



BICKLEY PARK SCHOOL

HEALTH AND SAFETY POLICY

2018

SECTIONS

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INTRODUCTION AND BACKGROUND

HEALTH AND SAFETY AT WORK ACT 1974

The *Health and Safety at Work Act 1974* imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons not employed by them who may be affected by their activities are not exposed by their actions to health or safety risks. Within schools, pupils, parents and visitors come into this category.

The prime purpose of the Act is to reduce accidents and improve health and safety in places of work. It is therefore important for those employed in schools to be on the lookout for hazards to health and safety and to expect joint consultation with their employers.

Section 2 of the Act places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees.

Section 7 of the Act requires employees to ensure that the ways in which they work are without risk to themselves and to other staff and visitors. They must co-operate with those with responsibilities for health and safety, e.g. by reporting areas of the premises, equipment or work practices which appear not to be safe, and by adhering to policies and instructions from those in a supervisory capacity.

All aspects of health and safety are the responsibility of the governing body.

There are also health and safety implications in the duties of the Head. These not only derive from his/her responsibilities for the care of pupils and the management of staff but also those which relate to the security and supervision of the premises and reporting to the governing body.

Part 1: General Statement of Health and Safety Policy

As governors of Bickley Park School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of the school by appointing, a governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster and Bursar. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- *The governor overseeing health and safety* chairs the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork from the school risk committee.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Main Board Meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health and Safety committee and their recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Company arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and pest control services. Any issues here are reported by the Bursar to the Health and Safety Committee
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee review this risk assessment every time it is amended..
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Health and Safety Committee.
- The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime is in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science teacher, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training when needed are provided to any member of the staff who is involved with trips, visits or minibus collections.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's notice boards. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

SignedM Hansra..... Chair of Governors, for and on behalf of the Board

Date.....14/03/2018.

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An flow chart has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section on page 9.

1. Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Headmaster

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head Master will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- Registration and control of visitors
- Catering and cleaning

He will also act as the School Health and Safety Officer, whose duties will include:

- advising the Head Master on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Head Master
- compliance with the Construction (Design and Management) Regulations
- chairing the School Risk Assessment Committee

4. Heads of Subject (Teaching)

The Heads of Subject will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities and Pool – Director of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Design & Technology - Head of Design & Technology
- Outdoor lessons - Director of Studies
- Trips and visits – Trip Leader

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. Premises Manager

The Premises Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- All Health and safety signage

6. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department
- appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports periodically on the arrangements for health and safety in all classrooms, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

7. School Risk Assessment Committee

The Committee will meet once a term, and will be chaired by the Bursar. The Chairman of Governors or the Governor who is responsible for overseeing health and safety may attend these meetings. The other members of the Committee will be:

- Director of Sport
- the Premises Manager
- the Headmaster
- Senior Pre Prep staff member

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8. The School Matrons

The School Matrons will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

9. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Head of Subject or the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

A Health and safety audit from an external provider is conducted every three years and reviewed by the BHSC. Polices are reviewed to a set timetable as agreed between the Bursar and the Headmaster. Health and Safety updates and information are received from ISBA on a regular basis

Staff Training

All staff are trained in the following aspects of health and safety:

- manual handling
- working at height
- fire safety

Designated staff are trained in risk assessment and advanced health and safety level 2

Regular reviews are conducted by the Bursar and premises manager and all staff are advised via email of any changes or changes needed to their current practice.

2.10 Committee Memberships

(a) Buildings and Health and Safety Committee

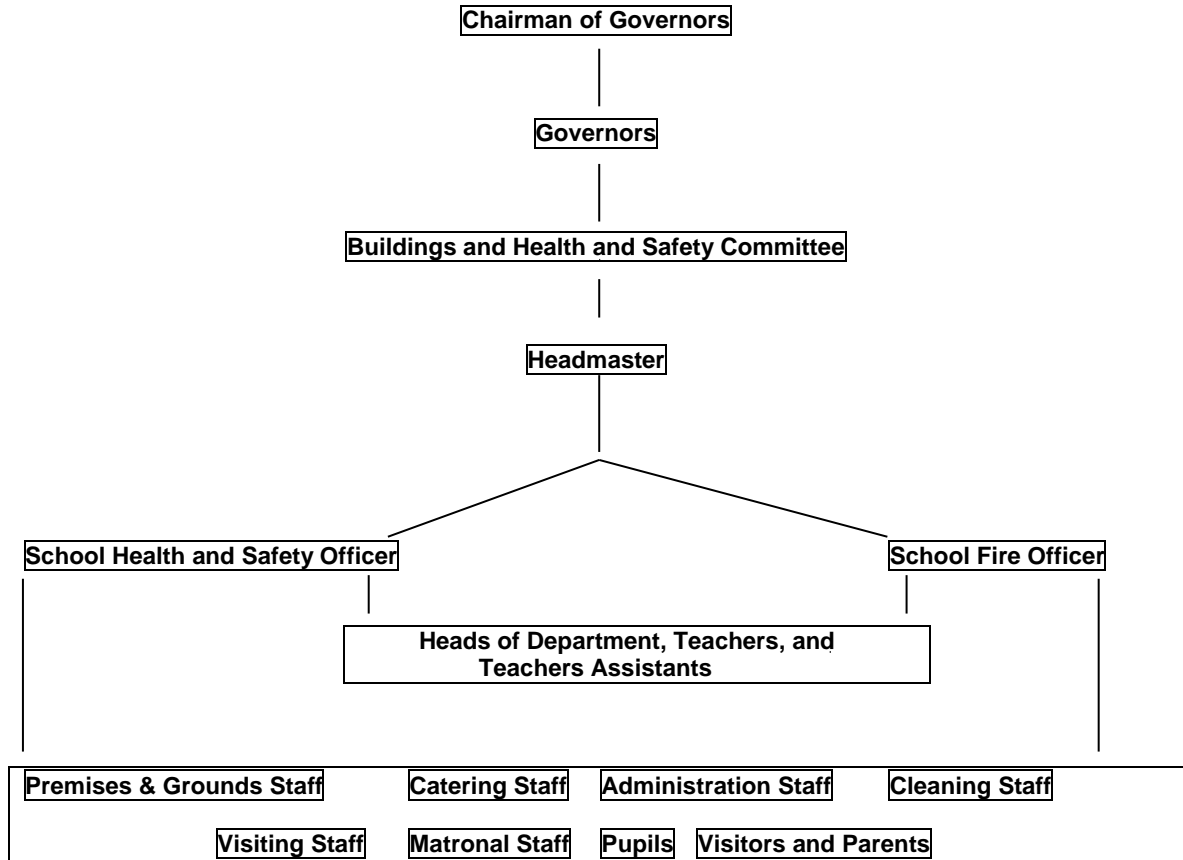
Chairman	Mrs G Nuijens	(School Governor)
Members	Mr M Hansra Mr P Wenham Mr N Wood	(Chairman of Governors) (Headmaster) (Bursar)

(b) Risk Management Committee

Chairman	Mr N Wood Mr I Wilders Mr A Hyslop Mrs J Read	(Bursar) (Premises Manager) (Head of Sport) (EYFS)
In attendance	Mr P Wenham	(Headmaster)

HEALTH AND SAFETY AT BICKLEY PARK SCHOOL

A FLOW CHART



SECTION 3: ARRANGEMENTS, RISK ASSESSMENTS AND MONITORING

The purpose of this section is to specify the practical basis on which the Health and Safety Policy is implemented, maintained and monitored within the School.

The details it contains are available to all members of staff, and training will be given as appropriate where specific duties are required or offered – e.g. the administration of first aid or the driving of the school minibuses.

As the provisions for implementing Health and Safety procedures within the School may change with changing circumstances or new legislation, this document will be reviewed annually in August or at other times when physical changes or alterations to routines take place within the School.

It should be borne in mind that although this document sets out the most important factors regarding the implementation of Health and Safety, there will inevitably be areas of added detail within Departments which would be beyond the scope of this document to include. Safety measures within the laboratories and operating procedures within the swimming pool are cases in point. In such instances recourse to the departmental documents will be necessary.

3.1 Arrangements

This section deals with how the functions allocated to individuals are carried out.

Those people most closely involved in a particular type of work will have a valuable contribution to make, to ensure that a task can be done safely, although at times it may be necessary to seek further advice from experts. The Bursar's office will have a selection of health and safety publications, but Heads of Subject should consider the acquisition of health and safety guidelines appropriate to their subject e.g. physical education/swimming, science.

The issues to be addressed in this section will include: provision of first aid: emergency procedures (fire etc): accident reporting and investigation: inspection and maintenance of plant and equipment: security of premises: access and movement of vehicles on the site.

For easy reference, each category is indexed and appended at the front of the policy document.

3.2 Risk Assessments policy

In simple terms, the purpose of risk assessment will be to:

- Identify the hazards – (*“hazard” is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees, pupils, and visitors*).
- Evaluate the risk associated with the hazard – (*“risk” is taken to mean the potential of that hazard to cause harm in the actual circumstances of the case, and the likelihood of that potential being realised*).
- Design and implement an action programme for removing or controlling that risk.
- Monitor and review performance.

In practice, this means:

- Identification of all hazards with a potential to cause harm to employees, pupils and others who may be affected.
- Assessment of the probability and severity of injury or damage (i.e. risk);
- Where a risk of serious or imminent danger has been identified, appropriate procedures for controlling exposure to this special risk must be established: sufficient competent persons to implement any procedure for evacuation from premises should be nominated; and access to the danger area for all who have not received adequate instruction must be restricted.
- Analysis of the options for eliminating, reducing, or controlling the remaining risks and then appropriate action (so far as is reasonably practical).
- Record keeping (in writing or electronic form) of the **significant findings** of risk assessment with identification of employees, pupils or visitors who may be especially at risk.
- Regular review of assessments, particularly where these may no longer be valid or where there has been a significant change in work activities, processes, etc.
- Provision of appropriate health surveillance where there is an identifiable disease or a potential adverse health condition related to work.
- Appointment of a competent person(s) to assist in complying with statutory health and safety duties.
- Provision to employees (and employees of other employers working on the premises) of comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.
- Finally, where a workplace is shared (**e.g The Lodge**), there is a need to co-operate, co-ordinate and share information relating to risks with other employees to comply with statutory duties for health and safety.

In addition and where appropriate, specific risk assessments in accordance with other regulations and codes of practice must be carried out.

The Subject Head should establish procedures to monitor health and safety performance:

- To ensure that physical controls are in place and working.
- To ensure that staff are carrying out the functions allocated to them.

This can be achieved by a nominated person (i.e. the Health & Safety Officer) or members of the department;

- Selectively carrying out or seeing reports of health and safety inspections (which should be carried out by Subject Heads) and obtaining reports of follow-up procedures.
- Checking examination and maintenance reports, e.g for fire equipment and systems, work equipment safeguards.
- Monitoring accident/incident report forms.
- Monitoring complaints and hazard reports from staff, pupils, and parents.

The School will need to establish review procedures to take cognisance of;

- Reports of Health & Safety Executive’s visits and any enforcement action.
- Details of any new health and safety legislation.
- DfEE guidance and advice.
- Other advice, e.g CLEAPSS (*Consortium for L.E.A Provision of Science Services*)

It is recommended that each department’s safety documentation and written risk assessments be adequately reviewed, and that the Risk Management Committee be regularly provided with reports accurately indicating the current state of health and safety within all departments.

The School will provide and adopt a programme for the assessment of risks at the School’s premises, with the objective of achieving a high standard of health and safety.

The Buildings and Health and Safety Committee will be responsible for establishing and thereafter revising and updating a system to ensure compliance with the School’s Health and Safety Policy and the relevant statutory requirements.

The Health and Safety Officer (The Bursar) will ensure that risk assessments are carried out at regular intervals and will review any assessment if there is reason to suspect that it is no longer valid, or there has been a significant change in the circumstances to which it relates.

The Health and Safety Officer will ensure that the results of the risk assessments are analysed and any appropriate course of action is taken. While it remains his responsibility to ensure such action, for the purposes of implementing any changes to the School’s current practice/working conditions, he may delegate tasks to suitably competent persons. He will ensure that a detailed and up-to-date record is kept of all risk assessments undertaken, the findings and the action taken.

Risk assessments are important for all Departments. They may be prepared with reference to professional help and documentation **but are ultimately the responsibility of the Heads of each Subject to which they are applicable.** The purpose of the assessments is to identify the risks, and the actions that are to be taken to manage and control them. The scale of the risk may be graded as high, medium, or low.

The practical subjects such as science, design and technology, physical education and Art present special risks, and the publications available include comprehensively written risk assessment guides.

Risk assessments at Bickley Park School will be reviewed annually to ensure that they are still valid.

<i>STEPS TO RISK ASSESSMENT</i>	
<i>Step 1</i>	<i>Look for the hazard.</i>
<i>Step 2</i>	<i>Decide who might be harmed and how.</i>
<i>Step 3</i>	<i>Evaluate the risks from the hazards and decide whether existing precautions are adequate and if more should be done.</i>
<i>Step 4</i>	<i>Record the findings.</i>
<i>Step 5</i>	<i>Review the assessment from time to time and revise it if necessary.</i>

Specific Assessments

There is an additional requirement to carry out appropriate assessments in the School under the following regulations:

COSHH. (Control of Substances Hazardous to Health)
Manual Handling Operations.
Display Screen Equipment.

What to Assess

- Teaching Activities – Science: DT: Art: Physical Education/Swimming: Drama: Outdoor lessons/school trips:-Responsibility of department heads
- Support Activities – Premises Engineer/Maintenance: Grounds, Health and Safety, walking between sites etc .
 - Premises
 - surfaces
 - windows and low level glazing
 - drains
 - grounds – trees
 - hot surfaces
 - electrical systems
 - fire
 - asbestos
 - ladders
 - scaffolding
 - mini buses
 - swimming pool
 - ventilation
 - temperature
 - lighting
 - cleanliness
 - workstations
 - condition of floors
 - traffic routes (personal)
 - provision of fencing
 - maintenance of equipment, devices, and systems
 - sanitary provisions
 - traffic route organisation (vehicular)

3.3 Monitoring

The Governing Body and the Headmaster will wish to satisfy themselves that staff are carrying out the duties ascribed to them, that all physical safeguards are in place and functioning, and that procedures are operating effectively. They may do this by;

- (a) Monitoring accident and maintenance reports, and comments received from staff, pupils and parents.
- (b) Carrying out inspections.
- (c) Reviewing the minutes of meetings of the Risk Management Committee and the action which followed from them.

3.4 Accident Reporting

Riddor '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) requires the reporting of work-related accidents, diseases and dangerous occurrences. It

applies to all work activities, but not to all incidents. The reporting of accidents and ill health at work is a legal requirement. The Bursar has full information, including a list of reportable major injuries, dangerous occurrences and diseases, together with the appropriate reporting forms.

The HSE area office to which the School should report is

H M Inspector of Health & Safety
Health & Safety Executive
London & South East Region
Southwark Office
St Dunstan`s House
201-211 Borough High Street
London SE1 1GZ

Tel: 0207 556 2100

Fax 0207 556 2200

SECTION 4: ARRANGEMENTS AND PROCEDURES

Display Screen Equipment (DSE)

Computer based equipment can be used in complete safety if a few common sense measures are taken. Adjust furniture and equipment to suit your needs – do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity.

Always report problems with your furniture, equipment or eyesight as soon as these arise.

A risk assessment of such users of work areas is conducted by the Bursar (*who maintains a specimen work station assessment sheet*)

The Health and Safety Display Screen Equipment (DSE) Regulations 1992 cover all display screen equipment (visual display units/terminals) but the majority of requirements apply only to those employees known as “users”.

What is DSE?

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

Who is a User?

The definition of a user depends on the **nature** and the **extent** of use of DSE and applies to full and part-time staff. Typically 1 hour of use daily classifies a person as a user. It is likely that there will only be a limited number of users.

Assessment of Users' Workstations

An **assessment** must be carried out on the workstations of each user and this should be recorded. The assessment should not only cover the workstation itself (VDU plus furniture), but the environment (lighting, space, noise, humidity etc.) and the interface between the computer and operator/user. A sample assessment form follows at the end of this document.

Once an assessment has been carried out, remedial action, if appropriate, should be taken.

Eye Sight Tests

An employee who habitually uses DSE as a significant part of their normal day is entitled to ask for the school to arrange and pay for an eye and eyesight test by a registered ophthalmic optician or doctor. The school will only have to pay for spectacles if the test shows the employee needs special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable for the DSE work, the school does not have to pay for the employees spectacles.

Training

All users must be provided with Health and Safety training about their equipment. In practical terms, there is likely to be considerable overlap between the training on the uses of DSE's, the software etc. and the Health and Safety training. Information on the possible effects on health should be provided (upper limb pain, fatigue and stress etc.).

Radiation

There is no radiation problem associated with display screens and anti-radiation screens are totally unnecessary; however, there may be occasions where anti-glare screens are of benefit. These may vary considerably in price.

Equipment

All new DSE installed must comply with Regulations and those responsible for purchase (IT Manager) should be familiar with the guidance to the Regulations.

Contractors

All contractors are to report to the school office to sign in before work commences. Out of hours, such work must be authorised and contractors briefed.

Contractors/Sub-contractors have a duty to work safely both for their own benefit and for that of the occupants of the School. Before any work takes place they must satisfy the School that they have adopted health & safety/site safety procedures.

Monitoring of contractors on site will be carried out by the school premises manager, and where appropriate, members of the administrative or teaching staff. If staff feel that something is dangerous then the Bursar should be informed. Segregation of the work area must be maintained wherever practicable.

No vehicles should be manoeuvred to or from the site whilst children are in the area. No equipment is to be left outside the segregated area, and all equipment is to be secured at the end of the working day.

Asbestos

The school maintains an asbestos management plan and commissioned an external asbestos survey in 2016.

Manual Handling

The *Manual Handling Operations Regulations* came into force in January 1993. The regulations cover all manual handling operations which have a hazardous element to them. Manual handling is defined as including lifting, lowering, pushing, pulling, carrying or moving any load. The School is responsible for ensuring that manual handling is avoided by employees and by pupils, so far as is reasonably practicable, where there is a risk of injury.

Where this is not possible, all manual handling operations need to be assessed; the risks involved need to be reduced to the lowest level possible, and information must be provided to employees about the nature of the loads to be carried by them. Employees are also obliged to adhere to the School's system of work provided for their use.

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Heads of Subjects must ensure that risk assessments include any high risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe systems of work, and should not take risks.

Further, staff should report any problems with working activity or equipment as soon as they occur.

(A more detailed manual handling policy is in place and reviewed every other year-manual handling policy Feb 2017pdf)

Electrical Safety

Background

The *Electricity at Work Regulations 1989* came into effect on 1 April 1990. They follow the procedure of applying sound health and safety principles rather than specific requirements. The onus of the regulations is very much on the School to assess whether the work activities which utilise electricity or which may be affected by it, give rise to danger and / or personal injury. The provisions do not stop at merely preventing electric shock but also require the School to have regard to all foreseeable risks.

HSE guidance notes recommend that *fixed* electrical installations / wiring should be properly inspected and tested by a qualified electrical engineer at least every five years, and more frequently if subject to damage.

Visual inspections of *portable* electrical appliances should be undertaken before use, and at least termly by the user. Tests using a portable appliance tester will be carried as specified by current law. The appliances which have been checked will be labelled appropriately and recorded manually. In this case, the *competent* person undertaking the tests will be the Premises Manager, and records will be maintained by him / Bursar.

No home appliance may be brought into school by staff and used on the premises without first having been inspected by the Premises Manager. The Bursar will remind staff of their obligations here periodically.

GAS SAFETY

Introduction

The Gas Safety (Installation and Use) Regulations 1998 apply to all appliances and installations covered by the Gas Act. The legislation therefore deals with the safe use of gas for heating, lighting, cooking, and other purposes. The requirements cover both natural gas and Liquid Petroleum Gas (LPG) in both bulk and transportable containers and the installation, servicing, maintenance and repair of gas appliances and fittings within the School. If/where domestic properties are provided for employees or if properties are leased by the School, these can also be affected.

Qualification and Supervision

No person is allowed to work on gas storage vessels or fittings, including appliances, unless they are competent and in membership of a 'class of person' approved by the Health and Safety Executive. This means registered persons. The School will ensure that in-house staff or contractors working on gas fittings are appropriately registered.

Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately registered persons.

Existing Gas Fittings

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made.

Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

Emergency controls and notices

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control describing the procedure to be followed in the event of a gas escape.

Maintenance

All gas appliance, installation pipe work and flues must be maintained in a safe condition.

Landlords

If/where the School acts as a 'landlord', it must ensure that gas appliance and flues are maintained in safe condition, that annual safety checks are carried out and that records are kept and issued to tenants. Where mobile and portable appliances are 'landlord' owned, the duties to ensure annual testing rests with the School.

LEGIONELLA PREVENTION

INTRODUCTION

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, but some people are at higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

SPECIFIC RESPONSIBILITIES

The School's specific day to day responsibilities for water safety include the duty to:

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Premises Manager. All testing is outsourced to a specialist water testing company. They maintain appropriate records of testing and certification.

WATER SAFETY MANUAL

Bickley Park School have employed Hydrotech Services, a firm of water safety specialists to maintain a water safety manual for all the school buildings.

The manual is reviewed and updated each time that a new measure is introduced.

PHYSICAL PREVENTATIVE MEASURES

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that have been taken in order to control the risk of legionella at the school:

The manual is updated every time that a new measure is adopted.

CONTROL MEASURES

Our risk assessments on our infrastructure identify the control measures that are necessary in order to ensure that there is no risk of contamination through legionella bacteria. The Premises Manager is tasked with arranging the following regular water checks (all of which are recorded on a data sheet) in order to maintain good water hygiene:

Taps

- Monthly temperature checks to hot water are conducted by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out to the first and last cold water taps in order to ensure that they operate at below 20 degrees C after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.
- At the end of the Summer Holidays, annually, the tanks are cleaned and the systems chlorinated.

Showers

- Shower heads and hoses are dismantled and descaled monthly.

Swimming Pool

- The water in the swimming pool is sampled daily, including at weekends.
- Chlorine and PH levels are tested every day, including at weekends.

Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ hot water tanks is inspected on a monthly basis.
- The calorifiers/hot water tanks are inspected annually.

Cold Water Systems

- All cold water systems that are unused during the holidays are also thoroughly flushed through before use.

EXTERNAL CONTROL SERVICES

We employ external contractors to help us to manage water safety in the following areas:
Heating plant

- Our boilers and heating plant are serviced annually.
- The heating system is serviced, sludge removed, annually.
- Inhibitor chemicals are topped up

Water Sampling

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly: Plumbed water coolers and water fountains are tested.

Six-Monthly: Swimming pool water is sampled and tested

Drinking water is sampled and tested

Annually: Water samples from the calorifers are tested

The thermostats on taps are checked and repaired/replaced.

Point of use water heaters are checked and serviced

Cold water tanks and pumps are inspected

Drains: Sumps are inspected and jetted annually.

RECORDS

Records are kept in the water safety manual of all water system checks.

REGISTER – HAZARDOUS MATERIALS

The School maintain a **Hazardous Materials Register** to indicate the whereabouts of such:

Register

- Chlorine
- Sodium Hypochlorate
- Petrol
- 3 x gas cylinders

All above are kept in secure environments and records are available to the fire brigade in lock boxes designed for this purpose.

Chemicals stored in the Science laboratory for education purposes are listed separately by the Head of Science and an updated copy is issued annually. A copy is also with the Bursar and in the fire brigade lock boxes.

First Aid Policy

The Prep **School Matrons** are Mrs James and Miss Johnson who are based in the medical room at The Lodge and Mrs Boulton who is based in the medical room at Pre Prep. These three staff members are the school appointed persons.

Mrs James, Miss Johnson, and Mrs Boulton will be responsible for:

- Ensuring that all required medical provisions for the school are properly in place and adequately maintained.
- Ensuring that the Headmaster and Bursar are made immediately aware of any potentially reportable accident.
- Checking at the start of each term (and more frequently as may be necessary) the contents of the first-aid boxes and eyewash stations throughout the School and in the minibuses. *However, it is the responsibility of Heads of Subject* in whose rooms eyewash stations and first aid kits are kept, to alert the Matron when replenishment is required.
- Providing first-aid kits for any study excursions and recreational outings.
- Maintaining a record of designated first aiders (see below), and ensuring refresher training is undertaken as required.
- Ensuring designated and appointed first aider notices are kept updated throughout Prep and Pre Prep.

Other designated **First Aiders** are:

Pre Prep- Paediatric first aiders-**Mrs L Stocks, Mrs J Shepherd, Mrs A Chalmers, Mrs J Ling, Miss H Showell, Mrs A Wenham, Mrs S Barnes, Mr G Love and & Mrs S Ursell.**
Prep-**Mrs D Wheeler, Mr A Hyslop, Mrs M Feridun.**

It is a school requirement in EYFS that at least one person with a current paediatric first aid qualification is on the premises at all times when children are present.

(Notes: A **designated first-aider** is a person trained and holding a current first aid certificate with a three year duration).

All staff are trained in first aid as a matter of course and this is renewed every three years at a staff inset training session.

LOCATION OF FIRST AID BOXES

The Preparatory Department

School Minibuses	Woodlawn Kitchen	Lodge Kitchen
Brandram Staff Toilet	Tidman Staff Toilet	Tidman Laboratories

D T Room and art room	Matron's office (x 3)	Sports Hall and pool
After school club	Theatre	Groundsman's Hut

The Pre-Preparatory Department

Medical Room ground floor main school	Nurseries (x 3)	Main Playground sports equipment shed
Kitchen area and dining room	Reception block in disabled T	
Food tech room ground floor	Staff room ground floor	School hall
DT/Art room second floor	Nursery outside play area/mud kitchen	Disabled toilet by dining room
Dining room by the hall	New Reception block	

There is no mandatory list of items for a first-aid container. However, the school's **minimum** provision of first-aid items is:

- A leaflet giving general advice on first aid;
- Ice packs
- Individually wrapped sterile adhesive dressings (assorted sizes); blue detectable plasters are in kitchen first aid boxes
- Sterile eyewash files
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Scissors
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- Large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- Disposable gloves.
- Equivalent or additional items are acceptable.
- Foil heat retaining blanket.

First aid rooms

Medical First aid rooms are provided at Prep and Pre Prep and contain a hand washing sink and a bed, or convertible chair/bed. Toilet facilities are in close proximity.

ACCIDENT & ILLNESS

In case of accident to children, the teacher in charge (or the duty teacher) should secure the child against further injury. In extreme cases, this requires that the child should not be moved until specialist help has arrived by ambulance.

In minor accidents and sickness, the child should be taken to Matron in the medical room at The Lodge or at Pre Prep. In an emergency, any teacher or staff member faced with a serious accident, or in doubt, should call an ambulance without delay. Remember to stress whether the location is at the Preparatory or Pre-Preparatory Department in order to prevent ambulances wasting time going to the wrong section of the School.

Parents should be notified of all accidents and of illness which is more than a headache or bilious condition. Parents should be asked to come to School to fetch the child. In special circumstances, members of staff may need to consult the Assistant Heads or Headmaster about appropriate action.

Particulars of any accident must be recorded by the teacher in charge, and/or Matron as soon as possible after the accident.

All accidents to teachers or visitors should also be entered into the Accident Book.

THE SPILLAGE OF BODILY FLUIDS

All bodily fluids are cleared to ensure hygiene is maintained at all times. Staff wear gloves and wipe small spillages with disposal paper towels, which are then placed in medical bags and disposed of in medical waste bins. Larger spillages are treated with bio man 999-emergency compound powder before clearance in the same manner. All surfaces are then cleaned thoroughly with an anti-bacterial cleaner. Spillages on the astro turf, pirate ship or timber trail are to be cleaned with hot water and then sanitised accordingly.

MEDICATION IN SCHOOL

The administration of medicines is the responsibility of parents/carers, and there is no requirement for BPS staff to undertake these responsibilities. However, as GPs often advise that pupils should attend school while still needing to take medicines, such as antibiotics, and as some pupils are on long term medication, for example for asthma, staff will be made aware of the issues involved in administering medication.

General

Information of a medical nature, as it affects pupils, is routinely sought on admission and at the beginning of each academic year. This is input to the SIMS system. All staff will also be advised, through email, announcements in meetings and information on the notice boards, of pupils suffering from the following conditions which are potentially life threatening;

- Asthma
- Epilepsy
- Diabetes
- Food Allergies (Anaphylaxis)

Administration of Medicine

With the exception of those suffering from the above four conditions, all medication should be delivered and administered in the following way:

1. Prescribed medication must be handed into the matron each morning in the original box/bottle with the prescription details by the Parent.
2. Boys should report to the appropriate medical room at those times when medication is to be taken/or be physically found on site by the Matrons.
3. Medication should be administered then retained by the Matrons.
4. Medication should if necessary be collected by the parents at the end of the day to take home.
5. All medication and medical appliances should be removed from the school and given to parents at the end of each term.

CARE A daily record should be maintained in the medical room of all children who come for medication, so ensuring that no child receives an overdose. For children who are on regular medication, such as asthmatics, the name, dose and administration times of any prescribed drug should be noted.

It is the responsibility of parents to ensure that staff are made aware of the need for a child to take medication. Pupils are not allowed to take medication of any kind without authority from the parent/carer, but school matrons have permission to dispense OTC products at their discretion.

Sufferers from Asthma, (inhaler), Diabetes (glucose or glucose rich food) or Food Allergies (Epipen) will normally deposit their medication with the matrons, and matrons or first aid trained staff should be allowed to administer it immediately symptoms appear. The nature of a food allergy attack means that the victim may be incapable of using the Epipen (a device that injects a quantity of adrenaline into the thigh). Training is given to all staff through first aid inset days ran by specialised training companies every three years. Care Plans are in place as applicable.

OTHER POINTS TO NOTE

- All staff are expected to administer to pupils or colleagues very basic `common sense` first aid in those circumstances that merit it. This might involve dressing a minor wound or treating a minor burn with cold water. Care should be taken to avoid contact with bodily fluids and, if necessary, gloves should be worn. If in any doubt staff will seek help from the Matron. In emergency circumstances where staff judge an ambulance may be required they will make that phone call and alert the Matron as quickly as possible – if necessary by sending a pupil with a message.
- On those occasions when a pupil or member of staff is suffering from a notifiable disease or infection, a general announcement will be made to all staff and parents (school post/email/meeting) Of particular importance to female staff is early notification of rubella (German Measles) and Slap Cheek amongst pupils or staff.

Proprietary analgesics such as **Anadin** or **Panadol** are not available to pupils under any circumstances. If a pupil is at a stage where he or she is so poorly that such medication is required, parents should be asked to collect the child from school. Pupils who request such medication at the School Office will be refused. In the event of a pupil returning to School following an injury or illness which will require them to take pain killers for a short time, then this must be under the direction of the Matron after the parent`s authority has been given in writing (*see above – administration of medicine*)

Emergency inhalers and Epipens

From 1 October 2014 UK schools have been allowed to purchase a salbutamol inhaler without a prescription for use in emergencies when a child with asthma cannot access their own inhaler.

Keeping an inhaler for emergency use has many benefits. It could prevent an unnecessary and traumatic trip to the hospital for a child, and potentially save their life. Parents are likely to have greater peace of mind when their child is at school.

The school keeps one emergency inhaler in the medical rooms in both sites.

The school has a more detailed policy surrounding emergency inhalers (First aid emergency inhalers in school pdf)

The school keeps a supply of Epipens in each building as allowed by law

Defibrillator

The school has purchased two defibrillators and these are in place on the wall outside the Prep sports hall entrance and on the wall outside the Administration office at Pre Prep. The mechanism will guide users through the revival process. The most recent training was received by staff in January 2018.

Medical Conditions Policy

The school maintains a medical policy. (First Aid medical conditions policy 2016pdf)

School Trips

A risk assessment including an analysis of all pupils medical conditions is carried out prior to all school trips to ensure all medicines, inhalers and Epipens are carried on such trips

Appendix 1

ANNUAL CHECKLIST FOR COMPLETION BY THE SCHOOL MATRON

FIRST AID & MEDICAL MATTERS	Y (date)	N
Has an assessment been carried out to determine the number of appointed first aiders?		
Does the School have the statutory minimum number of First Aid at Work trained first aiders (i.e 1:50 employees = fully trained first aider?		
Is all training up to date?		
Is there a register of trained first-aiders?		
Have all certificates been renewed within the last 3 years?		
Do all leaders of trips to isolated locations have basic first aid training?		
Are there adequate numbers of appointed persons? 4 appointees.		
Do all minibus drivers have basic first aid training?		
Is there a system for checking first aid boxes on a regular basis?		
Are records of first aid administered kept?		
Are accident books kept indefinitely?		
Are arrangements to report accidents in place?		
Are employees briefed on arrangements for first aid and accident reporting on induction?		
Are accident records analysed and recommendations made to reduce accidents occurring?		
Are notices displayed around the school giving the names of first aid personnel and their locations, & locations of first aid boxes?		
Has a termly check of the defib and batteries taken place and logged		
Are all fridge temperatures recorded and logged on a daily basis		
The school Epipen supply are in correct locations in each building		
PUPILS MEDICAL CONDITIONS		
Have matrons sent all staff a list of all pupils with medical conditions requiring possible staff intervention? (SIMS report)		
Are all relevant staff appropriately trained?		
Are all staff aware of pupils` conditions and who to call in an emergency?		

Appendix 2

ACCIDENT REPORTING PROCEDURES

(including the requirements of Riddor 1995)

- 1 Introduction
- 2 Definition
- 3 Reporting Procedure
- 4 Records
- 5 Investigation of Accidents

1 Introduction

The purpose of this instruction/code of practice is to:

- 1 Clarify the reporting of injuries, accidents, certain industrial diseases, and dangerous occurrences in the School.
2. Make clear the responsibility of the Headmaster or staff member in charge of the premises, and to set out the action to be taken. In general, the responsibility for reporting accidents etc. must be left with the person in charge of the premises, eg Headmaster, Assistant Heads, or someone on his behalf eg the Bursar.

2 Definitions

“**Accident**” – An “accident” is defined as an unplanned or uncontrolled event which may or may not result in personal injury or damage to property.

If in any doubt, the following should be referred to the Bursar, who has full details from the Health & Safety Executive:

- Major Injury
- Reportable Accident
- Reportable Dangerous Occurrence
- Reportable Disease

Any other accident is one in which anyone is injured, or put at risk of injury, as a result of School activities, but is not so serious as to meet the definitions above.

3 Reporting Procedures

All accidents, whether sustained by employees, members of the public, pupils, contractors, visitors etc., are to be reported on the School Accident report form. This form is to be completed fully by both the member of staff responsible for that child at the time and the matron on the same day as the accident so as to provide a complete record and avoid the need for further enquiries. Descriptions of the occurrence and details of the activities that led to it must be

specific. All accidents forms where hospital treatment is required should be completed and sent to the Bursar without delay.

It is not appropriate for such procedures to be followed for injuries or accidents of a minor nature, but it is wise to keep a record of such occurrences. A book should be kept for this purpose in the Medical Rooms in which the name of the person, date, time and nature of the occurrence and injury, together with the action taken should be noted by the Matron. In deciding what constitutes such a minor injury, staff (including Matron) should use their discretion. Minor cuts, abrasions, grazes and bruises would fall into this category. However, **any injury to the head, eyes, or neck or where the person has gone to hospital should be reported and recorded in full, and the parent / carer informed immediately. Head injuries should be reported to parents on the head injury card.**

It is the school's policy and duty to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given. This is either by telephone in cases where the parent is requested to attend the school or when it is deemed necessary by the matron in less urgent cases, or by discussing the issue with the parent at the end of the day and providing a copy of the accident form or head injury card.

Under Riddor, pupil accidents must be reported if a major injury is sustained either:

- a) during a supervised activity.
- b) At any time, if sustained as a result of a defect in the premises.
- c) If the pupil is taken to hospital by any means e.g ambulance, taxi, private car.

Death, major injury, or reportable dangerous occurrence -in the event of a reportable accident or dangerous occurrence the Headmaster and Bursar are to be informed immediately.

The accident form AR is to be completed in the usual way, (these are available in the matrons office on both sites) but in addition HSE Form 2508 will be sent by the Bursar online to www.hse.gov.uk/riddor

4 Records

The Bursar will maintain permanent records, using the report forms submitted from the Matron, and provide a report to the Buildings Health and Safety Committee each term.

For injuries and accidents of a very minor nature, it will be sufficient to make a book record as mentioned earlier.

There is a further legal requirement to maintain a record of injuries, diseases, and dangerous occurrences reported under Riddor, but it will be sufficient to retain a copy of the HSE Form 2508. These will be kept in the Bursar's office.

5 Investigation of Accidents

Except in the case of a reportable dangerous occurrence, the Bursar will take whatever steps are necessary to investigate the cause of any accident and to prevent its recurrence. These are discussed at the termly Buildings, Health and Safety meeting of Governors and trends investigated.

In the event of a major accident or dangerous occurrence, the site is to be left undisturbed as far as possible until an investigation has been completed – if necessary with the assistance of specialist advice.

Sickness prevention

Parents in EYFS are advised of our policy concerning sick children each term. The text below is the message that is currently approved to be issued. This message is also included in the medical data sheet that is sent to parents each year. (from Summer Term 2015).

“Please be advised that if your child is unwell, and you have given medication at home, then staff should be informed on arrival, when and why it was given. If your child has a fever and is clearly unwell then they should remain at home and not be sent to school. In the following cases, strict guidelines must be followed:

- If your child is suffering from a high temperature or fever, sore throat, rashes, discharges from the eyes or ears they should not attend school until all symptoms have cleared or medical advice has been sought.
- If your child is suffering from sickness and or diarrhoea, they must not attend school until they are recovered and symptom free for 48 hours.
- If your child bumps or bruises him/herself at home, please speak to a member of staff on arrival. It is important that we have information of potential medical issues.
- If your child is suffering from an infectious illness such as chicken pox, mumps or whooping cough, medical advice should be taken and the school informed.

The school reserves the right not to admit, or send home a child, should there be concerns over that child’s wellness, at the start of, or during, any time of the school day. In these instances, parents, or child minders, will always be consulted. In the interest of the good health of fellow pupils and school staff, parents are asked to adopt a common sense attitude towards illness, erring on the side of caution where necessary. If unsure, please telephone to discuss before arriving. Please ensure your child is recovered and has had **at least 48 hours** free of symptoms before returning to school in line with public health advice.

VEHICLES ON SITE

Staff are asked to exercise particular caution when driving their vehicles in the vicinity of the School or within its perimeter. The speed limit within the perimeter is 5 mph. In addition, staff are asked not to move their vehicles if at all possible during those occasions when movement of pupils close to the car parks and service roads can be expected.

Pupils and parents are expected to use the pedestrian gates at both sites to minimise the risks of accidents when entering on foot. Staff on gate duty must be vigilant in monitoring breaches of this rule. Staff are asked to report to the Bursar any incidents of excessive or careless driving they observe – this is likely to involve visitors to the School, Contractors or vehicles making deliveries. The school maintains a comprehensive on site vehicle movement policy. (further information in school policy(on-site vehicle movements and parking)

Traffic committee

The school traffic committee meets approximately three times per year or more if needs be. This is formed of the Headmaster, Bursar, Health and Safety governor and two parents. The committee meets with local councillors to push cases for road and traffic safety.

VIOLENCE TO STAFF

Violence to employees of the School is not regarded as acceptable, and any threat of violence perceived by a member of staff will be taken seriously. The fear of violence expressed by staff will be given due regard and attention, and full support will be offered should violence occur.

No blame will be attached to a member of staff who acts in good faith and consistent with the ethos of the School.

No member of staff will abuse, assault, or make threats to a member of the public, other staff member or pupil.

Violence covers both assault and non-physical abuse considered by the employee to be of a serious nature, such as:

Physical Assault

Assault occasioning death or serious injury.

Minor assaults.

Kicking, spitting, pushing and biting.

Sexual assault.

Serious Non-Physical Violence

Verbal abuse.

Abusive phone calls.

Threats without weapons.

Physical posturing and threatening gestures.

Threatening use of dogs.

Swearing and shouting.

At Bickley Park School, it is not considered necessary for special protection facilities to be considered in interview rooms and offices, albeit any rooms where 1:1 tuition takes place must be fitted with a window.

Support to Staff

1 Legal Support

In cases of assault, and in the circumstances of each case, the School may decide to engage solicitors to represent the member of staff in any proceedings, and the School will bear any reasonable costs for such representation. A payment towards the costs of damage or loss of clothing, personal possessions and reasonable medical expenses may be paid in relevant circumstances.

2 Insurance

The School has a scheme for compensating employees who are injured in the course of their employment.

3 Personal Support

An employee who suffers violence should report the incident to the Headmaster, or in his absence the Bursar. In case of injury, arrangements will be made for the employee to receive immediate medical attention from the local casualty unit.

Employees may also wish to discuss issues relating to the violent incident with a member of staff outside their department. They should speak to the Headmaster who will arrange:

- a) A private and confidential interview.
- b) Access to legal and insurance assistance where required.
- c) Information regarding specialist counselling agencies and onward referrals to these in appropriate cases.

Staff should ensure that where violence at work has occurred;

- a) The accident book is completed.
- b) The School's Accident Report Form AR is completed.
- c) The police are called to investigate. (if applicable)
- d) They can take advantage of the facilities described in the paragraphs above,

It is essential that all incidents of violence are recorded.

Stress

A stress policy is in place for staff reference should this be required

PUPILS ON SCHOOL PREMISES OUTSIDE NORMAL SCHOOL HOURS

Introduction

It has to be recognised that pupils who arrive at the School well before the start of the school day, or who remain after the end of ordinary lessons, are potentially at risk.

Not only do they face all the normal hazards which give rise to accidents or injury to pupils when in school, but because the School's main activities are not in progress, (and those that are may be loosely structured), and because full staff are not in attendance, they run the additional risk of being hurt when assistance is not as readily available and without anyone being aware that an accident has happened.

In general the School has a duty of care towards pupils in its charge and this is reinforced by the Health and Safety at Work legislation which requires the promotion of health and safety not only towards staff, but also to visitors and pupils entering the premises.

Supervision

In general terms it is essential to ensure that pupils legitimately on school premises before or after the school day are adequately supervised. The definition of what is adequate supervision will relate to the circumstances and obviously will vary.

Steps must be taken by teaching staff to ensure that a responsible person is on the premises when pupils are authorised to be present for after school activities: that they are aware, at least in general terms, of the fact that children are about; and that potentially hazardous activities have adequately close supervision.

The number and character of pupils who may be allowed on the premises is for the Headmaster and his Staff to decide, taking into account individual circumstances.

Finally, it should be remembered that pupils engaged in after-school activities requiring only limited supervision may themselves create hazards for others, eg by failing to turn off fires, electricity supplies or by leaving equipment plugged in or lying about where it may injure someone else. When pupils are given permission to stay they should be warned of the need of care in these matters and a check must be made to see that this advice has been followed.

SECURITY

The following code of practice provides for a safe learning environment for all the School's pupils, a secure workplace for staff, and seeks to protect the safety of all legitimate visitors to the sites.

Visitors

1 Visitors are asked to identify themselves at the controlled entries to both Prep and Pre Prep. They will be issued with and asked to wear a visitor's badge. The badge will contain details of fire procedure.

2 Identified visitors may be permitted to move around the school unaccompanied only if they are wearing their badge.

3 Unidentified and unauthorised persons will be challenged. Boys should be encouraged to report immediately unidentified visitors to a member of staff.

4 Members of staff should be especially vigilant at the beginning and end of each school day, during and after special school occasions, and where practicable during lettings of the premises.

Buildings and Site

1 At present it is not thought necessary to secure entry points in our perimeter. Entrance onto the school sites is limited and monitored by CCTV. Entrance doors have controlled entry by means of coded push button locks.

2 As far as is reasonably practical, all vulnerable doors, roof lights and windows have been fitted with mechanisms to ensure that they are capable of being securely locked. This applies not only to the main buildings, but also to the outbuildings (e.g. DT room, swimming pool complex).

3 The intruder alarm system is serviced and tested annually by the appropriate contractor.

4 Key security is controlled, as far as is reasonably practicable.

5 Security lighting is installed at all main buildings.

6 As far as is practicable, shrubs and trees will not be allowed to obstruct buildings sight lines.

7 An inventory will be maintained by the Bursar of all high value equipment such as videos, computers, keyboards etc. All such equipment is to be prominently and permanently security marked.

8 If requested, the School will afford all members of staff secure provision for personal belongings.

Personal Safety

1 The School has a Violence Code of Practice (*see page 28*)

2 Any incident occurring in the School (as defined by the Violence policy p.29) will be recorded on an incident reporting form.

3 Pupils should not be released from School by any member of staff, teaching or support staff, during the school day without authority from the parent / carer.

FIRE

Fire Drills

Fire drills are carried out termly, and results recorded locally by the Bursar, who is the School Fire Officer. Under his supervision, fire alarm call point tests will be carried out weekly using a rota system. Records will be maintained by the Premises Manager.

All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used (*see below*).

The guiding philosophy in all evacuations is to ensure that the buildings are empty. It is the responsibility of all staff to accompany their groups to the designated assembly area, via the evacuation routes posted in teaching areas and office accommodation. Staff should familiarise themselves with the evacuation route for their working area.

All evacuations whether as a drill or in a genuine emergency should be carried out in total silence, and pupils should be instructed to move in single file and to assemble in silence.

Fire alarm call points are located throughout the buildings.

Raising the Alarm and Fighting the Fire

If you spot a fire you should

- 1 Evacuate any pupils from the immediate vicinity of the fire.
- 2 Activate the nearest fire alarm call point.
- 3 Alert the school office who will call the fire brigade.
- 4 At this stage you should make a judgement as to whether the fire can be tackled using the fire fighting equipment available, only if you are trained to do so.

IF IN ANY DOUBT WHATSOEVER YOU SHOULD JOIN THE EVACUATION.

USE OF FIRE EXTINGUISHERS

Class of Fire	Water	Dry Powder	Carbon Dioxide	Foam
Class `A` Fires Wood, cloth, paper or similar combustible material	Most suitable	Not recommended	Not recommended	Not recommended
Class `B` Fires Flammable liquids-petrol, oils, grease, fats	Not suitable	Most suitable for general use	Most suitable where contamination by deposits must be avoided	Not recommended
Class `C` Fires Electrical plant	Not suitable – dangerous	Suitable	Suitable	Not suitable - dangerous

Fire extinguishers are located throughout the buildings and all staff should familiarise themselves with the location of fire fighting equipment in the vicinity of their working area. Operating instructions are simple but note should be taken of the suitability of an extinguisher for tackling a fire.

FIRE CHECKLIST

FOR COMPLETION BY THE BURSAR (FIRE OFFICER)

Appendix – Maintenance of Fire Precautions

INSPECTION SCHEDULE	
FREQUENCY	ACTION
DAILY	<ul style="list-style-type: none"> • Walk through premises and check escape routes to ensure they are clear of obstructions and combustible materials and that self-closing doors are not wedged open; and • Check the fire alarm control and indicating equipment to ensure the system is active and fully operational.
WEEKLY	<ul style="list-style-type: none"> • Test fire alarm system by activating a manual call point (using a different call point for each successive weekly test. • Check that all safety signs and notices are legible; • Check escape routes, and test exit locking mechanisms such as panic bars, push pads and electromagnetic locking devices; and • Ensure that fire door self-closing devices operate effectively. • Cleaning of the surfaces of all cooking equipment hoods and canopies, ductwork, fans, burners should to prevent contamination by grease or oil. Refer to manufacturers' instructions over cleaning frequencies and methodology.
MONTHLY	<ul style="list-style-type: none"> • Functional tests of all emergency lighting systems should be at an appropriate time when, following the test, they will not be immediately required. However, some modern systems have self-testing facilities that reduce routine checks to a minimum. Depending on the type of installation certain routine checks and routine maintenance work may be able to be done in house. Test methods will vary. Further maintenance may need to be carried out by a service engineer; • Carry out brief visual check of fire extinguishers to ensure there are no obvious faults; and • Fire doors should be checked to ensure they are in good working order as follows: <ul style="list-style-type: none"> – Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame; – Check any fire-resisting glazed panels are in good condition and secure in their frame; and – Check that intumescent strips and smoke seals are in good condition.
SIX MONTHLY	<ul style="list-style-type: none"> • A person with specialist knowledge of fire-warning and automatic detection systems should carry out six-monthly servicing and preventative maintenance on the fire alarm.
ANNUALLY	<ul style="list-style-type: none"> • Maintenance of portable fire extinguishers; • Annual discharge test of emergency lighting; • PAT test • Kitchen extract ventilation system professionally cleaned at least annually this maybe more frequently depending upon the specialist advice from a competent specialist contractor. You are advised to liaise with a competent specialist contractor and your insurer further over this • Gas safety checks by competent gas safe registered persons.
FIVE YEARLY	<ul style="list-style-type: none"> • Fire alarm wiring test. Test, inspection and competent engineer's report.

Lockdown and Disaster Recovery Policy

The school maintains a lockdown and disaster recovery policy and these are tested annually

COSHH (Control of Substances Hazardous to Health) REGULATIONS 1994

COSHH applies to all substances that are capable of causing adverse health effects. In relation to the School, COSHH may apply to substances used or produced in chemistry lessons, to dusts created in certain practical classes, or for premises maintenance work including cleaning materials.

Regulations require that the exposure to hazardous substances must either be prevented or adequately controlled. Bickley Park School acknowledges its responsibility, but the best strategy, where practicable, is substitution with safer substances.

Where a degree of hazard is presented by a product the label must include the following information:

TOXIC A substance which, if it is inhaled or ingested or if it penetrates the skin, may involve serious or acute or chronic health risks and even death.

HARMFUL A substance which if it is inhaled or ingested or if it penetrates the skin, may involve limited health risks.

CORROSIVE A substance which may on contact with living tissues destroy them.

IRRITANT A non – corrosive substance which, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause inflammation.

All hazardous substances used by cleaning, grounds or maintenance staff, in addition to those in teaching departments are to be kept locked out of reach.

Safety Data Sheets will be obtained from the manufacturers of the substances, and kept by the Matron, Nurse, Bursar and in each storage location. Assessments will be carried out regularly, of all the risks posed by the hazardous substances in order to determine any necessary control measures. The assessment will identify the substances to which staff and others will be exposed, the likely route of entry (inhalation, ingestion or skin absorption) and the people likely to be exposed and the degree of exposure. Written records of the assessments will be kept by the Bursar on the sheets provided.

Whilst COSHH places duties on the School as employer, staff must make full and proper use of any control measures, including the provision of personal protective equipment where appropriate.

FOOD HYGIENE

The School, through the office of the Matrons, will identify any steps in its catering activities which are critical to food safety, to ensure that adequate safety procedures are identified, implemented, maintained and reviewed. All staff who handle or prepare food must be trained to level 2 food hygiene.

Generally however, major catering is undertaken by contractors Holroyd Howe Ltd who operate their own Health & Safety practices.

RESPONSIBILITY OF SPECIFIED SUBJECTS

SCIENCE

The Head of Science has the responsibility of ensuring that staff, particularly new staff, are familiar with this general policy, and with the policy written for the Laboratories, that the delegation is effective and that delegated duties are being carried out.

Risk Assessment The Head of Science has the responsibility for ensuring that risk assessments are carried out and for prioritising efforts to reduce the higher risks. Control measures should be regularly monitored for effectiveness.

COSHH Regulations In order that these regulations may be complied with, no substances should be used unless an assessment of them has been undertaken. Science staff should consult the following texts for published assessments on any substance they intend to use;

CLEAPSS Hazcards.

CLEAPSS Laboratory Handbook.

Safeguards in the School Laboratory.

Hazardous Chemicals; A manual for schools and colleges.

Other specialist publications considered appropriate by the Head of Science

The Head of Science must regularly monitor compliance with the COSHH regulations by carrying out spot checks, and by keeping a record of all checks.

Safety instructions must be written on all work schemes, work cards etc. Copies of the safety data sheets should also be lodged with the Matron, and Bursar's office.

Emergency Procedures

Fire Science Staff must follow the normal school procedures in case of fire.

Injury Staff should again follow the school procedures for reporting accidents. They must be aware of the immediate remedial measures whilst awaiting the arrival of first aiders.

Each laboratory should have emergency measures for irrigating eyes, skin and clothing following chemical splashes.

Animals and Plants in School DES AM 3/90 summarises the laws and regulations concerning the keeping of animals and plants in the School. Section 14 of the CLEAPSS Handbook contains the same information in more detail.

PHYSICAL EDUCATION

All sports and activities are to be carried out in accordance with the following references:

Safety in Physical Education (HMSO)

Safety in Outdoor Pursuits (HMSO)

Safe Practice in Physical Education (BAALPE)

Safety in Swimming Pools (SPORTS COUNCIL)

Any other specialist publications considered appropriate by the Head of P.E

The Head of P.E must monitor activities to ensure adherence to the published guidance.

The Head of P.E is also responsible for ensuring that risk assessments are carried out and for prioritising efforts to reduce higher risks. Control measures should be regularly monitored for effectiveness.

The P.E equipment must be subjected to an annual check under the direction of the Head of P.E and records kept of all such inspection. The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson.

Accidents Any accidents occurring during organised activities whether in the School or away from the establishment must be reported at the earliest opportunity. On return, the supervising person must fill in the Accident Form AR.

DESIGN & TECHNOLOGY

The Head of Design & Technology has the responsibility of ensuring that staff, particularly new staff, are familiar with this general policy and with the policy written for Workshops, that the delegation is effective and that delegated duties are being carried out.

Risk Assessment The Head of Design & Technology is responsible for ensuring that risk assessments are carried out and for prioritising efforts to reduce the higher risks. Control measures should be regularly monitored for effectiveness.

The following texts are available for information;

Education Code of Practice “Health & Safety in School Workshops”
Safety in Practical Studies (DES)
Managing Health & Safety in School Workshops (NAAIDT)
Any other specialist publications considered appropriate by the Head of D & T.

Accidents / Injury Staff should follow the school’s procedures for reporting accidents, and be aware of the immediate remedial measures whilst waiting for first aiders to arrive.

ART AND DESIGN

The Head of Art should take into consideration the following areas when conducting a risk assessment for their activities:

- Competence of Staff
 - use of machinery & materials
- Materials / Substances
 - working with metals (casting, welding, soldering)
 - working with wood
 - working with plastics
 - working with glass (heat, grinding, etching)
 - working with ceramics (glazing, firing, dust)
 - paints (inhalation, spraying)
 - solvents (inhalation, skin contact)
 - dyes
 - adhesives and fixatives
 - plaster of paris
- Equipment (Tools and Machines)
 - ceramic machinery (pottery wheels, kilns)
 - cutting tools (knives, guillotines)
 - printing and printmaking
 - textiles
 - photography (darkrooms)
- Suitability of Room
 - lighting, heating and ventilation
 - water supply
 - gas and electrical supply
- Level of Supervision

- class sizes
- Hygiene and Cleaning
- Special Educational Needs
 - communication
 - physical ability
 - medical conditions
- Inspection of Equipment
 - pre-use visual checks by staff, removal of defective items
 - specialist checks by competent contractors
- First Aid Provision
 - visits away from school premises, eg travelling kit
 - individuals pupils medical information
- Personal Protective Equipment
 - appropriate to the activity
- Reporting of Accidents and Near Misses

Further information

Institute of Materials, Minerals and Mining: Health and Safety in Ceramics: A Guide for Educational Workshops and Studios (www.iom3.org)

Drama

The Head of Drama should take into consideration the following areas when conducting a risk assessment for their activities:

- Competency of Staff
- Level of Supervision
- Safe Use of Electrical Equipment (portable and fixed)
- Good Housekeeping to avoid Slips, Trips and Falls
- Maintenance of Equipment (eg lifting, lighting)
- Safe Handling of Chemicals (including dealing with spillages)
- Safe Use of Pyrotechnics
- Safe Manual Handling (eg erection, moving and dismantling of scenery)
- Safe Working at Height (eg, use of tower scaffolds, ladders)
- First Aid Provision
- Reporting of Accidents and Near Misses
- Fire Precautions
- Lone Working
- Emergency Procedures
- Security Arrangements (eg preventing unauthorised access)
- Safe Disposal of Waste

Inspection and Maintenance

Arrangements should be in place for the inspection and maintenance of all equipment, including the use of external personnel who may perform the duties of a competent person for specialist equipment.

Entertainments Licence

Licences may be required for certain performances (contact your local authority):

- Public music, dancing and similar entertainment (except where provided in connection with religious worship)
- Indoor sporting entertainment where the public are invited spectators
- Certain open air activities (particularly if dancing and/or music is involved)
- Christmas nativity plays, concerts etc

Types of Licence

- Entertainments Licence (annual)
- Occasional Entertainments Licence
- Occasional Entertainments Licence in the Open Air
- Occasional Stage Play Licence

Further information

HSE Electrical Safety for Entertainers <http://www.hse.gov.uk/pubns/indg247.pdf>

Outdoor learning and school trips

The school's arrangements for trips ensure that:

- risk assessment focuses attention on real risks - not risks that are trivial and fanciful;
- proportionate systems are in place - so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported - so that staff can readily check if they have taken sufficient precautions or whether they should do more.

WHAT THE SCHOOL, PUPILS AND PARENTS SHOULD EXPECT FROM STAFF

Key message: 'Those running school trips need to focus on the risks and the benefits to people - not the paperwork.'

11 Staff running school trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

12 It is important that those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

IF THINGS GO WRONG

Key message: 'Accidents and mistakes may happen on school trips - but fear of prosecution has been blown out of all proportion.'

13 HSE works with the police and others following fatal accidents. If an incident on a school trip leads to the death or serious injury of a pupil, HSE will normally investigate. Most serious accidents on school trips involve underlying management failures and HSE always looks for these underlying causes - see our Enforcement Policy Statement (www.hse.gov.uk/enforce/enforcepolicy.htm). HSE does not investigate incidents in response to civil claims.

14 HSE has brought prosecutions in rare cases where there was evidence of recklessness or a clear failure to follow sensible precautions. However, it is important that schools and their staff do not interpret this as meaning that to avoid prosecution by HSE they must eliminate even the most trivial risks. Schools and their staff are expected to deal with risk responsibly and sensibly. If things do go wrong during a trip, provided sensible and proportionate steps have been taken, it is highly unlikely that there would be any breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.

FURTHER INFORMATION

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This document can be found online at:
www.hse.gov.uk/services/education/school-trips.pdf.

MINIBUSES

The School owns or leases four minibuses / vans which are well-equipped and are regularly serviced and maintained. Full details and service records are retained within the Bursar's office.

The minibuses are not hired out, but are occasionally loaned to third parties or other organisations. (CRISIS and St George's Church). Insurers are advised on these occasions.

Drivers of these vehicles must satisfy the following criteria:

1. Be between 21 and 65 years old
2. Have held a full driving licence for a minimum of three years and where necessary a PCV licence.
3. Have no endorsements in the last three years (except for minor offences)
4. Be medically fit to drive
5. Never had motor insurance refused or terms imposed upon any personal motor insurance
6. Must be authorised by the School to drive and their names registered with the Bursar
7. Have undertaken a basic London Borough Bromley minibus driver's assessment or hold a licence D1

Where appropriate, the School will arrange attendance on courses through the following office;

Head of Road Safety Unit
London Borough of Bromley
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Minibus emergency plan

In case of emergency call 999 if involved in an accident

In this and other emergencies use discretion initially before seeking advice from the Bursar on 0208 466 7442 or 0777 623 7520 or the Headmaster on 0208 467 2195

The Bursar will immediately liaise with the insurance company as applicable.

The glove box contains a pack containing the following.

- Minibus emergency plan
- What to do in the event of an accident
- Third party accident card
- Accident card
- School insurance certificate

Consult the school accident card found in the glove box, take pictures of any damage to both vehicles and the scene of the accident if safe to do so. Note the number of occupants in the other vehicle(s) and their registration numbers. Note the phone number and address of the other drivers involved and those of any witnesses. Never neglect the passengers whilst doing this.

Provide the other party with your name and school phone number, by completing the third party accident card found in the glove box, and hand them a copy of the school insurance details.

If the driver or passenger becomes ill stop the bus immediately when safe to do so.

Do not continue to drive the minibus if you feel unwell. Seek advice from the Bursar on 0208 466 7442 or 0777 623 7520 or the Headmaster on 0208 467 2195.

In case of breakdown, mechanical incidents or punctures stop the bus in the safest place possible. Evacuate the passengers to a safe place and ensure they are supervised. Seek advice from the Bursar on 0208 466 7442 or 0777 623 7520 or the Headmaster on 0208 467 2195. Breakdowns will be dealt with in the safest possible manner. If you are unable to make contact with the Bursar or Headmaster call Equity Red Star insurance on **0800 587 8872** or **01277 720778** and quote the following:

- ERS breakdown through Marsh
- Certificate of motor insurance number 2636157
- Phone number you are calling from
- Location of the broken down vehicle
- registration number, make, model and colour of our vehicle
- The number of passengers

If the vehicle cannot be repaired at the scene passengers will be transported back to a place of choice

School outings

The safety of everyone, child and adult, is of paramount importance at our school. Outings away from our site pose particular challenges and it is important that, in advance of any trip, thought should be given to managing the likely risks. Staff must complete a risk assessment on the "Outings Form" which is found in the staff room of Prep and Pre Prep. Staff must complete the form to indicate that appropriate measures are in place, and to add any further risk assessment pertinent to a particular visit: for example an outing to a river will carry with it specific hazards. All forms must be signed off as approved by the Headmaster prior to the trip taking place. An adventures activities license must be obtained prior to any trip which includes caving, climbing, trekking, skiing or water sports.

Further details are contained in the staff handbook section D15-D17 and in the educational visits policy.

An example copy of the outings form risk assessment is an appendix to this document. A central register of risk assessments for all trips are kept by the school secretaries. The master copy is available on the common drive staff area in both 'Trips' and 'EX DAY TRIP BANK' folders –called: 'Risk Benefit Assessment Form for trips 2018'

SAFER RECRUITMENT

Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. The school recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply. The Headmaster is responsible for all staff recruitment and personally oversees this process. The Headmaster has completed the safer recruitment training as has the Bursar. These are renewable in May 2022 and March 2019. (5 year update)

SAFER EMPLOYMENT PRACTICES

Bickley Park School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the statutory child protection checks before starting work. All governors, volunteer helpers, and contract catering staff, are also vetted. Our policies are reviewed by governors annually.

Lone worker policy

Working alone is not in itself against the law, and it will often be safe to do so. However, the law requires employers and others to think about and deal with any health and safety risks before people should be allowed to work alone. Employers have responsibility for the health, safety and welfare at work of all of their employees. They are also responsible for the health and safety of those affected by work activities, for example any self-employed people they engage and visitors such as contractors.

These responsibilities cannot be transferred to any other person, including those people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risks where necessary.

Employees and contractors have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

For the school's purpose: Lone Workers are:

- People working alone on school premises during holiday periods or before 7am and after 6pm during the School term (i.e when the school is not fully staffed)
- This would apply to all staff, especially those conducting maintenance, construction work, repairs or to a lesser extent, cleaning. However, any teaching staff working alone outside of school hours will also be affected.
- People working alone in school hours performing roles where a risk assessment of this role or task is deemed necessary.

Employers need to investigate the potential hazards faced by lone workers and assess the risks involved both to the lone worker and to any person who may be affected by their work. Employers should ensure that measures are in place to control or avoid such risks.

What should employers do?

Employers of lone workers should:

- **involve** staff when undertaking the required risk assessment process, to ensure all hazards are identified;
- take steps to **check control measures** are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- **review** risk assessments annually;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to **provide help or back-up**;
- follow the same process when a lone worker is working at another address, i.e The Spinneys.

There are some high-risk activities where at least one other person may need to be present. Examples include:

- working in a high-risk confined space or at height, where someone should be dedicated to the rescue role;
- people working at or near exposed live electricity conductors;
- working at height with or without high risk machinery (hedge trimmers)
- other electrical work where at least two people are sometimes required.
- people working in the swimming pool area.

Can the risks of the job be adequately controlled by one person?

Lone workers should not be put at more risk than other employees. In order to achieve this, extra risk control measures may be necessary. Precautions should take account of normal work and foreseeable emergencies ,eg fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and out for one person?
- Can any necessary temporary access equipment, such as portable ladders or trestles, be safely handled by one person?
- Can all the machinery in the workplace be safely handled by one person?
- Are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- Does the work involve lifting objects too large for one person?
- If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communication, especially in an emergency?

Employers need to check that lone workers have no medical conditions that may make them unsuitable for working alone.

Lone workers need to be sufficiently experienced and fully understand the risks and precautions. Employers should set the limits to what can and cannot be done while working alone. They should ensure employees are competent to deal with circumstances that are new, unusual or beyond the scope of training, for example when to stop work and seek advice.

How will the person be supervised?

Although lone workers cannot be subject to constant supervision, it is still an employer's duty to ensure they are healthy and safe at work. Supervision can help to ensure that employees understand the risks associated with their work and that the necessary health and safety precautions are carried out.

Supervision of health and safety can often be carried out when checking the progress and quality of the work. This may take the form of periodic site visits combined with discussions in which health and safety issues are raised.

The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Employees new to a job, undergoing training, doing a job that presents special risks, or dealing with new situations may need to be accompanied at first. The level of supervision required is a management decision, which should be based on the findings of a risk assessment: the higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they require assistance. Procedures must be put in place to monitor lone workers to help keep them healthy and safe. These may include:

- line management or colleague periodically visiting and observing the lone worker;
- regular contact between the lone worker and manager, using either mobile phones, telephones, radios;
- panic alarms;
- mobile phone carried at all times, staff advised to call 999 in an emergency;
- management checks to ensure a lone worker has returned to their base or home once their task is completed.

What happens if a person becomes ill, has an accident, or there is an emergency?

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and employees trained in them. Information regarding a premises' emergency procedures and danger areas should be given to lone workers. They should have access to adequate first-aid facilities, and mobile workers should carry a first-aid kit suitable for treating minor injuries. Occasionally, risk assessment may indicate that lone workers need first aid-training.

Employers' liability insurance

Under the Employers' Liability (Compulsory Insurance) Act 1969 (ELCI), most employers are required by law to insure their employees against workplace injury or disease. Lone workers must be included in their employer's policy. The school is covered in this respect.

In summary:

The school must identify those staff who carry out lone work, in school holiday periods, which could be construed as of a hazardous nature. For this purpose, maintenance, grounds and IT staff are the persons at most risk.

The school must identify those staff who carry out lone work, during the period when school is in session, which could be construed as of a hazardous nature. At risk here are maintenance, grounds and pool maintenance staff.

Work performed by these staff includes but is not limited to:

- Swimming pool maintenance and use of chemicals
- Gardening with power tools and at height
- Construction and maintenance

Generic risk assessments need to be carried out on these roles, plus specific risk assessments when a job being undertaken varies from a generic task. First aid packs should be available in the areas where the work is being carried out or transported there for each occasion.

Consideration needs also to be given to the welfare of cleaners who work alone out of school hours. However at this time there are no such employees.

Some Teaching staff remain alone after school for ad hoc duties. In these events it would be sufficient to supply these staff with a panic alarm (a shared device available from the secretary's office on both sites) and an emergency contact number, and to implement a procedure for staff to call their line manager when they have safely left the premises.

Young Persons at Work

The Regulations require formal written risk assessments for young people (e.g. those under 18 years of age) but do not otherwise demand more than that which is already needed by Health and Safety legislation.

Actions Required

Before young people start work, a written risk assessment must be carried out. If they are already at work, the current assessment must be reviewed immediately, and committed to writing, if necessary.

In carrying out the risk assessment, the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
- The fitting-out and layout of the workplace and workstation
- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of the Health and Safety training provided, or to be provided, to the young persons
- Risks from agents, processes and work

Young people must be protected from any risks to their health and safety, which are a consequence of their lack of experience, absence of awareness of existing and potential risks, and/or immaturity.

If the School arranges work experience placements for pupils, it should obtain a copy of the risk assessments relevant to the work experience before each placement begins.

The School is already prohibited by specific legislation from employing young persons in certain areas of work.

In addition, the School must not employ any young person for work which:

- Is beyond their physical or psychological capacity
- Involves harmful exposure to agents which are toxic, carcinogenic, cause inheritable genetic damage or harm to the unborn child, or which in any other way, chronically affects human health
- Involves harmful exposure to radiation
- Involves a risk of accidents which it may reasonably assume cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training
- Presents a risk to health from extreme cold or heat, noise or vibration
- Except where the young person is over the minimum school leaving age, the risk has been reduced to the lowest level reasonably practicable, the work is necessary for his or her training and the young person is supervised by a competent person

New and Expectant Mothers at Work

A “new or expectant mother” is a school employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee should have notified the school in writing that she is pregnant and when she gives birth, but there is no statutory obligation for her to do so. ‘Risks’ include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself. Further details are contained on “New and Expectant Mothers” at www.hse.gov.uk/mothers.

If there is significant risk to the health and safety of an identified new or expectant mother, the following actions will be considered in the order given: removal of the problem; prevention of exposure; control of exposure.

In the unlikely event of significant risk still remaining then the following steps to remove the employee from the risk will be taken:

- Temporarily adjust the working conditions and/or hours of work, or if it is not reasonable to do so, or if this would not avoid the risk then,
- Offer suitable alternative work if any is available, or if that is not feasible then,
- Suspend the employee from work with paid leave for as long as necessary to protect her safety/health and/or that of her child or unborn child.

These actions will only be necessary where, as the result of a risk assessment, there is genuine concern. Before offering alternative employment, paid leave or if there is any doubt, professional advice will be sought. The risks will be kept under review as they may change, for example, as the pregnancy progresses.

Examples of Risks and Ways to Avoid Them

Risk

- Tiredness from standing for long periods or carrying out heavy physical work; stress caused by work, conditions at work or fears (e.g. ill-founded fears associated with display screen equipment); work at heights, up ladders or up steps

The School requests any new or expectant mother, in order that her own safety or health or that of her child, may be protected, to inform a suitable manager if she becomes a new or expectant mother.

Risk

- Manual handling of loads where there is risk of injury. The risk can continue even after birth, e.g. if birth has been by caesarean section

Avoidance

An assessment under the Manual Handling Operations Regulations should identify the steps to reduce the risks to the lowest, reasonable, practical level.

WORK EQUIPMENT

Reference:

A. Provision and Use of Work Equipment Regulations 1998.

All dangerous parts of equipment, which includes machinery, must be adequately safeguarded. A machinery inventory should be drawn up to identify equipment and machines with dangerous parts and the associated safeguards. Regular inspections and tests of safeguards and emergency stop devices must be carried out and recorded.

Provision and Use of Work Equipment Regulations

“Work equipment” includes items such as wood-working machinery, air compressors, lawn mowers, overhead projectors, ladders, laboratory apparatuses, portable drills, soldering irons, catering equipment etc. “Work equipment” covers any equipment provided by employees themselves for use at work.

The main requirements are to:

- Take into account the working conditions and hazards in the workplace when assessing and selecting the equipment
- Ensure that equipment is suitable for the job it has to do
- Ensure that equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users
- Provide that equipment new to the workplace conforms with the relevant EC product safety directives

The Regulations also contain specific requirements for equipment. There must be: Protection against dangerous parts of the machinery, protection against specified hazards, e.g. falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions

Protection on parts and substances at high or very low temperatures

- Control systems and control devices
- A means of isolation on equipment
- Good lighting, maintenance operations and warnings markings

Those in control of work equipment will need to assess the risks posed by the use of their present work equipment.

New equipment must comply, if possible, with an appropriate British or CEN Standard and safe operating procedures must be obtained to ensure that the equipment can be used safely

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) at Work Regulations

PPE is defined in the Regulations as:

"all equipment (including clothing affording protection against the weather), which is intended to be worn or held by a person at work and which protects him against one or more risk to his health or safety"

Examples are safety helmets, face masks, lifejackets, high visibility clothing, safety boots, goggles, harnesses, gloves, clothing against extremes of temperature or wetness etc.

The School will:

- Provide PPE to employees (free of charge) and to pupils whenever health and safety risks are not adequately controlled by other means
- Select PPE suitable for the risks, the employee, the pupils and the work environment
- Assess the PPE available to ensure it is suitable
- Maintain the PPE and provide suitable accommodation for it;
- Ensure that the PPE is properly used through training (theoretical and practical) information and instruction

PPE covers items such as eye protection, head protection, foot protection, hand, leg and arm protection and protective clothing for the body and respiratory protection.

All competent PPE suppliers should be chosen who are willing and able to advise on individual requirements. Manufacturers and suppliers have a legal duty to provide information of this type.

Maintenance of PPE can include cleaning, disinfection, examination, replacement, repair and testing. The individual(s) responsible for maintenance should be identified. Procedures to be followed and their frequency should be laid down in writing.

The school needs to ensure that accommodation for PPE is provided so that it can be safely stored when it is not in use.

A systematic approach to training should be taken. Training records should be kept. Users of PPE need to know:

- The risk(s) against which the PPE protects
- The way in which the PPE is to be maintained and stored – a practical approach to this element will often be necessary

Employees have duties to use PPE in accordance with the training instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

Protective Clothing

Where appropriate, overalls to protect clothing and bare arms should be worn by employees, pupils and others in laboratories, rooms used for Technology and practical subjects, and during cleaning, maintenance and grounds work.

Maintenance Operatives and Cleaners should be provided with overalls of sufficient coverage to protect against dirt, debris and substances. Safety footwear may be required.

Groundsmen/Gardeners should be provided with the following:

- Uniforms consisting of T-shirts, fleece, sweater and waterproof jackets and gloves, eye and ear protection and protective footwear
- Specific PPE is available for the application of chemicals

For some operations with hazardous substances, e.g. use of swimming pool disinfection chemicals, a full set of protective clothing must be available. This should include rubber gloves, goggles, respiratory protection, overalls and rubber boots.

Specific risk assessments, including COSHH assessments, must always indicate when personal protection is to be worn and indicates the standard/type of protection necessary.

Avoidance

- Volume and pacing of work should not be excessive. If possible, employees should be given some control over how work is to be organized. Seating should be made available. Rest breaks may need adjustment. Employees should be allowed to gain access to help from other employees. Proper information and training should be provided.

Risk

- Chemicals which may be absorbed through the skin, some pesticides included

Avoidance

Assessments required under the Control of Substances Hazardous to Health Regulations will identify these chemicals and the remedial measures to be taken. It is best to substitute less hazardous chemicals but if this is not possible, proper precautions to prevent skin contact should be taken. The risk of contamination should be reduced and personal protective equipment such as overalls, gloves and face shields should be provided. Strict compliance with the requirements of the Control of Pesticides Regulations is necessary.

Author	August 2018	Bursar
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