



Abbotsholme School

Health & Safety Policy

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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 I. 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 I.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	<p>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.</p>	R. Mayfield	R. Barnes
22	January 2019	<p>Near miss policy added Policy reviewed</p>	R. Mayfield	R. Barnes

Health & Safety Policy Contents

1. Health & Safety Policy Statement
2. Responsibilities for Managing Health & Safety
 - 2.1 Achieve Education Advisory Board
 - 2.2 Director of Finance & Operations
 - 2.3 Health and Safety Committee
 - 2.4 Headmaster
 - 2.5 Senior Management Team
 - 2.6 Health & Safety Advisor
 - 2.7 School Health Advisor
 - 2.8 Housemasters / Housemistresses
 - 2.9 Teachers
 - 2.10 Support, Catering, Maintenance, Estate, Farm & Equestrian Staff
 - 2.11 Pupils
3. General Arrangements for Managing Health & Safety
 - 3.1 Training
 - 3.2 Communication
 - 3.3 Health & Safety Committee
 - 3.4 Compliance Management
 - 3.5 Safety Audits
 - 3.6 Review
4. Topics
 1. Access and egress
 2. Accident reporting & RIDDOR
 3. Animals in School
 4. Asbestos
 5. CCTV
 6. Children on School premises (Except pupils)
 7. Contractors
 8. Control of Substances Hazardous to Health (COSHH)
 9. Disabled persons
 10. Display screen equipment
 11. Drugs and Alcohol
 12. Electrical Safety
 13. Emergency Situations
 14. Environmental policy
 15. Field trips and visits to business, commerce, industry & others
 16. Fire evacuation
 17. Fire extinguishers
 18. Fire precautions
 19. Fire prevention
 20. Fire procedures
 21. Fire Risk Assessment
 22. First Aid
 23. Gas Safety

24. Hazard reporting
25. Hire of premises
26. Inspection, repair and maintenance of premises, plant & equipment
27. Manual Handling
28. Near miss reporting
28. Off site, classroom, office, workshop, farm, accommodation,
& sports facilities safety
29. Personal security
30. Risk Assessment
31. Safety clothing and equipment
32. School Trips
33. Security, access control & workplace safety
34. Slips, trips & falls
35. Smoking
36. Stress at work
37. Vehicular movements
38. Violence to staff
39. Visitors
40. Water Hygiene
41. Working at height
42. Working outside normal hours

I. 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 non-statutory advice guidance: health & safety advise on legal duties and power for local authorities, head teachers, staff and governing bodies (February 2014)
- 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 and pupils, 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 Director of Finance & Operations.

Signed
T.Zhou
Director of Achieve Education

Signed
R. Mayfield
Director of Finance & Operations

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 Director of Finance & Operations

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

- 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 Director of Finance & Operations 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 the Director of Finance & Operations 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 School Director of Finance & Operations.

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 Director of Finance & Operations 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

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- The Committee will consider areas for development of health and safety policy and guidance and will make recommendations through the Director of Finance & Operations to the Advisory Board

2.4 Headmaster

The Headmaster works closely with the Director of Finance & Operations in working to achieve the objectives of the School's Health and Safety Policy and as head of the School will:

- 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

2.5 The Senior Management Team (SMT)

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

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- 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 Director of Finance & Operations 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 specialist is an external consultant appointed by and reporting to the Director of Finance & Operations and who performs the following functions as directed by the Director of Finance & Operations:

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- The Safety Specialist has an advisory role in relation to general health and safety matters and advises on particular health and safety issues as necessary and on the requirements and interpretation of relevant legislation
 - The Safety Specialist provides advice on the development of health and safety policy and practices and the development of health and safety management systems across the School
 - The Safety Specialist will monitor the effectiveness of Department health and safety management through auditing of these systems
 - The Safety Specialist will present to the Director of Finance & Operations an annual report on the status of the School health and safety management systems and procedures, which the Director of Finance & Operations will utilise in appraising the Advisory Board as to the School's compliance with statutory obligations and School policies
 - Tri-annual review of health and safety management – Safe School Audit
 - Termly health and safety support days – content to be agreed with the Director of Finance & Operations
 - 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 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.

2.8 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 Site Services 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 Site Services 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

2.9 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

2.10 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

2.11 Pupils

All Pupils will:

- At all times whilst they are on School premises or taking part in School activities, follow the requirements of and comply with, the School Health and Safety Policy
- Obtain the consent of a member of staff in charge of an area or activity, before introducing any equipment for use on School premises, or altering any fixed installations, or removing any health and safety notices or equipment, or otherwise taking any action which may create hazards for persons using the premises or equipment present within the School
- At all times whilst in residence in School property, comply with all fire, safety and security procedures as laid down in the conditions of residence
- Not intentionally or recklessly interfere with or misuse anything provided by the School in the interests of health, safety or welfare, or protection of the environment
- Conform to all instructions given to them by a member of staff, written and oral, given to ensure their personal safety and the safety of others
- Use any protective or specialist clothing, or piece of equipment, required to be worn/used during a particular activity and given to them by a member of staff with the intention of protecting them whilst carrying out that activity
- Use as directed and maintain, as demonstrated by a member of staff, any tools and equipment they may be provided with for use during their activities at the School, in good condition, reporting any potential defects to a member of staff for rectification/replacement
- Report all accidents, whether or not an injury is sustained, to a member of school staff so that the School may take action where necessary to avoid similar accidents/incidents occurring in the future
- Take personal responsibility for their own actions and undertakings when on School premises or taking part in School activities, and act in such a manner as to reduce any risk of injury or damage to premises, plant and equipment associated with those undertakings, at all times
- Specific arrangements for keys health and safety 'topics' should be read in conjunction with these arrangements.

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.

Health and safety training is a statutory requirement under Section 2 of the Health and Safety at Work Act 1974 and all employees must be trained in the undertaking of safety procedures associated with work they are required to carry out as part of their normal work duties.

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 Director of Finance & Operations 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 and Fire Warden / Marshall training is made available to all staff.

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

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

The Director of Finance & Operations 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 and safety committee

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

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 Headmaster, Director of Finance & Operations and 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.

Safety audits are the responsibility of the Director of Finance & Operations through the Appointed School Health and Safety Specialist and reports resulting from these audits will be made available to the Director of Finance & Operations and through him to the Advisory Board for their information and consideration.

Actions required as a result of audit findings will be agreed between the Director of Finance & Operations 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 and egress

Safe access and egress on School premises is maintained under normal conditions by compliance with the requirements of The Regulatory Reform (Fire Safety) Order 2005, in ensuring escape routes are kept free from obstruction and all other Fire Safety provisions are in force, at all times.

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 Director of Finance & Operations. The Director of Finance & Operations will read the report and ensure it is logged onto the Schools accident reporting system. Further investigation may be required and/or reporting by RIDDOR.
- 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 Director of Finance & Operations

All incidents involving staff, pupils, members of the general public or machinery, plant equipment and premises causing injury or damage, or having that potential, will be recorded, reported and thoroughly investigated in accordance with laid down procedures and statutory legislation.

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) or other living creatures into any School building, without the permission of the Headmaster.

Any person bringing domestic or other animals or other living creatures 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 Director of Finance & Operations. 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. 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. Contractors tendering for works related to asbestos are to ensure that their employees have current Asbestos Awareness Training.

If during the course of any School works you come across any hidden or dusty materials which you suspect may contain asbestos, stop work and get advice from our Facilities Manager, Brian Ball. He will find out if there is any asbestos present, and will assume that anything that looks like asbestos is treated as asbestos until proven otherwise. Identification of asbestos is not easy and you can only be sure if it has been tested by a specialist laboratory.

4.5 CCTV

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Abbotsholme School (the **School**). It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the School's Privacy Notice:

https://www.abbotsholme.co.uk/uploaded/Policies/Privacy_Notice.pdf

For further guidance, please review the Information Commissioner's CCTV Code of Practice (accessible here

<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The purpose of the system, objectives of the system, positioning of cameras, system maintenance, and supervision of the system, data storage, access to images, as well as complaints and queries are all covered within the policy.

4.6 Children on School premises (Except pupils)

The School acknowledges that there will be occasions when children will legitimately be on School premises and different levels of responsibility will be expected according to the individual circumstances. Hosts are required to take responsibility for any visiting children during their stay with us 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.

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

All work carried out on behalf of the School by contractors must be carried out in accordance with the Health and Safety at Work Etc. Act 1974 and all associated and subordinate legislation.

The contractor will be responsible for ensuring that all their employees, and any sub-contractors employed by them, have read and adhere to the Abbotsholme School 'Rules for Contractors' {See Appendix I}, before commencing work on any School premises.

It is the responsibility of the individual placing the order with the contractor to ensure that they understand this to be the case and that a copy of the 'Rules for Contractors' are supplied to the contractor and returned to the Site Services Manager signed, before any order for work is placed. The Site Services Manager will ensure that these records are kept up to date and contractors have been approved before being allowed to work at Abbotsholme School. The school is aware of its responsibilities under CDM regulations and ensure these are followed. Please refer to the CDM policy.

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 are provided with COSHH training by the School ensuring the following actions are completed:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be 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 will be available
- Hazard signs will be 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
 - Appropriate information, instruction and training, together with the keeping of records takes place
 - 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

Use of Display Screen Equipment has led to a number of possible concerns from operators including eye strain, fatigue, back pain and stiffness in the neck.

Each employee who uses equipment that falls within the regulations will complete a self-assessment that will be reviewed by the IT Manager. If this identifies them as a DSE user as they are using DSE for the majority of their working day The IT Manager will complete a further more detailed assessment.

Once completed, risk assessments are reviewed by Director of Finance & Operations who will provide advice and arrange for any rectifying arrangements as necessary.

Eye sight tests are provided at the expense of the school every 2 year for DSE users. If corrective spectacles are required specifically for computer work these will be provided. Employees should refer to the Display Screen Equipment Policy for more information.

4.11 Drugs and Alcohol

Any person suspected of being under the influence of alcohol or drugs will be removed from their place of work and their manager will: -

- (i) Ask the suspected person to accompany them to a private area
- (ii) Inform the person of their suspicion and ask them to make comment
- (iii) If the person suspected refuses at any stage to co-operate with this procedure, then management may suspend that person from work immediately pending further investigations
- (iv) If management suspicions are found to be correct, then that person will be suspended from work immediately. If the individual is a sub-contractor, their employer will be informed immediately
- (v) Anyone found to be working under the influence of drugs or alcohol will be subject to School disciplinary procedures, which in the case of such a serious breach of discipline and trust may result in immediate dismissal for the individual concerned.

Clearly it is in all our interests to ensure that we eliminate potential dangers from our workplace, in this instance in the form of persons undertaking their duties whilst under the influence of either drugs or alcohol.

Their actions may not only endanger themselves, but may also place in danger their colleagues and anyone else who may be in the vicinity of their workplace.

Any accident/incident where drugs or alcohol may have been a contributory factor will be investigated in order to ensure that it is not repeated.

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.

4.12 Electrical Safety

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with electrical systems and equipment. The objectives of the policy are to ensure that the school complies with the requirements of the Electricity at Work Regulations and in particular to ensure that:

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

Guidance within the policy is as follows:

- The School has appointed the Maintenance Manager to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.
- The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. 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 I to the policy.
- All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- 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.
- The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).
- 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.

- Records of any fixed system and portable appliance work will be kept by the Director of Finance & Operations or Maintenance Department. This will include repairs, servicing, maintenance or withdrawal from use.
- 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
- Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

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

4.15 Field trips and visits to industry and other establishments

Fieldwork is defined as any practical work carried out by staff or pupils of the School for the purpose of teaching and/or research in places, which are not under School control, but where the School is responsible for the safety of its staff, pupils and others who may be affected by their activities.

The Head of Department must ensure that a Risk Assessment for the field trip or visit is undertaken prior to the party leaving the School and that all staff taking part in the activity are familiar with the assessment. Staff and pupils must be fully informed of the nature of the field trip or visit, the associated hazards and the precautionary measures to be observed; this should cover the control measures which have been identified on the risk assessment.

Members of staff accompanying pupil groups on field courses are responsible for the adequate supervision of the group which will include providing them with sufficient instruction and information to ensure their own and other people's health, safety and welfare during the field trip. Due consideration must be given to first aid. Ideally, one member of staff should hold a current first aid certificate. Where this is not the case, the party leader will have considered first aid provision carefully and have discussed with the EVC how this can be done.

Members of staff may be expected, as part of their normal duties, to accompany pupils on visits to industrial premises, sites or other establishments. Whilst away from the School a member of staff will be responsible for supervising the pupil group and for ensuring they are aware of their responsibility to act with due consideration for their own and other people's health, safety and welfare visiting or working at the site or establishment.

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

There are published and well established procedures for staff to follow in the event of the sounding of a Fire Alarm and duty teams have already been assigned to perform specific functions at this time. Please refer to:

“Fire Procedure 08.15-17.00” for Day Procedures

“Fire Procedure 17.00-08.15” for Evening Procedures.

The Fire Assembly point is:
the tennis courts adjacent to the Sports Hall

Any breaches of these procedures in relation to fire safety will be considered serious and may be dealt with by the use of School disciplinary procedures.

4.17 Fire extinguishers

In attempting to put out a fire it is essential that the correct type of fire extinguisher is used. Use of the wrong type of extinguisher can increase the fire hazard and also be a danger to the extinguisher user.

The chart below shows which extinguisher is to be used on different types of fire.

Fire extinguishers and the types of fire they should be used on: -

	Water Extinguisher	Foam Extinguisher	CO ² Extinguisher	Dry Powder Extinguisher
Fire Risk				
Paper, wood, textiles & fabric	✓	✓		✓
Flammable liquids		✓	✓	✓
Electrical hazards			✓	✓
Vehicle protection		✓		✓

Under no circumstances must water-type extinguishers be used on electrical fires

Speed in action is the most important single factor in fighting all fires. Extinguishers are no substitute for the Fire Brigade but nearly all large fires start as small ones. Provided they are discovered early, fires that may otherwise become serious can usually be quenched by prompt and intelligent use of a hand held fire extinguisher.

Never re-enter a burning building, and only attempt to extinguish a fire if you feel confident to do so.

4.18 Fire precautions

Fire/Smoke control doors must be kept closed at all times to maintain fire separation in the School and to prevent the spread of fire and/or toxic smoke in the event of a fire. Corridors, doorways and escape routes must be kept clear at all times so that they are available for evacuation purposes in the event of an emergency.

All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire-fighting equipment must not be removed or repositioned without authority from the School Site Services Manager, or if you are operating at a third party premises, a senior manager within those premises.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment, must be reported immediately to the School Site Services Manager.

4.19 Fire prevention

Fire prevention is everyone's responsibility and all members of staff are expected to follow established safety procedures within their place of work, so that the safe use of electrical and gas appliances, the safe use, storage and disposal of hazardous and/or combustible materials are observed at all times.

4.20 Fire procedures

On discovering a fire: -

- Raise the fire alarm to warn other occupants of the premises that a fire has been discovered. This is achieved by breaking the glass in a fire alarm call point if the alarm has not been activated automatically by a smoke or heat sensor, and then ensuring colleagues have heard this in adjacent rooms. On external sites this will be achieved by following the individual fire instructions present at each site
- The fire duty officer will dial 9-999, stating the location of the fire, e.g. Office adjacent reception on ground floor of the main building, etc.,
- Only if it is appropriate to do so should the fire be tackled by members of staff with the hand held portable fire extinguishers provided, on no account should pupils be allowed to use the fire extinguishers
- Human safety must come first and if a fire has to be left then wherever possible all doors in a building should be closed by the last person leaving the premises, to prevent the fire from potentially spreading further

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 of First Aiders is located at several conspicuous points throughout the School premises including the main Reception, Dining Room, Farm, Sports facilities, outside the Health Centre and the Staff Room. A full list can always be obtained on request from the School Site Services Manager.

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 and 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 1995 (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 I 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

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.

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 and pupils 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 and 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 the requirements of the School Health and Safety Policy are met and that they co-operate fully to ensure their implementation.

They 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.

Reporting and investigating near misses allows an organisation to:

- Help prevent a recurrence
- Reveal patterns from which lessons may be learned over time
- Offers the opportunity to fix problems before they occur
- Offers the opportunity to assess the strength of the schools safety management operation.

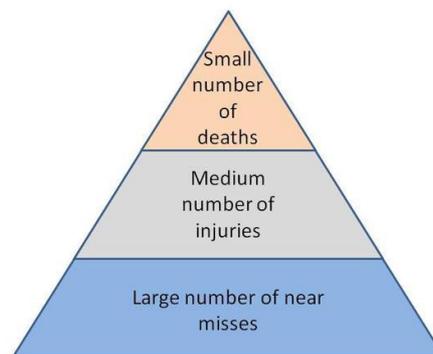
Our near miss policy is designed to:

- To minimise so far as is reasonably practicable, the risks that may lead to injuries on site before they happen.
- To raise awareness from all employees as to what constitutes a near miss.
- To encourage all employees to report all near misses (anonymously if required) so that the incident can be investigated in a timely manner.
- To develop a culture of accident prevention within the school.

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

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 sire 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 Director of Finance & Operations 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.

4.32 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.

4.33 School Trips

Comprehensive policies are in place to ensure that the following objectives are achieved for all educational visits and trips:

- To ensure that visits are well planned and significant risks are identified and managed.
- That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.
- That those in charge of visits have the necessary competence to manage situations appropriately.
- That the requirements of the Early Years Foundation Stages (EYFS) Checklist and Monitoring Reference for Inspectors are met.

The Education Visits Co-ordinator ("EVC") is responsible for the implementation of this 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

4.34 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

4.35 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. The objective of this policy is to:

- To minimise so far as is reasonably practicable, the risk relating to slips, trips and falls in the workplace.
- To ensure that all employees have received awareness training in slips, trips and falls.
- Where tasks are undertaken they are conducted so that the risk of injury is reduced as far as is reasonably practicable.

4.36 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.

4.37 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

4.38 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.

4.39 Violence to staff

It is the policy of the School to reduce, so far as is reasonably practicable, the risk of violence to staff and pupils, to keep records of incidents of violence and to provide support to staff and pupils in matters arising from any incidents.

4.40 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.

4.41 Water Hygiene

The school maintains clean drinking water facilities in good working order with sufficient outlets marked “drinking water”.

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).

4.42 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

4.43 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 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.

Signed
T. Zhou
Director of Achieve Education

Signed
R. Mayfield
Director of Finance & Operations

Date

Date