



King's College

DOHA

Health and Safety Policy

This policy is applicable to all pupils including those in Early Years

Responsibility

Individual: Principal
(assisted by the Director of Operations, who serves as Health and Safety Officer)

Board Committee: Board

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This Policy should be read in conjunction with the:

Fire Safety Management Policy
School Clinic Policy
First Aid and Sickness Policy
Lone Working Policy
Risk Assessment Policy
Pool Safety Operation Procedure
Safeguarding (Child Protection) Policy

PART 1: STATEMENT OF INTENT

Statement of Intent

The school is committed to ensuring the health, safety and welfare of its employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

To provide a safe environment for children, staff and all other persons who visit the school, and to ensure that roles and responsibilities in maintaining a healthy and safe environment are understood by the school community.

The school has a duty to:

1. Provide and maintain safe and healthy places of work and systems and methods of work with adequate facilities for the welfare of all employees and pupils and to protect all employees, pupils, visitors and members of the public in so far as they come into contact with foreseeable work hazards.
2. Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. Develop safety awareness amongst all employees and pupils.
4. Provide a safe environment for all visitors (including parents) to the school, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the school facilities.
5. Encourage full and effective two-way consultation on health and safety matters through the senior teaching and administrative staff at the school and the Health and Safety Committee.
6. Ensure that this policy is used as a practical working document and that its contents are fully publicised.
7. Keep details of this policy under constant review and in line with changing safety practices and current legislation. Information about specific aspects of Health and Safety contained in circulars and other documents from time to time should be brought to the attention of the school's Health and Safety Committee and through that committee, or directly as appropriate, to the attention of all relevant employees.

Employee Duties

This policy is largely dependent upon the co-operation of every person who works for the school and indeed all employees have a legal duty:

- to take reasonable precautions in safeguarding the health and safety of themselves and other persons who may be affected by their acts or omissions at work;
- as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as it is necessary to enable that duty or requirement to be complied with
- to observe all Health & Safety rules and procedures as laid down by the school and use all health and safety equipment provided;
- to alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage;
- to ensure that no person uses a hazardous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.

Policy Statement

The school is committed to:

- Establishing and maintaining a safe and healthy environment throughout the school for children, staff and other people who come onto the school premises through a thorough risk assessment process.
- To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
- To develop safety awareness amongst all employees and pupils.
- To provide a safe environment for all visitors to either school, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the school facilities.
- Formulating effective procedures for use in the case of fire or other emergencies, and for evacuating the school premises, and for accident and medical related incidences.
- Ensuring that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Health and Safety Objectives

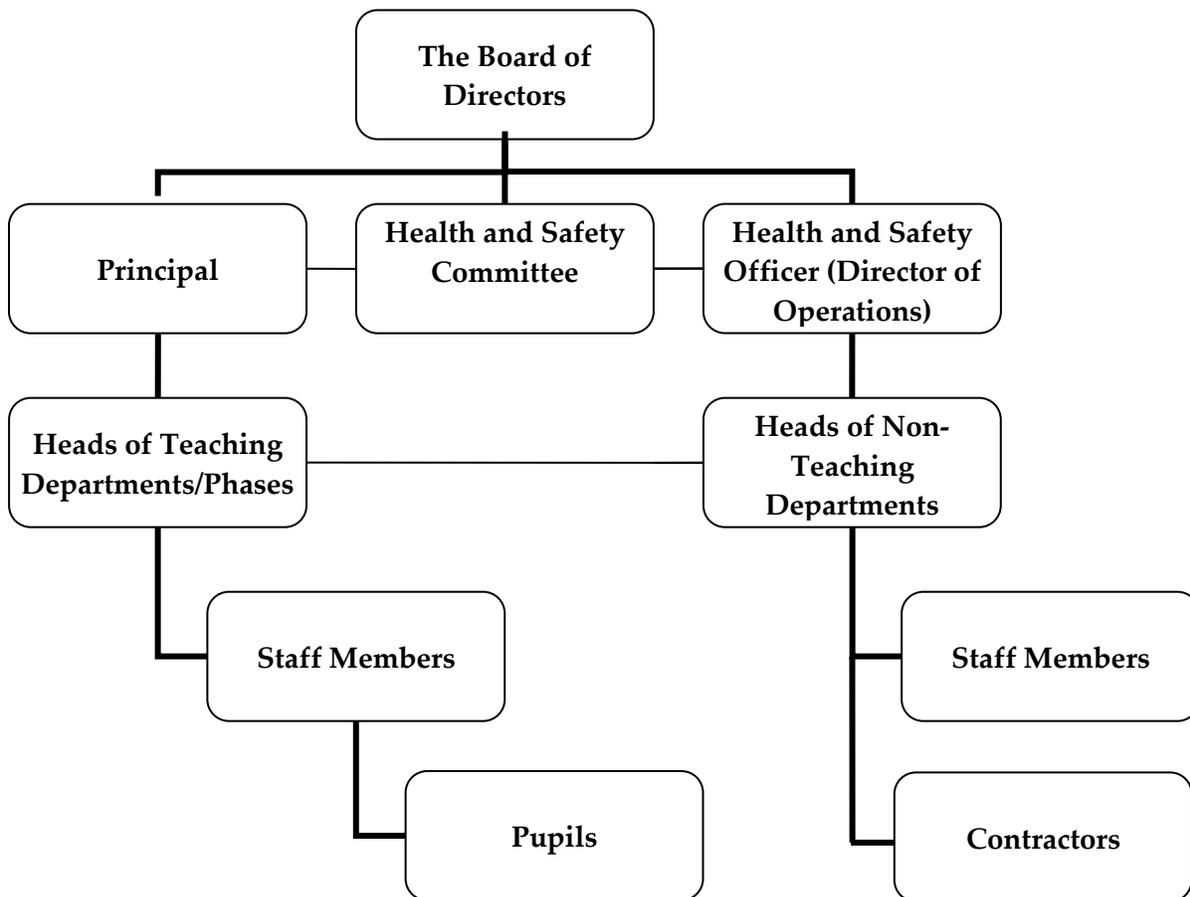
The school's objectives for Health and Safety are:

- to provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- to ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.
- to provide means of access and egress that are safe and without risks to health.

- to provide comprehensive information, instruction, training, and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- to ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- to ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- to ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.
- to ensure that all bus journeys to and from the school are the responsibility of qualified drivers and that they understand the need for care on these narrow lanes.
- to ensure all trips, whether local or extended are covered by the appropriate risk assessments.

PART 2: ORGANISATION FOR HEALTH AND SAFETY

Organisation Chart for Health and Safety



Health and Safety Committee

The Health and Safety committee is a non-executive committee for the purposes of providing a regular forum for the discussion of Health and Safety issues.

The Committee will meet half-termly and will be chaired by the Health and Safety Officer (the Director of Operations). Members of the committee may call for an emergency meeting should circumstance dictate.

Members of the Health and Safety committee will typically comprise:

- Health and Safety Officer (Chair)
- Operations team members
- HoDs – or relevant representatives including:
 - Science
 - DT
 - IT
 - Drama
- Deputy Head (Pastoral) and DSL
- Head of CCAs
- School Nurse
- Safeguarding Rep (as directed by DSL)
- Health and Safety Board member (to attend at least one meeting per year)

Other staff members may be co-opted dependent upon matters for consideration on the agenda.

Health and Safety Committee terms of reference:

The main aim of the committee is to promote the health and safety and welfare of staff, pupils and visitors.

The purpose of the committee is to:

- be responsible for the annual review of the school's Health and Safety Policy and agree such changes to the policy and related procedures and practices as are considered appropriate
- provide a forum for a two-way, non-adversarial discussion on health and safety matters
- enable managers and staff to develop ideas for the improvement of health and safety standards
- contribute to the development of policies and procedures for health and safety
- assist in the resolution of disputes on health and safety matters
- review accidents and incident reports and analyse trends for the purpose of preventing recurrences
- monitor the effectiveness of health and safety training
- promote health and safety throughout the school.

Health and Safety Roles and Responsibilities

Board of Directors

The School's Board of Directors will:

- Approve and monitor the effectiveness of the Health and Safety policy and shall revise and amend it, as necessary, on a regular basis.
- Provide advice, guidance and assistance where necessary on the policy guidelines and deadlines.

The Principal

The Principal is responsible to the Board for the Health and Safety of the employees, pupils, visitors and members of the public in relation to the running of the school, the school premises and the activities carried on there. The Principal will be assisted in this by the Health and Safety Officer (also Director of Operations), additional Operations team members and the school's professional advisers, all or any of whom may from time to time visit the school.

Taking this assistance into account, the Principal will monitor the effectiveness of this policy and its implementation at all levels. Where he thinks significant modifications are necessary, he will bring these to the attention of the Health and Safety Officer. To achieve this the Principal must have the co-operation of staff at all levels.

The Health and Safety Officer (Director of Operations)

There is to be a standing health and safety committee of which the Health and Safety Officer (Director of Operations) is Chair. The Committee shall meet at least every half-term with a brief to consider all matters relating to health and safety in the school (see Terms of Reference). The school's professional advisers or their representatives may be invited to attend meetings of the school's health and safety committee.

The Health and Safety Officer is responsible to the Principal for ensuring:

- Any accident is investigated, a formal report lodged and recommendations made and authorities are informed if necessary.
- Appropriate advice is given to staff on matters of health and safety as required.
- Assistance with training is provided when required.

In his role as Director of Operations, the Health and Safety Officer is responsible for ensuring that the planning and design of all new structural projects takes into account health and safety aspects of current building regulations, recommendations of relevant government departments and regulations and approved codes of practice.

The Health and Safety Officer is responsible to the Board for ensuring that all non-teaching staff are aware of the aspects of this policy that affect them. He is responsible for regularly monitoring the maintenance of means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. He will ensure the completion of any required repair and maintenance work. It is his responsibility, in consultation with staff responsible for escape procedures, to ensure that action is taken in respect of decisions made by the health and safety committee which relate to premises and fire.

The Health and Safety Officer, through the health and safety committee, is responsible for reminding staff of the need to complete and review risk assessments. It is accepted that risk assessments are not an end in themselves but should result in action if indicated. The purpose of a risk assessment is to produce safe systems of work and study. Risk assessments and safe systems of work will be audited as part of the annual audit programme arranged by the Health and Safety Officer. Risk Assessments for pupil trips are covered by separate policies and operate differently in each school.

Responsibilities for this role also include:

- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure the implementation, monitoring and development of the safety policies within the school.
- Ensure that staff with control of resources give due regard to safety.
- Coordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.
- Any relevant accident is investigated, a formal report lodged and recommendations made
- Ensure that advice is given to staff on matters of health & safety as required.

Heads of Departments

The Head of each department is responsible to the Health and Safety Officer (Director of Operations) for ensuring that each member of staff in the department is aware of the importance of achieving standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

Heads of Academic Departments

The head of each academic department is responsible to the Deputy Head (Academic) for ensuring:

- That the department is run according to the standards of this policy and that the teachers and technicians working in the department are aware of the contents of relevant circulars, guidance and other information.
- That each teacher or technician working in the department understands the practical application of this policy and the extent to which it applies within the department in relation to other duties arising out of their employment at the school.
- That each teacher or technician in the department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

Heads of Department should make themselves aware of the health and safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the enforcing authorities. They should be aware of current recommendations on uses and controls of equipment and chemicals, and of their storage.

Operations Team Members

The Operations team members are responsible to the Health and Safety Officer (Director of Operations) for ensuring:

- Visual checks are made on the general condition of the buildings and grounds
- Periodic checks are carried out on electrical equipment and the electrical infrastructure.

Technicians

Technicians are responsible to their head of department for the security of all materials used in the department and for ensuring that all stores are kept securely locked except when the materials are being used.

The Edureach Director of Projects

The Edureach Director of Projects is responsible for ensuring that the planning, design and construction of all new structural projects. In conjunction with this, they take responsibility for sharing all current and future building regulations and any recommendations of relevant government departments. This includes construction standards and other relevant approved codes of practice. He will take general advice on safety matters arising from relevant bodies and advise the Health and Safety Committee. He will have responsibility to ensure all works on site meet health and safety standards. Should those standards not be met or compromised the DoP has the responsibility to suspend works and to carry out the necessary review prior to works recommencing. The DoP should ensure that advice is given to staff on matters of health & safety regulations as required.

All employees of the school

All employees of the school have a responsibility to:

- Take reasonable care for the safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with Health and Safety Committee and not interfere with or misuse anything provided in the interest of health, safety and welfare.
- Notify the Director of Operations if they consider the condition of buildings, grounds, furniture, or equipment to be unsafe.
- Notify the Health and Safety Officer (Director of Operations) of any accident in which they are involved and which occurs on school premises, so this can be logged and investigated.
- To ensure that anyone injured on school premises receives first aid or, if relevant, is immediately taken to hospital.
- Make themselves familiar on a continuing basis with means of escape, fire alarm and evacuation procedures and other associated matters. Certain employees will have specific duties during fire practices and actual evacuations.
- To treat all other employees, management and pupils with dignity and respect.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements, he/she must draw these to the attention of the Principal or the Health and Safety Officer.

Please note:

- Newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention during induction.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, line managers are required to ensure that employees under their department are familiar with procedures.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Teaching Staff Towards Pupils and others in their Care

All staff are responsible for the health and safety arrangements in relation to themselves, co-workers, pupils and any volunteer workers. They will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision overall those for whom they are responsible, including pupils.
- Be aware of and implement safe working practices and to set a good example personally.
- Identify actual and potential hazards and procedures to minimize the possibility of mishap.
- Ensure that any equipment or tools used are appropriate and meet accepted safety standards.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have occurred) and take appropriate action.
- Where private vehicles (cars or buses) are used to transport children to and from school events, staff should ensure that child restraints are used.

Please note that when any member of staff considers implementing non urgent corrective action, this should first be referred to the Principal or Health and Safety Officer for consideration.

Responsibilities of Pupils

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

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and/or hygiene. (this would preclude unsuitable footwear and toys and items deemed dangerous).
- Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as is reasonably possible, to observe the safety rules of the school. (See Visitors Policy).

Lettings

The Director of Operations, as Health and Safety Officer, must ensure that:

- The means of access are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Facilities hirers are briefed about the fire procedures.
- Hirers conform with the security arrangements of the school.

PART 3: SPECIFIC PROVISIONS

Fire and Emergency Evacuation Procedures

(See Fire Safety and Prevention Policy, including Fire and Emergency Evacuation Procedure)

These procedures should be read in conjunction with the Fire Safety and Prevention Policy.

Fire is probably the most serious hazard in a school and all members of staff must be aware of the dangers and fully aware of escape routes and evacuation procedures.

Within all buildings there are automatic sensing and warning devices which are linked to an addressable system which automatically reports faults. Fire alarms are tested during term time and once during each academic break. Any false alarms or fire incidents are recorded in each school's fire log and reported to the Director of Operations. All alarm tests are logged by the 3rd party FM contractor.

There is a full range of fire extinguishers at numerous points around the school with powder or CO2 extinguishers in areas where there may be a danger of electrical fires. In order that small fires are tackled at the early stages, all staff will receive fire extinguisher training as appropriate. The school holds only fire extinguishers which comply with NFPA with Civil Defense regulations.

Black (CO2) Blue (Powder) Cream (Foam) Red (Water) Yellow (Wet Chemical)

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system. This is carried out by the school maintenance company. Regular random checks of the emergency alarm to be monitored as appropriate.

Whole school fire drills are held each term - staff must join in with the pupils in evacuating buildings in a safe and controlled manner.

All staff must be familiar with the Fire Safety and Prevention Policy.

These procedures are updated as appropriate and all staff members are to be reminded of fire procedures regularly.

Emergency Plans

Based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of buildings, including specific arrangements for visitors who may be attending a function or meeting at the school, an emergency plan has been prepared.

The aim of this plan is to ensure that buildings can be safely evacuated, any information can be available to the emergency services and that those with specific duties can be quickly and easily identified. The emergency plan includes a site plan with key areas and risks highlighted. The emergency plan is kept by the Health and Safety Officer and is reviewed annually.

An outline of the procedures for the evacuation of the premises will be made available to all contractors and visitors to the school. Visitors attending a function or meeting will be briefed prior to the commencement of activity.

First Aid and Medical Provisions (See First Aid and School Clinic Policy)

These provisions should be read in conjunction with the First Aid and School Clinic Policy.

The school maintains full medical services during the school day, including during extra-curricular activities.

The School Clinic is the immediate centre for medical and first aid treatment during term time.

A Defibrillator is located in the Main Foyer.

Please note:

- First Aid is available in the School Clinic, administered by the school nurse.
- Accidental reporting procedures as well as other medical related procedures are to be kept updated as appropriate.
- Arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff, after consultation with the Deputy Head (Pastoral), the Director of Operations and the school nurse.

Incident Recording and Reporting

An Accident Report Book is held in the School Clinic. All staff related accidents, injuries and near misses must be reported to the Head of Department who must enter the accident or injury into the accident book within 24 hours. The School Clinic staff will forward the report to the Health and Safety Officer for action. All incident reports are logged into a database.

If any member of staff has been treated at the School Clinic, the incident is recorded and staff are told to complete the injury details in the Accident Book located in the School Clinic.

For incidents that occur in academic areas, sports or external hirings, there is an Incident Report Form that needs to be filled out and then sent to the Health and Safety Officer who will then record the details. See Appendix 2 - Accident/Incident Report.

Near-Miss Reporting Form

A Near-Miss Form has been created (see Appendix 3). This will help you highlight some of the less obvious hazards in the workplace or identify areas where a problem is developing. It can be difficult to get staff to report near-misses or minor slips trips and falls, as they are often seen as funny or embarrassing occurrences (until someone is hurt). It is important to create a culture which encourages reporting of these incidents.

Fire & Emergency Evacuation Procedures

Please refer to the school's Fire Safety and Prevention Policy

Explosion/Shots Fired

If explosion/shots occur, everyone is responsible for themselves. Legally and morally, the school cannot expect anyone to stand in the line of fire and it is therefore each for themselves. This being said, in all school shootings, it has never been known for a teacher to leave the children to fend for themselves, but it could happen. Our Security guards are NOT here to save lives, and after opening gates, they would be free to run and take cover as they see fit. The School does not have armed guards on site.

All gates to be opened immediately.

If such an accident occurs, you may decide to stay locked down, or to run for the nearest exit – it will be your call. School details: King's College, Umm Al Shawil Street, Al Thumama. Telephone: 40393487.

Workplace Stress

Workplace stress is recognised by the management of the school as a legitimate problem which may affect staff and one which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a proactive approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore it is the policy of the school that, where appropriate, members of staff will be kept informed of any major changes in so far as their own activities in the workplace may be affected. Additional training is made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

Violence To Staff

The management of the school will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Violence, or the risk of violence to any employee, is considered a very serious matter and management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken.

Any employee who has been the subject of violent or abusive behaviour during their employment will be offered legal advice and representation, and counselling as appropriate.

Any injury sustained because of a violent attack will be reported in accordance with the incident reporting procedures.

Risk Assessment and Safety Audits

Please refer to the school's Risk Assessment Policy

The Health and Safety Officer (Director of Operations) is responsible for ensuring that risk assessments are undertaken in all departments throughout the school, for monitoring them on a regular basis and for reviewing them annually for audit purposes.

All Heads of Department are expected to complete workplace risk assessments together with safe systems of work where applicable. A copy of the assessments must be sent to the Health and Safety Officer for filing. The Health and Safety Officer will advise and assist where possible.

Health and Safety checks will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel. The latest risk assessment forms will act as reference points for the checks.

In accordance with the school's Risk Assessment Policy, the school will seek to ensure:

- Suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- Measures are implemented to control risk so far as reasonably practicable.
- Those affected by school activities have received suitable information on what to do.
- Risk assessments are recorded and reviewed when appropriate.

Staff receive guidance on risk assessment as part of their induction from their Head of Department or line manager. This will be refreshed on an annual basis.

Risk assessment training will be provided on specific areas where identified by the Health and Safety Committee.

Risk assessments will take the following into account:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood of the hazard causing harm
- Risk rating - assessment of the severity of the outcome of an event
- Control measures - physical measures and procedures put in place to mitigate the risk

When completing such risk assessments, the following five steps should be followed:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it if necessary.

This guidance is applicable to general risk assessment. Where more detailed guidance is required, e.g. asbestos, fire, water quality and hazardous substances, separate policy guidance is provided.

Once the risk assessment has been completed a copy must be sent to the Health and Safety Officer.

The Safety Officer(s) will be responsible for maintaining the risk assessment register.

Risk assessments will be reviewed:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if for no other reason

Safety Audits

The safety audit is an in-depth appraisal of both safety management systems and practical arrangements. To obtain the greatest value audits will be conducted, whenever possible, by somebody independent of the department that is being audited. Such audits will be arranged by the Health and Safety Officer (Director of Operations).

Staff Training

It is the duty of the school to provide induction, change (i.e. task, venue, role) and refresher training to its employees. New teaching staff will be inducted by the HR department or their own HOD/line manager. Non-teaching staff will be inducted by their HOD and will receive department specific training from their immediate supervisor dependant on job location. In all cases, the HR Department will keep a record of the training given after having been signed by the employee.

Summoning Support

In the event of a serious accident the ambulance service should be called without delay using the nearest telephone.

- If an external phone is used, dial 999;
- If an internal telephone is used, dial 9 for an outside line, then 999;

An ambulance called onto school premises should be met and guided to the scene. Minor injuries should be treated by first aid initially, but an ambulance must be called in any case of doubt. The medical centre is available to treat pupil injuries and to follow up on recovery.

Expectant and New Mothers

Risk assessments will be carried out on the work done by pregnant women directly a school is made aware of their condition. These risk assessments will be regularly updated as the pregnancy progresses and action taken to ensure that those involved are not placed at unnecessary risk. If necessary, and available, staff will be found alternative work for the remaining period of the pregnancy.

The areas of high risk to pregnant women are recognised as manual handling, vibration, slips, trips or falls and exposure to chemicals and infectious diseases.

Risk Assessments are also carried out by the Health and Safety Officer in conjunction with the Head of Department and member of staff to facilitate an easy return to work regime for new mothers.

The school recognises its responsibilities towards expectant and new mothers. Any employee requiring clarification should contact the HR department. It is the responsibility of the individual concerned to inform the school in writing if they are pregnant.

Electrical Safety

All electrical work, including items such as the fitting of a 13 Amp mains plug, must be done by trained and competent people. Every electrical system must be inspected and tested at intervals determined by risk assessment. All electrical equipment must be regularly examined to make sure it is safe - even desktop computers should be regularly checked. Poorly maintained or damaged electrical equipment such as desk lamps, photocopiers or kettles used in office environments can be dangerous.

All electrical equipment should be subject to routine periodic visual inspection to identify whether the appliance has been subject to physical damage, overheating or failure of the plug cord grip.

Where an item of electrical equipment or electrical flex or cable displays damage, and / or demonstrates a fault such as intermittent stopping etc, it should be withdrawn from use and either disposed of or repaired by a competent person.

All electrical equipment must be suitable for the purpose for which it is intended and the environment in which it will be used. Special precautions will be required in damp conditions.

The Director of Operations will arrange for portable and moveable electrical equipment to be tested when necessary.

Although no regulation exists that stipulates the frequency of testing, a risk assessed rolling programme will be in place to test school equipment and items the boarders bring in. Any electrical item considered to be dangerous will be removed.

Working At Height

This applies to any place while at work, including at or below ground level, except by a staircase in a permanent workplace.

Work at height includes:

- The use of ladders or stepladders,
- The use of scaffolding,
- Scaffold Towers.

Risk assessment should focus on:

- The people (fitness e.g. injuries which could affect ability to climb, scared of heights, susceptible to epileptic fits or other special circumstances)
- The task and activity involved
- The equipment to be used (e.g. ladders, scaffolds) including erection and dismantling
- The location (e.g. near or over water, proximity to roads, overhead power lines, confined spaces, process vessels, steam vents, explosion vents and other vents)
- The environment, poor conditions and slippery surfaces (e.g. weather temperature both hot and cold, wind)
- Application of safe procedures
- The effect on pedestrian access, rights of way, falling objects.

Emergency arrangements and rescue plan

All ladders and stepladders must be:

- Stored and handled with care to prevent damage and deterioration
- Subject to a programme of regular inspection (there should be a marking, coding or tagging system to confirm that the inspection has taken place)
- Checked by the user before use
- Taken out of use if damaged and destroyed or repaired.

Any person using ladders or stepladders must be competent and follow current safety rules.

Ladders are best only used as a means of access to a workplace. They should only be used at a place of work for low risk tasks of short duration.

Low risk means that it is not more than 6 metres high, a secure handhold is available all the time, the work involved is of light/minor nature which does not produce significant sideways or outward (for leaning ladders) forces on the equipment.

Ladders should not be used if it is reasonably practicable to use a safer alternative (scaffold, MEWP, tower scaffold or in permanent cases a staircase).

When using a ladder make sure that:

- The ladder is angled to minimise the risk of slipping outwards. As a rule of thumb, the ladder needs to be ‘one metre out for every four metres up’. (Note: rungs are about a 1/3 metre apart).
- The top of the ladder rests against a solid surface. Ladders should not rest on fragile or other insecure materials such as cement sheet, or plastic guttering. If necessary, use a stay or standoff resting on a firm surface nearby.
- Both feet of the ladder are on a firm, level footing (not house bricks or similar) with rungs horizontal and non-slip.
- All ladders should be secured from falling. This will usually be by fixing at the top, or sometimes the base.
- If the ladder cannot be fixed, a second person foots the ladder while it is being used (this also applies while the ladder is being fixed).
- The ladder extends a sufficient height (about 1m) above any landing place where people will get on and off - unless some other adequate handhold is available.
- Where ladders are used in a run measuring a vertical distance of more than 9m, suitable landing areas or platforms are provided.
- Users always face the ladder whilst climbing or descending and keep their body centred between the stiles.
- Users always maintain ‘3 point contact’ i.e. two hands, one foot or two feet one hand when ascending or descending.
- Only one person at a time to climb or work from a ladder.
- It is kept away from overhead cables and similar hazards.

Stepladders

Stepladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over-reaching. People have been killed getting down from workplaces such as loft spaces when they have stepped onto the top stop of a stepladder that has then overturned. The top step of a stepladder should not be worked from unless it has been designed for this purpose.

The small platform fitted at the top of many stepladders is designed to support tools, paint pots etc., and should not be used as a working place. However, some stepladders have been designed with larger lower platforms specially designed for standing on with adequate handrails.

Where practical, steel or aluminium stepladders fitted with secure full-length handrails and a top platform with handrails on three sides should be used. These are usually fitted with locking wheels to move them easily and then secure in position when in use.

When using a stepladder make sure that:

- It is on a secure surface and with due regard to always ensuring stability.
- It is long enough for the work in question
- There is enough space to open them out fully.
- They are kept away from overhead cables and similar hazards.

Tower scaffold and scaffolding

Tower scaffolds must only be erected by people who are trained and competent to do so.

As with scaffolding, ideally, platforms should be fully boarded out and fitted with edge protection (guardrails, intermediate rails and toe boards). There must be a safe means of access to the working platform and the scaffold inspected before use.

Tower scaffolds are often made of lightweight materials and care is needed to ensure that the scaffold remains stable while in use.

Manufacturer's instructions must be followed for erection, use and dismantling. A copy of the instruction manual will be available for reference as needed – if the scaffold has been hired, the hirer must provide this information.

Pressurised Gas Cylinders

Only trained and properly authorised staff are allowed to move and work with pressurised gas cylinders.

All cylinders must be correctly labelled in conformity with legislation and international standards. Any cylinder with inappropriate labelling must be returned to the supplier.

Cylinders should be transported on a suitable trolley to which they have been properly secured. Valves should be shut before moving and cylinders should never be rolled. Cylinders should be stored in an upright position on a firm, level, well drained surface, and if stored outside they should be stored under cover. The cylinders should be secured to prevent falling and the room should be well ventilated and, even though the schools are designated as No Smoking sites, clearly marked "**NO SMOKING**".

Cylinders containing oxygen or oxidising gases must be separated from cylinders containing flammable gases by at least 3 metres or by a fire-resistant partition. LPG (Propane or Butane) cylinders must be stored at least 3 metres away from any other type of gas cylinder. Toxic or corrosive gas cylinders (such as chlorine) must be stored separately from all other gas cylinders.

Care must be taken to ensure that any system being connected to a pressurised cylinder is designed to take the gas pressure. A check should be made for leaks as soon as the system is brought into use and after the valves have been closed.

Eye protection and other appropriate protective clothing should be worn when working with pressurised gases.

Control of Substances Hazardous to Health (COSHH)

The school recognises its duty to ensure that the exposure of its employees and others to substances that are hazardous to health is prevented. Where this is not reasonably practicable, the exposure shall be adequately controlled by other means. The school will not carry out any work liable to expose staff or others to any substance hazardous to health, unless a suitable and sufficient assessment of:

- The risk created by the work to the health and safety of the staff or others involved has been undertaken
- The steps that need to be taken to meet the requirements of the regulations and has implemented such steps Each HOD is responsible for identifying every substance that requires an assessment within their department.

The COSHH assessment shall include consideration of:

- The hazardous properties of the substance
- Information on health effects provided by the supplier, including the information given on relevant safety data sheets
- The level, type and duration of exposure
- The circumstances of the work, including the amount of substance involve
- Activities such as maintenance, where there is the potential for high levels of exposure
- Any relevant occupational exposure standard, maximum exposure limit or other similar occupational exposure limit
- The effect of preventative and control measures
- The results of relevant health surveillance
- The results of monitoring of exposure
- Circumstances where work involves exposure to more than one hazardous substance, and the risk presented by exposure to such a combination
- The approved classification of any biological agent
- Any additional information that the school might need in order to complete the assessment

The COSHH assessment must be reviewed regularly and immediately when:

- It is suspected that the assessment is no longer valid
- There has been a significant change in the work to which the assessment relates
- The results of any monitoring show it to be necessary

The assessments must be recorded and displayed where all individuals likely to be involved with the substance in question may see them.

See Appendix 4 COSHH Sheet Example - Risk and COSHH Assessment Form

Additional arrangements for specific Departments

Where a specific hazard or risk is not listed in this main school policy, it is the responsibility for the HOD/Activity/Sport to ensure that additional arrangements (safe systems of work and specific detailed risk assessments) are in place and available within the department.

Machinery

Machinery and specialised equipment should be used only by those trained in its use.

Heads of Department are responsible for ensuring that their staff are properly trained in the use of equipment and a record of training must be kept on file.

Heads of Department are responsible for checking the equipment in their department on a regular basis (at least monthly). Any faults detected by a member of staff must be reported immediately to the Head of Department. It is the responsibility of the Head of Department to take equipment out of commission if there is any doubt about its safety, particularly in respect of guarding, emergency stops or run-down times.

Noise At Work Regulations 1989

Ear defenders should be always worn when working in a noisy environment. Heads of Department must risk assess noise within their department and supply ear defenders to any worker who asks for them.

Personal Protective Equipment (PPE) Regulations 1992

The main requirement is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE should be:

- properly assessed before use to ensure it is suitable;
- maintained and stored properly;
- provided with instructions on how to use it safely; and
- used correctly by employees.

The hazards and types of PPE

Eyes

Hazards: chemical or metal splash, dust, projectiles, gas and vapour, radiation.

Options: safety spectacles, goggles, face-shields, visors.

Head

Hazards: impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: a range of helmets and bump caps.

Breathing

Hazards: dust, vapour, gas, oxygen-deficient atmospheres.

Options: disposable filtering face-piece or respirator, half-face or full-face respirators, air-fed helmets, breathing apparatus.

Protecting the body

Hazards: temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.

Options: conventional or disposable overalls, boiler suits, specialist protective clothing, e.g. chain-mail aprons, high-visibility clothing.

Hands and arms

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.

Options: gloves, gauntlets, mitts, wrist-cuffs, armllets.

Feet and legs

Hazards: wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings.

Training

Heads of Department must make sure anyone using PPE is aware of why it is needed, when it is to be used, repaired or replaced and its limitations.

Train and instruct people how to use it properly and make sure they are doing this.

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk. Never allow exemptions for those jobs which take ‘just a few minutes’.

Check regularly that PPE is being used and investigate fully any reasons why it is not. Safety signs can be useful reminders to wear PPE.

Maintenance

Equipment must be well looked after and properly stored when it is not being used, for example in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case; kept clean and in good repair - follow the manufacturer’s maintenance schedule (including recommended replacement periods and shelf lives). Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists.

Make sure suitable replacement PPE is always readily available

Food Safety

The catering contractor maintain detailed procedures for the control and monitoring of health and safety in the kitchen areas and all catering staff are made aware of the requirements laid down in the procedures. The main points of the catering procedures are:

All staff working in the kitchen areas are made aware of the following:

- Knowledge of the ways and conditions that bacteria grow and multiply
- Knowledge of the ways of preventing food poisoning and contamination
- Knowledge of cleaning methods
- Knowledge of the effect of food poisoning

- Knowledge of pest control
- Knowledge of food handlers' legal responsibilities
- Knowledge of Allergens and the system in place for managing these.

All staff engaged in the preparation or serving of food are trained to the level of competence required and will hold documentary evidence of such training.

Delivery vehicles must be checked regularly to ensure that they comply with the requirements of the procedures. If considered necessary, conditions at the supplier's premises are also checked.

Freezers and cold storage areas must be maintained at the recommended temperatures and warning devices must be in place to alert staff should the recommended temperature be exceeded. The temperature of food, both in storage and serving, is monitored regularly and records kept.

Appropriate procedures are followed for the washing of tools, implements and utensils used in the distribution and handling of food. Water temperature is monitored and there are regular visual checks on the effectiveness of the washing procedures.

Detailed procedures for healthy and safe food storage and production are maintained school kitchen.

Housekeeping And Waste Disposal

Many accidents occur because of poor housekeeping and the school is aware of their responsibilities to maintain safe and clean learning and work places.

The Director of Operations is responsible for the cleanliness of each site, including the disposal of waste. All rooms, including toilet areas, are cleaned on a daily basis. Waste and refuse is removed to central collection points on a daily basis. Appropriate PPE will be worn during cleaning and collection. Collection from these points is made by contractors on a regular basis in each school. More frequent collections are arranged if required.

Heads of Department must accept responsibility for the tidiness of their own departments. Heads of Department are expected to maintain clean and tidy work areas and any difficulties encountered must be reported immediately to the Director of Operations.

The Director of Operations will ensure that all waste produced will be disposed of in accordance with the requirements of the Environmental Protection Act, and the Special Waste Regulations, to a licensed waste disposal site via a registered carrier. Waste storage areas will be subject to a full risk assessment.

All sharp instruments, broken glass and other sharp waste materials shall be deposited in special sharps containers and labelled appropriately prior to disposal. All laboratory waste will be disposed of in the approved manner and no chemicals shall be allowed to enter the drains. Any waste which contains biological hazards will be kept separate from other waste.

Lifting and Manual Handling

There are no set specific requirements such as weight limits for lifting or moving.

The school has set the weight for an adult as 20Kg when that weight is held close to the body. If the load is held at arm's length then this limit is reduced to 10Kg. If the weight involves twisting then the limit will be reduced by 20%. Loads lifted above the shoulder or below knee level will be reduced by 50%. However, each case is analysed on an individual basis in our schools and where appropriate a risk assessment is carried out to determine overall safety limitations.

Guidelines:

- Avoid hazardous manual handling operations so far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment.

Modern medical and scientific opinion accepts the scale of the problem and stresses the importance of an ergonomic approach to remove or reduce the risk of manual handling injury. Ergonomics is sometimes described as 'fitting the job to the person, rather than the person to the job'. The ergonomic approach looks at manual handling as a whole. It takes into account a range of relevant factors, including the nature of the task, the load, the working environment and individual capability and requires worker participation.

When a more detailed assessment is necessary it should follow the broad structure set out in five categories:

- the task
- the load
- the working environment
- individual capability (this category is discussed in more detail under regulation 4(3) and its guidance); and
- other factors, for example use of protective clothing.

Each of these categories may influence the others and none of them can be considered on their own. However, to carry out an assessment in a structured way it is often helpful to begin by breaking the operations down into separate, more manageable items.

Heads of Department must fill out a risk assessment form and send a copy to the Health and Safety Officer. (Appendix 5 – Manual Handling Risk Assessment Form)

Legionella Prevention

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. The illness occurs more frequently in men than women and usually affects the middle-aged or elderly and more commonly affects smokers or people with other chest problems. Legionnaires' disease is uncommon in younger people and is very uncommon under the age of 20.

Training

The Health and Safety Officer, in conjunction with Heads of Department maintains a training strategy to ensure that staff receive appropriate and adequate training to enable them to acquire the skills and knowledge to make them competent in the health and safety aspects of their work, whatever their position in the organisation.

Line managers must ensure that all reasonable efforts are made to release staff to attend health and safety training.

Induction training

All new employees must attend induction sessions organised by the HR Manager and Health and Safety Officer to ensure that they receive adequate information on the school arrangements for health and safety, including fire precautions.

First day induction

In conjunction with the HR Manager, Line managers must ensure that new employees, work experience trainees, agency staff and other temporary staff are immediately made aware of this Health and Safety Policy and any departmental specific health and safety procedures.

Other health and safety training

Other training on specific topics such as display screen equipment (DSE), manual handling, control of substances hazardous to health (COSHH) etc. will be provided as required. Risk assessments and analysis of accidents will be used to identify training needs and target resources.

Where appropriate, job and task analysis will be used to identify the needs for individual work activities.

Records

The Health and Safety Officer maintains a separate database of training provided.

Details, including attendance lists and course programmes of any health and safety training organised by individual departments or services, must be forwarded to the Health and Safety Officer.

Lone Working

Lone workers are those people who work by themselves without close or direct supervision. This policy applies to **all** staff and pupils, in all locations on the site. The lone working policy exists to protect the individual from hazards that may have greater implications due to the absence of other staff in the work area.

Due to the varied nature of work carried out on the sites, not every situation can be cited in this policy. It should therefore be treated as a guide and if there is any doubt as to whether the policy should apply to you, or your working procedures, then you should seek advice from the Health and Safety Officer.

Many working procedures will need a risk assessment to be carried out to determine a safe protocol with respect to the lone working policy. When risk assessment shows that it is not possible for work to be carried out safely by a lone worker, arrangements for help or backup should be implemented. The work must be carried out with the knowledge of, and within a protocol agreed by the Head of Department and the Health and Safety Officer.

Principal Investigators should identify situations where there are lone workers and consider extra risk-control measures, particularly for:

- Young workers (work experience/students)
- New staff (limited experience/new techniques)
- Pregnant staff, staff with special health considerations e.g. Allergies.

Lone workers should be:

- Aware of, and understand, the risks associated with their work
- Recognise, and utilise, the relevant safety precautions
 - Protection, First Aid facilities
 - Nearest source of supervisory contact
 - Relevant incident procedures.

Members of staff working on their own **must be able to contact the Security Dept. or the emergency services** in the event of an emergency or incident.

Smoking Policy

The school is a 100% non-smoking site.

Work Areas

Smoking is not permitted in any work area. Anyone needing to smoke must obtain permission from their line manager and, if allowed, must go outside the School premises or to an area that has been designated and approved.

Vehicles

Smoking is not permitted in any school vehicle or in any vehicle on hire.

Visitors and Temporary Staff

The Health and Safety Officer will ensure that, where deemed necessary, adequate signage is clearly visible and that the Main Receptionist/Person greeting will inform all visitors of the No Smoking Policy. Staff organising courses/visits are responsible for making sure that their visitors understand and abide by the no smoking policies.

Recruitment Procedures

On appointment, all new staff members will be briefed about this policy.

Help for those who Smoke

Advice to help smokers to quit is available from the school nurse.

Enforcement of the Policy

Breaches of this policy will be subject to normal Disciplinary Procedures. Responsibility for Implementing, Monitoring and Reviewing Responsibility of this policy rests with all senior managers.

PART 4: PROVISIONS INVOLVING THIRD PARTIES AND TRANSPORT

Visitors And Security

Please refer to the Visitors' Policy

Visitors and contractors when visiting either school become our legal responsibility. We must ensure their welfare and Health and Safety, and ensure they conduct themselves in a professional manner and adhere to extant rules and standards.

What do we mean by visitor and contractor?

Some examples:

External maintenance engineers: Contractor.

Sales representatives: Visitor

Agency Staff: Contractor

Delivery Personnel: Contractor

Personnel not directly employed by the school: Visitor

Personnel attending the school: Visitor

Parents and Potential Parents: Visitor.

Procedure:

- Determine the nature of the visit so appropriate procedures may be followed.
- Check that they are clean, tidy, and presentable. Clothing appropriate to the environment in which they will be visiting/working.
- Brief them on the area evacuation and emergency procedures.
- Brief them on the alarm sound.
- Brief them on the evacuation route and assembly point.
- Appoint them a nominated person to ensure their conduct and welfare while on site.

- If working/visiting an area where there are pupils they must be supervised. Parents are permitted on the sites but must report to Reception if visiting teaching or administration areas.
- Ensure the nominated person is aware of their duties.

Security

Employees must wear their identity card in the lanyard supplied whilst in school. Staff must not remove any school documents from the site or take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. The employee may have a colleague in attendance on such rare occasions. Failure to give such permission may result in disciplinary action.

Intruders / Suspicious Behaviour of Visitors

- Under no circumstances should force be used to evict unwelcome visitors / intruders.
- If a stranger is sighted acting suspiciously, the matter should be reported to Reception immediately.
- Challenge the visitor by asking for their reason for being on the premises and request identification if appropriate. Ask them to report to Main Reception.
- The Receptionist will phone the appropriate member of staff for assistance.

Do not take any risks if you are threatened leave the situation and call for help as soon as possible.

See Appendix 1 - Emergency Contacts

Transport on School Property

Throughout the school day a number of vehicles will be entering or leaving our schools, these may include the following:

- Coaches / buses
- Staff cars / Parents' cars / Pupil vehicles
- Visitor and Contractors Vehicles
- Delivery / Collection Vehicles
- Emergency Vehicles when requested.

All the above will be subject to the following guidelines:

All visiting drivers must report to the Main Reception to sign in (see Visitors' Policy)

The speed limit within each School grounds is walking pace. All vehicles must be driven in a safe manner considering the nature of the pedestrian population especially around the Pre-Prep area. Parking is only permitted in designated areas unless specific instructions have been issued. It is recommended that staff responsible for delivery/collections request that vehicles be fitted with an audible warning reversing system.

Transport - Buses

Only approved members of staff will be asked to drive a minibus.

Before using any vehicle to transport pupils, a member of staff or a designated person must perform the following checks:

- Does the driver hold a current and appropriate driver's licence?
- Is the driver formally approved and authorised to drive the vehicle?
- Is the vehicle roadworthy?

If the driver discovers any defect with the vehicle during the journey details must be recorded in the logbook.

The responsible person will undertake a daily visual check of each vehicle covering the following points:

- Seat belts, all mirrors, horn and indicators
- Lights, side and main beam
- Hazard, brake and fog lights
- Screen wipers and washers
- Tyre pressures and driving controls
- First aid kits, fire extinguishers and emergency exits if applicable.

Defects, faults or damage must be logged and reported to the Transport Manager. Each vehicle will be subjected to a garage check.

During any journey involving the use of a bus the following rules apply:

- Plan your journey, a list of persons being transported must be taken
- Seat belts will be worn at all times
- Gangways must not be blocked with luggage
- No portable tank containing fuel will be carried
- Mobile phones will not be used whilst driving
- Frequent driver breaks will be taken. No driver will be behind the wheel for a period in excess of 4 hours without a suitable and sufficient break. Drivers who are to travel in excess of 100 miles at the end of the school day will be provided with sufficient time to ensure they are properly rested before commencing the journey.

Recreational Areas

Basic Requirements

All facilities will be properly maintained and kept in good condition. All apparatus and equipment will be inspected on a regular basis. A log of such inspections will be kept by the Director of Operations or appropriate Head of Department.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment will be drawn up. The control procedures for said equipment will be adhered to at all times.

Pupils must be reminded that while using the facility they should respect the needs of others.

Pupils must be alerted to the need to recognise faulty equipment and to report it immediately.

Skateboards, roller blades and similar equipment are not permitted on-site.

Performances and Events

For certain events and activities involving members of the public the organisers must ensure that visitors are briefed on relevant emergency procedures prior to the commencement of the event. Organisers must also establish whether any specific health and safety requirements exist relating to the said activity or event. In such circumstances organisers must:

- Act upon any appropriate recommendations in the light of the above
- Where appropriate an event entertainment licence must be obtained
- For any activity requiring such arrangements a suitable and sufficient risk assessment will be carried out. The Health and Safety Officer will advise on this requirement.

Hire of Facilities by External Organisations

The schools encourages the use of facilities by external organisations which are the responsibility of the Director of Operations.

All organisations hiring facilities in either school are required to agree and sign a “contract of hire” which contains full Terms and Conditions and to provide a Risk Assessment relating to the hiring.

Arrangements for Monitoring and Reviewing

The Director of Operations will review this Health and Safety Policy and the arrangements for health and safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of a health and safety inspection of records and procedures and regular safety tours covering all areas and activities on the whole site.

Particular attention will be given to:

- The Policy Statement
- Changes to Health and Safety laws, guidance and best practice
- Organisation
- Training and Competency
- Safe Systems of Work

- Safe Place to Work
- School trips and Transport
- Internal Communications
- Emergency Procedures, fire, flood, gas leaks, bomb alerts etc.
- Medical Facilities and Welfare
- Records and Monitoring of the Workplace
- Any other as deemed necessary in the light of changing conditions and legislation.

Following review by the Director of Operations, this policy will be ratified by the full Board annually in December.

Policy History

Date of adoption of this policy	September 2016
Date of last review of this policy	August 2022
Date for next review of this policy	August 2023
Policy owner (SLT)	Principal
Policy owner (the Board)	Chair

Appendix 1: Evacuation Procedures

1. Evacuation Procedures

Each building has specific evacuation procedures clearly displayed but in general they are:

- On hearing the fire alarm, evacuate the premises.
- The Designated Responsible Person present will decide whether to call the Fire Service using 999. The Health and Safety Officer will assist in this assessment if present.
- The Designated Senior Person will take a roll call.
- If a false alarm has occurred and the fire service have been called then the person in charge must re-dial **999**, state that a false alarm has been reported and state the cause.
- If there is a fire situation, the Designated Responsible Person will assist the Fire Service on arrival.
- On completion of a false alarm or actual fire the fire alarm system must be silenced and reset. Enter details on fire alarm activation sheet.

2. Bomb Threats

May occur in two ways:

- Telephone call advising a school of a bomb planted on site, or
- Location of an unidentified package.

Action:

- Inform the Principal and the Director of Operations, before commencing the evacuation of the premises concerned by operating the fire alarm system.
- Telephone **999** and summon the help of the emergency services.
- Move staff and pupils away from the building involved, to a safe area and distance.

Appendix 2: Accident/Incident Report Form

Accident/Incident Report			
Name of Person Involved		Date and Time	
Nature of Incident/Accident & Location			
Details of any first aid given			
Treatment given by school clinic or sent to A&E			
Action to be taken to avoid similar incident			
Name		Date Copy sent to H&S Officer:	
Signature			
Date		Date Filed & Report Number.	

Appendix 3: Near-Miss Reporting Form

Near-Miss Report Form			
Location:	Time:	Date:	
Tick Appropriate Box			
RED Stop Work and Report <input type="checkbox"/>	AMBER Use Caution and Report <input type="checkbox"/>	GREEN Continue and Report <input type="checkbox"/>	
Type of Concern			
Unsafe Act <input type="checkbox"/> Unsafe Condition of Area <input type="checkbox"/> Unsafe Condition of Equipment <input type="checkbox"/> Unsafe Use of Equipment <input type="checkbox"/> Other <input type="checkbox"/>			
Description of Near-Miss			
Reported By			
Name		Date Copy sent to H&S Officer:	
Job Role			
Date		Date Filed:	

Please send all completed forms to the Health and Safety Officer

Appendix 4: COSHH Sheet Example - Risk and COSHH Assessment Form

Department/Unit	Location	Date

Process being assessed

Chemical/Biological material/Equipment	Hazard or Risk	Approximate quantities

Who might be affected?

--

Protective measures to be adopted

--

Action to be taken in case of spillages or emergency

--

Methods of disposal of waste and discards

--

Notes and additional comments

--

Assessor(s) and date:

--

Supervisor and date:

--

Review

--

Appendix 5: Manual Handling Risk Assessment Form

Location:
Section:
Project leader:
Task assessed:
Staff involved:
Assessment carried out by:
Date:
Signed:

Part A: The Workplace And Work Environment

Delete as applicable

Is the space sufficient to allow safe lifting techniques?

Yes / No

Are there slipping or tripping hazards present in the workplace?

Yes / No

Is the lighting adequate to allow good visibility for work carried out?

Yes / No

Part B: The Task

Description of task:

Is lifting:

On a flat plane?

Yes / No

From trunk to head?

Yes / No

Above the head?

Yes / No

In seated position?

Yes / No

Combination of movements?

Yes / No

Repetitive?

Yes / No

Does it involve:

Change of grip?

Yes / No

Twisting of the trunk?

Yes / No

Require unusual strength? Yes / No
Create hazards for those with health problems? Yes / No
Require special training? Yes / No
Involve the use of protective clothing? Yes / No
Create the potential for injury to others? Yes / No

Part F: Mechanical or Other Handling Aids

List any aids provided to assist workers with the task:

Other existing precautions:

Part G: Risk Evaluation

Risk assessed as: High
Medium
Low

Part H: Action Programme

Major risk factors identified:

Additional precautions required and other recommendations:

Actions required:

Who informed:

Date of next assessment: