



FARRINGTONS  
SCHOOL

# Health and Safety Policy

Updated – September 2023  
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## Health and Safety Policy Statement

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

We fulfil our responsibility as governors of Farringtons School by appointing a governor with specific responsibility for overseeing health and safety and the members of the Finance and General Purposes Committee have responsibility for the upkeep and maintenance of the fabric of the estate and buildings.

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


- The Governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is discussed at each term's Finance and General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Governor with responsibility for Health and Safety wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Finance and General Purposes Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas twice yearly, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health and Safety Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime is in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

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

All employees are briefed on where copies of this statement can be obtained. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed  .....Mr D Jackson, Head

Signed  ..... Mr A Harris, Chair of Governors, for and on behalf of the Board

Date September 2023

## Part 2

### **ORGANISATION AND RESPONSIBILITIES**

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

#### **1. Board of governors ("The Board")**

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

#### **2. Head**

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

#### **3. Bursar**

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

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- Continuously improving compliance and learning for the future.

The Bursar will also act as the School Health and Safety Co-ordinator, whose duties will include:

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring health and safety within the School and raising concerns with the Head;

- compliance with the Construction (Design and Management ) Regulations; and
- chairing the School Health and Safety Committee.

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

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

Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Director of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Creative and Performing Arts
- Music - Head of Creative and Performing Arts
- Design & Technology - Head of Creative and Performing Arts
- Trips and visits – Head of Senior School Operations and Trips

They will also be responsible for identifying, organising (and maintaining records) of up to date training that is relevant to their area of control and monitoring related aspects of compliance on a regular basis.

#### **5. Estates Manager**

The Estates Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and up to date records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities.
- Continuously improving compliance and learning for the future.

#### **6. External Health and Safety Advisors**

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

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.

- Gym and fitness equipment and machinery used in the sports hall, design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas on an annual basis
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Estates Manager is also responsible for the maintenance of an asbestos management plan. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), Head of Physics, is responsible for liaison with the independent radiation protection advisor Stanley Batchelor, who is registered with CLEAPSS for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

## **7. School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- the Deputy Head
- the Assistant Head (Pastoral and Boarding)
- the Assistant Bursar
- the Estates Manager
- the Bursar's PA, who also acts as secretary
- Head of Creative and Performing Arts
- Head of Science
- Director of Sport
- Head of Senior School Operations and Trips
- the School Nurse
- the Catering Manager
- the Head of the Prep School.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety policies within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss and implement training requirements;
- monitor the timely implementation of professional advice;
- review the safety policy guidance and update it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions, the timely reporting of defects by all members of staff and ensuring a timely response.

## **8. The School Nurse**

The School Nurse will be responsible for:

- maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive (in conjunction with Assistant Bursar)
- keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents / boarding house)
- Checking that all first aid boxes are replenished on at least a termly basis.

## **9. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Estates Manager / Bursar or Assistant Bursar immediately of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected



- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **PART 3**

### **METHODS and PROCEDURES/ARRANGEMENTS**

#### **TRAINING**

Teaching Staff engaged have all received basic teacher training in their specialist field while qualifying to teach. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate by their Head of Department or line manager when they start working at Farringtons.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary, Ground and Maintenance Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy annually either in its entirety or any specific updated sections relevant to them.

#### **PLAYGROUND SAFETY / SECURITY**

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

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

In all cases the School ensures that staff supervising activities are appropriately trained and competent to undertake the task.

The School has a full Security Policy which covers Control of Access to the Site and Buildings and Visitor Details. This policy is reviewed and updated annually by the Bursary Department.

## **FIRE**

The School has a full Fire Policy and is externally inspected by Zeta Services to ensure that it complies with all relevant requirements.

### **GENERAL**

Fire Procedures are posted in classrooms and central locations with specific instructions as to the route to be followed in the event of fire. These are reviewed if the design or use of the classroom changes or there are changes to the surrounding area. If there are no changes in design or use, classroom fire procedures are reviewed on an annual basis.

Details of assembly points are included in Fire Procedure instructions.

### **FIRE DRILLS**

At the beginning of each term all pupils are instructed in the action to be taken in the event of fire. There is a whole school fire drill for day and boarding students during school hours and then again for boarding students only during boarding hours.

These practices are recorded in the Fire Log. Attendance is recorded and absenteeism is followed up.

### **FIRE RISK ASSESSMENT**

Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place for the premises and is reviewed annually. The risk assessment forms part of the inspection carried out by Zeta Services so the School receives independent advice on developing best practice.

### **OFF SITE ACTIVITIES – Field Trips, Visits etc**

Off Site Activities and Trips are co-ordinated by the Head of Senior School Operations and Trips and a policy is in place, the main provisions of which are summarised below:

- a) Careful planning of each trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.

- c) Adequate notice given to parents / boarding staff of all facets of the trip and written permission obtained for a pupil to go on the trip.
- d) Details of each trip are kept centrally on iSAMS, our school database system.

#### **SUPERVISION:**

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

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

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The relevant expertise of staff accompanying the trip.
- c) Accident and Emergency procedures relevant to the trip.
- d) Contact person who knows the itinerary and is able to alert the relevant authorities in the event of failure to make a pre-arranged contact.
- e) Risk assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

#### **FIRST AID and MEDICINE CONTROL**

First Aid and Medicines are under the direct control of the School Nurse and a First Aid Policy is in place.

First Aid Boxes are kept topped up on request from the School Nurse's supply kept in the Medical Centre.

The School Nurse ensures that the relevant people are aware of any medical condition that a pupil has and that the Kitchen Staff are aware of any allergies etc.

The following items are also controlled by the School Nurse:

- 1) The Accident Book - For recording accidents and injuries to children, staff and Visitors.
- 2) Treatment Book – detailing any treatment carried out however minor with details also kept on the computer.
- 3) A stock of proprietary tablets and medicines for general use, kept in a locked cabinet. Use of these medicines is recorded by the School Nurse, in liaison with boarding staff if appropriate.
- 4) Prescription medicines - only administered with written permission and recorded by the School Nurse.

The medicine cupboard is always kept locked by the School Nurse.

The Assistant Bursar in conjunction with the Bursar's PA co-ordinates First Aid training in the School. A full list of First Aiders is available in the First Aid Policy.

## **SCHOOL TRANSPORT**

A policy is in place covering the School minibuses, details can be found in our Minibus Policy

## **CATERING**

The School undertakes its own catering arrangements and the activities in the Kitchens are under the direct control of the Catering Manager.

The Catering Manager ensures that the activities are undertaken in line with the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable at the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the Regulations, the following records and checks are carried out:

- a) Cleaning schedules are established and details recorded.
- b) Food storage temperatures are monitored daily and the results recorded.
- c) Equipment is maintained as required. Fridge and freezer equipment is serviced on a six month cycle with all other equipment serviced on an annual basis.
- d) Health of the personnel in the kitchens is constantly monitored.
- e) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- f) General hygiene inspections are carried out on an annual basis by an independent contractor, currently Resolution FM
- g) Recommendations following visits by the Environmental Health Officer are instigated without delay and are recorded.

## **MAINTENANCE of MACHINERY and PLANT**

Maintenance on all the School Equipment is carried out on a regular basis and recorded to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows:

- 1) Inspection of Guards and Mechanical Equipment by Ground & Garden Staff, Maintenance Staff and Teaching Staff before use.
- 2) Weekly checks and service of Fire Alarm System under contract.
- 3) Monthly checks of Emergency Lighting.
- 4) Six monthly checks on Lifts

- 5) Annual tests on Portable Electrical Appliances.
- 6) Annual service of Fire Extinguishers.
- 7) Annual service of Gas Appliances.
- 8) Annual service of Gymnastic Equipment & Climbing Frames
- 9) Annual servicing of Boiler Plant and Associated Equipment.
- 10) Annual checks to Fume Cupboards
- 11) Annual checks on Managed Asbestos.
- 12) Maintenance of Catering Equipment under contract.
- 13) Maintenance of Grounds and Gardens equipment as required.
- 14) Five yearly checks on Fixed Wiring Installations.

## **REPORTING PROCEDURES - Accidents and Near Misses**

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

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

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

### **b) Reporting**

- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above within the required timescale.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days within the required timescale.
- 3) A report will be sent to the Health and Safety Executive in the case of any of 8 categories of work related illness listed in the Regulations within the required timescale.

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

### **c) Reporting Arrangements**

Reports to the HSE will be completed electronically on the HSE's approved electronic reporting arrangements and will usually be compiled by the Bursar or Assistant Bursar.

### **d) Record Keeping**

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT:  
ACTION TAKEN:



## HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures that the staff responsible for each specific circumstance will follow are as follows:

- a) Listing of Substances before use to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
  - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
  - 2) Control Measures to be adopted.
  - 3) Maintenance of the Control Measures.
  - 4) Monitor the situation to establish that the measures are effective.
  - 5) Undertake Health Surveillance where relevant.
  - 6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

## **PERSONAL PROTECTIVE EQUIPMENT**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. For all tools requiring PPE there is a Risk Assessment and Method Statement (RAMS) in place that is held by the Estate Manager for all staff to follow. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff
- h) Management supervision will monitor the continued safe use and implementation of PPE.

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect to their line manager. The cost of PPE needing to be replaced will be covered by the school as required.

## **DISPLAY SCREEN EQUIPMENT**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) The Assistant Bursar / Bursar's PA will assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **RISK ASSESSMENT**

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999 and a Risk Assessment Policy is in place.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Likely Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the appropriate member of staff or the Health and Safety Officer with assistance from other personnel as required and recorded.

## MANUAL HANDLING

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

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
  - assistance from other personnel
  - use of sack barrows or other similar equipment etc
- d) Appropriate training will be provided for staff to ensure knowledge and understanding of best practice.

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

## **CONTROL of CONTRACTORS**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

### **1) IDENTIFICATION OF SUITABLE BIDDERS**

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

### **2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION**

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. The following will also be considered:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

### **3) APPOINTMENT OF CONTRACTOR**

Based upon the best bid, taking into account all factors.

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

a) Full list of Site Rules available for contractors.

b) Safeguarding: All regular contractors will provide the school with evidence of an up to date DBS check that will be kept on file. Contractors that are being used on an irregular or 'one off' basis and that are unable to provide an up to date DBS check will be risk assessed in terms of the job they are performing and the location they will be working in and will be accompanied at all times

5) CONTROL OF CONTRACTOR ON SITE

a) Nomination of person to co-ordinate all Health and Safety aspects

b) Pre-commencement meeting to establish Contractor Liaison Person

c) Arrangement of regular progress meetings

d) Regular inspection of Contractor's operations

e) Participation in site Safety Committee - where applicable

f) Provision by Contractor of Written Method Statements in advance -  
- particularly where they apply to 2 a)

g) Notification by Contractor of all accidents etc. Issues followed up as necessary by the Estate Manager.

h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable.

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

## **CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015 (CDM)**

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

Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase

Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project

Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

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

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

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

## **HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee meets termly and also as necessary to ensure that Health and Safety matters are properly reviewed. Such occasions for meetings may occur when:

- a) Specific incidents give rise to the concern of the school, the staff, parents or pupils.
- b) A request is received from a member of the committee.
- c) An instruction is issued by the Head asking for a review of the school's policies.

The Committee's regular meetings are for the following purposes:

- a) To promote a culture of Health and Safety throughout the School
- b) To receive reports on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence by learning and improving policies.
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate



## **CONSULTATION WITH EMPLOYEES**

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

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

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

Feedback from staff, pupils, parents and visitors is always welcomed and is seen as a constructive method for developing our culture of health and safety within our school community.

## ASBESTOS

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

### Survey

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

An Asbestos register is available at the school.

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

### Management

The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Estates Manager carries out the following:

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

## **HEALTH AND SAFETY EMERGENCIES**

### **CRITICAL INCIDENTS**

The School has anticipated the possibility of a Critical Incident occurring and has devised a Policy on dealing with a Crisis.

The Policy allocates responsibilities to members of staff as appropriate and also considers a series of possible responses that the School would take.

### **DISASTER RECOVERY**

The School has a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

Should an emergency situation arise overnight leading to the evacuation of the premises, the following measures would be considered on a case by case basis:-

- Girls move from West House to Ground floor of South House
- Use of Sports Hall to provide emergency temporary overnight accommodation
- Use of a local hotel e.g Premier Inn in Sidcup
- Boarders relocate to another MIST School e.g. Kent College Pembury or Kent College Canterbury.



## **OCCUPATIONAL HEALTH & STRESS**

### **OCCUPATIONAL HEALTH**

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

In summary, these issues arise from the following areas:

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

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

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

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

### **STRESS**

The School is aware of the potential for Stress with its employees and its pupils.

A Stress Management Policy is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress. The School Counsellor is also available for staff and pupils.

The School adopts a proactive approach to this issue.

## **SLIPS and TRIPS**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Education of staff in terms of potential hazards, policy and procedure, through the implementation of this policy.
- Staff and pupils are therefore encouraged to report issues they find.
- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are minimised
- Plant and the Premises are maintained on an on going basis
- Flooring is selected for the environment it is being used in and renewed as required.
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place
- Risk Assessment is undertaken

## **VIOLENCE**

The School acknowledges that it has a legal duty of care towards those who work at, visit and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

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

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

## **MONITORING POLICY**

The Health and Safety Policy will be monitored by the Health and Safety Committee. Checks will be made annually with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the policy document is fully up to date and correctly reflects the activities.