



Health and safety

Statement of intent

Organisation

&

Arrangements

Reviewed September 2014

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PART I

STATEMENT OF INTENT

- 1.1 The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2 The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-
 - 1.3.1 the creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level;
 - 1.3.2 to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
 - 1.3.3 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - 1.3.4 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - 1.3.5 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Consultants are available to provide relevant information and this will be disseminated to the staff as appropriate;
 - 1.3.6 to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
 - 1.3.7 to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
 - 1.3.8 to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;
 - 1.3.9 to encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
 - 1.3.10 to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;

- 1.3.11 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.3.12 to constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- 1.4 The Governors are committed to providing adequate resources to ensure its health and safety objectives and this Policy is met.
- 1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Governors and the School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.
- 1.7 The Governors and the School recognise the guidance contained in 'Managing Health and Safety in Schools' and Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intends to follow the good practice recommendations they make.
- 1.8 The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Governors and the School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfEE and intends to follow the recommendations it makes.
- 1.10 The governors consider that this Health & Safety Policy is an integral element of the overall School Business Plan and other resource policies.
- 1.11 The Governors have appointed Owen David risk Management Limited of Market Drayton as Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.
- 1.12 This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: Lady Davies of Stamford (for the Governors)

Date: December 2014

PART II

ORGANISATION

2.1 The Governors

The Governors hold the following responsibilities:

- 2.1.1 The Governors accept full responsibility for health and safety within the School;
- 2.1.2 The Governors consider that one of their primary objective is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people;
- 2.1.3 The Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School;
- 2.1.4 The Governors are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met;
- 2.1.5 They will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary;
- 2.1.6 The Governors will ensure that any changes in this Policy will be brought to the attention of all employees;
- 2.1.7 They will establish an information gathering and reporting procedure so that their decision-making on health and safety is soundly based and is current.

2.2 The Headmistress

The Headmistress holds the following responsibilities:

- 2.2.1 to ensure that the health and safety policy document is implemented within the School;
- 2.2.2 to ensure the health and safety policy document is reviewed at least annually and updated from time to time, as necessary, to ensure compliance with current legislation, recognition of good working practice and to keep the policy document in-line with changing circumstances;
- 2.2.3 to ensure that members of the senior management team (SMT) fully discharge their responsibilities for health, safety and welfare stated both implicitly and explicitly in this document;
- 2.2.4 to ensure that adequate human resources are available to allow staff safely to undertake any training which is necessary under this policy;
- 2.2.5 to ensure that adequate financial provision is made within the School budgets for health and safety requirements;
- 2.2.6 to monitor the overall effectiveness of the health and safety policy document;
- 2.2.7 to monitor the effectiveness of the SMT in their health and safety roles.

2.3 Heads of Department (Administrative, Academic and Housemistresses)

Heads of department within the School have the following responsibilities:

- 2.3.1 to ensure that employees under their control are fully aware of the health and safety policy of the School;
- 2.3.2 to ensure that employees under their control comply fully with the health and safety policy of the School;
- 2.3.3 to ensure that effective and efficient lines of communication are maintained for matters of health, safety and welfare;
- 2.3.4 to provide time for staff to undertake training required for them to discharge their responsibilities under the health and safety policy;
- 2.3.5 to establish and maintain safe working procedures for the activities of staff within their department;
- 2.3.6 to ensure that the safe working procedures in 2.3.5 are monitored, reviewed and updated in line with changing circumstances, current good practice and new legislation;
- 2.3.7 to undertake any assessments necessary under current health and safety legislation and to ensure that competent staff under their control carry out such assessments;
- 2.3.8 to nominate a competent person to act as Fire Officer;
- 2.3.9 to monitor all employees under their control and ensure strict adherence to the health and safety policy;
- 2.3.10 to monitor all employees to identify training needs to ensure compliance with the health and safety policy;
- 2.3.11 to monitor all activities to ensure that they are covered by written arrangements where necessary and to identify where improvements in health and safety can be made.

2.4 Laboratory and Ceramics Assistants

The above persons have the following responsibilities:

- 2.4.1 to ensure that they are fully aware of the health and safety policy of the School;
- 2.4.2 to ensure that they comply fully with the health and safety policy of the School;
- 2.4.3 to ensure that effective and efficient lines of communication are maintained for matters of health, safety and welfare;
- 2.4.4 to undertake training required for them to discharge their responsibilities under the health and safety policy;
- 2.4.5 to establish and maintain safe working procedures for the activities of their departments;

- 2.4.6 to ensure that the safe working procedures in 2.3.5 are monitored, reviewed and updated in line with changing circumstances, current good practice and new legislation;
- 2.4.7 to undertake any assessments necessary under current health and safety legislation and to ensure that these are carried out;
- 2.4.8 to monitor and ensure strict adherence to the health and safety policy;
- 2.4.9 to monitor all activities to ensure that they are covered by written arrangements where necessary and to identify where improvements in health and safety can be made.

2.5 **Employees**

All employees should:

- 2.5.1 ensure that they are fully aware of the health and safety policy of the School;
- 2.5.2 ensure that they comply fully with the health and safety policy of the School;
- 2.5.3 ensure that effective and efficient lines of communication are maintained for matters of health, safety and welfare;
- 2.5.4 undertake training required for them to discharge their responsibilities under the health and safety policy;
- 2.5.5 establish and maintain safe working procedures for their own activities and for those who may be affected by these activities;
- 2.5.6 ensure that the safe working procedures in 2.3.5 are monitored, reviewed and updated in line with changing circumstances, current good practice and new legislation;
- 2.5.7 strict adherence to the health and safety policy;
- 2.5.8 ensure that all work items provided by their employer are used correctly and in accordance with their training and the instructions they receive to enable them to use the items safely;
- 2.5.9 to notify any shortcomings in the health and safety arrangements even when no immediate danger exists;
- 2.5.10 the employer will ensure that employees receive adequate training in order to comply with this regulation;
- 2.5.11 no employee of the School shall intentionally or recklessly misuse or interfere with any provision made by the School for the purpose of improving health & safety within the School.

2.6 **Persons not in the School's Employment**

- 2.6.1 the above, e.g. pupils, parents, visitors etc also have a duty to co-operate with Management with regard to health and safety matters and to take reasonable care of themselves and others;
- 2.6.2 the School shall ensure that they are provided with sufficient information and training to perform activities with minimal risk to their health and safety;

PART III

ARRANGEMENTS

It is the School's intention that in this part of the Policy, which will be enlarged as required, specific standards and arrangements will be established to cover specific risks and these standards will be constantly monitored.

Arrangements have been prepared and are contained in the following sub-sections:-

- 3.1 Co-ordination of Health and Safety
- 3.2 Training for Health and Safety
- 3.3 General Health and Safety Rules
- 3.4 Fire Officer
- 3.5 Fire Safety
- 3.6 Fire and Bomb Alert, Evacuation and Critical Incident Procedures
- 3.7 Emergency Procedures in the evening or during the night
- 3.8 Electricity at Work Regulations
- 3.9 Hazardous Substances
- 3.10 Health Centre
- 3.11 First Aid
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- 3.17 Trips out of School involving staff and pupils
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- 3.19 Work Placements
- 3.20 Stress
- 3.21 Pregnancy
- 3.22 Regular Inspections
- 3.23 Monitoring of Health and Safety

3.1 Co-ordination of Health and Safety

It is the aim of the School that health and safety is managed at departmental level with the Bursar acting as the health and safety representative.

3.2 Training for Health and Safety

It is essential that staff receive adequate training for the health and safety responsibilities that they are given. It is essential that the School fulfils its duties and provides such training, especially since it has delegated health and safety responsibilities to employees. If a member of staff has a particular training need then they are advised to contact their department head.

3.3 General Health and Safety Rules

- 3.3.1 Use only designated doors for entry and exit: doors for emergency use only will not be used in normal circumstances;
- 3.3.2 Always obey safety information and signs posted for your information;
- 3.3.3 Inform your line manager immediately of any health and safety problem which comes to your attention;

- 3.3.4 Immediately raise the alarm if you become aware of an emergency situation;
- 3.3.5 Do not use surfaces other than pavements, paths and roads for walking within the School grounds;
- 3.3.6 Do not enter areas of the School for which you do not have authority, e.g. boiler rooms;
- 3.3.7 Do not leave any articles in such a way that they may cause a hazard;
- 3.3.8 Do not use any material or substance without fully understanding the associated information and instructions: if you do not know, ask your line manager;
- 3.3.9 Do not use machinery or equipment for which you are not trained;
- 3.3.10 Do not use machinery which is incomplete, broken or unguarded;
- 3.3.11 Do not bring into the School any unauthorised equipment or machinery;
- 3.3.12 Do not enter upon any area designated as a Contractor's site;
- 3.3.13 Do not exceed the speed limit when driving any vehicle within the School grounds;
- 3.3.14 Do not park where there is not a designated parking space.

3.4 **Fire Officer**

There is a designated fire officer for the School and he is responsible for making sure that the buildings are clear, informing reception that the buildings have been evacuated and directing people to the assembly points.

Although it is the responsibility of all staff to act in accordance with the emergency procedures, the fire officer will endeavour to ensure that this is the case. All staff and pupils are advised to follow the instructions of the fire officer.

3.5 **Fire Safety**

- 3.5.1 Always replace the lids on bottles or containers containing flammable materials;
- 3.5.2 Make yourself familiar with the School fire precautions and procedures;
- 3.5.3 Always evacuate the building when you hear a fire alarm;
- 3.5.4 Always remember you are not a fire fighter and the best people to deal with a fire are the fire brigade;
- 3.5.5 Do not smoke in any of the buildings within the School campus;
- 3.5.6 Do not place or discard lighted matches or cigarettes in waste paper bins;
- 3.5.7 Do not prop open fire doors;
- 3.5.8 Do not remove fire extinguishers from their proper positions except in an emergency;
- 3.5.9 Do not misuse fire extinguishers;

- 3.5.10 Do not place any objects over a heat source or heating element of any description (e.g. radiators and table lamps);
- 3.5.11 Do not expose flammable materials or substances to naked flame or heat sources;
- 3.5.12 Do not park in any location likely to obstruct the Emergency Services, delivery services or special needs services.

3.6 **Fire and Bomb Alert, Evacuation and Critical Incident Procedures**

- 3.6.1. This School Policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999, Regulation 8.
- 3.6.2. The Deputy Head Pastoral is responsible for writing, and updating when necessary, the Fire Drill Procedure for the School.
- 3.6.3. Once in every term, preferably within the first fortnight, each part of the School will hold a fire drill, the timing of which will be known only to selected staff. This will be arranged by the Deputy Head Pastoral who will write a report on the fire drill which is to be sent to the Bursar for his records. Occasionally, the Headmistress/Bursar will have the power to exempt certain staff from the drill. Boarding Housemistresses will ensure an evacuation is also carried out during the hours of darkness once per term. If there is a fire drill out of hours the house mistress concerned is to write a report and forward it to the Bursar.
- 3.6.4. If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings, the drill will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.
- 3.6.5. A record will be kept by the Bursar of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the School Safety Committee.
- 3.6.6. The warning, in case of fire, shall be given by a siren or bell which is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.
- 3.6.7. The School requires that all fire alarm systems are tested monthly with the testing being done sequentially from one operating point to the next. The Domestic Bursar is responsible for arranging these tests and for ensuring that records are kept available for inspection.
- 3.6.8. Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. The School's Health & Safety Advisors are responsible for developing and documenting evacuation procedures relevant to the School and for ensuring that these are both publicised to all relevant Staff and kept readily available for inspection at all times.
- 3.6.9. Teachers are considered to be competent to implement evacuation procedures. All teachers in charge of the class will therefore be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, any subsequent movement will be decided by the Head or any other Staff that she may delegate this to, according to her individual documented procedures.

- 3.6.10. The Headmistress and Bursar will ensure that there is an effective system for ensuring that a suitable roll call is made. The incident will be managed by the most senior member of staff present.
- 3.6.11. The Bursar is responsible for implementing and documenting appropriate Procedures for ensuring the Fire Brigade is informed.
- 3.6.12. Directions for the evacuation of pupils and others will be displayed in a prominent place in classrooms, common rooms, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, gymnasiums, dining rooms, kitchens, swimming pools and boarding houses(as appropriate).
- 3.6.13. The Maintenance Department are responsible for ensuring that arrangements are made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.6.14. Exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during building occupied hours.
- 3.6.15. The Bursar and Headmistress should ensure that no unauthorised persons re-enter their School, under any circumstances, during a fire practice or actual fire emergency.
- 3.6.16. Fire drills will be conducted in accordance with the Fire Drill Procedure which is at Annex A to this Policy and can be found on notice boards throughout the School. The following procedures should be observed by all members of staff, pupils and visitors:
- 3.6.16.1. On hearing the fire alarm, leave the building immediately by the shortest route to the nearest Assembly Point guided by the member of staff in charge. Staff should, using registers where appropriate, make every effort to ensure that all their pupils are accounted for;
- 3.6.16.2. Only return to the building when advised by a person in authority that it is safe to do so;
- 3.6.16.3. On no account should the lifts in any building be used in an emergency or drill;
- 3.6.16.4. No attempt should be made to leave the School by car – this could impede the entry of the emergency vehicles;
- 3.6.16.5. The same procedure as set out in paragraphs 3.6.15.1. to 3.6.15.4. above for fire will apply for a bomb alert;
- 3.6.16.6. Should anyone see a suspect package, do not touch it but move away from it as quickly as possible and report the fact to a person in authority.
- 3.6.17. The Bursar and/or Domestic Bursar and/or Head of Maintenance will visit the site of the alarm point activated to verify that there is or is not a fire so that they can either declare a false alarm or advise the Fire Brigade on their arrival. They are not expected to fight the fire and should not expose themselves to any danger.

Heroics are NOT required.

GET THE PUPILS OUT

GET YOURSELF OUT

LEAVE THE FIRE TO THE FIRE BRIGADE

OR THE BOMB TO THE ARMY

- 3.6.18 Fire Risk Assessment - the School acknowledges that the Regulatory Reform (Fire Safety) Order 2005 applies to all School workplaces. The Bursar is responsible for ensuring that a Fire Risk Assessment is completed for each of the School workplace buildings for ensuring that this is kept readily available for inspection at all times.

The School will take into account Guidance in the HM Government Fire Safety Risk Assessment for Educational Premises.

- 3.6.19. Maintenance of Fire Precautions - the Bursar is responsible for ensuring that effective Maintenance Contracts are in place to cover all fire-fighting equipment, fire detection and alarm systems, emergency lighting systems, etc in accordance with HM Government recommendations and that records are available for inspection at all time.

- 3.6.20. Entertainment Licences - where appropriate, the Bursar is responsible for ensuring that a current Entertainment Licence is obtained and that its requirements are being fully met at all times.

3.7 Emergency Procedures in the evening or during the night

If an incident were to occur in the evening, then the senior member of staff on evening duty will be the responsible person in charge. If the fire alarm goes off, evacuation should proceed and should be managed by the housemistresses on duty. Every housemistress must take responsibility for her group of pupils and make sure that they leave the building by the correct route and then proceed to the nearest assembly point.

In the event of there actually being a fire, the responsible person should ensure that the emergency services are contacted immediately. Evacuated staff and pupils should stay at the assembly points until they have been given instruction by the emergency services.

3.8 Electricity at Work Regulations

- 3.8.1 The School will take all necessary steps to comply with the above Regulations;
- 3.8.2 The School recognises that they have to introduce a formalised system of maintenance for all electrical systems;
- 3.8.3 The School will ensure that all fixed electrical installations are inspected and tested by a competent person at least every 5 years;
- 3.8.4 The School will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises, the School will write to the pupil's parents to the effect that the School expects all equipment to be to a high standard of manufacture and maintenance;
- 3.8.5 The School will ensure that any temporary systems are inspected and tested by a competent person every 3 months. In addition, the School will ensure that fixed stage electrical installations are inspected and tested annually by a competent person, following any changes, before being energised;

- 3.8.6 The School recognises that pupils must not be exposed to voltages in excess of 25 volts. Project work will be individually assessed for potential hazards and written instructions prepared to control the risks;
- 3.8.7 The School will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise, coming into contact with live conductors at voltages above 25 volts or where large short-circuit currents could flow.

3.9 **Hazardous Substances**

- 3.9.1 Always ensure that substances are properly contained when returned to storage after use;
- 3.9.2 Always follow the correct procedures for decontaminating yourself, your clothing and equipment after use;
- 3.9.3 Do not use any substances with which you do not have a practical working knowledge or relevant training;
- 3.9.4 Do not use any substances unless you are familiar with the relevant COSHH information, and apply the correct control measures;
- 3.9.5 Do not allow hazardous substances to be used, handled or placed in the custody of unauthorised or untrained persons;
- 3.9.6 Do not eat whilst using or handling hazardous substances.

3.10 **Health Centre**

The School has a Health Centre which is manned by qualified nursing staff 24 hours per day during term time. There are also visits during the week by the local doctor who runs regular surgeries.

3.11 **First Aid**

There is a list of School first aiders and the renewal date for their qualification. This list is posted on the staff notice board in the School.

There are also First Aid kits in various locations throughout the School - (see Appendix at the end of this policy document).

When the School is being used by an outside body, then the School must ensure that they provide their own first aid cover. This should be written into their agreement when booking. If the School is organising an event, for example, a performance by the drama department or a dance/disco, then it should ensure that someone with a first aid qualification is present.

3.12 **Accident and Incident Reporting and Recording**

- 3.12.1 Accident books, which are in various locations throughout the School, must be completed for every accident involving personal injury;
- 3.12.2 All accidents and incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR (95)), must be fully reported on the appropriate form (F2508 or F2508A);

- 3.12.3. All accidents and incidents should be reported to the head of department who will inform the relevant person, make an entry in the accident book and complete the relevant form;
- 3.12.4 The Emergency Services should be contacted if it is suspected that an injury requires this course of action. All accidents resulting in injury of any kind are to be reported in the Accident Book;
- 3.12.5 Accidents of particular types and seriousness which arise out of, or in connection with, work must be reported to the Health and Safety Executive. These are accidents, **arising out of or in connection with work**, which result in:
- 1) death;
 - 2) a major injury;
 - 3) any person not at work being taken from the site of the accident to a hospital for treatment in respect of that injury;
 - 4) a dangerous occurrence;
 - 5) an employee being incapacitated for work which he/she might reasonably be expected to do for more than three consecutive days.

A list of major injuries and dangerous occurrences which must be reported to the HSE can be seen in the instructions which accompany the internal accident report form. In the case of points 1 to 4, the responsible person (in this case the employer) must notify the HSE immediately by phone or fax. A report must then be sent to the HSE on the approved form within 10 days. In the case of point 5, a report only must be sent within 10 days.

‘Accident’ also includes an act of non-consensual physical violence done to a person at work. Only physical injuries resulting from acts of violence suffered by people at work are included in this definition of ‘accident’.

A report must also be sent to the HSE if an employee is found to be suffering from an occupational disease, for example, occupational asthma, dermatitis, cramp of the forearm due to repetitive movements. A full list of reportable diseases is available from the Matron. This must be reported only if they receive a written diagnosis made out by a doctor and the ill employee’s current job involves the corresponding work activity specified in the Regulations.

Accidents, dangerous occurrences and cases of occupational disease shall be investigated by the School. The investigation will seek to determine all the factors contributing to the accident. A written report will be made by the Head of Department and should include what health and safety controls were in place, if these controls were breached or proved to be inadequate and further action which needs to be taken to strengthen the controls to ensure the health and safety of employees. Investigations may look into matters of staff training, management control, resourcing of labour, plant and materials and work systems to determine the cause of an accident/dangerous occurrence/disease. Where weaknesses are found action must be recommended and a time scale for that action agreed.

Records must be kept of all accidents, dangerous occurrences and diseases.

3.13 Departmental Health and Safety Policies

There is specific policy documentation on the following departments which is held on a separate file but forms part of this main policy document.

The departments concerned are:

- i) Art
- ii) Catering
- iii) Equestrian
- iv) Food and Nutrition
- v) Health Centre
- vi) PE and Games
- vii) Pottery and Ceramics
- viii) Science
- ix) Swimming Pool

3.14 Contractors

From time to time the School may have contractors working on its premises. The management of these contractors is fundamental to proper health and safety.

Some contractors in the School may be in construction-related activities and many accidents resulting in injury occur in this industry. It is important that those in School who commission works do so with regard to health and safety. Design of works must be carried out in accordance with the Construction, Design and Management (CDM) Regulations where these are appropriate.

The activities of contractors can affect the safety not only of those employed by the contractor but of all those who come into contact with their activities – employees, pupils, visitors and other contractors. It is the responsibility of the School to ensure the safety of all these people;

- 3.14.1 The School must ensure that contractors who work for the School are sufficiently competent to carry out their work in a safe and workman-like manner. All contractors will be made aware of the standards of health and safety required, and a questionnaire will be completed before contracts are agreed to satisfy the School of the competence of the contractor;
- 3.14.2 Employees of the School who have responsibility for engaging contractors will ensure that each contract is properly planned and executed by the contractor with regard to health and safety;
- 3.14.3 Where works are commissioned for the School through external consultants, the employees responsible for engaging the consultants should satisfy themselves that all health and safety duties are fulfilled by the consultants as if they were members of the School's own management team;
- 3.14.4 The School is responsible for ensuring that contractors working for the School are suited for the type of work required of them and are sufficiently experienced in their trade to be able to carry out their work safely;
- 3.14.5 To discharge this responsibility, managers who sign orders must carry out a checking procedure in a diligent manner. A contractor's questionnaire must be sent before a contract is formed, and this must be completed to the total satisfaction of the manager responsible;
- 3.14.6 Where contracts are sufficiently long in timescale, complex or hazardous, it falls to managers to ensure ability and experience compatible with the contract requirements. The

following list gives some possible checks which may be used **individually** or in **any combination** to ensure that contractors are able to discharge their contracts safely:

- 1) interview contractor's staff to ensure ability and understanding of contract;
- 2) require a method-statement for the works to be drawn up which is to be checked for completeness;
- 3) request and review references from other clients of the contractor;
- 4) inspect other current contracts, noting levels of supervision and safety;
- 5) review Curriculum Vitae of managers and supervisors to ensure sufficient qualification and experience;
- 6) inspect the safety record of the contractor to ensure completeness of records held and level of accidents and incidents experienced;
- 7) inspect the contractor's health and safety policy.

It is a further responsibility of School managers to ensure that all safety information is made available to contractors. This information is individual to all contracts but access restrictions and permitted working hours are examples which will be common to most contracts. It is important that such information is given to contractors before a contract is formed in order that such safety issues are, at best, conditions of the contract, or at least allowed for in the contract. If safety information is given late its requirements may not be planned for by the contractor and hasty arrangements may have to be made which will impair the quality of the safety provision;

- 3.14.7 Contractors working within Mayfield School must make themselves fully aware of the special circumstances which exist within a girls' Public School. The School is very busy, with operations continuing from early morning until late at night;
- 3.14.8 Contractors undertaking works of long duration, high degree of complexity or increased risk or hazard will be required to detail the safety plans for their work to the complete satisfaction of the School managers responsible for the contract;
- 3.14.9 Where work sites are large, a plan is required for the control of access and security of the site. The School or its Agent will require detailed method-statements for works of increased risk. Contractors will have the responsibility to plan works to ensure health and safety and this responsibility will be discharged by the production of an adequate method-statement;
- 3.14.10 The method-statement for the operation will be adhered to without exception. Deviation from an approved method-statement may only be permitted if the contractor submits a revised method-statement to be approved by the School. Only when approved shall the contractor change his method.

It is a further responsibility of any contractor:

- 1) to conform with all instructions on safe working practices issued by the School or its Agents;
- 2) to report any hazards to the School directly or via the School's Agent;
- 3) to refrain from any practice liable to cause injury or illness;

- 4) to provide adequate welfare facilities for the contractor's employees;
- 5) to provide full provision of relevant insurance for the contract and provide copies of insurance certificates for the School's records;
- 6) to ensure full compliance with all health and safety requirements applicable to themselves under current legislation;
- 7) to ensure all people under the control of the contractor act in a responsible manner at all times.

3.14.11 If a member of staff recognises that there is something which could potentially cause injury to either staff, pupils or any one else on site, then they must notify their Head of Department.

3.15 Visitors

3.15.1 The School should ensure, so far as is reasonably practicable, the health and safety of visitors to the School. Visitors will be controlled and their safety ensured by strict adherence to the procedures in this section.

3.15.2 In the event of a fire, or bomb alert, visitors should leave the building by the nearest available exit and proceed to the nearest Assembly Point.

DO NOT ENTER ANY BUILDING

Visitors should not return to the building until clearance has been given to do so;

3.15.3 All visitors shall report to Reception before proceeding to their appointment;

3.15.4 With the exception of parents and prospective parents, a 'visitor's badge' will be issued to all visitors who shall display this at all times whilst on the School's premises;

3.15.5.1 Before leaving, the visitor must return the 'visitor's badge' to Reception.

3.16 Risk Assessments

3.16.1 It is the job of the department head to instigate and co-ordinate risk assessments and to ensure that they are all completed. The department head needs to delegate the task of risk assessments to appropriate people and clearly communicate responsibilities. In some departments where risk assessments are potentially ongoing, for example in Science, there needs to be a system of checking that people are carrying out the assessments. At all times the department head must ensure that people within their department are informed of their role in the risk assessment process. Obviously the greater the risks, then the more in depth the risk assessments will have to be;

3.16.2 In the first instance, the assessor makes a list of the hazards which exist within their department. They then list the people who are affected, the controls which are in place and their overall rating of the risk (low, medium, high), as well as documenting any action which needs to be taken to reduce the risk further;

3.16.3 Once the assessments have been made, they are put into tabular form. Some of the assessments will be standardised for the same risks across different departments, for example, the use of VDUs, storage, fire, electrical hazards etc except where the risk is

significantly different. When the risk assessments are complete they are discussed with the department head, who will ultimately approve them. The department head will also discuss the courses of action that need to be taken to reduce any risks;

- 3.16.4 All **significant** risks will be documented in accordance with the Management Regulations 1999. Other risks may be discussed in the process of making the risk assessments, but only the significant risks will be written down. Each department will keep a copy of the 'Policy and Procedures' document as well as a copy of that department's own risk assessment document. A copy of the 'Policy and Procedure' document and the risk assessment documents for all departments will be kept by the Headmistress and the Bursar;
- 3.16.5 All risk assessments will be reviewed annually prior to the beginning of the new academic year. This annual review will be instigated by the department heads. The assessments may not necessarily have to be changed, but reviewing them is essential to ensure that they are still applicable to the situations for which they were formulated.

3.17 Trips out of School involving staff and pupils

When staff or pupils leave the School grounds as part of an organised trip for the purposes of their course, they will be the responsibility of the School, even though they are not on site. For this reason a **risk assessment** must be made prior to the trip taking place. Making a risk assessment is also beneficial for insurance purposes. The risk assessment must be completed by a competent person involved in organising the trip and must then be approved by the head of department. The assessment must be completed **before** the trip takes place, to enable any particular precautionary measures which may be needed to have been implemented.

The assessment must take into consideration the activities to be carried out whilst on the trip, the capabilities of the pupils, and the level of supervision required in terms of staff to pupil ratios. Each trip will be totally different and will require individual assessment. The heads of department are responsible for identifying when a risk assessment needs to be made, by whom and thus give appropriate instruction and information to the relevant member of staff.

3.18 Display Screen Equipment (VDUs)

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to users of VDUs. 'Users' as defined by the Regulations are classed as employees who habitually use display screen equipment as a significant part of their normal work.

3.18.1 Identification of a User

The possible hazards associated with display screen use are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing these is related mainly to the frequency, duration, intensity and pace of continuous use of the display screen equipment. It will generally be appropriate to classify the person concerned as a user if most or all of the following criteria apply:

- a) the individual depends on the use of the display screen to do the job, as alternative means are not available for achieving the same results;
- b) the individual has no discretion as to use or non-use of the display screen equipment;
- c) the individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- d) the individual uses the display screen equipment for continuous spells of an hour or more at a time;

- e) the individual uses the equipment in this way more or less daily;
- f) fast transfer of information between the user and screen is an important part of the job;
- g) the performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

It should be noted that nothing in the display screen equipment Regulations shall apply to display screen equipment mainly intended for public operation.

Where an employee is classed as a **user**, then the employer must ensure that workstations meet the requirements laid down in the schedule to the Regulations and are summarised here.

Guidance on workstation minimum requirements:

3.18.2 Equipment

Glare and reflection from display screen

Screens are generally manufactured without highly reflective surface finishes, but in adverse lighting conditions, reflection and glare may be a problem. In some cases an anti-glare screen may be fixed to the screen, however, this does not always resolve the problem.

Keyboard

Keyboard design should allow workers to locate and activate keys quickly, accurately and without discomfort. The choice of keyboard will be dictated by the nature of the task and determined in relation to other elements of the work system. Hand support may be incorporated into the keyboard for support while keying or at rest, depending on what the worker finds comfortable. Hand support may be provided in the form of a space between the keyboard and the front edge of the desk, or may be given by a separate hand/wrist support attached to the work surface.

Work desk or work surface

Work surface dimensions may need to be larger than conventional non-screen office work, to take account of:

- a) the range of tasks performed (e.g. screen viewing, keyboard input, use of other input devices, writing on paper etc);
- b) position and use of hands for each task;
- c) use and storage of working materials and equipment (documents, telephones etc).

Document holders are useful for work with hard copy, particularly for workers who have difficulty in refocusing. They should position working documents at a height, visual plane and, where appropriate, viewing distance similar to those of the screen; be of low reflectance; be stable; and not reduce the readability of source documents.

Work chair

The primary requirement here is that the work chair should allow the user to achieve a comfortable position. Seat height adjustments should accommodate the needs of users for the tasks performed. The Schedule to the Regulations requires the seat to be adjustable in height and the seat back to be adjustable in height and tilt. Providing the chair design meets these requirements and allows the user to achieve a comfortable posture, it is not necessary for the height of the seat back to be adjustable independently of the seat. Automatic backrest adjustments are acceptable if they provide adequate back support.

Footrests may be necessary where individual workers are unable to rest their feet flat on the floor (e.g. where the work surface cannot be adjusted to the right height in relation to other components of the workstation). Footrests should not be used when they are not necessary as this can result in poor posture.

3.18.3 **Environment**

Space requirements

Prolonged sitting in a static position can be harmful. It is most important that support surfaces for display screen and other equipment and materials used at the workstation should allow adequate clearance for postural changes. This means adequate clearances for thighs, knees, lower legs and feet under the work surface and between furniture components. The height of the workstation should allow a comfortable position for the arms and wrists, if keyboard is used.

Lighting

Lighting should be appropriate for all the tasks performed at the workstation. General lighting – by artificial lighting or natural light, or a combination, should illuminate the entire room to an adequate standard. Any supplementary individual lighting provided to cater for individual needs or a particular task should not adversely affect visual conditions at nearby workstations.

Reflections and glare

Problem which can lead to visual fatigue and stress can arise for example from unshielded bright lights or bright areas in the worker's field of view; from an imbalance between brightly and dimly lit parts of the environment; and from reflections on the screen or other parts of the workstation.

Measures to minimise these problems include: shielding, replacing or repositioning sources of light; rearranging or moving work surfaces, document or all parts of workstations; modifying the colour of reflectance walls, ceilings, furnishings etc. near the workstation; altering the intensity of vertical to horizontal illuminance; or a combination of these. Anti-glare screen filters should be considered as a last resort if other measures fail to solve the problem.

The measures that need to be taken to fulfil the requirements of the Regulations apply to employees classed as 'users' of VDUs (identification of whom is decided according to the aforementioned criteria). For employees who are not classed as 'users' but nonetheless use a VDU intermittently, some consideration should be given to them, but priority will always be given to the people who are most at risk.

Often pupils participate in work placement schemes in order to gain experience in the working environments relating to their fields of study. This will involve the pupil working in another environment outside Mayfield School.

If students are the responsibility of the Mayfield School then the School is responsible for ensuring that the workplace is safe in the first instance. Although the pupils will not be based at the School during a work placement, there is a duty on the School to ensure that they are working in a safe and healthy environment. This will have to be established prior to the placement being made.

Pupils should not be sent out to workplaces, under the responsibility of the School, without any checks being made regarding the management of health and safety in that workplace. Heads of department should ensure that appropriate procedures are in place, depending on the work involved.

3.20 **Stress**

It is accepted by Mayfield School that certain situations can cause stress to employees. Should an employee feel that stress has become a problem, he/she should first raise the matter with the relevant department head.

3.21 **Pregnancy**

According to the Management Regulations 1999, a risk assessment should be carried out for all pregnant women, as soon as the women have notified the School that they are pregnant.

The risk assessment should contain information regarding those activities which the pregnant woman has to carry out and which may affect her pregnancy or which may be uncomfortable for her to perform. The risk assessment needs to take into account the woman's increase in weight and change in shape. This can be done with the initial risk assessment, or the process can be repeated as pregnancy progresses.

The Regulations require that pregnant women should have somewhere to lie down if they need a rest during the day.

3.22 **Regular inspections**

A 'walk through' should be made of the School by the Bursar and the head of Maintenance before the start of each term checking that adequate fire and first aid signs are in place, checking that fire extinguishers are where they should be, checking that fire doors are closed, checking that there are no trips, slips or falls hazards, for example that there are no torn carpets, damaged tiles or stairs/steps etc.

3.23 **Monitoring of Health and Safety**

The health and safety policy document will be reviewed every two years as will the various departmental policies concerning health and safety.