

## **Terra Nova School Health and Safety Policy**

### **Introduction**

The health, safety and welfare of all the people who work or learn at the school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body takes responsibility for protecting the health and safety of all pupils and members of staff.

### **Informing Document**

DfES Guidance Health and Safety: Responsibilities and Powers

Terra Nova School is committed to ensure through all levels of its management that, so far as is reasonably practicable:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the school or contractors that are liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for meeting the School's health and safety requirements including, where necessary, a written statement of policy.

The Board of Governors has the ultimate responsibility for the implementation of this policy and, through the Chairman, will ensure that the requirements of all health and safety legislation are established. The Headmaster is responsible for implementation of this policy within the school, **with day to day responsibility being devolved to the Bursar**. Matters that cannot be resolved at this level must be referred to the Board of Governors.

### **The Schools Objectives are:**

- To provide conditions and systems of work for all employees, pupils, visitors and members of the public which prevent any danger to health and safety.
- To identify, evaluate and minimize, eliminate or mitigate all risks. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adopted and enforced.
- To ensure that all items of plant and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or the public.
- To provide means of access and egress which are safe and without risks to health, as far as is reasonably possible. Where individuals really matter

- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the school will have and maintain up to date fire safety procedures and documents; and ensure that all employees and pupils are familiar with them.
- To achieve Best Practice as appropriate in all matters of health, safety, and welfare where there is regulation, Approved Codes of Practice, or specific guidance.

This policy is largely dependent upon the total co-operation of every person who works for the school. All Terra Nova employees have a statutory duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school, and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness, injury or damage.

Health and Safety is a line management responsibility within the school and will be exercised through the school's management structure under the direction of a Health and Safety Committee which meets the requirements of current regulations on consultation of employees, and required to meet at least termly.

The School has appointed BTS as the School's Health and Safety Consultant. They provide assistance to the Bursar on the implementation of these policies.

This policy will be monitored to ensure it is effective, will be reviewed annually, and revised as necessary.

## **Health and Safety Organisation**

### **Duties of the Governors**

The Governors are ultimately responsible for Health and Safety within the school. They will:

- Discuss any Health and Safety matters that arise through a standing item on each Board Meeting agenda.
- Closely monitor the delegated responsibility given to the management of the school
- Offer advice on any matter pertaining to Health and Safety to the management of the school.
- Maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
- Provide and maintain a safe and healthy educational environment for all employees and pupils with adequate facilities and arrangements for their welfare, and to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
- Develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels.
- Provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment.
- Control effectively the activity of all outside contractors when on the School's premises.
- Encourage full and effective two-way consultation on health and safety matters by utilizing the management structure of the School and the committees already existing.
- Ensure that this Manual is used as a practical working document and that its contents made available to staff on the school "shared drive".
- Review the details of this Manual (including the Statement of Health and Safety Policy) at least annually and to keep it in line with changes in current legislation.
- Arrange for an annual Health and Safety Audit of the school premises and property.
- Review the major risks to the school on an annual basis. The risks will be identified, prioritized and mitigating actions identified and managed on an ongoing basis.

### **Duties of the Headmaster**

The Headmaster is responsible to the Governors for the implementation of the Health and Safety Policy. He will, so far as is reasonably practicable:

- Monitor the effectiveness of the Policy within the School and report back to the Governors as appropriate;
- Consult with the Bursar as nominated Health and Safety Officer on all Health and Safety matters;
- Accept and implement changes to Health and Safety procedures at Terra Nova in the light of experience;
- Encourage the co-operation of staff at all levels in applying the Health and Safety Policy;
- Ensure that any changes in curriculum and in systems of work are considered for their Health and Safety implications.

### **Duties of the Bursar**

The Bursar will chair a School Health and Safety Committee that is formed in accordance with the Health and Safety (consultation with Employees) regulations 1996 (as amended), issue its members with appropriate Terms of Reference and ensure that it meets formally at least termly.

On a day-to-day basis, the Headmaster's responsibility as regards the domestic and administrative (i.e. non-academic) side of the School will be devolved to the Bursar, who as a Member of the Executive Management of the School will:

- Monitor the effectiveness of this Policy and report back to the Headmaster as appropriate.
- Make arrangements to draw the attention of all staff at the school to the school safety policies, organization, and procedures, and of any relevant safety guidance and information.
- In a line management function, be responsible for the Health and Safety of all administrative, maintenance and domestic staff.
- Where individual employees in the various support functions listed above are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the Health and Safety functions that they have been given.
- Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified.
- Be responsible for briefing outside contractors working on the school's premises regarding the School's Health and Safety requirements, and ensuring that the Health and Safety policies of those contractors also meet those requirements.

In addition to these delegated duties the Bursar has the following duties of his own:

- Be the school's nominated Health and Safety Officer. As such he will have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure. His duties will include:

- Acting as the school's Competent Person for Health and Safety matters, calling on external advice and training as appropriate.
- Arranging staff training on all Health and Safety matters and maintaining suitable records.
- Making arrangements for the implementation of the accident reporting procedure, and its usage throughout the school.
- Making arrangements for briefing staff, visitors, pupils and other users of the school's facilities on the school's health and safety procedures.
- Arranging for the following to be displayed in suitable places around the school:
  - Health & Safety Law Posters
  - Lists of First Aiders
- Ensuring as far as possible that the staff are aware of the above.
- Ensuring that the Fire Risk Assessment Tracking List and the Departmental Risk Assessment Tracking List are kept up-to-date.
- Arranging for results of fire practices to be recorded and reported to the School Health and Safety Committee and the Governors' R, H and S Committee
- Keeping up to date records of Risk Assessments on all areas in the school and managing the annual Risk Assessment review and update process, providing advice and assistance where necessary. Producing an action plan of all Risk assessments and review with the school Health and Safety Consultant and pass to the Chairman of the Risk and Health and Safety Committee.
- Ensuring that accurate records are kept for all accidents/incidents that occur in the school.
- Keeping up to date with all new regulations, Approved Codes of Practice, and guidance concerning Health and Safety.
- Maintaining a central record of all COSHH assessments in use in the school.

#### **Duties of the Deputy Headmaster**

The Deputy Headmaster will prepare an Emergency Evacuation Plan, devise procedures, and arrange for periodic practice evacuation drills to take place. See also Section 4 for Fire Safety Duties.

#### **Duties of the Head of Pre-Prep and Nursery**

The Head of Pre-Prep and Nursery has collective responsibility as a member of the School Health and Safety Committee as well as the Executive Management of the School. The Head of Pre-Prep and Nursery is responsible for all aspects of Health and Safety to the Headmaster for Pre-Prep and Nursery.

#### **Duties of the Head of Boarding**

The Head of Boarding is responsible to the Headmaster for the safety and welfare of the school's boarders. Detailed responsibilities in this respect include:

- Ensuring that the boarding house is organized and managed strictly in accordance with the Health & Safety principles set out in this Manual and associated school policies.

- Ensuring that all people required to exercise a duty of care towards the school's boarders (whether members of the school staff or otherwise) are fully briefed as to their Health & Safety and Welfare responsibilities.
- Carrying out spot-checks of the school's locking up-procedures as carried out by duty staff or gap students, and initiating any remedial action required.
- Liaising with the School Fire Officer (the detailed duties of which are set out in the Fire Safety Procedures section of this Manual) regarding physical fire safety matters.
- Reporting to the Headmaster any issues of concern relating to boarders' Health & Safety which might justify the Headmaster's attention or intervention.
- Acting as a permanent member of the School Health & Safety Committee.

### **Duties of Heads of Department**

Other Staff will be responsible to the Headmaster for the following:

- Ensuring that their Department is run according to the requirements laid out in this Manual, and other appropriate standards that may be set by the School;
- Ensuring that members of their Department understand the practical aspects of this Manual and the minimum legal standards applicable within their areas of responsibility;
- Notifying the Bursar of any matters within this field which they feel are beyond their own competence;
- Reporting any accidents, incidents, near misses or damage for investigation;
- Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in the Outings Policy;
- Completing Risk Assessments in accordance with COSHH Regulations on any new substances introduced into their Departments; Science Staff should keep up to date with the current CLEAPSS guidance and procedures;
- Ensuring that the teaching staff and pupils for whom they are responsible comply fully with the requirements of this Manual.

### **Duties of all Terra Nova Employees**

All Terra Nova employees have a responsibility under Health and Safety legislation to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the Headmaster, the Bursar and the Governing body in meeting statutory requirements;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts (where in doubt they must seek immediate clarification from the Bursar);
- Ensure that plant, tools and equipment are maintained in good condition and report any defects to the Bursar;
- Use Personal Protective Equipment and safety equipment provided and ensure that these are kept in good condition;

- Ensure that offices, general accommodation and vehicles are kept tidy and in good order;
- Ensure that any potential hazards and accidents (whether or not an injury occurs) are reported in accordance with the Accidents Policy.
- Not to smoke on Terra Nova premises, in school vehicles or while responsible for pupils, except in designated areas.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, they must draw these to the attention of the Bursar, as soon as is reasonably practical. All employees must take note that, whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment, or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees, so they will have to access to this manual, and reminded of their duty to comply.

NB The Headmaster and Staff will make pupils (and, where appropriate, the parents) aware of these responsibilities through direct instruction, notices and School policies.

### **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils, reminded by the HM and staff.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- To follow instruction re Health and Safety.
- To act in a responsible manner, so as not to endanger self or others.
- Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.
- Report to an appropriate member of staff any defects or misuse that could lead to dangerous situations or accidents.
- Observe signage around the school.

### **School Health and Safety Committee**

The School Health and Safety Committee will exercise overall management and supervision of the Health and Safety function within the school. The Committee will comprise the Bursar (who is the Chairman), Deputy Headmaster, who is the Designated Senior Person for Safeguarding, the Head of Pre-Prep and Nursery, the Head of Boarding and other staff appointed by the Headmaster.

The School Health and Safety Committee is required to:

- Monitor the effectiveness of the Health and Safety Manual and the safe working practices described within it and revise and amend it, as necessary;
- Direct the Annual Review of Fire Risk Assessments, satisfying itself that any significant changes to buildings or procedures have been reflected in revised Fire Risk Assessments;
- Direct the annual programme of Risk Assessment updates required under the terms of the school's Risk Assessment Procedures and monitor progress against the targets set in the follow-up Action Plan;

- Report to the Governors any risks identified which have a significant safety implication – or where the cost of remedying such risks carries a significant financial liability;
- Review reports from the Health and Safety Officer which include:
  - Accident, Incident, and Near Miss Reports
  - Fire Safety Report, including reports of drills, evacuations, and training
  - Details of visits from external authorities, such as Surrey Fire and Rescue or the Environmental Health Officer.
  - Maintenance of the security state of the school.

### **School Procedures**

These Procedures, whilst not all strictly Health, Safety and Welfare based, are for the guidance of all staff, parents, and pupils.

### **Responsibilities**

Health and Safety is everyone's responsibility. The responsibilities of Governors, school employees and pupils are outlined in Section 2 of this document.

All meetings involving staff and/or Governors are to include Health and Safety as an agenda item.

In addition, parents are requested to support the school's aims by:

- Completing the medical form on entry to the school
- Ensuring their children attend school in good health
- Informing the school about reasons for absence
- Encouraging their children to develop personal responsibility for safe conduct as they mature
- Informing the school of any perceived potential hazards
- Ensuring their emergency contact numbers are kept up to date.

### **The School Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the Pre-Prep and Nursery curriculum topics such as People who Help Us deal with the work of the health, police and fire services. Through this topic we teach children about keeping healthy, the danger of fire, and how to avoid accidents. Likewise, through the science and design technology curriculum children are taught about hazardous materials, and how to handle equipment safely. Issues of health and safety relating to particular subjects are addressed within individual departmental handbooks. We teach children respect for their bodies, and how to look after themselves. From their first days in school, children are taught to wash their hands after each visit to the toilet and before meals. We discuss these issues with the children in PSHCE lessons. We also show them how to move and play safely in PE lessons, and to take appropriate care in the swimming pool. Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Older children in the Prep School receive both drugs education and sex and relationship education (see the relevant policies). We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Terra Nova promotes the spiritual welfare and growth of the children through the Religious Studies curriculum, through special events, such as harvest festival and carol services, and through acts of collective worship. Each class has the opportunity to discuss problems or issues of concern with their form teacher. Teachers use Circle Time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **School Meals**

We do all we can to ensure that all meals at Terra Nova provided have a suitable nutritional value, this being deemed especially important given our boarding community. There are weekly meetings with the Catering Manager to ensure standards are maintained. Terra Nova promotes a healthy lifestyle and all children are offered milk in addition to water at break time. Children in the EYFS receive a mid-morning fruit snack.

### **Health and Safety and School Uniform**

The School uniform is designed with Health and Safety in mind. Long hair is required to be tied back from the face. We do not allow children to wear jewellery in school. An exception is ear-ring studs in pierced ears. Children are required either to remove these during PE and games, or to cover them with a plaster.

### **Safeguarding Children**

The Designated Senior Persons with responsibility for safeguarding and child protection liaise with the Headmaster. We follow the procedures for child protection drawn up by Cheshire East LA. If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately follow the procedures laid out in the Safeguarding and Child Protection Policy and inform the Designated Senior Person with this responsibility about their concerns. When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the LSCB. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child. All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests. There is a weekly welfare meeting chaired by the Deputy Headmaster and attended by Heads of Section and the Head of Boarding and regular welfare briefings to all staff. The school counsellor is available to both children and staff.

### **Safer Recruitment Procedures**

The School takes its responsibilities to ensure only suitable people are employed in any capacity. Reference should be made to the Safer Recruitment Policy for the appointment of staff. We require all adults employed in school to have their application vetted by the Criminal Records Bureau, in order to check that there is no evidence of offences involving children or abuse.

## **School Security**

While it is difficult to make our school site totally secure due to the open nature of the campus, we do all we can to ensure that the school is a safe environment for all who work or learn here. Various key entry points are secured with a key pad door opening systems, the code of which is known only to staff. We review security measures regularly, and draw upon the advice of experts (eg police officers, fire officers, insurers, architects and other consultants). Records are kept of such visits.

We require contractors and visitors, other than at fixtures, who arrive in normal school hours to sign the Visitors' Book in the School Office, and to wear an identification badge at all times whilst on the school premises. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. Appropriate vigilance by staff to note and report unidentified visitors are required at all times. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a senior member of staff immediately. He or she will warn any intruder that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted. The grounds are fenced to prevent children straying and it is the staff's duty to ensure all gates are kept securely fastened. Parents are asked to shut gates and the front door securely when visiting school during the day. The pedestrian gates are kept locked during the school day so that the only access into the classroom area and the fields is through the main front door. Children in Pre-Prep and Nursery are not allowed outside the building without an accompanying member of staff. The Nursery is fitted with a security lock. The door is kept closed during the school day and the building is locked when no staff are present. Parents and visitors may gain access by ringing the bell at the entrance. Children are taught that they must not open the door to any visitor. At the end of the day children are dismissed individually when the parent or carer has arrived to fetch them. No child is allowed to go home with any other adult without the express permission of their parent and a list is available for them to state their intentions at the front entrance.

## **Safety of Children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject heads of department will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher has any concerns about pupil safety, they should bring them to the attention of the Bursar before that particular activity next takes place. We do not take any child off the school site without the prior permission of the parent. If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep first aid boxes at various strategic places around the school. A significant number of staff have received basic first aid training, in courses which are arranged every three years and all Matrons and all Nursery Nurses in the Pre- Prep are qualified first aiders. The Headmaster's Wife keeps a log of all staff's first aid qualifications. Should any incident involving injury to a child take place, one of the Matrons will be called to assist. If necessary, the Matron will telephone for emergency assistance and a senior member of staff will accompany the child to hospital if the parent has not yet arrived at school. We record all incidents involving injury, and in all cases other than mild scrapes we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers regularly, but it is essential

that parents inform us when contact details change. The School has an anti-bullying policy. There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made on the school incident form. Priority must then be given to finding another member of staff immediately or as soon as possible thereafter. (Care and Control Policy).

### **Playground Safety**

There is a procedure for playtime supervision which is known by all staff, and kept in the handbook. In essence it provides for conscientious supervision and adherence to rules for behaviour in order to ensure a safe and happy playtimes and breaks. In hot weather children are encouraged to wear sunhats which offer protection to the neck as well as face, when playing outside. The parents of particularly fair-skinned children are requested to apply sunblock before coming to school. Play equipment is regularly checked and maintained by the Bursar. It is the parents' responsibility to supervise their children before and after school while they are on school premises.

### **Provision of Childcare**

The School does not provide childcare to children other than its own pupils during term time. In the holiday clubs (Tembos and Invincibles) children not registered at the School are allowed to attend by prior arrangement.

### **Fire and Other Emergency Procedures**

Procedures for fire and other emergency evacuation are published in the Fire Policy. Areas housing boilers and electrics are kept locked at all times. Fire drills are held regularly. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers and fire escapes, and the testing of the fire alarm system. The Bursar is the School's Fire Officer.

### **Educational Visits**

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see the policy for Trips and Educational Visits). This is published in the Staff Handbook, on the website, on the School Network and is in hard copy in School Office.

### **Seatbelts**

We use coaches and mini-buses only when seatbelts are provided. We ensure the children use seatbelts at all times when the bus is moving.

### **Medicines**

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be required to sign an authorization for prescribed medicine to be administered by matron. Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must

give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Such medication will be administered by a matron. All medicines are secured in a locked cupboard. Records will be kept of all medication received and administered by the school. All parents are required to indicate on an appropriate form whether they wish a homely remedy such as Paracetamol to be given to their child by matron in the case of need. The school will similarly draw a parent's attention to their child appearing unwell during the day. Any staff involved in administering medication such as an EpiPen will receive training, usually from the school matron or external nurse.

### **Misuse of Substances**

Any use or possession of controlled drugs within the School will be treated as a serious disciplinary offence. Any impairment of ability through drink or drugs will also be dealt with under the School's Capability and Disciplinary procedure.

### **Internet Safety and Computer Use**

We regularly use the Internet in school, because it has many educational benefits. In order to minimize the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorization for their child to use the Internet. Prep. School pupils also are required to sign an agreement to use the internet safely. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

### **Theft or Other Criminal Acts**

A senior member of staff will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headmaster will inform the police, and record the incident. Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police. Where individuals really matter

### **The Health and Welfare of Staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our Inset Policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the headmaster without delay. He will consider whether the School complaints or grievance procedures apply, whether to advise the colleague to seek medical support or the advice of the school counsellor. The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take appropriate action under the complaints procedure. Appropriate liaison with governors will be sought in matters relating the health and well-being of staff.

### **Vehicles within the School Premises**

Prominent signs warn drivers entering the Drive with care and there are separate entry and exit points. Car parking is provided for parents" and visitors" on the Drive.

No vehicles are allowed beyond the vehicle gates except for teachers' cars and when there is supervised parking. Parking can take place on the Front Lawn when the weather permits and the access is open.

### **Management of Asbestos**

The School has undertaken an asbestos survey of all its buildings. Any material identified as having an asbestos content and in an area where it presents a potential risk to staff or pupils will be removed. A register will be kept of all areas where there is material with an asbestos content present, but not considered to be a risk to staff and pupils, so that it can be properly dealt with should any additional building work take place in those areas.

### **Legionnaires Disease**

Legionnaires Disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. The bacteria occur naturally in rivers and lakes and can occur in the water systems of premises such as school. The School day to day specific responsibilities for water safety are to minimise the risk of infection by identifying and assessing the sources of risk and it has utilised the services of external contractor to inspect the site and has implemented its recommendations by putting as much of the cold water supply as practical on mains supply and replaced a number of old metal tanks with new tanks. Other measures taken include the daily dosing of the swimming pool water, annual inspection of water tanks, and periodic cleaning and descaling of shower heads.

### **Safety Equipment/Protective Clothing**

The School provides safety equipment for staff who undertake particularly hazardous or dirty tasks the School provides special safety footwear, goggles, overalls and other protective clothing and equipment. These must be worn when required for a particular operation.

### **Manual Handling**

Where possible staff should avoid manual handling of items. However, when it is necessary to move items staff should have due regard to weight and size of items and consider the safest method that can be used to move items including making use of sack truck or other similar aid or splitting it into smaller or lighter packages.

### **Toxic Materials and Chemicals**

Heads of Departments are to ensure that stocks of toxic and harmful material and chemicals are kept to a minimum. They should maintain inventory of all hazardous materials together with the relevant COSH risk assessment. In addition they are to ensure the following:

- All toxic materials/chemicals are securely stored and they are properly labeled so that they are clearly identifiable.
- There are clear instructions identifying the necessary precautions required when handling materials/chemicals and that all staff and pupils handling them are competent to do so.
- Emergency procedures are laid down for handling spillage or escape of the material/chemical.
- Procedures for disposal of the material/chemicals are correct.

## **Display Screen Equipment**

A user of display screen equipment is defined as someone who:

- is dependent on a computer to do the job
- has no discretion on the use of a computer
- uses a computer for an hour or more at a time
- uses a computer more or less daily
- needs rapid input and output of information
- has high levels of attention and concentration

In using a computer a person should not use it for more than 2 hours at a time without taking a break. The School undertakes to provide users with a safe working environment including adequate lighting, desk and chair facilities to facilitate correct posture.

## **Portable Appliance Testing (PAT)**

The responsibility for ensuring the PAT programme is completed rests with the Sites Manager, in conjunction with the School Electrician . The principles of the programme are as follows:

- A database of all portable appliances owned by the school is to be maintained. The appliances are to be categorised into those that require testing on a periodic basis.
- Where a member of staff wishes to use a private appliance within the school, it is first to be tested by one of the nominated technicians or the school electrician. A record of the appliance and the date of test are to be held on the database.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing the Month/Year of the current and next test.
- The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

## **Contractors**

Only contractors approved by the Bursar or Clerk of Works may carry out any work on the site. Prior to any works taking place working practices and methods must be agreed with the contractor and any areas of potential risk identified. If required, a formal risk assessment is to be carried out and a copy given to the contractor. Where the scale of works is such that they are covered by the Construction, Design & Material Regulations (CDM) 2000, a sufficiently qualified CDM Planning Supervisor will be appointed. Any building work must be securely fenced off in line with current regulations so pupils have no access to it. The Headmaster and all teaching staff will point out to pupils the dangers of playing near heavy machinery or building materials.

## **Accidents**

It is important that all accidents are properly and promptly recorded to ensure that the School can meet its statutory reporting requirements for serious injuries or incidents and, in all cases, implement measures to prevent re-occurrence.

## **Catering Services**

Catering services are subject to a separate safety plan that includes specific risk assessment and in addition the School is subject to periodic hygiene inspections of the kitchen areas and dining rooms by the environmental health inspection team of East Cheshire Council who after inspection submit hygiene audit reports. Sodexo Staff in the kitchens are responsible on a daily basis for checking and recording the temperatures of freezers and fridges and for regularly probing food stored in hot cupboards to ensure correct temperatures are maintained. Any faults in equipment are to be reported to the Sites Manager as soon as possible. Sodexo Managers are also responsible ensuring that all staff who assist in the preparation of food have received the necessary Food Hygiene training and training in Hazard Analysis Critical Control Points

## **General Precautions**

The following precautions, if followed, would avoid most accidents:

- Drive about the School and immediate area carefully, obeying speed restrictions and road markings. Expect children to do the unexpected
- Lift heavy article carefully, stack packages safely, leave walkways clear and use steps to reach high objects.
- Wear practical footwear, use protective clothing and goggles, make sure guards are on machines.
- Do not interfere with gas, electrical heating or water fittings and do not enter a plant room unless authorised to do so.
- Report worn floor covering or stairs.
- Ask for advice from experienced people before starting a new procedure.
- Obey all safety notices, signs or instructions

## **Risk Assessment**

Risk is inherent in all activities and it cannot be eliminated. Neither can all risks be readily identified. The key issue is to decide whether the risk is significant and whether it is covered by satisfactory precautions so that the risk is minimised. To ensure this process is carried out in a logical and comprehensive manner it is necessary to carry out a risk assessment. It should be noted that generic risk assessments can be used as a guide for commonly repeated activities. A risk assessment is nothing more than a careful examination of an activity with the aim of identifying risks to health and safety and recording the steps that need to be taken to minimise them. Assessments of this nature have long been the practice within the teaching profession but it is a requirement that the results of such assessments are recorded in a formal manner.

## **The Five Steps of Risk Assessment**

### **Step 1 – Identify the Hazard**

Initial walk around the area noting the significant hazards. Consider also risks that may arise from subsequent activities. Discussion with other users of the area under review to draw upon experience and views. Discussion with caretaking and support staff as appropriate. This process should yield all the significant hazards.

## **Step 2 – Assess the Risk**

Identify those who are at risk from the significant hazards. Consider age, awareness, supervision and the level of training.

## **Step 3 – Evaluate Measures of Control**

This is the key part of the assessment.

- Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. The law normally requires that persons do what is reasonably practicable to keep the workplace safe. You are not expected to eliminate risk entirely.
- Try to categorise risk as HIGH, MEDIUM and LOW and seek to move as many hazards as you can into the LOW category. Record how you will deal with significant hazards.
- If you consider that all reasonable steps have been taken to deal with the hazard then you can do no more. If, however, you consider that more could be done to move the hazard to a MEDIUM or LOW category, list the actions you will take to achieve the change.
- Reducing risk may often revolve around better CONTROL and/or PLANNING. Some points to consider are:
  - Is there a less risky option?
  - Can access to the hazard be limited or reorganised?
  - Is additional supervision required?
  - Is additional briefing/training required?
  - Is protective clothing or equipment required?
- Having listed the actions to be taken, ensure they are carried out. Where additional resources are required, ensure the matter is brought to the attention of your Head of Department.

## **Step 4 – Record the Findings**

Record the finding on a risk assessment form.

## **Step 5 – Monitor and Review**

The risk assessment must be reviewed on a regular basis

## **Monitoring and Review**

The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with other external agencies, to ensure that the school's procedures remain effective and compliant with current regulations. The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe. The Bursar is the School's Health and Safety Officer. He liaises with senior teaching staff to ensure the school's health and safety policy is upheld on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headmaster also reports to Governors on health and safety issues.