

ABBOTSHOLME

AN EDUCATION FOR LIFE

Health & Safety Policy

(including EYFS & Boarding)

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Health & Safety Policy Revisions

Rev.	Date	Revision Description	Prepared	Approved
1	Nov 2006	-	R. Austin	J. Downes
2	Jan 2008	-	R. Austin	J. Downes
3	Aug 2009	Minor amendments to Section 2, items: 6, 9, 12, 13 & 31. Update to Contractor's Rules at Appendix 1. Addition of Environmental Policy at item 39 of Section 2, Implementation Arrangements.	R. Austin	R. Mayfield
4	June 2010	Minor amendment to Section 2, item 23, Fire Evacuation. Changing Fire Assembly Point to tennis courts. Also a number of minor presentation changes	R. Austin	R. Mayfield
5	July 2011	Policy reviewed. No amendments made.	R. Austin	R. Mayfield
6	November 2011	Page 45, Contractors Acceptance of Abbotsholme Contractors Rules, amended to show new form recipient as Rosie Ball, Finance	R. Austin	R. Mayfield
7	December 2011	New Chair of Governors and change of title for Commercial Manager to Head of Operations	R. Austin	R. Mayfield
8	January 2013	Section 2 Item 33 – Asbestos, New addition.	R. Austin	R. Mayfield
9	May 2013	Section 1.1 - Amended Health and Safety Policy Statement	R. Austin	R. Mayfield
10	May 2014	Policy reviewed No amendments made	R. Austin	R. Mayfield
11	March 2015	Section 1 – para. 2 added regard to Dfe Guidance 2014 Section 2.2 reference made to PE and Outdoor play area Section 32 added reference to manual handling training Section 41 added section on Water Testing & Legionella	R. Mayfield	S.Fairclough
12	May 2015	Policy reviewed No amendments made	R. Mayfield	S.Fairclough

13	May 2016	Policy Reviewed Risk assessment policy reviewed. Reference to radiation protection officer removed.	R. Mayfield	S.Fairclough
14	November 2016	Responsibilities reviewed. Maintenance responsibilities added. General arrangement section added. Role of H&S advisor reviewed. Topics reviewed and reordered. CDM arrangements documented. DSE policy added. Incidents and dangerous occurrences added to accident reporting. Trip policy reviewed. Fire safety policy reviewed. Hazard reporting reviewed. Training and safety audits moved to general arrangements section. Review of H&S policy and Communication moved to arrangements section. Environmental policy statement moved to environmental arrangements.	R.Mayfield	S.Fairclough
15	December 2016	Risk assessment Policy reviewed	R.Mayfield	S.Fairclough
16	January 2017	Display Screen Equipment Policy reviewed Asbestos Policy reviewed Contractors Policy reviewed CDM Policy reviewed Field trips policy reviewed Change of title for Head of Operations to Director of Finance & Operations	R.Mayfield	S.Fairclough
17	January 2018	Policy reviewed No amendments made	R.Mayfield	R.Barnes
18	October 2018	Policy reviewed Change in ownership structure reflected	R.Mayfield	R.Barnes
19	November 2018	Training policy reviewed to mention arrangements for Manual Handling & COSHH training.	R. Mayfield	R. Barnes

20	November 2018	Manual Handling policy added Slips, Trips & Falls policy added Working at Height policy added Vehicular Movements policy added School Trips policy referenced COSHH policy added Emergency Situations added Security, Access Control & Workplace Safety added	R. Mayfield	R. Barnes
21	December 2018	Electrical Safety policy added Gas Safety Policy added CCTV Policy added Training records amended Higher risk departments section added to Risk Assessment policy Also a number of minor presentation changes. Alphabetical reordering of section 4. Topics. Policy reviewed by Achieve Advisory board.	R. Mayfield	R. Barnes
22	January 2019	Near miss policy added Policy reviewed	R. Mayfield	R. Barnes
23	February 2019	Reference to Health & Safety Policy. Including EYFS & Boarding included. Policy reviewed.	R. Mayfield	R. Barnes
24	November 2019	Branding changes. Whole school outdoor area risk assessment policy updated. Amendment to water policy. Signatories changed. Consultation arrangements added. Transport Policy added. Risk Management Policy added. Headmaster's responsibilities updated. DFO responsibilities updated. Policy reviewed.	R. Mayfield	R. Barnes
25	January 2021	Change of Headmaster to Simon Ruscoe-Price. Section 5 - COVID-19 arrangements documented. Policy reviewed.	R. Mayfield	S. Ruscoe - Price

26	January 2022	<p>Change of responsibilities for Domestic Bursar</p> <p>References to responsibility of pupils in regard to Health and Safety undated.</p> <p>Removed school trips refer to school trips policy.</p> <p>Removed references to recognised Trade Unions as there is no recognition of any particular Union.</p> <p>Amended to refer to DSE policy on Shared drive.</p> <p>Drugs and Alcohol section refer to Employee handbook</p> <p>Near Miss reporting improved</p>	B Ball	S.Ruscoe - Price
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1. Health & Safety Policy Statement

It is the policy of Abbotsholme School under the proprietors and Advisory Board of Achieve Education to:

- Regard legal compliance as the lowest acceptable standard for the management of health, safety and welfare
- Have regard for Department of Education guidance document: health & safety advise on responsibilities and duties for schools (November 2018).
- Make our school a safe and healthy place for children, parents, staff and volunteers. Aiming to make all aware of health and safety issues and to minimise the hazards and risks, enabling children, including the early years foundation stage, to thrive in a healthy and safe environment
- Regard health and safety as a core management responsibility
- Develop a system of responsibility for and communication of health and safety matters
- Maintain a safe and healthy working environment and safe methods of operation
- Ensure the provision and maintenance of premises, plant and equipment to a safe level
- Ensure the provision of appropriate resources to meet health and safety issues
- State in writing to all employees, their responsibilities to ensure the health and safety of persons and proper use of equipment provided
- Provide necessary information, instruction, training and supervision, to ensure the health and safety of all employees at work
- Promote an attitude of safe working by employees and pupils in all aspects of the school's work underpinned by appropriate disciplinary procedures as necessary
- Encourage discussion between governance, management, employees and pupils on safety, health and welfare matters
- Ensure immediate and accurate reporting and investigation of accidents and incidents
- Ensure the provision of appropriate specialist safety personnel with responsibilities for safety, health and welfare and to ensure appropriate contingency arrangements are made during the absence of such personnel to meet the relevant statutory requirements
- Maintain systems of inspection, monitoring and auditing procedures which will ensure acceptable standards are being achieved across the school
- Review this health and safety policy not less than once every two years
- Make specific arrangements to ensure that contractors working on sites controlled by the school are carrying out their responsibilities for health, safety, welfare and safeguarding.

The proprietors acknowledge ultimate responsibility for health and safety management within Abbotsholme School. That responsibility will be discharged on behalf of the proprietors by the School's Headteacher.

Signed
B. Farrell
Director of Achieve Education

Signed
S. Ruscoe - Price
Headmaster, Abbotsholme School

Date

Date

2 Responsibilities for Managing Health and Safety

The purpose of the safety management arrangements is to provide direction and evidence of commitment for successful management of health and safety at the School. It provides information about the roles and responsibilities of individuals within the organisation, follows on from our policy statement and outlines procedures for key areas that are applicable to our business.

2.1 Achieve Education Advisory Board

The proprietors with the advice of the Advisory Board, under the requirements of the Health and safety at Work Act 1974, are responsible for issuing a written statement covering the general policy with respect to health, safety and welfare at work of its employees and others affected by the undertakings of the School.

The proprietors and Advisory Board shall ensure that they receive sufficient information on the status of School health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end they will commission an annual health and safety report to be organised by the Director of Finance & Operations.

While statutory compliance will be accepted as a baseline standard, the proprietors will ensure that the School is constantly moving towards best possible health and safety practice.

2.2 Headmaster

On behalf of the proprietors, the Headmaster is responsible for ensuring the achievement of the objectives of the School's Health and Safety Policy, namely to:

- Work with and support the proprietors, Advisory Board and the School Health and Safety Committee in seeking to establish, promote and maintain a safe working environment for staff, pupils, visitors and members of the public on School premises
- Aim to secure the provision of appropriate resources to meet the needs of health and safety issues
- Ensure that health and safety matters are taken into account when considering the future plans and directions of the School both academically and in terms of physical growth and development
- Promote safety awareness and good safety housekeeping practices
- Seek to generally improve the record of the School in respect of safety, health and welfare matters
- Set an example to all others by acting in accordance with the Schools Health and Safety Policy and procedures at all times

2.3 Domestic Bursar

The Domestic Bursar works closely with the Headmaster in working to achieve the objectives of the School's Health and Safety Policy and will:

- Ensure that school management are aware of and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation are met
- Advise the Advisory Board of the resources required to comply with statutory requirements and make adequate arrangements
- Ensure adequate consultations between school management, specialist advisers and employees' representatives prior to the introduction of any change which may affect health and safety
- Make the necessary arrangements to ensure that safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them
- Ensure the establishment and maintenance of a suitable health, safety and welfare programme to:
 - Eliminate accident potential as far as is reasonably practicable
 - Conform with the statutory duties, department for education & science and school policies
- Ensure that adequate communication channels are maintained to disseminate information concerning health, safety and welfare matters

In addition to responsibilities to the proprietors, the Domestic Bursar is responsible for the development of the Health and Safety Policy and for ensuring co-ordination of the policy across the school. In order to achieve the objectives of the health and safety policy on a day to day basis and as part of management responsibilities they will:

- Maintain, organise regular meetings of, Chair and champion the School's Health and Safety Committee, ensuring that as a body it represents all areas of the schools teaching and non-teaching departments
- Organise regular monitoring and audit reports on the suitability and effectiveness of health and safety management systems throughout the School
- Ensure adequate follow-up procedures are in place to address departments which fail to achieve a basic level of health and safety management as identified through accidents, hazard reporting and health and safety audits
- Ensure that all personnel for whom he is responsible know and under take their responsibilities regarding health and safety, and that all personnel are adequately trained to discharge those responsibilities
- Promote the implementation of the School Health and Safety Policy by establishing an adequate programme to:
 - Seek the elimination of accident potential

- Ensure that assessments of risk to health and safety are conducted and that adequate control measures are introduced and maintained
- Conform with statutory duties and School policies and to formulate suitable procedures to report accidents, communicate information and identify, report and eliminate hazards, ensure that health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:
 - Current working programmes
 - Planning new operations or methods of work, and
 - Designing or acquiring new buildings, plant and equipment
 - Arrange consultation with employees and their representatives in the work place to ensure that suitable methods are adopted to promote health and safety and to provide arrangements for the participation of employees' representatives in the development of such measures
 - Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of those under his control
 - Ensure that regular fire evacuation drills are conducted, firefighting equipment is made available, fire alarms tested with appropriate frequency and that all employees are aware of the associated emergency procedures
 - Keep under constant review the effectiveness of the school's health and safety policy and advise the proprietors and Advisory Board of any changes that are considered necessary at the school, to avoid any breach of statutory requirements

2.3 Health & Safety Committee

The School Health and Safety Committee is responsible for monitoring and reviewing all health and safety arrangements within the School. The Committee is the School level consultative and advisory body for matters of health and safety, including occupational health, affecting staff, pupils and visitors of the School. The Committee includes members from all areas of the School's staff both teaching and non-teaching and is formed in accordance with The Health and Safety (Consultation with Employees) Regulations 1996.

The Committee is chaired by the Domestic Bursar.

The terms of reference for the Committee are:

- 1) To keep under review the measures taken to ensure the health and safety at work of employees and to make necessary recommendations to the Advisory Board for such action as may be necessary
- 2) To ensure that reasonable steps are taken to promote sound policy and practice and the health and safety of staff, pupils and visitors and members of the public entering School property
- 3) To maintain a watching brief on health and safety legislation and monitor the implementation of health and safety policy and procedures in co-operation with the School's health and safety specialists
- 4) To receive reports from the School's specialist health and safety advisers

- 5) To report through the Domestic Bursar to the Advisory Board on matters of staff and pupil health and safety
- 6) To receive periodic reports from the School Health Adviser and School Health and Safety Specialist on the provision of first aid facilities, implementation of appropriate health surveillance procedures and other relevant matters of occupational health
- 7) To receive reports on accidents, dangerous occurrences and notifiable diseases, and to consider and propose risk reduction strategies as appropriate
- 8) To monitor the effectiveness of health and safety management, occupational and environmental health arrangements and compliance with School health and safety policy through consideration of reports and statistics relating to health and safety
- 9) To promote co-operation and communication between the School and its employees and pupils in all matters relating to health and safety at work and to assist in the development of guidance notes and safe systems of work
- 10) To monitor the adequacy of health and safety communication, publicity and training and development in support of institutional health and safety policy
- 11) To maintain a watching brief on the application of environmental protection legislation as it relates to health and safety matters
- 12) To review the membership and operation of the Committee from time to time

Specialist advisers who will report to the Committee and attend meetings as required:

The Health Adviser
The School Health and Safety Advisor

Mode of operation of the Committee will be:

- The Committee will meet at the Chairs discretion but at least twice a year
- The Committee may set up specialist sub-groups to deal with matters such as pupil health and safety issues, fire precautions and will receive reports and recommendations from the chairs of such groups
- The Committee will require information on health and safety visits and inspections within the School, any hazards noted for action and those subsequently acted upon
- The Committee will organise, commission and participate in periodic inspections with reports to the proprietors and advisory board of particular areas of the School as appropriate
- The Committee will consider areas for development of health and safety policy and guidance and will make recommendations through the Domestic Bursar to the Advisory Board

2.5 The Senior Leadership Team (SLT)

The Senior Management Team are responsible for the adoption and implementation of the School policy within their area of control. To achieve this they will ensure that:

- They determine local health and safety systems and procedures for their Department based on the requirements of the School Health and Safety Policy and the risks inherent in the work of their Department

- Those plans and procedures for the implementation of health and safety policy are regularly reviewed
- Adequate resources are in place for the implementation of health and safety policy
- Health and safety performance is monitored and processes, including regular audits, are undertaken to ensure that all persons reporting to them are carrying out their responsibilities
- The local health and safety systems and procedures are published and available to staff and pupils
- They and all staff and pupils of Abbotsholme School know and undertake their responsibilities under the School's Health and Safety Policy and the local health and safety controls to work safely and that all staff are adequately informed and trained to enable them to carry out their responsibilities under such policies
- Staff are appointed with specific health and safety responsibilities as necessary and that such staff are adequately resources to enable them to carry out their responsibilities and are consulted for their specialist knowledge on health and safety matters
- Any health and safety matter brought to their attention by staff or pupils is given prompt and appropriate attention
- They establish local health and safety arrangements
- All appropriate statutory law, regulations and approved codes of practice are strictly adhered to and that all statutory registers are maintained
- Safe working practices are maintained at all times to ensure the health and safety of employees, pupils and members of the public, including arrangements within academic programmes for activities such as research, practical and laboratory work, field work, placements and projects
- Assessments of risks to health and safety are conducted and that adequate control measures are introduced and maintained
- Appropriate records relating to health and safety are maintained within the Department, including records of risk assessments, audits, accident and incidents, investigations, action plans and training programmes
- Adequate and proper supervision is given to staff and pupils as appropriate
- The School's health and safety programme is co-ordinated and organised within their area to ensure its effectiveness
- As appropriate, correct protective clothing will be required to be made available for persons under their control
- adequate plant and equipment is made available to ensure safe working practices and that such plant and equipment is effectively maintained to a safe standard
- Advice is sought on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations apply

- The Domestic Bursar or Head's attention is drawn to any breach of statutory or school health and safety policy requirements which cannot be dealt with effectively at department level
- They advise the headmaster of the resources required to make adequate arrangements
- So far as is reasonably practicable, all contractors engaged by the school conduct their work in this connection in accordance with:
- The terms of the contract
- The health and safety at work act
- Statutory regulations and school policies
- Avoidance of danger to the school's employees, pupils and members of the public

2.6 School Health & Safety Advisor

The Health and Safety advisor is an external consultant who performs the following functions within their contract:

- Tri-annual review of health and safety management – Safe School Audit
- Termly health and safety support days – content and scope to be agreed with the Domestic Bursar based on current priorities
- Telephone and email advice as required
- Provision of Assurity Plus compliance management system
- Provision of Assurity Plus accident management system
- Monthly accident report from Assurity Plus
- Monthly compliance report from Assurity Plus
- The present School Safety Advisers are:

Assurity Consulting

Represented at Abbotsholme by:

Vicki Filby-Filson, Senior Consultant, 01403 269375

2.7 Heads of Department

Heads of Department are responsible for the areas and activities within their control and will:

- Maintain suitable and sufficient risk assessments
- Keep abreast of changes in their specialist areas, ensuring compliance with professional bodies and best practice
- Maintain a training matrix for their department ensuring all staff have the required training and refreshers where applicable.

2.8 School Health Advisor (Medical & Welfare)

The School Health Adviser shall advise the School on Medical and Welfare matters in liaison with the Appointed School Health and Safety Specialist, the Director of Finance & Operations and other relevant personnel as appropriate.

The School Health Adviser is a term time post which is responsible to the Headmaster.

2.9 Housemasters/Housemistresses

- In addition to their health and safety duties as managers and employees within the School's academic and support staff Departments, House Parents will also have very specific duties as follows:
- Ensuring that all pupils in their care are familiar with all emergency procedures and arrangements that are in place in case of fire or other emergencies
- Ensuring that all fire doors are kept closed at night and that all fire escape routes are kept clear and free from obstructions at all times
- Making arrangements for night time fire drills to be undertaken at intervals agreed with the School Fire Officer
- Advising the Maintenance Manager of any problems associated with fire equipment and or fire escape provision
- Ensuring that all electrical equipment within their house appears visually safe for use and has been portable appliance tested where necessary, in accordance with School procedure
- Carefully recording accidents and incidents involving the pupils in their care so that the School can take action where necessary to avoid similar accidents/incidents occurring in the future
- Reporting to the Domestic Manager for attention, any problems with the fabric or structure of the premises which may present a safety hazard
- Setting a personal example by observing all health, safety and welfare rules and working in accordance with the School Health and Safety Policy at all times

2.10 Teaching Staff

Teachers are responsible for the adoption and implementation of the School policy within their individual areas of control. To achieve this Teachers will ensure that:

- They are familiar with the School Health and Safety Policy and any local safety procedures, and that they apply them within their areas of responsibility
- All pupils in their care are familiar with the emergency procedures and arrangements that are in place in case of fire or other emergencies at their place of teaching
- All fire doors and all fire escape routes are kept clear and free from obstructions at all times

- Appropriate assessments of risks to health and safety have been conducted and that adequate control measures are introduced and maintained for all works that they intend to carry out as part of their teaching programme
- They are familiar with all equipment, machinery and any other apparatus that they may make use of during their teaching, and that pupils they ask to use such equipment will be made similarly aware of how to use the items, and be provided with any necessary personal protective equipment that may be required to be used during the items use.
- Whenever protective measures are required during the use of equipment, machinery or other items, collective measures of protection are favoured over the use of individual protective measures
- Safe working practices are maintained at all times to ensure the health and safety of pupils, employees and members of the public, including arrangements within academic programmes for activities such as research, practical and laboratory work, field work, placements and projects
- Adequate and proper supervision is given to pupils at all times
- Advice is sought on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations apply
- They report to the Site Services Manager for attention, any problems with the fabric or structure of the premises which may present a safety hazard, similarly they will report any equipment faults to their department Technicians for attention and rectification
- They set a good personal example by observing all health, safety and welfare rules and working in accordance with the School Health and Safety Policy at all times

2.11 Support, Catering, Maintenance, Estate, Grounds, Farm & Equestrian Staff

- All Support Staff have responsibilities with regard to their own health and safety and that of others who may be affected by their activities and will:
- Ensure that they are familiar with the School Health and Safety Policy and any safety procedures relevant to their department, particularly any specific aspects relating to their own activities, and will apply them within their areas of responsibility
- Ensure fellow teaching staff operate in accordance with those policies and procedures, as relevant to their work activities
- Ensure that they are informed of and trained in the principles, operations and procedures necessary for health and safety and are competent to meet their health and safety responsibilities placed upon them by their actions/activities
- Ensure that they use safe working practices and that the working environment for which they are responsible meets health, safety and welfare requirements
- Take all reasonable care for the health and safety of themselves and of any other person who may be affected by their actions
- Co-operate with policies and practices that enable the School to comply with its legal duties and implement good practice

- Undertake health and safety training as deemed necessary by their work activities or current legislative requirements
- Report to their Head of Department any accidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and report systems of work or conditions which they consider may create risks to their own health and safety or that of others, or cause potential damage to equipment and premises
- Not interfere with or misuse anything provided by the School in the interests of health, safety or welfare
- Comply with all instructions, written and oral, given by or on behalf of the School and intended to ensure their personal safety and the safety of others
- Make full use of appropriate protective clothing and appropriate safety equipment and devices provided by the School for their use during their work
- Maintain tools, equipment and machinery provided by the School for their use, in good condition, reporting any defects to their Head of Department, departmental Technician or the Site Services Manager, as appropriate, allowing for repair/replacement of that item
- Seek advice on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations apply

Set a good personal example by observing all health, safety and welfare rules and working in accordance with the School Health and Safety Policy at all times

3 General Arrangements for Managing Health & Safety

For each Health and Safety topic we have an arrangements document. These provide the guidance to meet the aims of our health and safety policy. A number of forms accompany these arrangements to facilitate health and safety management

3.1 Training

All staff including supply staff and volunteers will be provided with a health and safety induction. Additional training will be identified within job descriptions and through departmental risk assessments and departmental training matrix. It is the responsibility of Department Heads to maintain a training matrix.

The Advisory Board through the Director of Finance & Operations and Headmaster will therefore endeavour to ensure that all staff are competent to control hazards associated with the activities for which they are responsible and that they have received training appropriate to their responsibilities and duties in this respect.

The Domestic Bursar and Headmaster will arrange through nominated personnel for appropriate training to be provided to staff as and when required and will ensure suitable records of such training by employees are maintained for reference and/or inspection purposes.

Manual handling training, Fire Warden / Marshall, slips and trips and first aid basics training is made available to all staff via the eLearning system iHasco

COSHH training is provided to those in relevant departments.

All visitors will be made aware of the school's health and safety procedures and their responsibility to report any issues directly to a senior member of staff.

Records of H&S training are maintained by the Headmasters PA and monitored by the H&S Committee.

3.2 Communication

The following methods are utilised for communication of health and safety information within the School:

- Cascade via health and safety committee
- Emails
- Signage
- School website and shared drive
- Inset days

All staff will sign to demonstrate understanding of the health and safety policy and arrangements during their induction.

The Domestic Bursar will update the proprietors and Advisory Board at least annually on health and safety matters and updates to the policy. Any health and safety issues will be raised as and when appropriate throughout the year.

3.3 Health & Safety committee/consultation arrangements

The health and safety committee will meet at the Chair's discretion but at least twice a year.

Where there are Safety Representatives appointed by recognised Trade Unions the Safety Representatives and Safety Committees Regulations 1977 will apply. They should be consulted in good time in respect of all health and safety matters provided the school has been informed in writing of the appointment of each Safety Representative and the group of employees that s/he represents.

The Health and Safety (Consultation with Employees) Regulations 1996 require schools to consult with members of staff who are not already covered by representatives appointed by recognised trade unions on health and safety matters. Consultation may be direct with individual employees or indirect through "Representatives of Employee Safety" ("RES").

Members of staff should be consulted in good time regarding:

- the introduction of any measure which may substantially affect their health and safety at work;
- arrangements for appointing a competent person to help the school comply with health and safety requirements;
- the information to be given to employees on the risks to their health and safety and the preventive and protective measure adopted by the school;
- the planning and organising of any health and safety training; and
- the health and safety consequences of the introduction of new technology.

The functions of RES are to make representations to the school on potential hazards, dangerous occurrences and general matters affecting health and safety and to represent the group of staff s/he has been elected to represent on all matters of health and safety.

Consultation may take the form of regular health and safety committee meetings attended by RES.

3.4 Compliance management

Assurity Plus, an on-line health and safety compliance system is provided by Assurity Consulting. This is programmed to generate checks each month to demonstrate ongoing health and safety management and records are saved on the system.

External audits and reports are also available on this system to enable any actions from them to be managed appropriately.

3.5 Safety Audits

Safety audits and surveys will be carried out as considered appropriate, to monitor the effectiveness of specific areas of this health and safety policy and to monitor the policy as a whole. However the Heads of Departments are responsible for monitoring health and safety in their own areas of responsibility and for ensuring that all staff work in accordance with the School Health and Safety Policy.

Actions required as a result of audit findings will be agreed between the Domestic Bursar and the Appointed School Health and Safety Specialist and will always be intended to improve the School operating practices in terms of health, safety and welfare matters.

3.6 Review

Our health and safety arrangements will be reviewed annually with the assistance of our appointed health and safety advisor to ensure that they remain suitable and sufficient. Any revisions intended to be made to the policy will be submitted to Advisory Board for consideration, comment and approval before implementation.

Section 4 - Topics

This section provides details regarding the implementation of the School Health & Safety Policy.

4.1 Access & egress

Safe access and egress to School premises is maintained under normal conditions in ensuring escape routes are kept free from obstruction. Additionally safe access to carry out tasks is considered in risk assessments.

4.2 Accident reporting

The importance of accident reporting cannot be over-stressed. The necessity arises from the following requirements: -

- Only if every accident is reported, can action be taken to prevent potential future repetition, and can we attempt to identify any trends and/or patterns in accident occurrences, and

- A record must be filed in case the accident needs to be reported to the enforcing authorities, or any other statutory body, or should a claim arise from an incident/accident

All accidents taking place on School premises or on School activities must be reported and recorded as soon as possible after they occur: -

- A report must be entered in one of the Schools accident books and a copy passed immediately to the Domestic Bursar. They will read the report and ensure it is logged onto the Schools accident reporting system and investigated as appropriate
- Where the injury sustained is likely to result in the person being away from work or unable to carry out their normal duties, any equipment or furniture involved with the accident / incident should not be disturbed pending an investigation by the School

The person sustaining the injury, or an eye witness, should be asked to summarise the events leading up to the accident and these should be recorded in writing wherever possible. This information should then be given to the Domestic Bursar to support the accident investigation.

- The Domestic Bursar will report incidents to the HSE in line under RIDDOR in line with the HSE guidance note EDIS1 – Incident reporting in schools.

The prevention of accidents within the School or during any of its activities is everyone's responsibility, and every member of staff should ensure that they are familiar with and any pupils in their charge are familiar with, any special instructions and/or procedures relevant to the area(s) in which they are operating, for the proper handling of potential emergency situations.

4.3 Animals in School

Members of staff, pupils of the School and members of the general public are not allowed to bring domestic or other animals (except guide or assistance dogs) into any School building, without the permission of the Headmaster so that the risk can be assessed

Any person bringing domestic or other animals onto the School's grounds must ensure that they are kept under control at all times. That person is responsible for ensuring that any animal or other living creature in their charge does not endanger the safety of others present.

4.4 Asbestos

The school recognises the need to manage asbestos containing materials and has commissioned a Management Survey of the school. The asbestos management plan is detailed in the asbestos management files held by the Domestic Bursar. To summarise these include:

- Training the site team
- Control of personnel working on the buildings through control of contractors arrangements
- 6 monthly inspection of known asbestos containing materials for damage
- 6 monthly review of controls

Where minor works on low hazard material can be undertaken in-house. The facilities team will follow the documented 'asbestos essentials' method statement for that task from the HSE website and risk assess accordingly. Otherwise specialist contractors will be used.

Before anyone carries out any maintenance or project task within School, which may cause physical disturbance to the built environment of the School, the Asbestos Register is referenced to ensure that no asbestos is present in areas due to be worked upon. Where there is insufficient information to process, a refurbishment and demolition survey of the area will be arranged.

The register is provided to all contractors who are due to work at School, to ensure that they take due diligence of the information we have already established as to the whereabouts of asbestos within Abbotsholme.

If during the course of any School works staff come across any materials which they suspect may contain asbestos, they are advised to stop work and get advice from the Domestic Bursar.

4.5 CCTV

Please refer to CCTV policy

4.6 Children on School Premises (Except pupils)

Employees who bring their own children onto School premises must have permission to do so and should refer to the "Visiting Procedure for staff Children" policy

4.7 Contractors

Please refer to Control of contractor policy which outlines the responsibilities and controls required for any contractor working on school premises.

4.8 Control of Substances Hazardous to Health (COSHH)

The objectives of the schools COSHH policy are:

- To ensure that foreseeable work activities using / generating hazardous substances are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

This will be achieved by Heads of Department who will ensure:

- COSHH training is completed by anyone using or generating hazardous substances
- Where hazardous substances are used or stored on the school premises, a risk assessment is undertaken and control measures implemented.
- Quantities of substances stored are kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use are available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides

- Appropriate personal protective equipment is available and used
- Hazard signs are displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken

No radioactive materials are kept or used on site.

4.9 Disabled persons

The School as a responsible employer and in fulfilment of its obligations under equal opportunities legislation, will meet, so far as is reasonably practicable, any specific work needs of employees and pupils who are disabled or become disabled during the course of their employment/education with the School. Please refer to the schools "Accessibility Policy".

4.10 Display Screen Equipment

Please refer to Display Screen equipment Policy

4.11 Drugs and Alcohol

We ask for the co-operation of all staff in the implementation of this stance towards eradicating the presence of drugs and alcohol in the workplace.

Please refer to the employee handbook

4.12 Electrical Safety

The Domestic Bursar will:

- Arrange for 5 yearly electrical installation inspections (fixed electrical testing) and remedial actions
- Ensure only qualified electricians are used
- Ensure all electrical control panels and sith rooms are secure

Additionally:

- The ICT Manager, Catering & Domestic staff manager, maintenance, estate & grounds staff have been trained to undertake visual inspections of portable equipment.
- An electrical inspection checklist is at Appendix 1 to the policy.
- Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task.
- All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by an individual from the Maintenance Department who has

obtained the relevant City and Guilds or equivalent qualification or an external contractor.

- The current test date will be displayed on each portable appliance.
- Houseparents check for additional equipment over the year
- Users of electrical equipment should visually check for defects before use
- Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school

4.13 Emergency Situations

The school has put in place a Business Continuity / Critical Incident Plan. This is to ensure that, the school can respond effectively to an emergency situation, procedures are developed for typical foreseeable emergency situations and to protect the health & safety of those who may be affected by emergency events.

Emergency situations may include, but are not limited to:

- serious injury to a pupil or member of staff, eg transport accident
- significant damage to school property, eg fire
- criminal activity, eg bomb threat
- severe weather, eg flooding
- public health incidents
- effects of disaster in a local community

The Business Continuity plan is made available to staff and the proprietors of the school.

4.14 Environmental Policy

It is the intention of the School to establish and maintain procedures to specify its environmental objectives.

The School is committed not only to meet all relevant regulatory and legislative requirements but also seek to secure continual improvement in environmental performance.

In pursuance of this policy **Abbotsholme School** will endeavour to:-

- Minimise any disturbances to the local and global environment and to the quality of life of the local communities in which the School operates. Generally for the School to be a good neighbour and responsible member of society
- Comply fully with all statutory regulations controlling the School and the sites on which it operates
- Maintain the appearance of the School premises to the highest practical standards
- Take positive steps to conserve resources, particularly those that are scarce or non-renewable

- Assess, in advance where possible, the environmental effects of any significant new development and adjust the School's plans accordingly
- Provide the information necessary to enable the School's activities and resources to be properly used, stored and disposed of so as to avoid unacceptable effects on persons or the environment
- Provide the necessary information to enable employees to operate processes properly and with minimal effects on persons or the environment

Private transport

A member of staff accompanying pupils is responsible for their supervision whether the journey is undertaken using School transport, vehicles hired on behalf of the School or in a vehicle being the property of a member of staff. Where a member of staff agrees to drive pupils they must have satisfied the School they are competent to do so by supplying the school with a copy of their driving licence.

The member of staff concerned is responsible for ensuring that where a vehicle is used which is not the property of the School, it has been properly maintained and is in good working order, being roadworthy, adequately insured and suitable for the trip about to be undertaken. The school insures all employees for business use of their own vehicle.

4.16 Fire Evacuation

Please refer to Fire Safety Policy

4.21 Fire Risk Assessment

Fire Risk Assessments are a statutory requirement and the School has ensured that such assessments have been carried out on all its premises and are viewed at regular intervals.

A Fire Risk Assessment will determine the level of fire risk within the area being assessed by examining the work activities that are undertaken and whether existing control measures are adequate. It will also determine if the means of detecting fires, alerting occupants, and arrangements and facilities for evacuation are adequate, and whether occupants have received appropriate information, instruction and training in relation to fire safety.

4.22 First Aid

The School has 'Registered First Aiders' who are trained to cope with accidents that may have resulted in minor injuries to staff and others. A First Aider is available to assist in the event of any accident/incident in the workplace. Details are kept of those trained in paediatric first aid.

A First Aider must renew their registration certificate every three years and the School will provide training on a regular basis to ensure that this can be achieved.

A full list can always be obtained on request from the Headmasters PA.

For pupils during term time, first aid will be provided by the Health Centre located on the first floor of the Oakholme Classroom block.

Duties of a First Aider

A First Aiders prime responsibility is to ensure that the condition of a casualty does not deteriorate and to render first aid assistance as they have been trained to do. A First Aider has charge of a situation while ever they are treating a patient and other members of staff should carry out any reasonable request for assistance made by them at this time.

If you require the assistance of a First Aider you should contact them directly and help will be forthcoming. If a visitor should require assistance, they may contact any member of staff and they in turn will then contact a First Aider on the visitor's behalf.

First Aid Facilities

First Aid boxes are stocked in accordance with the First Aid at Work Code of Practice (L74) and stock levels are maintained by First Aiders within the School obtaining replacements for materials used from the boxes through either the School Health Adviser during term time, or the Site Services Manager at all other times.

The School does not have a designated First Aid treatment room, but any First Aider needing an area to treat injuries should use the nearest available and suitable room from which they can dispense treatment in accordance with the training they have received.

A suitable and sufficient first aid box is provided in all School vehicles.

All employees should be aware that removing first aid materials from a first aid box without the permission of a First Aider will be treated as a serious matter and the School may decide to instigate disciplinary procedures against anyone found to have taken such action.

Emergency action in case of accident/illness

Pupils:

The School has made provision for the services of a Health Adviser to be available to all pupils during term time and whenever possible any pupil suffering an injury/illness should be directed to call in at the Health Centre on the first floor of the Oakholme Classroom block or contact the School Health Adviser on 01889 594281/ Mobile 0782 5057101.

The Health Centre is staffed by qualified medical personnel during term times, but outside of these times pupils should be directed towards a School First Aider for medical assistance and attention.

In the event of an injury the casualty should be seen by the Health Centre who will decide if they are able to treat the patient on site, or if further medical attention is considered necessary or advisable. If further attention is required then arrangements will be made to take the casualty directly to the nearest hospital accident and emergency unit for treatment. The casualty may require urgent specialist medical aid beyond the School's resources.

All arrangements for treatment beyond the resources of the Health Centre will be arranged and organised by the staff at the Centre and staff do not need to take any further action once a pupil has been transferred into the care of the Health Centre, unless directly requested to do so by Health Centre staff.

Staff & Visitors

During term time injuries will be dealt with as for Pupils, described above.

In the event of an injury outside of term time the casualty will be seen by a School First Aider who will decide if they are able to treat the patient on site or if further medical attention is considered necessary or advisable. If further attention is required then arrangements will be made to take the casualty directly to the nearest hospital accident and emergency unit for treatment. The casualty may require urgent specialist medical aid beyond the School's resources.

A minor injury can probably be treated by a First Aider through the application of normal first aid principles, without recourse to professional medical services.

If there is any doubt about the need for medical attention, arrangements will be made to take the casualty to hospital. It is important to remember that not all hospitals have accident and emergency units that are open 24 hours a day. However, First Aiders will be aware of the location of the nearest Accident and Emergency units.

For all staff and visitors and outside normal school times the following course of action should be taken: -

- First aider to attend to the casualty
- If required telephone 9-999 and ask them to make arrangements for an ambulance to be sent immediately so that the casualty can be taken to hospital. It is essential that a precise location of the casualty is given and the nearest point of arrival for the ambulance suggested. I.e. Reception at the front of the Main Building.
- Arrangements to be made for the ambulance to be met by someone and whatever information is available about the accident/incident and the patient, is to be provided to the ambulance team
- Ensure that a responsible person accompanies the casualty to the accident and emergency unit whenever necessary
- If the injury is not serious enough for an ambulance to be called, but requires treatment beyond the School's resources, then again the casualty should be taken to hospital, after first checking by telephone that the hospital has an available accident and emergency unit open
- Ensure that arrangements are made for the spouse or immediate relative of the casualty to be advised fully of the situation, if necessary
- Notify the casualty's line manager of the incident **as soon as possible**
- Ensure that the accident book is completed as soon as possible after the accident/incident and notification is given to the enforcing authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

4.23 Gas Safety

This policy is applicable to all employees of and workers / contractors for the School who undertake activities associated with gas systems and equipment. Abbotsholme School does not have mains supplied gas but does have numerous gas and oil tanks. These are shown on the site plan included at appendix 1 within the policy.

The objectives of the policy are to ensure:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

Guidance is as follows:

- The minimum number of mains and bottled gas appliances are used and stored on the School premises.
- All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel e.g. maintenance staff, & science / design & technology technician are allowed to enter.
- Flammable gases and oxygen are not stored together.
- Only Gas Safe registered individuals are to work on installations on the Schools premises.
- All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.
- Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.
- Records of all work undertaken on gas systems / appliances will be kept by the Maintenance Department

In the event of a leak or suspected leak:-

- turn off the gas supply;
- if the supply cannot be turned off, or a leak is suspected then evacuate the area;
- notify the gas supplier;
- do not operate electrical equipment in the area;
- cease all activities that may expose a spark or naked flame;
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

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

- spare or empty cylinders should be stored outside, preferably in a lockable area
- cylinders should never be kept below ground level or near drains, cellars or basements (to prevent the likelihood of potentially explosive atmospheres)
- warning notices should be displayed (eg Highly flammable - LPG)
- smoking or naked flames must not be permitted in or near storage areas
- cylinders must be kept clear of direct heat and at least 3 metres away from highly flammable liquids / materials
- regular checks should be made to ensure that all hosing and connections are in good order and there are no leaks

- no valves on any cylinder should be left open and they should not be dropped or roughly handled
- accommodation in which gas is used must be adequately ventilated
- portable gas heaters should only be used for emergency purposes.

4.24 Hazard reporting

It is the duty of everyone employed by the School who observes a potential hazard to try to reduce the risk associated with that hazard and to make others aware of it. It is only by the prompt and efficient reporting of hazards that they can be eliminated.

Hazards which cannot be dealt with immediately should be reported to your Head of Department, so that they may arrange to take appropriate action.

4.25 Hire of premises

Domestic Bursar coordinates all external hires of school property and facilities.

Where School premises and/or equipment are hired or loaned, by persons or bodies who are not employees of the School, the School will ensure that a competent and responsible representative of the persons or body is made aware of the relevant sections of this Health and Safety Policy document that may apply to them, and that they use the premises/equipment in accordance with any safety procedures described to them in the hire agreement/arrangements. They must maintain escape and emergency exits free from obstructions at all times and be familiar with the procedures to be taken in the event of a fire.

Refer to Hiring the School (rules)

4.26 Inspection, repair and maintenance of premises, plant and equipment

Each Head of Department must institute adequate procedures for the inspection, repair and maintenance of equipment and material within their areas of responsibility.

Each Head of Department must ensure that staff and pupils within their area of responsibility are aware of and adhere to their policy on repair and maintenance.

Staff have a responsibility to notify their Head of Department of any need for repair and/or maintenance of School premises, plant and equipment of which they are aware.

Where appropriate for compliance with statutory legislation, records of inspections, maintenance and testing undertaken will be kept by a Department.

4.27 Manual Handling

It is the aim of the school to reduce the risk of injury likely to be incurred by manual handling tasks. It is acknowledged by the school that some manual handling tasks are inevitable within the school. Manual handling training is made available to all employees of the school. The training is provided to ensure employees are aware of the risks associated with manual handling with the primary objectives of:

- To minimise so far as is reasonably practicable, the need for manual handling
- To ensure that only individuals who have received training in manual handling undertake such activities

- Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

4.28 Off-site, classroom, office, workshop/farm, accommodation & sports facility safety

The school provides extensive facilities on site for pupils to engage in physical education and outdoor recreation including rugby, football, hockey & cricket pitches, sports hall, netball pitches & tennis courts, athletics facilities, equestrian centre, farm, playgrounds and an indoor rock climbing wall.

All employees must ensure that: -

- They adhere to all School safety instructions and procedures whilst on School premises and all site instructions and procedures when off site
- They understand the importance of working in accordance with Risk Assessments that have been carried out by the School to provide safe systems and methods of work for all employees, pupils and visitors during School activities and attendance
- Procedures for approving off-site visits are followed and that parents are informed regarding off-site visits and any associated requirements.

4.29 Near Miss Reporting

A near miss is best defined as:

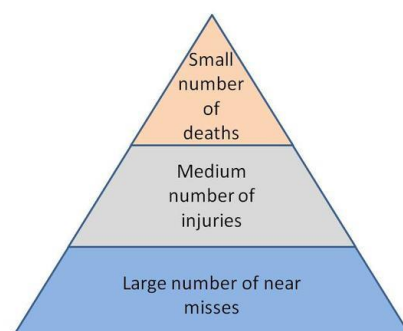
“ An event not causing harm, but has the potential to cause injury or ill health.”

A good example would be the reporting of a frayed carpet that nearly tripped someone over.

All employees to be responsible for proactively reporting any near misses in a timely manner.

Heads of Department should encourage all employees within their area to discuss near missed and report them in a timely and open manner.

The accident triangle below provides a useful reminder of why it is important to report and investigate near misses:



The Director of Finance & Operations will:

- Ensure a near miss form is available and shared with staff so that all near misses can be reported in a timely manner.
- Reiterate that no near miss is too small and that staff can report a near miss anonymously if they wish.
- Investigate all near misses to see if a problem can be fixed before an accident occurs.
- Keep a record of all near missed reported and preventative action taken.

4.30 Personal Security and lone working

Whilst it is the responsibility of the School to provide, as far as is possible, a safe and secure environment, it is also the responsibility of all staff to take all reasonable steps to ensure their own safety and security, and that of their colleagues.

If you see strangers within School premises request identification from them if confident to do so, or report their presence to your Head of Department so that they may take appropriate action.

If you are met with threatening or abusive behaviour, stay calm, avoid raising your voice and the use of aggressive body language such as finger wagging. Call for assistance from colleagues as soon as possible.

Lone working is acceptable as long as a means of contacting others is available to the member of staff at all times. However lone working in isolated, remote or at height places is not permissible and if you find yourself potentially in this situation you must contact your line Manager who will arrange for assistance to be provided, or will make alternative suitable arrangements.

4.31 Risk Assessment

Rationale

The Management of Health and Safety at Work Regulations 1999 require that every employer shall make a suitable and sufficient assessment of:

- the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

It is essential that appropriate actions thereby identified to reduce risks are taken.

Scope of Risk Assessment

The school aims to ensure a systematic coverage of all aspects, to promote children's welfare and safety, and that of staff and other stakeholders. Risk assessment includes the following areas:

- Health and safety (premises, equipment, the school site).
- Road safety.

- Recruitment-related issues.
- Matters relating to safeguarding.
- Lessons and activities.
- Use of the school site by others.

Risks are controlled through following actions identified on individual risk assessments and through issuing and following 'Rules', 'Codes of Conduct' 'Operating Procedures' or 'Policies'.

Responsibility of Department Heads and Managers

In order to comply with this statutory undertaking the School ensures that all Heads of Department / Department Managers:

- Compile digital risk assessments for all tasks completed in their departments.
- Ensure all staff who are responsible for these tasks read the risk assessment and sign and date on a signing sheet to evidence that they will operate in line with the risk assessment.
- Ensure that a hard copy of all risk assessments are kept within the department along with the hard copy of the risk assessment signing sheet.
- Save digital copies of the risk assessments and of the risk assessment signing sheet in the relevant departments section of the shared drive: (R:)/Health & Safety/Risk Assessments
- Produce a risk assessment for any new task is to be undertaken by the department, before that task happens for the first time.

Monitoring and Review of Risk Assessment

The Domestic Bursar will ensure that risk assessments are completed in an accurate and timely manner and that all areas are covered, by:

- Making sure all staff are aware of their responsibilities.
- Issuing a deadline to all staff to ensure risk assessments are reviewed as a minimum on a 12 monthly basis.
- Producing and maintaining a document listing all risk assessments, who is responsible for them and what date they were completed/updated.
- Conducting a test by viewing a sample of all risk assessments to ensure accuracy.
- Checking signing sheets for completeness.
- Ensuring that where gaps are identified, risk assessments are subsequently completed, with all due haste.

Staff Training

The School aims to ensure that staff have the appropriate qualifications, experience and training to undertake valid risk assessments. It does this through:

- The recruitment and selection process.
- An appraisal process which identifies the scope and need for further staff development.
- A staff development programme including both internal and external training provision.
- Use of outside consultants or technical advisers to undertake certain risk assessments.
- Encouragement to staff to identify any training needs.
- Records of RA training are maintained within the staff training records.

Higher Risk Departments

It is acknowledged that some departments have an inherently higher health & safety risk than others. In schools these are traditionally, but not necessarily exclusively:

- Science
- Design & Technology
- Catering
- Maintenance, Estate & Grounds
- Physical Education

Due to the unique nature of the curriculum at Abbotsholme further higher risk areas exist:

- Outdoor Education
- Farm
- Equestrian

Department specific health & safety risks for these areas are addressed within the department specific risk assessments.

A whole school outdoor risk assessment is written and monitored and is designed to be used in conjunction with the site plan that identifies out of bounds areas.

4.32 Risk Management

Within Abbotsholme, detailed consideration of risk is the responsibility of the Headteacher in conjunction with his Senior Management Team. The SMT identify, assess and control risks throughout the year and produce an annual Risk Register for consideration at the February Achieve Advisory Board meeting. The Advisory Board reviews the Risk Register and reports on the group's risk framework to the proprietors.

In accordance with their policies the Achieve Advisory Board delegates responsibility for risk management in the Schools to the Headteacher and his SMT. The Headteacher is responsible for the initial identification of the risks with the support of the SMT. It is expected that these would take into account the School's strategic objectives. Following that identification of the risks, the Achieve Advisory Board takes responsibility for detailed assessment of risk at the School, and is assisted in this responsibility by input from the School's Senior Management Team.

The key controls used by the SMT and Advisory Board should include:

- Formal agendas for all Committee and Advisory Board activity;
- Detailed terms of reference for all Committees;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Formal written policies on all aspects of activity;
- Clear authorisation and approval levels for financial expenditure; and
- Vetting procedures as required by law for the protection of the vulnerable.

The Risk Register analyses:

1. The financial procedures and controls
2. The major risks to the School, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the current syllabus
- Risk of a child protection issue
- Gaps in Director skills
- Conflict of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

The measures used to protect the School against such risks, including:

- Safer recruitment of staff, Directors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls that are regularly reviewed
- Use of professional advice from such professionals as lawyers, accountants, Health and Safety consultants and architects as required
- Formal review of compliance

The Achieve Advisory Board is required to approve the Risk Register annually (as a minimum) and to endorse its submission as part of the Annual School Report.

4.33 Safety clothing and equipment

Each Head of Department will ensure that all statutory requirements, and in particular the Personal Protective Equipment at Work Regulations 1992, regarding the provision and use of safety or protective clothing and equipment are complied with.

Each Head of Department will also maintain a record of all safety or protective clothing or equipment provided to staff, pupils and visitors within their area of responsibility and ensure that such equipment is used, stored and maintained correctly, and replaced at suitable intervals so as to maintain its intended operating performance.

4.34 School Trips

Please refer to educational visits policy

The Education Visits Co-ordinator ("EVC") is responsible for the implementation of the Educational visits policy. Learning outside the classroom environment is an essential part of our curriculum.

As part of the planning process for trips trips are categorised as level 1-4. Each level requires differing levels of information to be provided and planning to take place before authorisation will be considered:

- Level 1 – Regular Offsite Trips

- Level 2 – Day / Evening Trips
- Level 3 – Residential Trips
- Level 4 – International Trips / School Holiday Trips

4.35 Security, Access Control & Workplace Safety

Our policy for the security and workplace safety at Abbotsholme School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

The policy addresses the security and safety of the following categories of people:

- Pupils
- Staff
- Visitors & Contractors
- Residential Staff

And considers the safety and security of the following areas of the estate:

- Physical buildings
- IT infrastructure
- Boarding houses
- Access control
- Parking facilities and deliveries
- External lettings
- Physical controls
- Locking of doors and windows
- Security alarms
- Security of electronic property
- Security lighting
- CCTV
- Monitoring

4.36 Slips, Trips & Falls

Slips and trips are the most common cause of injury at work. On average, they cause 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public. school aims:

- All staff will ensure the risk of trips and slips is reduced through good housekeeping and checks
- The Maintenance team will highlight hazards as part of their planned maintenance

All staff complete the iHasco eLearning slips and trips module.

4.37 Smoking

In accordance with the Smoke-Free Regulations 2006 it is against the law to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. Public transport and work vehicles used by more than one person must also be smoke free at all times. As a result of this legislation no smoking is permitted in the workplace at any time.

Anyone found smoking on School premises or within School vehicles may be subject to School disciplinary procedures.

4.38 Stress at work

Stress in the workplace is a growing problem that requires careful consideration before taking any action and the education sector is no exception. The School is aware of the need to manage stress in the workplace and seeks to provide a working environment that ensures the health, safety and welfare of all persons at work.

The school provides the following to limit stress in the workplace:

- An induction at the commencement of employment
- Provides employees with a staff handbook to explain the school's policies
- All employees have a job description so they are aware of their role
- All employees are informed of who their line manager is
- Have an annual appraisal with their line manager
- Monitors sickness
- Ensure return to work interviews take place after sickness
- Ensures appropriate training is provided so that employees can complete their roles
- Operates family friendly schemes
- Provides termly updates for all staff on school operational and strategic matters
- Provides free parking and refreshments to all employees
- Ensures breaks are taken at appropriate intervals
- Provides training appropriate to the role as and when required

4.39 Transport Policy

The transport policy ensures the promotion of road safety, fair competition and environmental protection. It is to be read and followed by anyone who drives a vehicle belonging to, or hired, or leased by the establishment. All employees must adhere to the duty of care they have to all passengers and other road users.

The establishment will use its best endeavours to ensure, so far as is reasonably practicable, that all establishment vehicles will be managed and maintained in compliance with all relevant legislation and that best practice is followed whenever possible.

The establishment will use its best endeavours to provide proper training and retraining of drivers and passenger assistants who drive its vehicles. It will also ensure the maintenance, repair, documentation and general administration of the vehicle fleet, including ensuring that all checks, inspections, and legislation compliance are undertaken in a timely and responsible manner.

For the avoidance of doubt, the definition of driving at work includes any driving activity undertaken on behalf of the establishment on the instruction of an authorised person in support of the business activities or curriculum delivery but excludes journeys made to and from the normal place of work unless specifically authorised.

The aims and objectives of the transport policy are:

- To ensure compliance with all relevant legislation to ensure the promotion of road safety, fair competition and environmental protection.
- To undertake suitable and sufficient risk assessments to ensure the safe use of all establishment vehicles.

- To identify and implement practicable systems and procedures for the safe carriage of passengers who will include (but may not be limited to) employees and students of the establishment.
- To conduct regular checks, inspections and repairs as necessary to maintain the safety of any establishment vehicle.
- To provide suitable and appropriate training and regular updates and checks to ensure that all employees who drive establishment vehicles are competent persons to carry out their driving and/or escorting duties.

4.40 Vehicular Movements

Abbotsholme School is committed to providing a safe environment for pupils, parents, visitors and staff and this includes managing vehicular movements on site. Signage, lighting, footpaths, bollards, fencing, restricted areas, drop off zones, speed limits and one way systems have been installed to ensure:

- The site is organised so that pedestrians and vehicles can circulate in a safe manner.
- That vehicles and traffic routes are separated whenever possible.
- That traffic routes are suitably signed and controlled.

The traffic movements on site policy covers deliveries, school bus transport, school minibuses, staff parking, parental & pupil parking, pedestrian routes and cyclists.

4.41 Violence, bullying or verbal abuse of staff

The school does not tolerate violence, bullying or verbal abuse of staff or pupils. It is the policy of the School keep records of incidents of this nature and to provide support to staff and pupils in matters arising from any incidents. Including criminal prosecution in cases of a serious nature.

4.42 Visitors

The School welcomes many visitors to its premises throughout the year, attending for a variety of reasons. Hosts are required to take responsibility for visitors during their stay and are to ensure that they are adequately instructed in any appropriate emergency and general safety procedures before being allowed to enter any teaching or work area.

Particular regard is to be given to fire and emergency evacuation procedures.

The School has a 'signing-in book', held at Reception, which requires all visitors to the School to provide certain basic details about themselves and who they are visiting, before being allowed to move further about the School. The system produces a pass for each visitor and this must be worn at all times by the visitor whilst on School premises. Passes are valid only on the day of issue and cannot be re-used.

Where needed to comply with legislation or site instructions, or where Risk Assessments and procedures dictate, personal protective equipment will be provided to visitors and required to be worn by them as is necessary for their personal safety. Visitor hosts will take responsibility for the issue of such equipment should it be necessary.

4.43 Water Hygiene

The school maintains clean drinking water facilities in good working order with sufficient outlets marked “drinking water” feeding from the mains cold water supply.

The school engages an approved and registered service provider under “The control of Legionellosis: A recommended code of conduct for service providers. To provide regular testing to ensure compliance with ACOP L8.

Regular inspection and testing of outlet water temperature takes place to ensure that water is supplied at compliant temperatures (for example not higher than 43 degrees).

4.44 Working outside normal hours

Normal working hours may vary from time to time and are dependent upon the type of work individuals carry out. It is therefore the responsibility of all staff to have obtained permission from their manager when they require to work outside normal hours. As a boarding school the site is a 24 hour site and lone working should be considered and referenced in individual risk assessments.

When working outside normal hours the following requirements must be observed: -

- Any person permitted to work out of normal hours must understand all the emergency arrangements in case of fire, accident, or other foreseeable emergency in their intended place of work, and must also appreciate the importance of reporting all accidents
- They must have means, or access to means of obtaining assistance in case of accident or emergency
- It is the responsibility of all individuals to inform their line manager of their intended location when they are to be working out of normal hours

4.45 Working at Height

The working at height policy is applicable to all employees of and workers / contractors for the school who undertake activities associated with working at height. The objectives of the policy is to ensure that the school complies with the requirements of the Work at Height Regulations and in particular to ensure that:-

- All work at height is properly planned and organised
- Those involved in work at height are trained and competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

The Maintenance Manager will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

- A flowchart is included at Appendix 2 for controlling work at height.

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person (Maintenance Manager) as appropriate ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladder. Any contractors used by the school will be expected to follow the principles of this guidance.

Section 5 – COVID-19 Policy Statement Addendum to Health & Safety Policy

Introduction

This addendum to the Abbotsholme School Health & Safety Policy relates specifically to COVID-19 and the actions required by both employers and employees to maintain a safe system and place of work.

COVID-19 Policy Scope

This policy applies to all our employees, pupils/students, contractors and visitors.

COVID-19 Policy Aims & Objectives

Our aim is to ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

Our objectives are:

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To openly communicate on health safety and welfare.

Policy Statement

The Proprietors, Advisory Board and Senior Leadership Team (SLT) recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities. We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines. Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered. This addendum should be read alongside the main Health and Safety Policy, as well as the whole school COVID-19 risk assessment and government guidance documents.

In order to discharge our responsibilities, we will collectively apply and communicate sensible risk management and safe working practices. This will involve:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review the whole school COVID-19 risk assessment to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, wherever possible;

- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes. This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees, and encourage and support all pupils, to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
- Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups where possible.
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times.

- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
 - Someone falling ill or demonstrating symptoms on site
 - Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
- Put in place arrangements for the continuing education of those children who have not yet returned to school. Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:
- The most up to date copy of the Whole School Risk assessment - this will be emailed to staff with any updates.
- First Aid during COVID-19 document -this can be found on the staff training page on Google classroom.
- Ensure that the school keeps an updated “What to do if...” document explaining what actions staff, parents, pupils and other relevant stakeholders should take under various COVID-19 related scenarios.
- Provide an appropriately staffed testing centre enabling COVID-19 Lateral Flow Tests to be provided on the school site for pupils and staff in line with the latest Government guidance.

Any changes to the policy will be brought to the attention of all employees.

Signed
 B. Farrell
 Director of Achieve Education

Signed
 S. Ruscoe - Price
 Headmaster, Abbotsholme School

Date

Date