operating machinery, no smoking signs at entrances etc).
 - (d) Warning signage where hazards exist (plant rooms, storage of chemicals or flammables etc).
5. Any member of staff who notices any damage to such signage, or a missing sign is to report the fact to the Maintenance and Safety Manager so that it can be replaced.
6. Contractors working on campus are to display any signs and notices required regarding their work clearly so that they can be seen by our staff and pupils. The Maintenance and Safety Manager will monitor this.

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SLIPS AND TRIPS IN THE WORKPLACE

Legal and other standards for prevention and control

There are a number of laws that apply to slips and trips:-

1. The Management of Health and Safety at Work Regulations 1999

Employers should conduct a risk assessment for slips and trips if there appears to be a risk to workers. The main causes must then be treated in the same way as any other workplace hazard by the implementation of protective and preventive measures. Provisions in the 1999 Regulations that are important include:

- making a suitable and sufficient assessment of risks
- identifying measures needed to comply with legal requirements
- reviewing the risk assessment
- recording the assessment where there are five or more employees
- implementing preventive and protective measures on the basis of: avoiding risks; evaluating the risks which cannot be avoided; combating the risks at source; adapting the work to the individual; adapting to technical progress; replacing the dangerous by the non-dangerous or less dangerous; developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment; giving collective protective measures priority over individual protective measures; giving appropriate instructions to employees

2. Workplace (Health, Safety and Welfare) Regulations 1992

Regulation 12 states that every floor and the surface of every traffic route in a workplace:

- must be suitable for the purpose
- should not expose persons to risks by having holes (unless there are adequate measures to prevent falling) or slopes (account should be taken of handrails) or being uneven or slippery
- should have effective means of drainage
- so far as is reasonably practicable, be kept free from obstructions and articles and substances likely to cause slips, trips or falls
- Handrails and, if appropriate, guards must be provided on traffic routes which are staircases, except where a handrail would obstruct the traffic route.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

3. **Paragraphs 89–100 of HSE document L24 Approved Code of Practice to the Regulations require that: -**

- surfaces of floors and traffic routes should be of sound construction, have adequate strength and stability, and not be overloaded
- surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall; cause a person to drop or lose control of anything being lifted or carried; cause instability or loss of control of vehicles and/or their loads
- holes, bumps or uneven areas should be made good, with account taken of people with impaired or no sight
- slopes should not be steeper than necessary
- moderate and steep slopes, and ramps used by people with disabilities, should be provided with a secure handrail where necessary
- surfaces of floors and traffic routes which are likely to get wet or to be subject to spillages should be of a type which do not become unduly slippery. Slip resistant coating should be applied where necessary
- processes or plant which may discharge or leak liquids should be enclosed, and leaks from taps or discharge points should be caught or drained away
- where a leak or spillage occurs and it is likely to be a slipping hazard, immediate steps should be taken to fence it off, mop it up, or cover it with absorbent granules
- arrangements should be taken to minimise the risks from snow or ice
- floors and traffic routes should be kept free of obstructions which might present a hazard or impede access
- effective drainage should be provided where a floor is liable to get wet
- every open side of a staircase should be securely fenced. As a minimum the fencing should consist of an upper rail at 900 mm or higher and a lower rail
- a secure and substantial handrail should be provided and maintained on at least one side of every staircase
- handrails should be provided on both sides of a staircase if there is a particular risk of falling, and additional handrails should be provided down the centre of particularly wide staircases

4. Employers and employees have duties & responsibilities to actively engage in workplace monitoring and to report hazards.

Simple data sheet for reporting and recording slip & trip hazards in the workplace:

Company:					
Department:					
Manager / Head of Department:					
Date	Hazard type	Location	Reported by	Action required	Completed

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

5. *In conjunction with the “Shattered Lives” initiative the Health and Safety Executive have a suite of guidance publications, e-learning tools and software packages to enable you to effectively identify, and implement effective control measures against, potential slips and trips hazards in the workplace.*

- The following link is to the Health and Safety Executive’s guidance on prevention of slips, trips in the workplace:
<http://www.hse.gov.uk/pubns/indg225.pdf>
- The following link is to the Health and Safety Executive’s Slips and Trips hazard spotting checklist
<http://www.hse.gov.uk/pubns/ck4.pdf>
- The following link is to Health and Safety Executive’s guidance on the importance of cleaning floors:
<http://www.hse.gov.uk/pubns/web/slips02.pdf>
- The following link is to the Health and Safety Executive’s “Step” e-learning toolkit:
<http://www.hse.gov.uk/slips/step/default.htm>
- The following link is to the Health and Safety Executive’s Guidance on assessing slip resistance of floors:
<http://www.hse.gov.uk/pubns/geis2.pdf>
- The following link is the Health and Safety Executives free download of the Slip Assessment Tool (SAT) software.

The Slips Assessment Tool is a free downloadable computer software package that allows an operator to assess the slip potential of pedestrian walkway surfaces
<http://www.hse.gov.uk/slips/sat/index.htm>

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SMOKING

1. This section deals with the issue of smoking relative to our premises and staff. The additional issues of pupils smoking are contained in the separate Substance Misuse Policy relevant to them.
2. The Health Act 2006 requires that all of our workplaces which are enclosed or substantially enclosed will be smoke free premises and as such a strict no smoking policy must be enforced in these areas. HLC has taken the decision that a **NO SMOKING POLICY** will be implemented and enforced across the whole campus regardless of whether areas are substantially enclosed or not.

HLC VEHICLES

3. As required by the Smoke-free (Exemptions and Vehicles) Regulations 2007, all of our vehicles which are enclosed and may be used by more than one person (even if employees use the vehicle at different times or only intermittently) will be smoke free.
4. Vehicles are classed as enclosed if they are completely or partially enclosed by a roof (including a moveable roof or canvas) and by any door or window that can be opened.
5. As such all of our vehicles are smoke-free vehicles and at least one no smoking sign will be displayed in a prominent position in each compartment of the vehicle.

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TEMPORARY AND CASUAL STAFF

1. Should HLC need to employ temporary or casual staff, we will take all necessary measures to ensure their health and safety.
2. Any problems connected with temporary or casual staff should be reported to the Principal (in the case of teaching staff) or the Estates Manager (in the case of non-teaching staff) via the Head of Department where the individual concerned is working, so that remedial action can be taken.
3. Where temporary or casual staff are required and they could have unsupervised access to children, HLC will require a copy of their Disclosure Barring Certificate (DBS) prior to starting work on campus.

TEMPORARY STAFF

4. Before employing a temporary member of staff HLC will provide the following information to that person or agency:
 - (a) The qualifications and skills required to do the work safely.
 - (b) Any health surveillance (when applicable) to be provided to the temporary worker under statutory provisions.
 - (c) The risks to health and safety identified by the risk assessments.
 - (d) Any preventive measures to be taken.
 - (e) Safe working procedures to be used.
 - (f) The identity of the competent person taking charge during an emergency.
 - (g) The specific features of the job which relate to the employee's safety under Regulation 10 of Management of Health and Safety at Work Regulations.
 - (h) Measures taken to comply with statutory provisions
 - (i) The nominated person in their work area responsible for implementing evacuation procedures.
5. HLC will ensure that the employee is competent to do the work required and will make arrangements for health surveillance (if required) to be conducted prior to the employee starting work.

CASUAL EMPLOYEES

6. HLC has a duty to conduct its business to ensure, so far as is reasonably practicable, that casual employees are not exposed to risks to their health and safety.
7. The company also has a duty to provide casual staff with instructions and information relating to any risks to a person's health and safety which arise out of the company's undertaking.

INFORMATION AND TRAINING

8. As with new staff, temporary or casual employees will be made aware of HLCs procedures for health, safety and welfare. They will be required to undergo induction training, though not as extensively as that for permanent staff. They will be made aware of the existing emergency procedures and the action to be taken should an emergency situation arise.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

9. Safety training should cover topics similar to those included on the induction course. Additional topics that could be dealt with include:
- (a) The work area – what the department does, what part of the process or system the employee fits into and what the employee will be expected to do while at work.
 - (b) System of work – location of the work area, process information or equipment operation instructions
 - (c) Personal protective equipment (PPE) – types available (we will supply all personal protective equipment and give basic instruction as to how, when and where it should be used).
 - (d) Health surveillance – the employee must be provided with information on any health surveillance that may be required under statute law.
10. The employer must ensure that the temporary worker is competent to do the job or, in the case of a casual worker, provide adequate supervision to ensure that basic safety requirements are complied with.

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TEMPORARY WORKS FIRE RISK ASSESSMENT

1. On occasion maintenance work carried out by our staff or work carried out on our premises by contractors may introduce an additional fire hazard which was not foreseen during the Fire Risk Assessment carried out for the premises. This may be due to a need for the use of tools and equipment generating sources of ignition (naked flames, sparks etc) or the use of flammable substances (flammable liquids or gases).
2. Where the work is to be carried out by a contractor, a copy of their Fire Risk Assessment for the works will be required by the Maintenance and Safety Manager before work starts so that a check can be made of the suitability of the control measures proposed.
3. Where the work is to be carried out by a member of our maintenance staff, a temporary fire risk assessment will be carried out by the Maintenance and Safety Manager before the work takes place and any additional controls required will be communicated to the staff carrying out the work. The assessment will be recorded on the form at [Appendix 32](#).

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TRAFFIC MANAGEMENT

1. HLC has the following arrangements in place to manage traffic on our premises in order to minimise the risk of a vehicle hitting a pedestrian or collision between vehicles:
 - (a) The main school premises operate a one-way system which is clearly signed and has a speed limit of 10 mph imposed. Vehicles enter the grounds via the entrance on Clarence Drive and exit onto Duchy Road.
 - (b) Pedestrian entrances are separate to the vehicle access point to segregate pedestrians and vehicles.
 - (c) Parking areas are allocated for visitors, staff and school vehicles and pedestrian access and egress routes are maintained.
 - (d) School minibuses drop off and pick up pupils in a designated minibus parking area to minimise their crossing traffic routes.
 - (e) Deliveries to school during term time are, wherever possible, coordinated for arrival before school or during lesson times to minimise the risk of a vehicle hitting a pedestrian while they are accessing or leaving the school.

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TRAINING

1. Section two of the Health and Safety at Work Act etc 1974 imposes a general duty on employers to provide information, instruction, supervision and training.
2. Persons under the direct control of HLC will receive the following training:
 - (a) Induction training when a person is newly recruited or is transferred to work in an unfamiliar environment.
 - (b) Before being exposed to new or increased risks due to a change of responsibility, new working procedures, and systems of work or equipment.
 - (c) Periodically to remind or re-emphasise procedures where there has been a change in legislation.
3. Responsibility for ensuring that staff receive suitable and sufficient information, instruction and training at the commencement of employment, the provision of refresher training and specific training at appropriate intervals resides with the Head of Department where the member of staff is to work.

JOB SPECIFIC TRAINING

4. Heads of Departments are to bring any training requirements identified for staff in their department to the attention of the Deputy Head (Academic) for teaching staff and the Estates Manager (via the Maintenance and Safety Manager) for non-teaching staff. Such training may be to bridge a training gap or form part of an individual's Continual Professional Development Plan (CPD). Training requirements and aspirations will also be discussed individually at staff appraisals.
5. Any specific job training will normally be provided by a recognised training provider or by HLC personnel if they are trained and authorised to carry out in-house training. Plant and equipment is not to be operated by staff unless they are trained and competent to do so. A higher degree of training and supervision may be necessary with young persons and trainees, to take account of their inexperience and knowledge.
6. Records of all staff training will be maintained by the Deputy Head (Academic) for teaching staff and the Estates Manager for non-teaching staff.

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VIBRATION

1. The Control of Vibration at Work Regulations 2005 require us, among other matters, to assess the risk from vibration to our employees where the set action values are liable to be reached. The subject of vibration can be divided into Hand-Arm Vibration (HAV) and Whole Body Vibration (WBV). These are dealt with separately within this section.
2. There is potential for staff to be exposed to HAV where required to operate hand held power tools (during maintenance for example) and to WBV when operating ride on equipment (gardeners driving the tractor for example) or driving a HLC vehicle for long periods. On no account are pupils to be subjected to levels of vibration which could be damaging. Should hand held power tools and equipment be needed during pupil's lessons, they will be a low vibration model and their use will be limited to ensure that the pupil is not exposed to damaging levels of vibration.

HAND-ARM VIBRATION (HAV)

ACTION VALUES

3. The current action values laid down by the above Regulations for HAV are:

- (a) Daily exposure action value of $2.5 \text{ m/s}^2 \text{ A(8)}$.
- (b) Daily exposure limit value of $5 \text{ m/s}^2 \text{ A(8)}$.

$(\text{m/s}^2 \text{ A(8)})$ = vibration magnitude in metres per second squared, as it affects a person, as an average over an eight hour working day)

RISK ASSESSMENT

4. Where exposure to HAV levels is likely to reach the exposure action value, a risk assessment for the exposure to vibration will be carried out using the form at [Appendix 33](#). This will be used where we can make a reliable estimate of vibration levels. If a reasonably reliable estimate cannot be made, vibration measurement will be commissioned to establish the levels. Based on the HSE guidance, estimates of vibration levels will be acquired from:
 - (a) Manufacturers' data where their measurements are taken during equipment use representative of our employees use.
 - (b) Where data is taken purely from that declared in the equipment handbook, the figure will be doubled for estimating daily exposure.

ELIMINATION OR CONTROL OF EXPOSURE TO HAV

5. Where possible HLC will take steps to eliminate exposure to HAV. Where this cannot be achieved steps will be taken to reduce exposure to as low levels as reasonably practicable and under no circumstances will our employees be exposed above the exposure limit without adequate controls in place. Elimination or reduction of exposure will be achieved by:
 - (a) Use of alternative work methods and equipment to eliminate or reduce the risk of exposure.
 - (b) Following good practice and industry standards.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

- (c) Taking vibration into account when selecting tools and machinery. Ensuring that tools selected for use are suitable and powerful enough to keep task duration to a minimum. Selection of the lowest vibration tool which is capable of doing the work. Purchasing replacements for worn equipment which are suitable for the work, efficient and have low vibration characteristics. Use of high-vibration tools will be strictly limited under the risk assessment.
- (d) Carrying out preventative maintenance of equipment in accordance with the manufacturer's instructions. Replacing worn consumables as they become blunt or damaged to maintain equipment efficiency.
- (e) Provision of information, instruction and training to ensure that the correct equipment is selected for the task, it is used and maintained correctly and the employee is aware of the risk and controls to be used.
- (f) Providing employees with periods of relief from exposure. Planning work schedules to minimise exposure and using job rotation to provide working breaks from exposure.
- (g) Provision of protective clothing to keep employees warm and dry where necessary, to aid blood circulation. Gloves can be used to keep the hands warm but are not to be relied upon to provide protection from vibration.

HEALTH SURVEILLANCE FOR HAV

6. Where it is identified through risk assessment that employees are regularly exposed above the Exposure Action Value or are considered to be at risk from HAV, health surveillance will be provided by a specialist occupational health consultant.

WHOLE BODY VIBRATION (WBV)

ACTION VALUES

7. The current action values laid down by the above Regulations for WBV are:
 - (a) Daily exposure action value of $0.5 \text{ m/s}^2 \text{ A(8)}$.
 - (b) Daily exposure limit value of $1.15 \text{ m/s}^2 \text{ A(8)}$.

RISK ASSESSMENT

8. Where exposure to WBV levels is likely to reach the exposure action value, a risk assessment for the exposure to vibration will be carried out using the form at [Appendix 34](#). This will be used where we can make a reliable estimate of vibration levels. If a reasonably reliable estimate cannot be made, vibration measurement will be commissioned to establish the levels. Based on the HSE guidance, estimates of vibration levels will be acquired from manufacturers' data where their measurements are taken during equipment use representative of our employees use.

CONTROL OF EXPOSURE TO WBV

9. HLC will take steps to minimise exposure to WBV to as low levels as reasonably practicable and under no circumstances will our employees be exposed above the exposure limit without adequate controls in place. Reduction of exposure will be achieved by:
- (a) Taking vibration into account when selecting vehicles and machines. We will seek to source vehicles and machines which have seating providing good support to the operators back, buttocks, thighs and feet. We will also look for sufficient and easy adjustment of seating and a generally sound ergonomic layout. Machines will also be selected that are of sufficient size, power and capacity for the work and the ground conditions.
 - (b) Carrying out preventative maintenance of vehicles and machinery in accordance with the manufacturers' instructions and replacing components before they reach their wear limits to maintain equipment efficiency and control.
 - (c) Provision of information, instruction and training to operators to ensure that they understand the risks of WBV. Training also to include:
 - i. Adjustment of driver weight settings on suspension seats where available.
 - ii. Correct adjustment of seats and controls.
 - iii. Adjusting vehicle speed to suit ground conditions.
 - iv. Smooth operation of steering, brakes, accelerator, gears and operation of attached equipment.
 - v. Following of worksite routes to avoid travelling over surfaces for which the vehicle is not suitable.
 - (d) Providing employees with relief from long periods of exposure. Planning work schedules to minimise exposure and using job rotation to provide working breaks from exposure.

HEALTH SURVEILLANCE FOR WBV

10. Where it is identified through Risk Assessment that staff are regularly exposed above the Exposure Action Value or are considered to be at risk from WBV, health surveillance will be provided via a specialist occupational health consultant.

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WELDING

1. All welding work must be carried out taking into account the safety of those who do the work and those who may be nearby. At HLC the only welding carried out is gas welding which is done by the relevant Design Technology teacher. Any other welding carried out on campus for maintenance purposes will be done by contractors.
2. The Head of Design Technology will ensure that a risk assessment is carried out for welding done by teachers. The teacher carrying out the welding will then ensure that all of the control measures identified as necessary are in place for the protection of the teacher and anyone else present before welding is started.

SAFE SYSTEMS OF WORK

3. Flashback arrestors will be fitted to all oxygen and fuel gas regulators.
4. Painted metal will not be welded.
5. The head of Design Technology will obtain information from the supplier of welding rods on possible health risks and precautions required.
6. Suitable fire extinguishers must be "at hand" when any welding is taking place.

GENERAL PRECAUTIONS

7. The following general precautions are required when gas welding:
 - (a) Use care when moving and handling cylinders; cylinders should be secured to prevent them falling.
 - (b) Purge hoses before using equipment – the explosion of mixed gases in hoses is a major cause of accidents.
 - (c) Welding equipment is to be regularly inspected and maintained.
 - (d) Check all equipment for leaks before use – use soapy water and never a naked flame.
 - (e) Wear protective clothing.
 - (f) Ensure that the surrounding area is free of combustible materials and that cylinders are clear of falling sparks.
 - (g) Use fireproof blankets to cover materials which cannot be moved away.
 - (h) Do not leave a lighted welding torch unattended.
 - (i) Keep hoses clear of walkways.
 - (j) Ensure that the nozzle of the welding torch is free from obstructions.
 - (k) Mark completed work “**HOT**”.
 - (l) When welding ensure that there is a suitable fire extinguisher near at hand.

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

WELFARE

1. At all of its premises, HLC will ensure that arrangements have been made for the provision of adequate welfare facilities including:
 - (a) Suitable toilets which are regularly serviced and cleaned.
 - (b) Adequate facilities for washing and drying of face, hands and arms together with towels or other means of drying.
 - (c) Places for staff to take breaks and eat meals, which are regularly cleaned and kept tidy.
 - (d) A place for storage and drying (where necessary for those working outdoors) of working clothes, with suitable hooks on which to hang work clothes if necessary.
 - (e) Shelter from inclement weather.
 - (f) Sufficient levels of lighting and heating to ensure that the facilities are usable.
 - (g) Facility for making/preparing hot drinks and a supply of fresh drinking water.
2. No eating or drinking is allowed in the work areas.
3. HLC will, if necessary, provide suitable rest facilities for pregnant women or nursing mothers.
4. The working environment should have suitable and sufficient lighting, ventilation and space dimensions. Precautions should be taken to prevent the production of noxious and offensive dusts, smells, smoke, vapours and fumes. In cases where this is impracticable, an effective means of extraction should be used.
5. Suitable artificial lighting should be provided and maintained in outside areas under HLCs control. Outdoor routes should be kept clear, particularly in icy conditions.

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WORKING AT HEIGHTS

1. Falls from height are a large cause of fatalities and serious injuries in many workplaces. Many of these injuries are caused by falls from low heights and as such, what may be routine activities like changing a light bulb or accessing a shelf can have the potential for a serious accident.
2. Work at height means work in any place at, above or below ground level and includes gaining access to or egress from such a place while at work, unless it is via a permanent staircase. "Where a person could fall a distance liable to cause personal injury."
3. For all work at height the Head of Department responsible must assess the risks and follow the hierarchy below, to determine the safest means of work:
 - (a) **Avoid working at height where possible.** For example, pre assembly of components at ground level and lifting the assembly into place instead of assembling components at height.
 - (b) **Use an existing safe place of work.** An example of which could be an existing flat roof which already has edge protection to prevent falls in place.
 - (c) **Provide work equipment to prevent falls.** Give priority to equipment which gives collective protection, over equipment which only protects an individual. For example, a correctly erected mobile tower would be considered before an individual work restraint system.
 - (d) **Minimise the distance and consequences of a fall.** This could, for example, be a safety deck positioned close under the work surface.
 - (e) **Minimise the consequences of a fall.** For example, if the above cannot be achieved as the potential fall height cannot be minimised, minimise the consequences of a fall by the use of a soft landing system such as air bags for example. Again give priority to collective protection such as air bags over individual protection such as a fall arrest harness.
 - (f) **Give instruction and training and/or other means.** For example, the use of ladders and hop ups. (Note: The use of ladders is the lowest standard – see below).
4. Work at height will be properly planned, appropriately supervised and carried out by competent persons. Planning will include selection of the most practicable safe work equipment and emergency/rescue procedures where applicable.
5. Where work at height is carried out measures will be taken to prevent any person falling a distance liable to cause injury.

LADDERS (INCLUDING STEPLADDERS)

6. Ladders are only to be used when:
 - (a) Risk assessment has shown there is no safer alternative, and:
 - (b) The work is low risk of "short duration" and can be done safely from the ladder.
7. Ladders will be secured in place when in use.
8. Ladders should be checked by the user before use to ensure that there are no defects and at least weekly by a competent person designated by the Maintenance and Safety Manager. These inspections will be recorded on the form at Appendix 1.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

9. Where a defect is noted or a ladder is damaged, it will be taken out of use immediately, and will be replaced if it cannot be repaired.
10. Ladders in use should be secured, have a solid, level base and be used correctly.
11. The Maintenance and Safety Manager will ensure that proper storage is provided for ladders, under cover, where possible and with ladder properly supported throughout the length.
12. Ladders will be removed to storage at the end of each working day to ensure that unauthorised use is prevented.
13. It must be understood that HLC seeks to apply the HIGHEST standards of safety at heights and therefore the lower levels of the hierarchy previously listed will only be allowed if the Maintenance and Safety Manager has shown by risk assessment that the highest standard is not practicable.

FRAGILE SURFACES

14. Where a fragile roof or floor exists, warning signs must be displayed and wherever possible access to these areas is to be prevented. Where the fragile surface is a roof warning signs shall be displayed at regular intervals above head height around the outside of the building.

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WORK NEAR WATER

1. Any work where there is a risk of a member of staff drowning should be carried out in accordance with this section. Such work may include maintenance work around the swimming pool, or indeed around the pond in the nature reserve.
2. The Maintenance and Safety Manager is to ensure that arrangements for the following are planned before work commences:
 - (a) Suitable fencing or barriers at open edges.
 - (b) Life belts, safety lines, buoyancy aids.
 - (c) Rescue teams trained in rescue procedures where applicable (e.g. work around the swimming pool should be coordinated to be done when the qualified lifeguard is present).
 - (d) Any additional training required for staff carrying out the work.
3. Staff are to ensure that all barriers, fencing and rescue equipment is in place before work commences which could place personnel at risk from drowning.
4. Ensure that only authorised personnel alter barriers, operate rescue equipment etc.
5. Ensure that all rescue equipment is checked regularly and that any defective equipment is repaired or replaced immediately.
6. The main precautions to be taken are to ensure that persons do not fall into the water. These precautions must also take account of the public, especially children.
7. When work over or near water is to be carried out, the selection of staff to carry out the specific tasks should take priority. This priority should ensure that operatives are competent swimmers, and that rescue teams are also competent swimmers.

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WORK RELATED STRESS

1. Anyone can be affected by stress at work and it can have a considerable impact on home life. Work related stress is experienced when the demands of the work environment exceed the worker's ability to cope. It can lead to mental and physical ill health (such as depression, fatigue and heart disease).
2. Working under some pressure can lead to improved performance and provide a sense of satisfaction and achievement when challenging objectives are met. Stress results from too high a demand and too much pressure.
3. HLC aims to identify the causes of work-related stress, assess the risks and take preventative action before workers become ill.
4. Risk factors that can help to identify those at risk from work-related stress, include:
 - (a) **Atmosphere** or culture in the workplace and the general perception of stress.
 - (b) **Demands** on staff, e.g. too much or too little work to do; worker's ability to do the job; environmental conditions such as too noisy, hot or cold; exposure to hazards such as violence or hazardous chemicals.
 - (c) **Control** over the way the job is carried out, or degree of involvement in decision making.
 - (d) **Relationships** in the workplace between staff at different grades and in different departments. Look to see if bullying or harassment occurs.
 - (e) **Change** in the workplace and how it is managed with respect to the amount of support provided and staff involvement.
 - (f) **Role** of the job, related responsibilities and potential conflict of different roles.
 - (g) **Support** provided by superiors and colleagues, including sufficient appraisals and too much criticism.
 - (h) **Training** in the relevant skills required and the changes of further individual development.
5. Symptoms for line managers to look out for may include:
 - (a) **Reduced participation:** absenteeism, disciplinary problems, bullying.
 - (b) **Reduced performance:** of output and quality.
 - (c) **Increased costs:** from compensation, care costs, referrals to doctors.
 - (d) **Increased anti-social behaviour:** drug use, bullying, violence, and harassment.
 - (e) **Increased psychological problems:** insomnia, anxiety, depression, irritability, and burnout.
 - (f) **Increased ill-health:** heart problems, peptic ulcers, depressed immune system.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

6. Each risk factor should be assessed and recorded on a risk assessment form. The aim should be to provide support and a better organisational structure. Support, for example, in the form of training and understanding where it has been shown to be lacking; external support should also be considered. Organisational changes, for example, may be required for the disciplinary/grievance procedures, to reduce exposure to hazards or to promote a healthy work-life balance.

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WORKSHOP MACHINERY

1. At HLC both staff and pupils may be exposed to the hazards posed by the operation of machinery. Pupils may be exposed to such hazards when operating machinery such as bench mounted grinders and saws during Design Technology lessons.

HAZARDS

2. Serious accidents may result from the use of machinery such as:
 - (b) Entanglement of hair or clothing in rotating parts.
 - (c) Shearing of two parts moving past one another.
 - (d) Moving parts moving towards one another or a moving part moving towards a fixed part may cause crush injuries.
 - (e) Moving parts of machinery may cause impact injury.
 - (f) Sharp edges or points may cause cuts or puncture wounds.
 - (g) Ejected material or components may cause injury.
 - (h) Contact with rough surfaces may cause abrasions.
 - (i) High temperatures may cause burns or scalds.
 - (j) Pressurised systems and electricity may cause accidents.
3. All of the above hazards are to be considered by the Head of Department when carrying out the risk assessment for use of the machine. A particular hazard to be protected against where pupils are operating a piece of machinery with rotating parts is entanglement of long hair and loose clothing or jewellery.

PROVISION AND COMMISSIONING

4. Where a new machine is procured, the supplier should provide the correct safeguards, but it is up to the employer to check these safeguards and ease of maintenance before procuring the machine. The machine safety assessment (commissioning) record at [Appendix 35](#) should be completed and a risk assessment carried out for the machine.
5. Prior to use of the machine the Head of Department must ensure that users understand:
 - (a) The contents of the risk assessment.
 - (b) The manufacturers operating procedures.
 - (c) Pre-start checks.
 - (d) Starting and stopping and procedures.
 - (e) Emergency stop procedures.
 - (f) Checks on, and use of, guards and protective devices.
 - (g) Requirements for protective clothing and equipment.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.

USE OF MACHINERY

6. Staff and pupils must:

- (a) Only use machines if authorised to do so and have received adequate instruction and training.
- (b) Use machinery in accordance with the requirements of the manufacturer's instructions, the risk assessment for that machine and instruction and training given.
- (c) Only clean a machine when it is stopped, switched off, unplugged or locked off.
- (d) Only use machines that are in a safe condition. Where machines have warning signs or tags attached, they must not be used.
- (e) Only operate machines when they have made themselves safe by removing necklaces, rings, gloves and loose clothing and tied up long hair.
- (f) Ensure that areas around the machine are kept clear of debris and waste materials.

MAINTENANCE

- 7. Maintenance of machinery is only to be carried out by trained and authorised personnel. This will be done under the arrangements of the Maintenance and Safety Manager
- 8. All maintenance is to be carried out in accordance with the manufacturers, or approved, schedule/scheme and the risk assessment carried out for the work.
- 9. Before any maintenance is carried out, a check is to be made that the machine is isolated from power sources as required.
- 10. The above rules also apply to unscheduled maintenance due to failure or damage. Only authorised procedures are to be used to rectify faults/stoppages and on no account are staff to take "short-cuts" to bring a machine back into use. The defect report at Appendix 22 is to be submitted to ensure the machine is returned to use in a safe manner.

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LIST OF ASSOCIATED POLICIES

1. HLC has a number of separate policies and documents which consider further aspects of the health, safety and welfare of our pupils and staff which should be read in conjunction with this policy. These separate policies have been produced by relevant staff some of whom have received specialised training in a particular area (Child Protection and Safeguarding for example). Of these separate policies, only those which include content directly bearing on the health, safety and welfare of our pupils and staff are listed here. Those which do not (Admissions Policy for example) are not listed.
 - (a) Anti-Bullying Policy
 - (b) Behaviour Policy
 - (c) Boarding Handbook
 - (d) Coronavirus Covid-19 Policy
 - (e) Crisis Management Plan
 - (f) Disability Policy
 - (g) Equality Diversity and Inclusion Policy
 - (h) Health Centre Policies – various (including Administration of Medicines, First Aid Policy etc)
 - (i) Missing Pupils Policy
 - (j) Educational Visits Policy
 - (k) Portable Heating Appliances Policy
 - (l) Prevent Action Plan
 - (m) Pupil Acceptable Use of ICT and E-Safety Policy
 - (n) Pupil Driving to School Policy
 - (o) Residential Staff – Visitors Policy
 - (p) Risk Assessment Policy for Pupil Welfare
 - (q) Safeguarding Policy including EYFS and Boarding
 - (r) Security, Access Control, Workplace Safety and Lone Working Policy
 - (s) SEND Policy
 - (t) Severe Weather Policy Whole School
 - (u) Smoking, Alcohol and the Misuse of Drugs and Substances Policy.
 - (v) Staff IT Acceptable Use Policy
 - (w) Supervision of Pupils Policy

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This policy applies to all members of our school community, including boarders and those in our EYFS setting.

Health and Safety Policy

Appendices