

Health & Safety Policy

December 2017

This Policy was adopted and ratified by the Full Governing Body of Royal Grammar School, High Wycombe at the meeting held on 5th December 2017

Signed..... Dated
Chair of Governors

Signed Dated
Headmaster

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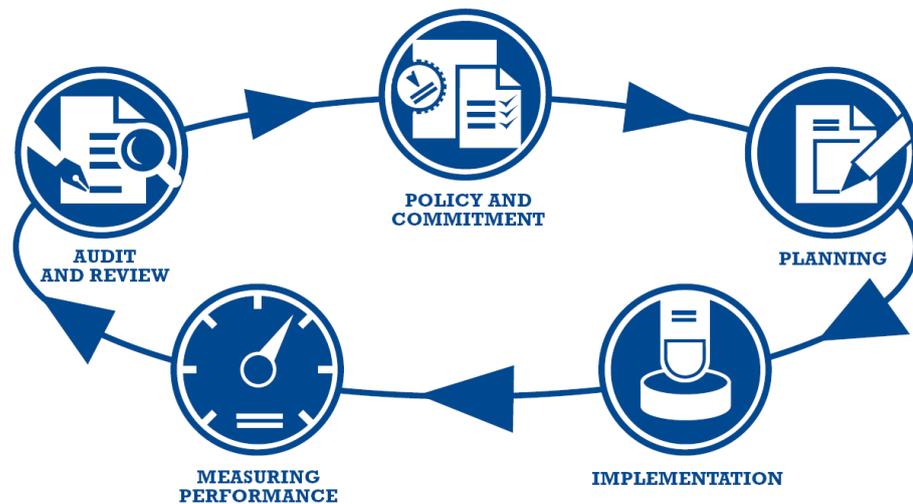
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1.0 SCHOOL PROFILE

- 1.1 The Royal Grammar School is an Academy Trust school and takes boys from 11 to 19 years of age.
- 1.2 There are approximately 1,400 students with 70 boarding.
- 1.3 The school's appropriate authority is the Governing Body.

1.4 INTRODUCTION TO HEALTH & SAFETY MANAGEMENT SYSTEM

- 1.5 Our Health & Safety Management System (SMS) is designed to:
- Promote continuous improvement in the way the school manages safety.
 - Fit into the overall management of the school.
 - Include the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare.
- 1.6 The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. It is based on a document produced by the Health & Safety Executive (HSE), How to Successfully Manage Health & Safety, HSG (65).
- 1.7 There are five key steps to achieving a successful SMS. These are shown in Figure 1 below.



1.8 To facilitate easy referencing, the management system and therefore this policy document has been divided into several chapters as follows:

- Chapter 1 - Policy and Commitment which includes the Statement of Intent and organisation
- Chapter 2 - Planning and Implementing
- Chapter 3 - Measuring Performance
- Chapter 4 - Audit and Review
- Chapter 5 - Glossary

Chapter 1: Policy and Commitment

2.0 STATEMENT OF INTENT

2.1 This is a Statement of Organisation and Arrangements for the Royal Grammar School. In accordance with the Health & Safety at Work etc Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as students, visitors, contractors and other persons at the School from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the School.

2.2 The School will, so far as is reasonably practicable:

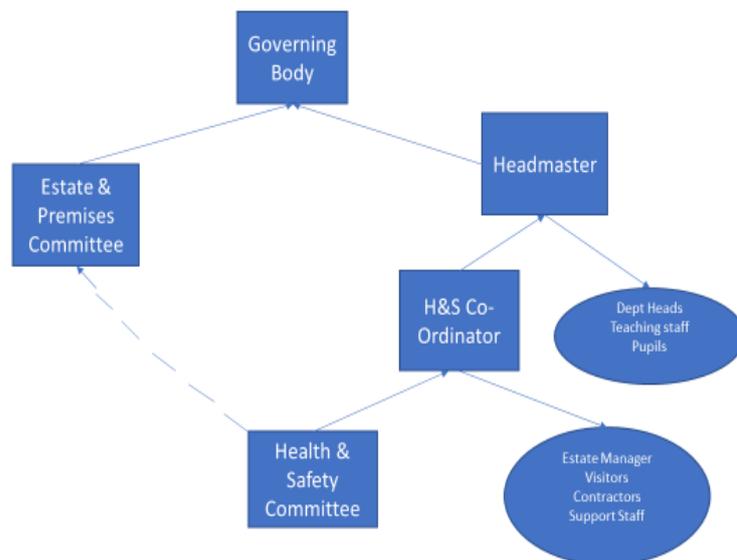
- Ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the Health & Safety of staff and others affected by the School's activities
- Ensure that advice is sought from competent persons on legal requirements for Health & Safety and on current best practice
- Ensure that suitable and sufficient assessments are undertaken and recorded of all significant Health & Safety risks to staff, visitors and other third parties and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health & Safety at Work Regulations as set out in Chapter 2 section 8
- Provide and maintain plant and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Maintain any place of work under its control in a condition that is safe and without risks to health
- Provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work
- Provide such information, instruction, training and supervision as is necessary to ensure the Health & Safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on school premises
- Provide for the use of its employees, such personal protective equipment as is necessary to ensure their Health & Safety at work
- Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of Health & Safety information
- Make arrangements for the provision of a suitable occupational health service for staff

- Monitor Health & Safety performance to verify that the School's Health & Safety Policy is being implemented and Health & Safety standards are being maintained and progressively improved
 - Develop and maintain a positive and proactive Health & Safety culture.
- 2.3 The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on Health & Safety matters.
- 2.4 The School recognises Health & Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.
- 2.5 The School will ensure that appropriate systems are developed and maintained for the effective communication to staff and students of Health & Safety matters.
- 2.6 The School is committed to continuous improvement in Health & Safety performance and to this end will develop a Health & Safety Action Plan identifying key targets and areas for improvement in Health & Safety management and risk control. Progress with this plan will be monitored regularly by the Health & Safety Committee and the Governing Body.
- 2.7 All contractors and consultants working for the School are required to comply with this Policy.
- 2.8 The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
- 2.9 The School will review this Policy Statement at least annually;
- 2.10 The School will ensure that this Policy is effectively communicated to all staff.
- 2.11 The Governors are committed to playing an active role in the implementation of this occupational safety and health policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.
- 2.12 Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

3.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

3.1 Health & Safety Management of schools requires school staff and the Governing Body to work together to that ensure health, safety and wellbeing objectives are achieved.

3.2 Organisation Chart



3.3 Safety and health is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health in schools. Below are those with special responsibilities and their responsibilities under this Policy.

3.4 **The Governing Body.** The Governing Body is ultimately responsible for the oversight of Health and Safety in the School. Specific responsibility for this oversight is delegated to the Estates & Premises Committee, a sub-committee of the Board of Governors which includes in its membership the Headmaster and a specifically appointed Health & Safety Governor. The Estates & Premises Committee meets at least once per term and reports its minutes to the Meetings of the Board of Governors. The Estates and Premises Committee specifically reviews the activities of the Health and Safety Committee, which is the committee formed by Management of the School to oversee day to day Health & Safety in the School (see Section 3.5). The Health & Safety Governor also attends the Health & Safety Committee.

Through this governance structure and in consultation with the Headmaster, the Governors will:

- Ensure that suitable resources and strategic direction are available to discharge the School's Health & Safety responsibilities
- Identify and evaluate all risks relating to accidents, health and school sponsored activities.
- Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, students and others.
- Monitor, via reports, the overall performance of the School's Health & Safety management systems.
- In particular the governing body undertakes to provide:
 - A safe place for staff and students to work, including a safe means of entry and exit
 - Plant, equipment and systems of work, which are safe.
 - Safe arrangements for the handling, storage and transport of substances
 - Safe and healthy working conditions which take account of all appropriate:
 - Statutory requirements
 - Codes of practice whether statutory or advisory
 - Guidance whether statutory or advisory.
 - Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
 - Health & Safety training to staff appropriate to their duties and responsibilities mindful of the financial resources available
 - Training to students as is appropriate to the school-related activities in which they are involved
 - Necessary safety and protective equipment and clothing together with accompanying guidance/instruction.

3.5 The Headmaster. The day-to-day responsibility for all School health, safety and welfare organisation and activity rests with the Headmaster, who will:

- Implement the requirements of this Policy and ensure compliance with all Health & Safety legislation within the School
- Demonstrate a personal commitment to Health & Safety by providing visible and active leadership and by example
- Ensure a positive Health & Safety culture is evident and that a proactive approach to Health & Safety management is adopted within the School
- Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account Health & Safety considerations and that Health & Safety risks are considered at an early stage during project design and planning

- Ensure that School employees recognise Health & Safety as an integral element of their work, and that Health & Safety is given equal status alongside other management functions
- Ensure the objectives and content of the Health & Safety Policy are fully understood by all and that all staff are made aware of their duties and responsibilities in line with the Policy
- Ensure that this Policy is brought to the attention of all employees
- Ensure that School health & safety policies or procedures are reviewed annually or when significant changes occur and that review outcomes are brought to the attention of all employees
- Ensure that Health & Safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing Health & Safety to assist them in achieving the standards laid down by Health & Safety legislation policies and performance standards
- Ensure that the job descriptions of Managers, Departmental Heads and Responsible Persons contain specific areas of responsibility for Health & Safety management relevant to their area and school function
- Ensure suitable persons are nominated to undertake key Health & Safety functions within the School such as risk assessors, (to carry out Display Screen Equipment, manual handling, hazardous substances, fire or other risk assessments), fire marshals, first aiders etc. and to ensure these individuals are adequately supported and suitably trained
- Ensure that within the School adequate provision is made for consultation with employees and appointed safety representatives, on Health & Safety matters and within good time. As a minimum, 'Health & Safety' should be included as a standing item at team/management meetings.

The Headmaster will appoint a suitable Health & Safety Co-Ordinator being a senior member of staff to chair the Health & Safety Committee and ensure the proper status and functioning of the Committee.

The Headmaster will bring to the attention of the governing body any significant Health & Safety issues, will involve the governors in any policy matters and bring to their attention Health & Safety guidance received from enforcement authorities.

3.6 Employees. All School employees are directly responsible for:

- Taking reasonable care for the Health & Safety of themselves and of other persons who may be affected by their acts and/or omissions
- Co-operating fully with their manager or responsible person on all matters pertaining to their Health & Safety at work
- Not recklessly or intentionally interfere with or misuse any equipment, safety devices etc. that has been provided in the interest of their Health & Safety at work

- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury or significant near misses. Such records are maintained by Matron and certain departmental heads
- Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their Health & Safety while at work
- Observing safety rules complying with codes of practice and adhering to safe working procedures at all times
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency
- Attending Health & Safety training as directed and undertaking their work activities in accordance with any Health & Safety training provided to them
- Attending local Health & Safety and safety induction on their first day of employment
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.

3.7 Staff with Special Responsibility.

The following staff have special responsibility:

- Health & Safety Co-Ordinator (Finance & Resources Director)
- Estate & Premises Manager
- Departmental Heads
- Union Safety Representatives

These job-holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification
- The coordination of the School's Health & Safety policy in their own department or area of work and the School more generally, being directly responsible to the Headmaster and governors for the application of the Health & Safety procedures and arrangements
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health & Safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc
- Resolving health, safety and welfare problems referred to them by members of staff or referring to the Headmaster or line manager any problems they are unable to resolve within the resources available to them

- Ensuring that risk assessments are carried out when necessary and on a regular basis within the overall programme for the School, on the activities and equipment for which they are responsible
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own Health & Safety
- Obtaining relevant advice and guidance on Health & Safety matters where required
- The Health & Safety Co-Ordinator is responsible for ensuring the regular testing of emergency procedures as set out in section 4.5
- The Estate & Premises Manager is responsible for ensuring that contractors and visitors meet the requirements as set out in sections 3.10 and 3.11

3.8 Special Obligations of Teachers

In addition to the general responsibilities of employees outlined above teachers are expected to:

- Raise any Health & Safety concerns outside their control related to their class area with their immediate line manager
- Exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- Know the particular Health & Safety measures to be adopted in their own teaching areas and to ensure that they are applied
- Detail safe methods and controls to be followed in their written lesson plans where applicable
- Set a good example by following safe working procedures personally
- Ensure the use of protective clothing and guards where necessary
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use
- Incorporate safety education in curriculum planning.

3.9 Students

Students will be reminded that they are expected to:

- Exercise personal responsibility for the Health & Safety of themselves and others
- Observe all the Health & Safety rules of the school and, in particular, the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with anything provided for their Health & Safety.

All students and parents will be made aware of the contents of this section of the policy through the posting of this policy on the School's website

3.10 Contractors

- All contractors under local control will be appropriately selected and competent in terms of Health & Safety
- Contractors must be made aware of and abide by the school's Health & Safety policy and not endanger students, staff or other visitors to the site
- The Estate & Premises Manager will be responsible for the coordination of contractors' activities on site
- The Headmaster must ensure that any temporary rules, such as exclusion from parts of the premises e.g due to contractor activity, are made known to all staff, students and students and visitors to the premises
- All contractors must report to the Estate & Premises Manager before any work takes place and prior to each working session. The Estate & Premises Manager should then inform the contractor of any conditions

which may affect his safety and that of others.

3.11 Visitors and Other Users of the Premises

- The Health & Safety at Work Act etc 1974, Management of Health & Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces
- All visitors must comply with the School's Health & Safety Policy and procedures
- Visitors are required to record their visit by signing the visitors' book on arrival and departure
- Visitors will be required to wear a 'visitors' identification badge and lanyard that is supplied on arrival
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point
- Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person
- If the incident is of a serious nature or fatal the Headmaster and the Health & Safety Executive (via the Health & Safety Co-Ordinator) must be contacted immediately
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments including the provision of suitable and sufficient control measures
- Persons 'hosting' visitors must ensure:
 - Visitors are alerted to the School's fire evacuation procedures
 - Visitors adhere to the School's 'No Smoking' Policy
 - Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles
 - Visitors record their presence on the premises in the appropriate log book
 - Visitors are provided with and wear an identification badge and lanyard
 - Visitors are accompanied or authorised to enter the premises
 - Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied
 - Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised
 - Visitors report all accidents, incidents and near misses to the host
 - Visitors wear protective clothing that is supplied, when necessary.

3.12 Lettings

- The Health & Safety Co-Ordinator, via the Lettings Manager, will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under Health & Safety legislation and the school's Health & Safety policies where appropriate.

4.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Health & Safety Co-Ordinator via the Estate & Premises Manager and other relevant staff with specific responsibilities (e.g Matron) to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and students are aware of the arrangements.

4.1 PREMISES/SITE/WORKPLACE/CLASSROOM/OFFICE etc.

- Adequate heating and lighting
- Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
- Room dimensions and space
- Sanitary provisions (male/female, students and disabled toilet facilities).
- Condition of premises including floors etc
- Workstations/desks and seating, use of computers etc.
- Facilities and arrangements for:
 - Provision of a wholesome supply of drinking water
 - Canteens/Rest Place

4.2 RISK ASSESSMENT AND MANAGEMENT

- Health & Safety Executive Guidance on Risk Assessment
- Specific Guidance and Codes of Practices
- Health & Safety Information for activities e.g. off-site Activities
- Identification of all significant Hazards and Risks within workplaces and completion of the appropriate risk assessment forms.

4.3 ACCIDENT/INCIDENT REPORTING

- The provision and location of accident records
- Accident/incident report forms
- Policy and guidance on Accident/Incident Reporting
- Reporting under Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

4.4 FIRST AID AND ITS PROVISION IN THE SCHOOL

- Designated First Aiders (names displayed)
- Identified location of First Aid Boxes
- The contents of First Aid Boxes are complete and up to date
- Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
- First Aid Room facilities
- Travelling First Aid Kits.

4.5 FIRE AND EMERGENCY PROCEDURES

Please see separate Fire Evacuation and Lockdown Procedures, and Fire Risk Assessment on Sharepoint

- The emergency procedures documents are the responsibility of the Finance and Resources Director
- These must be regularly reviewed and tested (at least once per term)

4.6 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT SCHOOL

- Provide a list of the hazardous substances including cleaning materials used
- List of activities where COSHH might apply e.g. cleaning products
- Completing of COSHH Assessments
- Material Safety Data Sheets
- Personal Protective Equipment (PPE) and Clothing
- Storage of hazardous substances and signage.
- The school maintains an asbestos log which is kept and maintained by the Estates Manager

4.7 SECURITY OF PERSONS AND PREMISES

- Security of Premises:
- Perimeter Fencing/Exterior lighting
- Burglar Alarm
- Use of toughened glass and safety glazing
- Identification of visitors
- Signing In/Out procedures
- Control of Access
- Security Personnel on duty
- Reception/waiting areas
- Security Assessments of premises
- Installation and use of CCTV.

4.8 SAFETY IN KITCHENS

- Safety of students/employees/kitchen staff
- Food Hygiene
- Responsibility for maintenance of premises and equipment
- Restricted access
- First aid arrangements, including accident/incident reporting
- Safe systems of work
- Lifting and handling of heavy and hot loads, liquids etc
- Safe use of machinery, equipment and appliances within the areas
- Removal of waste
- Pest control
- Use of knives
- Condition of workplace, including floors etc.

4.9 CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

- Contractors are required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}
- Works are planned well in advance (where applicable) and Health & Safety issues have been addressed
- Contractors are controlled and managed on site
- Contractors are required to address the following:
 - Protection of children
 - Segregation of building works where possible
 - Safe use and storage of any machinery brought onto site
 - Guarding of site and machinery
 - Restricted Access to unauthorised persons including children

4.10 THE SAFE USE OF PESTICIDES

- Limiting the use of pesticides and where appropriate using environmentally friendly and safer products
- Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA
- Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised
- Safe systems of work in place for;
 - Handling and Storage of pesticides
 - Application of Pesticides
 - The use of Personal Protective Clothing and equipment
 - Disposal of surplus and unused Pesticides and containers
 - COSHH Assessments
 - Protection of employees, users, children, public and others.

4.11 ASBESTOS

- The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register)
- Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc
- When asbestos removals are to take place ensuring that:
 - All work is undertaken and carried out by competent persons
 - Using only HSE approved Asbestos Removal Contractors
 - Records of Asbestos to be maintained at the workplace/site.

4.12 ELECTRICITY AT SCHOOL

- Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician

- Logging of all tests on portable electrical appliances in Electrical Appliances Log Book
- Testing of fixed installations by competent persons
- Undertaking daily visual inspections of electrical appliance before use
- Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc
- Providing and using a Residual Current Device (RCD) where applicable.

4.13 EQUIPMENT AND MACHINERY

- Safe guarding of machines
- Undertaking a Machinery/equipment inventory
- Provide work equipment that is safe and properly maintained
- Safe use of machinery
- Carrying out risk assessments where appropriate
- Providing adequate training for employees on work equipment, machinery etc.

4.14 STORAGE OF FLAMMABLE LIQUIDS AND BOTTLED GAS

- Containing and controlling the amount held in storage
- Safety and Security of storage of flammable liquids and bottled gas
- Providing a list of what is in storage
- Where and how is it stored
- Who has access and is access restricted to others e.g. students and visitors
- Providing appropriate signage

4.15 SAFETY SIGNS

- Displayed on each level of the premises, workplace
- Signs comply with current legislation
- Are recognisable and easy to understand.

4.16 SWIMMING POOL

- Swimming instruction will be by fully qualified instructors who have certificates of the Amateur Swimming Association or the Swimming Teachers' Association. They will be fully competent to affect a rescue from the water and trained in modern methods of resuscitation. An accompanying teacher who has no swimming teaching qualifications may supervise a group of children in the water provided an instructor, qualified as described, is on the poolside at all times and supervising the teacher
- The instructor should be in a position to see all the children all the time and be in a position to carry out any necessary rescue procedures immediately. The instructor should not enter the water except in an emergency
- The group of children under instruction should be counted before and after the session

- It is essential that there are always two adults present at the poolside, both supervising the swimming and one of whom is qualified as described
- Under no circumstances should children who are not fit to swim on that day be allowed to enter the pool
- In the case of children with special educational needs, the class size may need to be reduced to take account of their age, intelligence and experience.

4.17 SPORTS FACILITIES AND ACTIVITIES

- Equipment and premises - safety of use, clear written guidance and procedures
- Supervision of activities
- Rules for staff and other users of sports equipment and facilities
- Large P.E. apparatus is checked for safety annually. It is overhauled or removed from use as necessary
- Training of employees.

4.18 MANUAL HANDLING AND LIFTING

- Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc
- Identification of suitable persons to carry out the task
- Undertaking Manual Handling Assessments
- Training in correct lifting techniques
- Safe systems of work.

4.19 USE OF DISPLAY SCREEN EQUIPMENT (DSE)

- Undertaking DSE Assessments
- Eye tests provision including the cost of basic corrective appliances i.e. spectacles
- Safe place of work, ergonomics including posture considerations etc.

4.20 SAFE USE OF VEHICLES

- Speed restriction signs displayed
- One way traffic system
- Segregation of vehicles and pedestrians
- Clearly marked parking bays and areas
- School minibuses and coaches to be fitted with audible reversing alarms
- Care whilst driving especially where children, elderly are present
- Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
- Strictly-enforced rules of travel are applied when using any motor vehicle:
 - Each child is allocated a seat of his/her own
 - Standing is not permitted when the vehicle is in motion
 - Supervising adults will also be seated

- Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

4.21 ACCESS EQUIPMENT AND WORKING AT HEIGHTS

- Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity
- Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement
- Access to equipment, high levels to be restricted to unauthorised and untrained persons.

4.22 GOOD HOUSE KEEPING

- Clean and tidy premises
- Maintenance programmes and procedures in place to deal with repairs, etc
- Immediate clean-up of spills
- Litter-free zone
- External areas, grounds, play areas and equipment are safe for use
- Promoting and maintaining a safe and healthy working environment.

4.23 COMMUNICATION

- Providing employees with information about the general duties under the Health & Safety At Work Act and specific legal requirements relating to their work (see Health & Safety Law Poster)
- Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with
- Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

4.24 TRAINING

- Training employees to enable them to work safely and carry out their Health & Safety responsibilities
- Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

Chapter 2 Planning and Implementing

5.0 Introduction

The Board of Governors requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented to provide high standards of environment and safety performance.

6.0 Planning To Achieve Performance

- Managers shall adopt a systematic and planned approach to implementing environment and safety management systems that meet the obligations placed on them. They shall demonstrate high standards of environment and safety performance, based on legislation, the requirements set by the Governors and the environment and safety objectives and targets set by capability requirements. The steps to achieve this are generic with the degree of rigour and techniques applied, shall be proportionate to the risk.
- Risk management requirements shall be set in accordance with the generic principles below and measured for consistency.

7.0 Risk Management

Risk assessments are a key ingredient of a sound Health & Safety policy. The School's approach to environment and safety risk management shall be based on principles of:

- Clear ownership of risk
- Clear delegation of authority
- Proportionate risk management and control measures in accordance with section 8
- Appropriate monitoring, inspection and audit
- Common policies and standards
- Transparency of risks
- Auditable trail of decisions.

8.0 Environment and Safety Risk Assessments and Their Management

- Environment and safety risk assessments are required by law or by specific requirements for workplaces, processes and activities. The responsibility for completing assessments and implementing controls falls to managers and teachers as part of their normal duties. Most risk assessments will be straightforward in nature, concerning workplace risk assessment. However, there may be instances of complex risk where it

will be necessary to request assistance from specialist safety advisors. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved, shall be fed into the reporting system for action at the appropriate level.

- The degree of rigour applied by duty holders to the management of environment and safety risks shall be proportionate to the magnitude and complexity of the individual situation. Five steps shall be applied by duty holders to ensure effective management:
 - **Risk Identification** – A variety of mechanisms exist to identify, at all levels, risks to the achievement of objectives and outputs. There must be a clear description of what the activity leading to the risk is and the threat it poses to the objectives and outputs
 - **Risk Assessment** – Identified risks shall be assessed in terms of likelihood of them occurring and the consequences against objectives and outputs. Consideration shall include the potential people affected or the likely extent of environmental damage. This shall be translated into an indication of the relative importance of the risk to enable consistent comparison and prioritisation
 - **Risk Management** – For effective management of the risk, an owner, with the authority to determine the degree of mitigation they wish to apply to ensure the tolerability of the risk, shall be identified
 - **Risk Reporting** – The risks identified details of the owner and control measures in place shall be compiled on an environment and safety risk register. Risks requiring further mitigation shall be included in relevant task
 - **Risk Review** – Mitigation measures must remain effective; if they become degraded the likelihood of the risk coming to fruition will increase. To prevent this, managers shall assure themselves periodically that mitigation measures remain proportionate and effective.

9.0 Objectives

- The results of the external audit form the basis of the plan whereby required actions are prioritised and implementation is managed and monitored by the Health & Safety Committee and reported to the governors
- In addition every department head is responsible for Health & Safety in their area and department and also for raising any significant issues through the management structure and the Health & Safety Committee such that all items to be addressed are prioritised and converted into an action plan

10.0 ACTION PLANS AND TASKS

- As described above issues to be addressed are identified and prioritised and converted into action plans which are managed and monitored by the Health & Safety Committee
- This will also include any issues that emerge from departmental risk assessments as well as risk assessments carried out for specific purposes or areas
- It is a key role of the Health & Safety Committee to ensure that proper processes are being undertaken so that all items that are required to be addressed are actioned in a prioritised manner and completed within a reasonable period of time according to their level of priority.

Chapter 3 Measuring Performance

11.0 MEASURING PERFORMANCE

- It is essential that effective mechanisms exist to feed back performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.
- All school departments shall measure how effectively environment and safety requirements have been implemented and risks are controlled across their area of responsibility to contribute to the school picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

12.0 ACTIVE MEASUREMENT AND MONITORING

- Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.
- The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to the department hazard and risk profile. Active measuring techniques employed by the School are to include:
 - Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
 - Periodic examination of returns and records by the Health & Safety Committee to check that systems relating to the promotion of the environment and safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.

- The systematic inspection of premises, plant and equipment by teachers, supervisors, maintenance staff, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using observational checklists.
- The operation of audit systems relating to environment and safety.
- Compilation and consideration of regular reports on environment and safety performance by the Health & Safety Committee, to include progress against the relevant risk registers.

13.0 REACTIVE MONITORING

- Reactive measuring techniques and systems are triggered after an event and provide opportunities for the School to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators. The results of reactive measurement entered on our Accident and Incident Management system shall be used to identify trends, areas of specific weakness and information relevant to claims against the School. The Health & Safety Committee will evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient environment and safety performance.
- Reactive measurement techniques to be employed include:
 - Accident and incident reporting and recording to cover all environment and safety related incidents
 - Ill health data where related to occupational causes
 - Claims data, including claims settled with payment

- Reporting the outcomes of accident and incident investigations conducted
- Inspection reporting
- Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

Chapter 4 Audit and Review

14.0 AUDIT

- Audit is an essential part of the School's environmental and safety management system. A useful definition of audit in this context is "the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action". It, therefore, involves making judgements about the adequacy of performance. Audit shall aim at establishing that:
 - Appropriate management arrangements are in place and effective
 - Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
 - Appropriate precautions are in place and effective
 - Audits will be conducted by external consultants every 3 years
 - In addition, the Health & Safety Committee will carry out such sample testing as is required in order to ensure that actions being undertaken to address the prioritised list per the action plan are proper and valid

15.0 REVIEW

- Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the School is achieving the performance levels that it has set itself at all levels.
- Review shall also consider progress in management of the School's environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc and for revision of objectives and targets.

Chapter 5 Glossary of Health & Safety Terms

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| Accident | An undesired event resulting in death, injury, damage to health, damage to property or other form of loss |
| Allergen | Substance causing an allergic reaction in a person who is sensitive to that substance |
| Appointed Person | A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person) |
| Approved Code of Practice | A code of practice, associated with specific regulations that has been approved by the Health & Safety Commission. A Code of Practice is seen as the accepted standard and can be used as evidence in a court of law. It is not mandatory to follow a Code of Practice but, to be acceptable; any alternative must be demonstrated to be of equal measure or better. |
| Asbestos | Hydrated magnesium silicate in fibrous form |
| Carpal Tunnel Syndrome | A chronic disorder of the hand and wrist possibly resulting from repetitive work involving repeated wrist flexion or extension |
| Chronic | Occurring over an extended period of time |
| Code of Practice | Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them |
| Common Law | Source of law that is not written in statute but which has been developed through judicial precedent. A breach of common law could result in a criminal offence or a civil action for damages. |
| Competent Person | A person who is appropriately trained, qualified, experienced and skilled to undertake specific Health & Safety duties without risk to their own safety or that of others |

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| Compliance | The act or process of fulfilling requirements |
| Control of Substances Hazardous to Health | Regulations promoting safe working with potentially hazardous chemicals |
| Designated Person | A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person) |
| Display Screen Equipment | Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers |
| Employment Medical Advisory Service | Part of the Health & Safety Executive, offering advice on work related health issues and on people with health problems returning to work. |
| Ergonomics | The application of information about human characteristics to design applications, e.g. equipment, tools, work tasks, with the aim of improving safety and efficiency |
| Fatigue | Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency |
| Fires | Class A - Fires in ordinary combustible materials such as wood, cloth, paper, etc. Class B - Fires in flammable liquids and liquefiable solids or electrical fires Class C - Fires involving gases. Class D - Fires involving combustible metals such as potassium or sodium Class F - Fires involving cooking oils or fats |
| Fire Prevention | Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire |
| Flammable Gas | Gas that when mixed with air forms a flammable mixture at ambient temperature and pressure |

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| Flammable Liquid | Liquid with a flashpoint below 100°F (37.8°C) |
| Flammable Solid | Solid that is liable to cause fires through friction, absorption of moisture, etc. or which can be readily ignited |
| Flash Point | The lowest temperature at which a flame will propagate through the vapour of a combustible material |
| Freezing Point | Temperature at which a liquid becomes a solid, at normal atmospheric pressure |
| Glare | When a portion of the visual field has a significantly higher luminance than its surroundings, resulting in reduced contrast |
| Good Practice | HSE Definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner. (See Best Practice) |
| Hazard | Potential for harmful effects |
| Health & Safety Executive | Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance. |
| Improvement Notice | A statutory notice that is issued by an authorising body such as Health & Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken. |
| Incident (or Near Miss) | A generic term for those events that do not cause harm but which might have done so under different circumstances |

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| Irritant | A substance that produces inflammation when it makes contacts with the skin, eyes, nose, or respiratory system |
| Liquid Petroleum Gas | LPG consists of commercial Butane, Propane or a mixture of the two. Major hazards are fire and explosion, though asphyxiation is also a danger in low lying areas due to LPG being heavier than air |
| Manual Handling Operations | Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object |
| Material Data Safety Sheet | Contain information on the hazards associated with a chemical, along with guidance on its safe use |
| Near Miss | See "Incident" |
| Negligence | Can be either the omission to do something that a reasonable person would do when guided by those considerations that ordinarily regulate the conduct of human affairs, or the commission of some act that a prudent and reasonable person would not do. |
| Permit to Work | Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity. |
| Policy | A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy |
| Preventive Maintenance | Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure |
| Prohibition Notice | A statutory notice that is issued by an authorising body such as Health & Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of |

statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

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| Regulation | A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards. |
| Residual Current Device | An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power. |
| Risk | A quantifiable expression of the likelihood of injury or harm resulting from a hazard |
| Risk Assessment | A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards |
| Risk Management | The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits |
| Safe System of Work | A method of working designed to eliminate, if possible, or otherwise reduce risks to Health & Safety |
| Safety Culture | A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices |
| Self-Assessment | Assessments performed by individuals (or organizations) to determine how safely they are working and meeting their health & safety responsibilities toward themselves and others |
| Sensitizer | Substance that may cause a person to develop an allergic reaction after repeated exposure |
| Stress | That which might result when an event or situation places increased demand on a person's mental or emotional |

resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.

The individual's response to such situations can lead to Health & Safety related problems such as depression, cardiovascular disease, musculo-skeletal disorders and an increased tendency to be accident-prone.

Ventilation

Movement of air, usually associated with the introduction of fresh air

Workstation

The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.